

# REQUEST FOR QUOTATION



TO:

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

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

S.N	Description		Tentative Quantity	Lead Time
1	Writing Ped small size	Number	1	
2	Ball pen (signature)	Packet	1	
3	A4 paper Rim 70gram (PPC )	Rim	1	
4	Paper Rim (Legal Size)	Rim	1	
5	A4 Paper Rim 100gram	Rim	1	
6	Box file (Imported)	File	1	
7	Ring File (D Ring File)	File	1	
8	Board Marker (dollar)	Packet	1	
9	Permanent Marker Dollar	Packet	1	
10	Clear Bag ( plastic)	Number	1	
11	Paper tape 2 inch (excellent)	Number	1	
12	Paper Tape 1 Inch (Excellent)	Number	1	
13	Scotch tape 2 inch (Johnson tape)	Number	1	
14	Sticky notes 4 Colors	Packet	1	
15	Glue sticks Dollor (35gram)	Packet	1	
16	Scale steel	Scale	1	
17	Stapler Machine Tick (SM22HDN)	Number	1	
18	Stapler pin (dollar)	Boxes	1	
19	Hole paper Punching machine (Axent A-80)	Number	1	
20	Hole paper Punching machine( Axent A-60)	Number	1	
21	Flash card color /Zop Card	Packet	1	
22	Scissor Medium Size	Number	1	
23	Color/white sheet		1	
24	Pencils Dollar	Packet	1	

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25	Sharpener Goldfish (50 piece)	Burney	1
26	Eraser/Rubber DUX (DX45)	Packet	1
27	Highlighter (Multi Colors) Dollar	Packet	1
28	White Board 2x3 size with stand	Number	1
29	Soft Board 2x3 size	Number	1
30	File Separator (plastic)	Packet	1
31	4-Letters Tray office Desk Organizer	Number	1
32	Stamp/thumb ped crystal	Number	1
33	Stamp ped Ink (crystal)	Number	1
34	Heavy Duty Stapler Machine	Number	1
35	Paper Clips S (Diamond)	Packet	1
36	Binder Clips M (Diamond)	Packet	1
37	Binder Clips L (Diamond)	Packet	1
38	Whito/correction pen (Dollar)	Packet	1
39	Log Book	Number	1
40	Stock Register In & out (200pages)	Number	1
41	Thum pin color	Packet	1
42	Pin Remover (Sisman 1003)	Number	1
43	Pointer Jel pen	Packet	1
44	Binding Tape	Number	1
45	Volunteer card with Ribben	Packet	1
46	A4 Transparent Sheets for Attendance (each packet 50 sheet)	Packet	1
47	A4 Card Sheet, (each packet 50 sheet)	Packet	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

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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**

Quotations 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 quotations 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:

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- (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		Unit	Unit Cost	Amount
1	Writing Ped small size	Number	1		
2	Ball pen (signature)	Packet	1		
3	A4 paper Rim 70gram (PPC )	Rim	1		
4	Paper Rim (Legal Size)	Rim	1		
5	A4 Paper Rim 100gram	Rim	1		
6	Box file (Imported)	File	1		
7	Ring File (D Ring File)	File	1		
8	Board Marker (dollar)	Packet	1		
9	Permanent Marker Dollar	Packet	1		
10	Clear Bag ( plastic)	Number	1		
11	Paper tape 2 inch (excellent)	Number	1		
12	Paper Tape 1 Inch (Excellent)	Number	1		
13	Scotch tape 2 inch (Johnson tape)	Number	1		
14	Sticky notes 4 Colors	Packet	1		
15	Glue sticks Dollor (35gram)	Packet	1		
16	Scale steel	Scale	1		
17	Stapler Machine Tick (SM22HDN)	Number	1		
18	Stapler pin (dollar)	Boxes	1		
19	Hole paper Punching machine (Axent A-80)	Number	1		
20	Hole paper Punching machine( Axent A-60)	Number	1		

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21	Flash card color /Zop Card	Packet	1		
22	Scissor Medium Size	Number	1		
23	Color/white sheet		1		
24	Pencils Dollar	Packet	1		
25	Sharpner Gold fish (50 piece)	Burney	1		
26	Eraser/Rubber DUX (DX45)	Packet	1		
27	Highlighter (Multi Colors) Dollar	Packet	1		
28	White Board 2x3 size with stand	Number	1		
29	Soft Board 2x3 size	Number	1		
30	File Seprator (plastic)	Packet	1		
31	4-Letters Tray office Desk Organizer	Number	1		
32	Stamp/thum ped crystal	Number	1		
33	Stamp ped Ink (crystal)	Number	1		
34	Heavy Duty Stapler Machine	Number	1		
35	Paper Clips S (Diamond)	Packet	1		
36	Binder Clips M (Diamond)	Packet	1		
37	Binder Clips L (Diamond)	Packet	1		
38	Whito/correction pen (Dollar)	Packet	1		
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40	Stock Register In & out (200pages)	Number	1		
41	Thum pin color	Packet	1		
42	Pin Remover (Sisman 1003)	Number	1		
43	Pointer Jel pen	Packet	1		
44	Binding Tape	Number	1		

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45	Volunteer card with Ribben	Packet	1		
46	A4 Transprent Sheets for Attendance ( each packet 50 sheet)	Packet	1		
47	A4 Card Sheet, (each packet 50 sheet)	Packet	1		

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		