

REQUEST FOR QUOTATION



TO:

Date of issue:	February 17, 2025
Reference Number	CSSP/RFQ/25/
Contract title:	Printing IEC Material
Closing date:	March 7, 2025
For further information, please contact the Contracting Authority:	Civil Society Support Program (CSSP) Tel: 022-2102822
Please note that the Quotation may be delivered to the Contracting Authority in a sealed envelope and the name of the submitting company.	

CSSP INVITES YOU TO SUBMIT A SEALED QUOTATION FOR THE FOLLOWING ITEMS:

S.N	Description of the item		Tentative Quantity	Lead Time
1	Newsleter A4 size, 8 pages, 128gm matt paper, both side printing, pin binding(Quantity 500)	Newsleter	500	As Soon As Possible
2	Book A4 half size, 80gram indoneshia paper, inner pages one color printing, 200 pages, tittle 4 color printing	Book	500	
3	Poster 18x23 size, 4 color printing, 128gm matt paper, one side printing (Quantity 1000)	Poster	1000	
4	Broucher A4 size, 4 color printing, 128gm matt paper, one side printing (Quantity 1000)	Leaflet	1000	
5	Broucher A4 size, 4 color printing, 128gm matt paper, both side printing (Quantity 1000)	Leaflet	1000	
6	Writing ped, A4 half size, inner 30 pages. 80gm indoneshia paper, one color printing, tittle 4 color, 260gm matt card (Qty 500)	Writing Ped	500	
7	Banner 6x4 Size 400gram matt sheet, four color printing per square feet rate (qty 1)	Banner	1	
8	Banner 8x4 size (Pasting, Fitting & Labour charges) (Above 32 square feet	Fitting Labour Charges	1	
9	Invitation card, single side printing, color printing, 260gm card (Qty 50)	Invitation Card	50	
10	Invitation card, both side printing, color printing, 260gm card (Qty 50)	Invitation Card	50	
11	Shield standard size in mirror 10mm , star shape , size 5.5x5.5 with double stand with good quality box (Qty 20)	Shield Mirror	20	
12	Hand bill news paper color 68gm , A4 size, one color printing (Qty 1000)	Hand Bill	1000	
13	Certiificate 310gm art card, color printing (Qty 50)	Certificate	50	

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14	Visting Card, standered size, four color printing, 310gram Art Card, both side printing (Qty 500)	Visting Card	500	
15	File folders 350 gram Art Card, Size 18x16.5 pockets attached, 4 Color Printing Both Side, Mat Lamination with inner Pocket on both sides (Qty 500)	File Folder	500	
16	Letterhead A4 size, 100gm indonesia paper, 4 color printing with (each book 100 pages (Qty 10 Book)	Letterhead	10 Book	

A.1. Acknowledgement

Upon receipt of the Request for Quotation please inform the Contracting Authority if you intend to submit a quotation. Please respond even if negative.

A.2. General

The goods/services to be purchased/hired are for use by the Contracting Authority. The supplier can submit a quotation for one, several or all lots.

A.3. Cost of quotation

The supplier shall bear all costs associated with the preparation and submission of his quotation and the Contracting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the negotiated procedure.

A.4. Eligibility and qualification requirements

Suppliers are not eligible if they are in one of the situations listed in article 15 of the General Terms and Conditions for Supply Contracts.

In the Quotation Submission Form suppliers shall attest that they meet the above eligibility criteria. If required by the Contracting Authority, the supplier whose quotation is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility through certificates issued by competent authorities in its country of establishment or operation or, if such certificates are not available, through a sworn statement.

Suppliers shall also be requested to certify the General Terms and Conditions for service/Supply Contracts and with the Code of Conduct for Contractors.

To give evidence of their capability and adequate resources Suppliers shall provide the information and the documents requested by the Contracting Authority.

A.5. Exclusion from award of contracts

Contracts may not be awarded to Candidates who, during this procedure:

- (a) are subject to conflict of interest:
- (b) are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the Contract procedure or fail to supply this information.

A.6. Documents comprising the Request for Quotation

The Supplier shall complete and submit the following document with his quotation:

1. The attached Quotation Submission Form
2. Copies of NTN (Shall only be submitted if you have not delivered to the Contracting Authority before)
3. References that we may contact for further background information of your company. (Shall only be submitted if you have not delivered to the Contracting Authority before)

A.7. Price

Price shall be quoted in PKR.

The price shall be inclusive of all applicable taxes.

