



HOUSE BUILDING FINANCE COMPANY LIMITED

REQUEST FOR QUOTATION (Works and Services)

RFQ Reference No.	HBFC/HOK/GSD/RFQ/0008
Description	Eid Gift Basket-2022
Date of Issue	April 23,2022
Date of Submission of Quotations	April 26,2022 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

Preparation of Eid Gift Basket as approved by HBFC including delivery. Items included in basket must have at least three months expiry date. Sample of ready Basket must be submitted for approval

S.#	Items to be included in the approved basket	Quantity
01	Pringles (107 gm)	90
02	M&M Chocolate Beans	90
03	White Castle (300 gm)	90
04	Mix Dry Fruits (200 gm)	90
05	Kopiko (150 gm pouch)	90
06	Chocolate Dairy Milk (2)	90
07	Basket	90
08	Ribbon	90
09	Plastic Wrapping	90
10	Card	90

General Terms & Conditions:

1. Sales and 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.
6. Penalty at the rate of 5% per month on actual cost will be imposed on delayed completion / delivery.
7. 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.
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.
13. HBFC reserves the right to issue Work Order Itemized Lowest or Overall Lowest basis if deemed necessary.
14. Certificate of genuine / originality will be provided by the supplier, where necessary.
15. The items / services shall have to be delivered / completed within a period of 03 days from the date of issuance of Work Order.



Asad Baber Khan
Manager Procurement - GSD

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Head Office: 3rd Floor, Finance & TradeCenter, Shahrah-e-Faisal, Karachi-75300, Pakistan. Tel: 021-35641752

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