

**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-DURSHAL(EXT)-02

Date: 23/07/2021

Dear Sir,

PROJECT: Durshal Extended

REQUEST FOR QUOTATIONS FOR [Procurement of Different Types of Printing Material for the Project Period]

1. The Khyber Pakhtunkhwa Information Technology Board (KPITB) invites your quotation for the items described above.
2. Economic Revitalization of Khyber Pakhtunkhwa (ERKP) is funding a reactivation program of Durshal, a project of Khyber Pakhtunkhwa Information Technology Board under which 10 start-ups are being incubated at different Durshal Centres

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: 29/07/2021. Time of deadline: 02:00PM. Time of Opening: 02:30PM.

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

Facsimile: 091-9217486

Email: info@kpitb.gov.pk

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). Have completed at least 3 projects of similar nature and amount
 - c). Have the legal capacity to enter into a contract;
 - d). 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 certificate of registration or equivalent;
 - b). Valid registration certificate with FBR and proof of active tax payer
 - c). Proof of 03 similar projects completed (POs/contracts)
 - d). Affidavit of not blacklisted/non-bankrupt
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.

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- 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 02 weeks from date of Purchase Order.
- 14. Warranty:** N/A.
- 15. Terms of Payment:**
Payment shall be made within **30 days against** submission of your Invoice and supporting documents following delivery of the Goods to be paid by the ERKP.

- 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,

Muhammad Yasin,
Focal Person – Durshal Extended (ERKP Funded)

STATEMENT OF REQUIREMENTS

List of Goods and Price Schedule

Procurement Reference: PK-KPITB-DURSHAL(EXT)-02

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	Item	Description of Goods	Quantity	Unit of Measure	Country of Origin	Unit Price [Incl. Taxes]	Total Price [Incl. Taxes]
1.	Paper RIM	Legal	10 cottons				
2.	Paper RIM	A4	10 cottons				
3.	Box File	Legal	50				
4.	Box File	A4	50				
5.	Ring File	Transparent/White	50				
6.	Board Marker	Blue/Black/Green/Red	5 boxes each				
7.	Pointer	Blue/Black/Green/Red	5 boxes each				
8.	Ball Point	Branded ball point	300 pens				
9.	Correction Pen	White	5 boxes				
10.	Stapler	Good quality	10				
11.	Stapler Pin	Good Quality	25 boxes				
12.	Paper Weight	Crystal/Marble	10				
13.	Pen Holder	Wooden branded	10				
14.	Pencil	Good Quality	10 boxes				
15.	Eraser	Good Quality	5 boxes				
16.	Pencil Sharpener	Good Quality	5 boxes				

Statement of Requirements

17.	Dairy	Branded	30					
18.	Note Pad	Branded 50 page with spiral	300					
19.	Scissor	Round tip	10					
20.	Sticky Notes	Mix/Yellow	100 packs each					
21.	Document Tray	Steel made (2 trays)	10					
22.	Punch Machine	Good Quality	5					
23.	Ruler	Steel made	10					
24.	Binder Clips	Medium	10 boxes					
25.	Binder Clips	Long	10 boxes					
26.	Gum Stick	Long	10					
27.	Glue Stick	Long	10					
28.	Thumb nails	Premium	10 boxes					
29.	Marker Refills	Blue/Black/Green/Red	10 boxes each					
30.	Colour Pages- A4 size	Blue/Black/Green/Red	5 packets each					
31.	Tissue Boxes	Branded	250					
32.	Colourful Charts	50 Each Colour	250 pcs					
33.	MoU signing files	Branded	10					
							Other additional costs	
							Subtotal	
							Total	

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: _____