



HOUSE BUILDING FINANCE COMPANY LIMITED

**REQUEST FOR QUOTATION**  
**(Works and Services)**

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| <b>RFQ Reference No.</b>                | HBFC/HOK/GSD/RFQ/0023                              |
| <b>Description</b>                      | Printing and Supply of Sign Board Skins            |
| <b>Date of Issue</b>                    | Sept 15,2022                                       |
| <b>Date of Submission of Quotations</b> | Sept 16, 2022                                      |
| <b>Place of Delivery</b>                | HBFC Branches, Attock, Vehari and Sahiwal          |
| <b>Contact Person &amp; Telephone</b>   | Syeda Zauwia Riaz, Manager-Corporate Communication |

| S.# | Description   | Unit | Quantity  |
|-----|---|------|-----------|
| 01  | HBFC Branch Office, Attock Signage Printing Size 42ft. x 4ft.<br>As per approved design<br>3M Brand or equivalent 610gsm  | Job  | 168 Sq.ft |
| 02  | HBFC Branch Office, Vehari Signage Printing Size 60ft. x 4ft.<br>As per approved design<br>3M Brand or equivalent 610gsm  | Job  | 240 Sq.ft |
| 03  | HBFC Branch Office, Attock Signage Printing Size 59.6ft x 5ft.<br>As per approved design<br>3M Brand or equivalent 610gsm | Job  | 298 Sq.ft |

**General Terms & Conditions:**

1. Successful supplier will be responsible to print and deliver the above signage to the designated branches via courier.
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



**House Building Finance Company Limited**

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