



House Building Finance Company Limited

REQUEST FOR QUOTATION (Supply of Goods)

RFQ Reference No.	HBFC/HOK/GSD/RFQ/0025
Description	Procurement of Janitorial Items and Other Accessories
Date of Issue	Sep 27, 2022
Date of Submission of Quotations	Sep 29, 2022
Place of Delivery	Head Office: 3 rd Floor, Finance & Trade Center, Shahrah-e-Faisal, Karachi.
Contact Person & Telephone	Uroosa Baig, Assistant Manager Procurement

S.#	Item Specification / Description	Unit	Quantity
01	Wet MOP refill	Each	100
02	Cotton Duster	Each	50
03	Detergent Powder (35gram)	Each	500
04	Scotch Brite	Each	100
05	Dry Mop Refill	Each	20
06	Broom Hard	Each	06
07	Grass Broom/Phool Jharu	Each	10
08	Toilet Cleaner (1000 Ltr)	Each	10
09	Bleach (1000 Ltr)	Each	03
10	Washing Cloth Brush	Each	04
11	Tub	Each	04
12	Large dustbin shopper	Each	500
13	Glint	Each	06
14	Dengue Anti Spray (05 Ltr)	Each	01
15	Hand Towels	Each	06
16	Tea Spoon	Each	24

General Terms & Conditions:

1. Sales and Income tax registration number must be provided and written on the quotation.
2. Material of this order is subject to final inspection at the time of delivery.
3. HBFC reserve the right to cancel any or all the above items if material is not found in accordance with the specification or if the delivery is delayed.
4. Payment will be made through Crossed Cheque / Pay Order after the receipt of the bill / invoice and delivery of the above item.
5. General Sales Tax will be paid on applicable items only as per relevant authorities requirements.
6. Penalty at the rate of 5% per month on actual cost will be imposed on delayed delivery.
7. The rate / item cost will be final and no change what so ever will be accepted.
8. Government Taxes, Levies and charges will be charged at actual as per rules.
9. HBFC reserves the right to change / alter / remove any item or article or reduce / enhance quantity according to PPRA Rules.
10. Invoice should be submitted to General Services Department, Head Office, HBFC.
11. No advance shall be paid. 100% payment will be made after successful completion of assignment
12. No subletting in any case / item / form will be allowed.
13. Transport, Cartage and labor will be responsibility of supplier.



Uroosa Baig
27/09/22

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AM-Procurement-GSD