

**REQUEST FOR QUOTATION  
(Supply of Goods)**

<b>RFQ Reference No.</b>	HBFC/HOK/GSD/2021/RFQ/15
<b>Description</b>	Procurement of 02 Units of Desktop PCs
<b>Date of Issue</b>	August 09, 2021
<b>Date of Submission of Quotations</b>	August 10, 2021
<b>Place of Delivery</b>	HBFC Head Office
<b>Contact Person &amp; Telephone</b>	Mr. Muhammad Asif, GSD Department

<b>Branded Desktop Technical Specification</b>		
<b>S. No.</b>	<b>Items</b>	<b>Specifications</b>
1	<b>Product</b>	Hp or equivalent
2	<b>Processor</b>	Intel® Core™ i5-4670 3.4 Ghz 6 M Processor or above
3	<b>Memory</b>	8 GB
4	<b>Hard Drive</b>	1 TB 7200 rpm SATA
5	<b>LED Display</b>	20 - inch hp or equivalent
6	<b>Communication Features</b>	Ethernet
7	<b>Key board and Mouse</b>	Black wired keyboard with volume control and wired optical mouse kit
8	<b>Operating System With (License)</b>	Windows 7 (32bit)
9	<b>Expansion Features</b>	USB Ports, HDMI or VGA
10	<b>Warranty</b>	02 Years Comprehensive Warranty (Parts, Labor and on-site Support)

**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 delivery.
12. No subletting in any case / item / form will be allowed.
13. The items / equipment shall have to be delivered within a period of three (02) 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.

**Manager Procurement - GSD**

