



Sindh Resilience Project (PDMA Component)

Rehabilitation Department,
Government of Sindh.
45-C, Lane No 7 , Block 2, Karachi..

REQUEST FOR QUOTATION (RFQ)

DESCRIPTION: Request for Quotation for Procurement of Diaries and File covers with Logo

DEADLINE DATE FOR SUBMISSION OF QUOTATION: 16th December, 2021

POSTING DATE: 13th December, 2021

The SRP (PDMA) has received a Loan from the World Bank to manage natural disasters in the province of Sindh. It is intended that part of the proceeds of this loan will be applied to eligible payments under the Procurement of Diaries and File covers with Logo.

The SRP (PDMA) now invites sealed quotations from eligible supplier for the supply of Diaries and File covers with Logo as per attached technical specifications and quantities.

The Request for Quotation, offer and accompanying documents must be received by **Sindh Resilience Project (PDMA Component)** Rehabilitation Department, Government of Sindh at the above mentioned address or via email at procurement.srp.pdma@gmail.com not later than **16th December, 2021 at 2:00 PM.**

Terms and Conditions:

- a) The quotation must be submitted according to the attached specifications.
- b) Taxes will be deducted according to government rules.
- c) Please quote only one offer.
- d) Quotations must be on company's letterhead.
- e) Signatures are not mandatory on computer / software generated quotations.
- f) Quotations by hand or through courier (hard copy) must be signed.
- g) Goods/Services must be delivered/Provided at the above-mentioned address within the time mutually decided.
- h) The Prices indicated in the Price Schedule shall be delivered duty paid (DDP). The price of other (incidental) services, if any, may be mentioned separately.
- i) Quoted rates shall be fixed and should be in Pak Rupees.
- j) After sales, service will be required according to policy of the manufacturers / importer.
- k) The suppliers are requested to give their best and final rates as no negotiations are expected.
- l) Quotations shall be valid for two weeks after submission.



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I. Specifications:

S. No	Description	Qty
1.	Diary with SRP Logo printing (Leather Material with fine imported papers 2022)	250
2.	File cover white with SRP Logo and Printing	2000
3.	File Folder white with SRP logo and Printing	2000

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(Procurement & Contract Management Specialist)