

**REQUEST FOR QUOTATION
TO:**



Date of issue:	November 18,2025
Reference Number	CSSP/PR/Prog/GBV Faith In Action/Oct-25/103
Contract title:	Furniture Visibility material and Stationery
Closing date:	November 24,2025
For further information, please contact the Contracting Authority:	Civil Society Support Program (CSSP) Tel: 022-2676385
Please note that the Quotation may be delivered to the Contracting Authority in a sealed envelope and the name of the submitting company at CSSP Office House No. A-28 Near Ali CNG Opposite to Sarwan Hospital Qasimabad Phase-II Hyderabad please mention the RFQ Furniture Visibility Material and Stationery on the envelop of top corner)	

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

S.N	Description	Unit	Lead Time
1	Table 1 Details: 4.5 ft × 2.5 ft = 137.16 cm × 76.2 Material: Top Thickness: 25–50 mm Storage Options: Built-in drawers, Material : Laminated finish for durability and easy maintenance.	No.	Delivery on 30-Nov-2025 at Umerkot.
2	Table 2 Details: 4 ft × 2.5 ft = 121.92 cm × 76.2 cm, built in drawers, Material: Lamination,	No.	
3	Black Leather Office Chairs Set of 6, High Back Ergonomic Executive Guest Chairs- No Wheels with Arm Design. Size: Onesize, Back Style Contemporary, Seat Material Type: Faux Leather	No.	
4	Product: Name Plate Material: Stainless Steel Plate Size: 1.5 x 1 feet Thickness: 24 Gauge Printing: 4-Color UV Printing (High-quality, weather-resistant) Finish: Gloss / Matte (as required) Mounting: Pre-drilled holes on two sides for screw or nail fitting Edges: Smooth, burr-free edges Durability: Rust-proof, UV-resistant, suitable for indoor and outdoor installation.	No.	
5	Visibility material (Sign Board, desk information, key messages boards) Size Width: 4 ft Height: 3 ft Orientation: Landscape Material: Mild Steel (Iron) Sheet Sheet Thickness: 16 gauge (1.5 mm) Surface: Smooth finish, rust-free preparation	No.	Delivery on 30-Nov-2025 at Umerkot.

	Printing: 04 Color Hand Writing Printing Frame Material: MS Iron angle or square pipe Recommended: 1" x 1" x 1/8" MS angle frame OR 1" x 1" MS square pipe Purpose: To reinforce the 4x3 ft iron sheet and prevent bending Printing / Writing Method: Vinyl print with lamination OR Painted writing Color: 4-color writing as per final artwork Weather Protection: Clear coat / lamination for outdoor life 02 Pillars (Stand Posts) – Iron Quality Material MS (Mild Steel / Iron) Square Pipe Dimensions: Pipe Size: 2" x 2" Wall Thickness: 12 gauge (2.5 mm) or 14 gauge (2.0 mm) Total Length: 7 feet 3.5–4 ft visible 2.5–3 ft for ground embedding Installation Requirements Foundation Concrete Footing: 1 ft x 1 ft x 2 ft depth for each pillar Use PCC (Plain Cement Concrete) 1:2:4 ratio		
6	Stationary Paper rim 05,	No.	
7	Box files 05,	No	
8	Simple Trending 3 Tier Desk File Organizer, with Two Pen Holder Black quantity 02)	No.	
09	Grey Steel Storage Cupboard Lockable Cabinet 2100x905x460mm	No.	
10	Key Massages Poster with wooden Frame 5 piece each poster (size 1.5 * 2) feet 4 color printing on 300gsm penaflix	No.	

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 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)**

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.

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

QUOTATION SUBMISSION FORM

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

S #	Specification	Unit	Unit Price	Total Amount
1	Table 1 Details: 4.5 ft × 2.5 ft = 137.16 cm × 76.2 Material: Top Thickness: 25–50 mm Storage Options: Built-in drawers, Material : Laminated finish for durability and easy maintenance.	No. 1		
2	Table 2 Details: 4 ft × 2.5 ft = 121.92 cm × 76.2 cm, built in drawers, Material: Lamination,	No. 1		
3	Black Leather Office Chairs Set of 6, High Back Ergonomic Executive Guest Chairs- No Wheels with Arm Design. Size: Onesize, Back Style Contemporary, Seat Material Type: Faux Leather	No. 6		
4	Product: Name Plate Material: Stainless Steel Plate Size: 1.5 x 1 feet Thickness: 24 Gauge Printing: 4-Color UV Printing (High-quality, weather-resistant) Finish: Gloss / Matte (as required) Mounting: Pre-drilled holes on two sides for screw or nail fitting Edges: Smooth, burr-free edges Durability: Rust-proof, UV-resistant, suitable for indoor and outdoor installation.	No. 1		
5	Visibility material (Sign Board, desk information, key messages boards) Size Width: 4 ft Height: 3 ft Orientation: Landscape Material: Mild Steel (Iron) Sheet Sheet Thickness: 16 gauge (1.5 mm) Surface: Smooth finish, rust-free preparation Printing: 04 Color Hand Writing Printing Frame Material: MS Iron angle or square pipe Recommended: 1" × 1" × 1/8" MS angle frame OR 1" × 1" MS square pipe Purpose: To reinforce the 4×3 ft iron sheet and prevent bending Printing / Writing Method: Vinyl print with lamination OR Painted writing Color: 4-color writing as per final artwork Weather Protection: Clear coat / lamination for	No. 1		

	outdoor life 02 Pillars (Stand Posts) – Iron Quality Material MS (Mild Steel / Iron) Square Pipe Dimensions: Pipe Size: 2" × 2" Wall Thickness: 12 gauge (2.5 mm) or 14 gauge (2.0 mm) Total Length: 7 feet 3.5–4 ft visible 2.5–3 ft for ground embedding Installation Requirements Foundation Concrete Footing: 1 ft × 1 ft × 2 ft depth for each pillar Use PCC (Plain Cement Concrete) 1:2:4 ratio				
6	Stationary Paper rim 05,	No.	05		
7	Box files 05,	No	05		
8	Simple Trending 3 Tier Desk File Organizer, with Two Pen Holder Black quantity 02)	No.	1		
9	Grey Steel Storage Cupboard Lockable Cabinet 2100x905x460mm	No.	1		
10	Key Messages Poster with wooden Frame 5 piece each poster (size 1.5 * 2) feet 4 color printing on 300gsm penaflix	No.	20		
Total Amount Included all taxes					

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

Date:

References:

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