

REQUEST FOR QUOTATION



TO:

Date of issue:	February 17,2025
Reference Number	CSSP/RFQ/25/
Contract title:	Photography and Videography of the Event
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	Photography of the Event (Half Day)	1	As Soon As Possible
2	Photography of the Event (Full Day)	1	
3	Videography of the Event	1	
4	Editing of Photos and Videos	1	
5	Drone camera for photos and videos of the event	1	
6	Live Stream Event on Social Media Page	1	

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

REQUEST FOR QUOTATION



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

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

REQUEST FOR QUOTATION



QUOTATION SUBMISSION FORM

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

S.N	Description	Qty	Unit Price	Total
1	Photography of the Event (Half Day)	01		
2	Photography of the Event (Full Day)	01		
3	Videography of the Event	500		
4	Editing of Photos and Videos	500		
5	Drone camera for photos and videos of the event	01		
6	Live Stream Event on Social Media Page	01		
7	Photography of the Event (Half Day)	01		
8	Photography of the Event (Full Day)	01		

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:

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		