



HOUSE BUILDING FINANCE COMPANY LIMITED

REQUEST FOR QUOTATION
(Supply of Goods)

RFQ Reference No.	HBFC/HOK/GSD/RFQ/ 0006
Description	Supply of Stationery Items
Date of Issue	February 19, 2020
Date of Submission of Quotations	February 20, 2020 before 11:00am
Place of Delivery	HBFC, Head Office, 3 rd Floor Finance & Trade Centre, Shahrach-e-Faisal, Karachi
Contact Person & Telephone	Mr. Muhammad Asif, GSD Department/Ahmed Zada

S. No.	Item Specification / Description	Quantity Required	Unit	Remarks
1.	Ball Point (Piano) or equivalent	1500 Nos.		
2.	Pen Pointer (03/05/07) "Signature/Officer" or equivalent	400 Nos.		
3.	Ball Point Black and Blue (200 each) Dollar 0.3 or equivalent	400 Nos.		
4.	Pencil Gold Fish or equivalent	300 Nos.		
5.	Marker for White Board Dollar or equivalent	24 Nos.		
6.	Marker 70/90 (60 each) Dollar or equivalent	60 Nos.		
7.	Highlighter Yellow, Green, Blue, Red, Pink	60 Nos.		
8.	Gum Stick 21 gram UHU or equivalent	84 Nos.		
9.	Duster 16x16 Cotton	600 Nos.		
10.	Sharpener Dux or equivalent	100 Nos.		
11.	Legal Size Paper 80 gram (Green Color)	12 Nos.		
12.	Noting Pad Ruled, Large Size	150 Nos.		
13.	Noting Pad Ruled Medium Size	150 Nos.		
14.	Noting Pad Ruled Small Size	150 Nos.		
15.	Register 240 Pages	36 Nos.		
16.	Separator Sheet (Paper)	200 Nos.		
17.	Separator/Divider Cut	18 Sets		
18.	Separator Sheet (PVC)	120 Sets		
19.	Sticky Note/Post it Pad Large (3x5) 3M, Pronoti or equivalent	40 Sets		
20.	Sticky Note/Post it Pad Medium (3x3) 3M, Pronoti or equivalent	40 Sets		
21.	Sticky Note/Post it Pad Small (2x3) 3M, Pronoti or equivalent	40 Sets		
22.	Stamp Pad	36 Nos.		
23.	Rubber (Eraser) Dux or equivalent	100 Nos.		
24.	Rubber Band	12	Packets	
25.	Masking Paper Tape 2" Size	24 Nos.		
26.	Tape Brown PVC 3" Size	60 Nos.		
27.	Tape Scotch 1"inch	36 Nos.		
28.	Flag Color Set Pronoti AHERINE or equivalent	60 Sets		
29.	Stapler Machine, Medium Elegant M600	60 Nos.		
30.	Stapler Pin 23/10 and 24/6 (150 each)Dollar or equivalent	300	Packets	
31.	Stapler Pin Remover/Pin Ejector	48 Nos.		



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32	Thumb Pin	24 Packets		
33	Gem Clip (26/36mm)	100 Packets		
34	Table Pen Holder/Jar	24 Nos.		
35	Bull Dog/Binder Clip (Size: 1¼)	84 Nos.		
36	Bull Dog/Binder Clip (Size: 1"inch)	84 Nos.		
37	Bull Dog/Binder Clip (Size: ¾ 19mm)	84 Nos.		
38	Scale (Stainless Steel)	48 Nos.		
39	Paper Cutter Knife	18 Nos.		
40	Mouse Pad	12 Nos.		
41	File Management Plastic A/4 size	200 Nos.		
42	File Box (OPAL) or equivalent	250 Nos.		
43	File Board Binder	240 Nos.		
44	File Board Binder	300 Nos.		
45	Folder Transparent "L"-Folder	350 Nos.		
46	Strip Folder A-4 Size	150 Nos.		
47	2 Ring Folder EURO Cobra or equivalent	150 Nos.		
47	Ring Folder 2 hole Large EURO or equivalent	150 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 **03 working days** from the date of issuance of Purchase Order.

Sd-
Manager Procurement - GSD