A.8. Validity

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Quotation shall remain valid and open for acceptance for 30 days after the closing date.

A.9. Closing date

Quotation must be received by the Contracting Authority as specified on page 1 not later than the closing date and time. Any quotation received after that will not be considered.

A.10. Award of Contract and Criteria

The Contracting Authority will award the Contract to the supplier whose quotation has been determined to be substantially responsive to this Request for Quotation (RFQ) and who has offered the best value for money, provided further that the supplier has the capability and resources to carry out the Contract effectively.

The Contracting Authority reserves the right to accept all or part of your quotation, whichever is in its best financial interest.

A.11. Signature and entry in to force of the Contract

Prior to the expiration of the period of the quotation validity, the Contracting Authority will notify the successful supplier in writing.

Within 7 working days of receipt of the Contract, not yet signed by the Contracting Authority, the successful supplier must sign and date the Contract and return it to the Contracting Authority. On signing the Contract. The successful supplier will become the Contractor and the Contract will enter into force once signed by the Contracting Authority.

A.12. Cancellation for convenience

The Contracting Authority may for its own convenience and without charge or liability cancel the RFQ at any stage.

A.13. . Payment

Payment will be made upon receipt of the following documents on monthly basis within 7 -10 working days after receipt of services invoice:

- (a) Invoice
- (b) Proof of receipt/delivery

QUOTATION SUBMISSION FORM

INSERT PRICE FOR THE ITEMS MENTIONED - PRICE MUST BE INCLUSIVE OF TAXES.

S.N	Description of the item		Tentative Quantity	Unit Cost	Total Amount
1	Newsletter A4 size, 8 pages, 128gm matt paper, both side printing, pin binding(Quantity 500)	Newsletter	500		
2	Book A4 half size, 80gram indonesia paper, inner pages one color printing, 200 pages, tittle 4 color printing (Qty 500)	Book	500		
3	Poster 18x23 size, 4 color printing, 128gm matt paper, one side printing (Quantity 1000)	Poster	1000		
4	Broucher A4 size, 4 color printing, 128gm matt paper, one side printing (Quantity 1000)	Leaflet	1000		
5	Broucher A4 size, 4 color printing, 128gm matt paper, both side printing (Quantity 1000)	Leaflet	1000		

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6	Writing ped, A4 half size, inner 30 pages. 80gm indonesia paper, one color printing, tittle 4 color, 260gm matt card (Qty 500)	Writing Ped	500	
7	Banner 6x4 Size 400gram matt sheet, four color printing per square feet rate (qty 1)	Banner per square feet	1	
8	Banner 6x4 size (Pasting, Fitting & Labour charges)	Fitting Labour Charges per square feet	1	
9	Invitation card, single side printing, color printing, 260gm card (Qty 50)	Invitation Card	50	
10	Invitation card, both side printing, color printing, 260gm card (Qty 50)	Invitation Card	50	
11	Shield standard size in mirror 10mm , star shape , size 5.5x5.5 with double stand with good quality box (Qty 20)	Shield Mirror	20	
12	Hand bill news paper color 68gm , A4 size, one color printing (Qty 1000)	Hand Bill	1000	
13	Certiificate 310gm art card, color printing (Qty 50)	Certificate	50	
14	Visting Card, standard size, four color printing, 310gram Art Card, both side printing (Qty 500)	Visting Card	500	
15	File folders 350 gram Art Card, Size 18x16.5 pockets attached, 4 Color Printing Both Side, Mat Lamination with inner Pocket on both sides (Qty 500)	File Folder	500	
16	Letterhead A4 size, 100gm indonesia paper, 4 color printing with (each book 100 pages (Qty 10 Book)	Letterhead	10 Book	

After having read this Request for Quotation on behalf of my company/business, I hereby:

- Accept, without restrictions, all the provisions in the Request for Quotation including General Terms and Conditions for Service/Supply Contracts.
- Provided that a contract is issued by the Contracting Authority we hereby commit to furnish any or all items at the price offered and deliver same to the designated points within the delivery time stated above.
- Certify and attest that we meet the eligibility criteria stated in the Instructions.
- Certify and attest compliance with the Code of Conduct for Contractors.

This declaration will be confirmed in the Contract and misrepresentation will be regarded as grounds for termination.

Signature and stamp:

Signed by:

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The Contractor

Name of the
company_____

Address _____

Telephone/Mobile no. _____

E-mail:_____

Name of contact person

References:

S.No	Name & Title (Name of Organization)	Contact No:
1		
2		
3		