

# 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>	Guest House
<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	Specification		Tentative Quantity	Lead Time
01	Single room Occupancy	Per Night	01	AS SOON AS POSSIBLE
02	Double room Occupancy	Per Night	01	
03	Tripple room Occupancy	Per Night	01	
04	Hall required on per day charges (25-35 persons)	(25-35 person)	Per day	
05	Hall required on per day charges (100-150 persons)	(100-150) person	Per day	
06	Food Menu-I (Chicken Qorma, Daal, raita, salad & chapati	Per head	Per head	
07	Food Menu-I (Chicken Karahi, Mix Sabzi, raita, salad & chapati	Per head	Per head	
08	Food Menu-II (Fish Fry, raita, salad & Nan/chapati	Per head	Per head	
09	Food Box ( Chicken Biryani 400 grms)	Box	01	
10	Food Box ( Chola Biryani 400 grms)	Box	01	
11	High Tea ( Sandwich,Samosa, Cookies & Tea)	Per Person	01	
12	Milk Tea/Green/Black/Coffee	Per Cup	01	
13	Mineral Water 1.5 litre	Per Bottle	01	
14	Mineral Water 500ml	Per Bottle	01	

### 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

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Suppliers are not eligible if they are in one of the situations listed in article 15 of the General Terms and Conditions for services / 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)
- 4.

## **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.

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### 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	Specification	Tentative Quantity	Unit Price	Total
01	Single room Occupancy	Per Night	01		
02	Double room Occupancy	Per Night	01		
03	Tripple room Occupancy	Per Night	01		
04	Hall required on per day charges (25-35 persons)	(25-35 person)	Per day		
05	Hall required on per day charges (100-150 persons)	(100-150) person	Per day		
06	Food Menu-I (Chicken Qorma, Daal, raita, salad & chapati	Per head	Per head		
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09	Food Box ( Chicken Biryani 400 grms)	Box	01		
10	Food Box ( Chola Biryani 400 grms)	Box	01		
11	High Tea ( Sandwich,Samosa, Cookies & Tea)	Per Person	01		
12	Milk Tea/Green/Black/Coffee	Per Cup	01		
13	Mineral Water 1.5 litre	Per Bottle	01		
14	Mineral Water 500ml	Per Bottle	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:

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**The Contractor**

Name of the

company \_\_\_\_\_

Address \_\_\_\_\_

Telephone/Mobile no. \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of contact person

Date:

**References:**

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