

**Khyber Pakhtunkhwa Information  
Technology Board (KPITB)  
Plot # 134-136, Industrial Estate, Hayat Abad  
Peshawar, KP**

**To: [Name and Address of Bidder]**

Procurement Reference: PK-KPITB-184170-GO-RFQ

Date: 01/02/2021

Dear Sir,

**PROJECT: DIGITAL JOBS IN KHYBER PAKHTUNKHWA**

**REQUEST FOR QUOTATIONS FOR [PROCUREMENT OF STATIONERY AND OTHER CONSUMABLES  
FOR PROJECT PERIOD (FRAME WORK AGREEMENT)]**

The Khyber Pakhtunkhwa Information Technology Board (KPITB) invites your quotation for the items described above.

The KPITB has received a grant from the MDTF administered by the World Bank, intends to apply the proceeds of this grant to eligible payments under the contract for which this Request for Quotations is issued. This procurement process will be conducted in accordance with the shopping procurement method contained in the World Bank Guidelines July 2016 and the procedures described herein.

**1. Preparation of Quotations:** You are requested to quote for these items by completing, signing and returning:

- the List of Goods and Price Schedule;
- the documents confirming your eligibility, as listed below;

The standard forms in this RFQ may be retyped for completion but the Bidder is responsible for their accurate reproduction.

**2. Validity of Quotations:** The quotation validity required is 90 days.

**3. Sealing and marking of Quotations:** Quotations should be placed in a single sealed envelope, clearly marked with the Reference above, the name of the Bidder and the Implementing Agency.

**4. Submission of Quotations:** Quotations should be submitted to the address below by mail, by the date and time of the deadline below.

Date of deadline: 04/02/2021. Time of deadline: 02:00PM. Time of Opening: 02:30PM

Address: Plot # 134-136, Industrial Estate, Hayat Abad, Peshawar

Facsimile: 091-9217486. Email: [irfanwk81@gmail.com](mailto:irfanwk81@gmail.com)

**5. Eligibility Criteria:** You are required to meet the following criteria to be eligible:

- a). Supplier shall be registered with FBR and shall be an active tax payer
- b). The supplier shall be an authorized partner/dealer/distributor/reseller
- c). Have completed atleast 3 projects of similar nature and amount
- d). Have office in Peshawar for after sales services
- e). Have the legal capacity to enter into a contract;
- f). Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
- a). Not have had your business activities suspended or debarred from public procurement by the Office of Government Public Contracts Policy;
- b). Be eligible, as defined below;

**6. Documents Evidencing Eligibility:** You are requested to submit copies of the following documents as evidence of your eligibility.

- a). Valid trading licence or equivalent;
- b). Valid certificate of registration or equivalent;
- c). Valid registration certificate with FBR and proof of active tax payer
- d). Affidavit of non-blacklisting/non-bankrupt
- e). Proof of 03 similar projects completed (POs/contracts)
- f). Detail description/broachers of the product offered

**7. Origin of Goods:** All Goods and related services shall have as their country of origin an eligible country.

**8. Technical Criteria:** The Specification details the minimum specification of the Goods required. The Goods offered must meet this specification.

9. **Currency:** Quotations must be priced in Pakistani rupees.
10. **Best Evaluated Bid:** The best evaluated bid shall be the lowest priced quotation, which is eligible and technically compliant.
11. **Delivery:** Prices should be quoted CIP (named place of destination) for imported goods and ex factory for domestically supplied goods [or DDU (named point)] according to INCOTERMS 2000.
12. **Duties and Taxes:** The quoted price shall be inclusive of all Government applicable duties and taxes.
13. **Delivery Schedule:** Delivery required should be 03 weeks from date of Purchase Order.
14. **Warranty:** Shall be twelve months from the date of delivery.
15. **Terms of Payment:**

Payment shall be made within 30 days against submission of your Invoice and supporting documents following delivery of the Goods.

16. **Eligible Countries:** Pakistan only

Any resulting contract awarded shall be by placement of a Purchase Order.

Any queries should be addressed to the Project Management Team at the address given above. Please prepare and submit your quotation or inform the undersigned if you will not be submitting a quotation.

Yours sincerely,

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Procurement Specialist

## STATEMENT OF REQUIREMENTS

### List of Goods and Price Schedule

Procurement Reference: PK-KPITB-184170-GO-RFQ

We offer to supply the items listed below in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in the Request for Quotations.

The validity period of our quotation is: \_\_\_\_\_ days/weeks/months.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

The delivery period offered is: \_\_\_\_\_ days/weeks/months from date of Purchase Order.

The warranty period offered is \_\_\_\_\_ months.

