



HOUSE BUILDING FINANCE COMPANY LIMITED

REQUEST FOR QUOTATION
(Supply of Goods)

RFQ Reference No.	HBFC/HOK/GSD/RFQ/ 0002
Description	Supply of Stationery Items
Date of Issue	January 14, 2020
Date of Submission of Quotations	January 17, 2020 before 11:00am
Place of Delivery	HBFC, Head Office, 3 rd Floor Finance & Trade Centre, Shahrah-e-Faisal, Karachi
Contact Person & Telephone	Mr. Muhammad Asif, GSD Department/Ahmed Zada

S. No.	Item Specification / Description	Quantity Required	Unit	Remarks
01	Pen "Ballpoint"	2400 Nos.		
02	Pen Pointer (03/05/07) "Signature/Officer"	1200 Nos.		
03	Pencil "Lead"	500 Nos.		
04	Pen "Marker" for White Board"	48 Nos.		
05	Pen "Marker" 70/90	120 Nos.		
06	Pen "Highlighter"	120 Nos.		
07	Gum Stick 21 gram (UHU)	120 Nos.		
08	Duster 16x16 Cotton	800 Nos.		
09	Sharpener	120 Nos.		
10	Paper Ledger (Green)	24 Nos.		
11	Noting Pad (Rued-Large)	200 Nos.		
12	Noting Pad (Rued-Medium)	200 Nos.		
13	Noting Pad (Rued-Small)	200 Nos.		
14	Register 200-300 Pages	60 Nos.		
15	Separator Sheet (Paper)	240 Nos.		
16	Separator/Divider Cut	24 Sets		
17	Separator Sheet (PVC)	120 Sets		
18	Sticky Note/Post it Pad Large (3x5)	60 Sets		
19	Sticky Note/Post it Pad Medium (3x3)	60 Sets		
20	Sticky Note/Post it Pad Small (2x3)	60 Sets		
21	Stamp Pad	48 Nos.		
22	Rubber (Eraser)	120 Nos.		
23	Rubber Band	24 Packets		
24	Masking/Paper Tape	36 Nos.		
25	Tape Brown PVC (3"/2"inch)	60 Nos		
26	Tape Scotch 1"inch	48 Nos.		
27	Flag Color Set (Pronti/AHERINE)	100 Sets		
28	Stapler Machine, Medium (24/6)	60 Nos.		
29	Stapler Pin-3, 1M (23/10) Size	300 Packets		
30	Stapler Pin Remover/Pin Ejector	48 Nos.		
31	Punch for Double Hole, Heavy Duty	06 Nos.		
32	Stapler Machine Heavy Duty	06 Nos.		
33	Thumb Pin	24 Packets		
34	Gem Clip (26/36mm)	100 Packets		
35	Table Pen Holder/Jar	24 Nos.		

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36	Bull Dog/Binder Clip (Size:1¼)	84 Nos.		
37	Bull Dog/Binder Clip (Size: 1"inch)	84 Nos.		
38	Bull Dog/Binder Clip (Size: ¾ 19mm)	84 Nos.		
39	Scale (Stainless Steel)	48 Nos.		
40	Paper Cutter Fancy Knife	24 Nos.		
41	Mouse Pad	36 Nos.		
42	File Management /Documents Plastic A/4 size	300 Nos.		
43	File Box (OPAL)	250 Nos.		
44	File Board Binder	240 Nos.		
45	Folder Transparent "L"-Folder	300 Nos.		
46	Strip Folder A-4 Size	350 Nos.		
47	2 Ring Folder (EURO/Cobra)	200 Nos.		
48	Ring Folder 2hole Large (EURO)	200 Nos.		

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 tax (es), levi (es) and charge(s) 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 before the award of Purchase Order, without assigning any reason.
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. HBFC reserves the right to issue Purchase Order on Itemized Lowest or Overall Lowest basis if deemed necessary.
14. Certificate of genuine / originality will be provided by the supplier, where necessary.
15. The items / equipment shall have to be delivered within a period of ___ days from the date of issuance of Purchase Order.

Sd-
Manager Procurement – GSD