

REQUEST FOR QUOTATION
(Works and Services)

RFQ Reference No.	HBFC/HOK/GSD/20RFQ/002
Description	Procurement of Souvenirs for Giveaway - 2021
Date of Issue	February 03, 2021
Date of Submission of Quotations	February 04, 2021
Place of Work / Delivery	HBFC Head Office, Karachi
Contact Person & Telephone	Mr. Muhammad Asif, GSD Department

S. No.	Item Specification / Description	Quantity / Job
01	HBFC Logo Printed Diary – 2021 As per specimen and design	300 nos.
02	HBFC Logo Printed Keychain As per specimen and design	300 nos.
03	HBFC Logo Printed Ball Point Pen As per specimen and design	300 nos.
04	HBFC Logo Printed Goody Bag As per specimen and design	300 nos.
05	HBFC Logo Printed Box (Item no. 1, 2 and 3 will be placed in the Box) As per specimen and design	300 nos.

General Terms & Conditions:

1. Sales/Income tax registration number must be provided and written on the quotation.
2. Work of this order is subject to final inspection at the time of completion.
3. HBFC reserves the right to cancel any or all the above work if material or required work is not found in accordance with the specification or if the completion 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. Penalty at the rate of 5% per month on actual cost will be imposed on delayed completion / delivery.
6. 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 Work Order, without assigning any reason as per PPR rules.
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.


Manager Procurement - GSD
