



REQUEST FOR QUOTATION
(Supply of Goods)

RFQ Reference No.	HBFC/HOK/GSD/RFQ/07
Description	Supply of Office Chairs
Date of Issue	Oct 13, 2023
Date of Submission of Quotations	Oct 17, 2023
Place of Delivery	Head Office: 3 rd Floor, Finance & Trade Center, Shahrah-e-Faisal, Karachi
Contact Person & Telephone	Mansoor Ahmed, Account Assistant, Procurement +92 3452476725

S.#	Description	Qty.
1	Revolving Office Chair in black Color with high back, Hydraulic Height Adjustment and Tilting Support	17

General Terms & Conditions:

1. 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 specification or if the delivery is delayed.
4. Penalty at the rate of 5% per month on actual cost will be imposed on delayed delivery.
5. The rate / items cost will be final and no change what so ever will be accepted.
6. Government Taxes, Levies and charges will be charged at actual as per rules.
7. No advance shall be paid. 100% payment will be made after successful completion.
8. Invoice should be submitted to General Services Department, Head Office, HBFC.
9. No subletting in any case / item / form will be allowed.
10. Transportation, fixing/assembling and labor will be responsibility of the supplier.



Manager Procurement-GSD