



HOUSE BUILDING FINANCE COMPANY LIMITED

REQUEST FOR QUOTATION (Works and Services)

RFQ Reference No.	HBFC/HOK/GSD/RFQ/0006
Description	Supply/Printing of Marketing Materials
Date of Issue	March 16, 2022
Date of Submission of Quotations	March 18, 2022 before 11:00am
Place of Delivery	HBFC Head Office, 3 rd Floor Finance & Trade Centre, Shahrah-e-Faisal, Karachi.
Contact Person & Telephone	Mr. Muhammad Asif, GSD Department

S. #	Item Specification / Description	Quantity / Job	Remarks
01	Mug with Box	200	
02	Goody Bag with Box	200	
03	Rollup Standee 3x6ft	05	
04	Vinyl Pasting FSD 9x8ft	05	
05	Application Form (15 Pages)	100	
06	Flyer (4 Different Design)	6500	

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 chairs if not found in accordance with the specification or if the delivery is delayed.
3. Payment will be made through Crossed Cheque / Pay Order after the receipt of the bill / invoice and delivery of the above item.
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.




Asad Baber Khan
Manager Procurement - GSD