



## House Building Finance Company Limited

### REQUEST FOR QUOTATION (Supply of Goods)

RFQ Reference No.	HBFC/HOK/GSD/RFQ/0025
Description	Procurement of High Back Office Chairs
Date of Issue	October 04, 2021
Date of Submission of Quotations	October 07, 2021 before 11:00am
Place of Delivery	Head Office: 3 <sup>rd</sup> Floor, Finance & Trade Center, Shahrah-e-Faisal, Karachi.
Contact Person & Telephone	Ms. Uroosa Baig

S.No.	Item Specification / Description	Quantity Required
01	High Back Chair with Black Fabric As per sample available in HBFC Head Office	20 Units

#### General Terms & Conditions:

1. Delivery must be made within thirty 30 days after issuance of the Purchase Order to the successful supplier.
2. NTN registration number must be provided and written on the quotation.
3. HBFC reserve the right to cancel any or all the above cited chairs if 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. Penalty at the rate of 5% per month on actual cost will be imposed on delayed delivery.
6. The rate / item cost will be final and no change what so ever will be accepted.
7. Government tax(es), levi(es) and charge(s) will be charged at actual as per rules.
8. HBFC reserves the right to change / alter / remove any item or article or reduce / enhance quantity before the award of Purchase Order as per PPRA Rules.
9. Invoice should be submitted to General Services Department, Head Office, HBFC.
10. No advance shall be paid. 100% payment will be made after successful completion of assignment
11. No subletting in any case / item / form will be allowed.
12. HBFC reserves the right to issue Purchase Order on Itemized Lowest or Overall Lowest basis if deemed necessary.
13. HBFC reserves the right to cancel any item or annul the entire bidding process as per PPRA Rules.



**Asad Baber Khan**  
Manager Procurement - GSD