



HOUSE BUILDING FINANCE COMPANY LIMITED

## REQUEST FOR QUOTATION (Supply of Goods)

<b>RFQ Reference No.</b>	HBFC/HOK/GSD/2020/RFQ/
<b>Description</b>	Procurement of 01 Unit of Laptop
<b>Date of Issue</b>	September 14, 2020
<b>Date of Submission of Quotations</b>	September 18, 2020
<b>Place of Delivery</b>	HBFC Head Office
<b>Contact Person &amp; Telephone</b>	Mr. Muhammad Asif, GSD Department

S. No.	Description	Required Qty.
<b>Globally renowned Business / Work Category laptop as categorized by the manufacturer HP or equivalent</b>		
1	Intel Core i5 Processor 10 <sup>th</sup> Generation 16 GB RAM SSD 512 GB Graphics Card 2 GB Display 15.6" (inch) Ethernet and Wi-Fi, Bluetooth and built-in web camera USB Port, HDMI/VGA Minimum three hours battery backup Licensed Windows 10 Pro 64 Licensed MS Office 2019 Original Branded Bag (Executive Class) Branded wireless mouse 01 Year Warranty	01 Unit

### **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. The items / equipment shall have to be delivered within a period of three (04) days from the date of issuance of Purchase Order.
16. HBFC reserves the right to cancel any item or annul the entire bidding process as per PPRA Rules.

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Manager Procurement – GSD