



## House Building Finance Company Limited

### REQUEST FOR QUOTATION (Work and Services)

<b>RFQ Reference No.</b>	HBFC/HOK/GSD/RFQ/0026
<b>Description</b>	Acquisition of Actuarial Services for Employees' Retirement Benefits.
<b>Date of Issue</b>	September 25, 2020
<b>Date of Submission of Quotations</b>	September 30, 2020 before 11:00am
<b>Place of Delivery</b>	Head Office: 3 <sup>rd</sup> Floor, Finance & Trade Center, Shahrah-e-Faisal, Karachi.
<b>Contact Person &amp; Telephone</b>	Mr. Muhammad Ali Topiwala

S. No.	Item Specification / Description	Job	Remarks
1	<b>Actuarial Service</b> <b>Scope of Work</b> The HBFC requires Actual Valuation Report of the following Employees' Retirement Benefits for the year ended December 31, 2020 and December 31, 2021. <ul style="list-style-type: none"><li>• Pension Fund</li><li>• Post-Retirement Medical Scheme</li><li>• Compensated Absence Policy</li></ul>	LumpSum	

#### **General Terms & Conditions:**

1. Sales and Income tax registration number must be provided and written on the quotation.
2. Payment will be made through Crossed Cheque/Pay Order after the receipt of the bill/invoice and completion of above assignment.
3. Tax will be paid on applicable services only as per relevant authorities requirements.
4. Penalty @ 5% per month on actual cost will be imposed on delay completion/delivery.
5. The rate/items cost will be final and no change whatsoever will be accepted.
6. Government tax (es) levi (es) and charge (es) will be charged at actual as per rules.
7. HBFC reserves the right to change/alter/remove any item or article or reduce/enhance quantity before the award of Work Order, as per PPRA Rules.
8. Invoice should be submitted to General Services Department, Head Office, Karachi.
9. No advance shall be paid. 100% payment will be made after successful completion of assignment
10. No subletting in any case/item/form will be allowed.

-Sd-

**Manager Procurement**