



## House Building Finance Company Limited

### REQUEST FOR QUOTATION (Supply of Goods)

RFQ Reference No.	HBFC/HOK/GSD/RFQ/0004
Description	Printing and Supply of Signboard Skin for 20 HBFC Branches
Date of Issue	February 23, 2022
Date of Submission of Quotations	February 28, 2022
Place of Delivery	List of address to be provided along with the Work Order
Contact Person & Telephone	Syeda Zauwia Riaz Manager Corporate Communication Tel: +92 21 35631748, +92 21 35641711-15, Ext: 778

#### **Printing and Supply of HBFC Branch Signage in below mentioned 20 locations:**

##### **Specifications:**

1. High quality Backlight 560gsm (Minimum) 3M Brand or equivalent Panaflex.
2. Branch wise size of each signage is mentioned below.
3. Successful bidder will be responsible to print and deliver the finish product to below mentioned branches through courier. Complete list of addresses will be provided along with the Work Order.
4. Finish product must be packed in courier worthy packaging.

S. #	Branch Name	Board Size		Unit	Total Area (sq.ft)
		Length (ft)	Height (ft)		
1	Unit-B Branch Lahore (DHA)	30'-0"	3'-6"	sq. ft.	105
2	Unit-C Branch Lahore (Johar Town)	27'-0"	4'-0"	sq. ft.	108
3	Jhang	20'-0"	4'-0"	sq. ft.	80
4	D.G. Khan	21'-0"	4'-0"	sq. ft.	84
5	Karachi-II	22'-0"	7'-0"	sq. ft.	154
6	Nawabshah	30'-0"	5'-0"	sq. ft.	150
7	Dadu	31'-0"	5'-0"	sq. ft.	155
8	Rawalpindi (Two Boards Front & Side)	15'-0" 6'-0"	4'-0" 10'-0"	sq. ft.	120
9	Mardan	65'-0"	3'-0"	sq. ft.	195
10	Chitral	26'-0"	4'-0"	sq. ft.	104
11	Larkana	25'-0" 15'-0"	4'-0" 4'-0"	sq. ft.	160
12	Tando Adam	20'-0"	4'-0"	sq. ft.	80
13	Sahiwal	40'-0" 20'-0"	5'-0" 5'-0"	sq. ft.	300
14	Gujranwala	45'-0"	8'-0"	sq. ft.	360
15	Sialkot	17'-6"	4'-0"	sq. ft.	70
16	Vehari	30'-0" 25'-0"	4'-0" 4'-0"	sq. ft.	220

Office Address: Head Office 3<sup>rd</sup> Floor Finance & Trade Centre Shahrah-e-Faisal, Karachi, 74400, Pakistan Tel 021-35641752/39  
www.hbfc.com.pk





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17	Attock	25'-0"	4'-0"	sq. ft.	160
		15'-0"	4'-0"		
18	Abbotabad	20'-6"	4'-0"	sq. ft.	145
		10'-6"	6'-0"		
19	Hunza	27'-0"	4'-0"	sq. ft.	108
20	Shikarpur	14'-0"	4'-0"	sq. ft.	56

#### **General Terms & Conditions:**

1. NTN registration number must be provided and written on the quotation.
2. HBFC reserve the right to cancel any or all the above cited item if not found in accordance with the specification or if the delivery is delayed.
3. Payment will be made to successful bidder's online account after 100% successful delivery up to the satisfaction of HBFC.
4. Penalty at the rate of 5% per month on actual cost will be imposed on delayed delivery.
5. The rate / item cost will be final and no change what so ever will be accepted.
6. Government tax (es), levi (es) and charge(s) will be charged at actual as per rules.
7. 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.
8. Invoice should be submitted to General Services Department, Head Office, HBFC.
9. No advance shall be paid. 100% payment will be made after successful completion of assignment.
10. No subletting in any case / item / form will be allowed.
11. HBFC reserves the right to issue Purchase Order on Itemized Lowest or Overall Lowest basis if deemed necessary.
12. HBFC reserves the right to cancel any item or annul the entire bidding process as per PPRA Rules.



*23/2/2022*  
**Manager Procurement - GSD**