**Currency of Quotation:** \_\_\_\_\_

Item No	Description of Goods	Quantity	Unit of Measure	Country of Origin	Unit Price [Ex Taxes]	Unit Price [Incl. Taxes]	Total Price [Incl. Taxes]
1	Box File Legal Size/A4 Size	01	NOs				
2	Ring File Legal Size/A4 Size	01	NOs				
3	File Cover Legal Size/A4 Size	01	NOs				
4	Ball Point Pen (Blue and Black)	01	10				
5	Pointer Pens	01	10				
6	Uni Ball eye Pen	01	10				
7	Pencil	01	10				
8	Notice Board (Medium) Green & White	01	NOs				
9	White Board Marker (Blue & Black)	01	NOs				
10	Permanent Marker	01	10				
11	Duster Foam for white board	01	NOs				
12	Eraser	01	12				
13	Sharpener for pencil	01	12				
14	Steel Ruler	01	NOs				
15	Steel Ruler	01	NOs				
16	Binding Plastic Sheet Legal Size/A4 Size	01	100				
17	Binding Tape	01	NOs				
18	Binding Tape	01	NOs				
19	Transparent Tape	01	NOs				

**Statement of Requirements**

20	Transparent Tape	01	NOs				
21	Binder Clip	01	10				
22	Binder Clip	01	10				
23	Binder Clip	01	10				
24	Calculator	01	NOs				
25	Envelop Legal Size/A4 Size/Letter Size	01	100				
26	Gum Stick	01	12				
27	Push Pin Plastic	01	NOs				
28	Paper Clips 36mm	01	NOs				
29	Highlighter Multicolours	01	10				
30	Sticky Note	01	NOs				
31	Sticky Note	01	NOs				
32	Signature Tag	01	NOs				
33	Paper Ream 80gm	01	NOs				
34	Paper Ream 80gm	01	NOs				
35	Paper Tray Steel	01	NOs				
36	Pen Holder	01	NOs				
37	Note Books	01	NOs				
38	Flip Chart	01	12				
39	Punch Machine	01	NOs				
40	Punch Machine	01	NOs				
41	Paper Cutter	01	NOs				
42	Sticker Pages (for printing)	01	12				
43	Sticker Pages (for printing)	01	12				
44	Stapler Machine	01	NOs				
45	Stapler Machine	01	NOs				
46	Stapler Remover	01	NOs				
47	Stapler Pins	01	NOs				
48	Stapler Pins	01	NOs				

**Statement of Requirements**

49	Stapler Pins	01	NOs				
50	Separator	01	NOs				
51	Separator	01	NOs				
52	Stamp Pads	01	12				
53	Stamp Pad Ink	01	NOs				
54	Scissor	01	NOs				
55	Sheet Protector	01	12				
56	Sheet Protector	01	12				
57	Toner HP-94A	01	NOs				
58	Toner HP-32A	01	NOs				
59	Toner for Photocopier Aficio MP 4055	01	NOs				
60	Whitener	01	10				
61	Log Book for Generator	01	NOs				
62	Log Book for Vehicle	01	NOs				
63	Face Mask	01	50				
64	Hand Sanitizer 1 Liter	01	NOs				
65	Disposable Gloves	01	100				
66	Liquid Soap Pouch 150ml	01	NOs				
67	Liquid Soap Bottles	01	NOs				
68	Dusting Cloths	01	NOs				
69	Glass Cleaner Liquid Bottle Glint etc. 500ml	01	NOs				
70	Multi Surface Cleaner liquid 2500ml	01	NOS				
71	Tissue Box	01	NOs				
72	Tissue Roll	01	10				
73	Cleaning Mop Stick	01	NOs				
74	Mop	01	NOs				
75	Wiper	01	NOs				
76	Wiper	01	NOs				
77	Door Mate	01	NOs				

**Statement of Requirements**

78	Door Mate	01	NOs				
79	Door Mate	01	NOs				
80	Insect Killer Spray 375ml	01	NOs				
81	Harpic Toilet Cleaner liquid 1000ml	01	NOs				
82	Dish wash Liquid 275ml	01	NOs				
83	Air Freshener 300ml	01	NOs				
84	Dust Bin	01	NOs				
85	Dust Bin	01	NOs				
86	Floor Brush	01	NOs				
87	Toilet Cleaning Brush	01	NOs				
88	Cigarettes standing ashtray Cafeteria and out door	01	NOs				
89	Cramping tool	01	NOs				
90	Network cable tester	01	NOs				
91	HDMI Cable 4-meter	01	NOs				
92	Power Extension Board 5 meter	01	NOs				
93	RJ-45 Connector (2-dozens)	01	NOs				
94	Phone cable 6 meter or more	01	NOs				
95	Telephone Set	01	NOs				
96	Battery Cell AA Size	01	02				
97	Battery Cell AAA Size	01	02				
98	Key Chains for Office Keys	01	12				
99	Face Mask KN95 with Filter	01	NOs				
				<b>Other additional costs</b>			
				<b>Subtotal</b>			
				<b>Total</b>			

**Prices quoted are:** Inclusive of Taxes, Transportation and Installation charges

**Quotation authorised by:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

(dd/mm/yy)

Authorised for and on behalf of:

Company: \_\_\_\_\_

