

**REQUEST FOR QUOTATION
TO:**



Date of issue:	November 18,2025
Reference Number	CSSP/PR/Prog/GBV Faith In Action/Oct-25/103
Contract title:	Computer Printer
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 Computer and Printer 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	HP LaserJet MFP M141w Multifunction Printer, Print Copy Scan, 20 ppm, 600 x 600 dpi, WiFi USB Laser Printing Technology, Up To 20 Pages Per Minute Print Copy Scan Functions, Compact Multifunction Design 600 x 600 Dpi Print Quality, 600 Ppi Scan Resolution WiFi And USB Connectivity, 150-Sheet Input Tray	No.	Delivery on 30-Nov-2025 at Umerkot.
2	Dell Optiplex 7440 Core i5 6th Generation ALL in ONE PC with a 23.8-inch Full HD anti-glare IPS display, 6th Gen Intel Core i5 processor, Intel HD Graphics 530, 16GB DDR4 RAM, and 500GB SATA HDD storage. Key Board + Mouse + cables	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

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

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

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

Signed by:

Name of the

company

Address

Telephone/Mobile no. _____

E-mail: _____

Name of contact person

Date:

References:

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