



House Building Finance Company Limited

REQUEST FOR QUOTATION

RFQ Reference No.	HBFC/HOK/GSD/RFQ/0027
Description	Procurement of Wooden Cabinet for Region Office North
Date of Issue	November 01, 2021
Date of Submission of Quotations	November 03, 2021
Place of Delivery	HBFC Region Office North, Plot.No.81, Street No.54, I&T Center, G-9/4, Islamabad.
Contact Person & Telephone	Ms. Uroosa Baig

S.No.	Item Specification / Description	Quantity Required
01	<p><u>Wooden Cabinet Specifications:</u></p> <p>Providing and fabrication in position full height cabinets 16" deep and height 6' or as per site requirements and vertical partitions of 18" or less as per site requirements. Using 4030 Al Noor MDF Lamination or Equivalent 3/4" thick laminated board boxing with 3/4" thick finished leaves, with PVC lipping all around. All fittings i.e. screw, bolts Piano hinges, catchers, hydraulic locks, handles and all other accessories are part of the job complete in all respects.</p>	168 Sq. ft.

General Terms & Conditions:

1. Transport, Cartage and required Labor will be the responsibility of 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