

REQUEST FOR QUOTATION

Bid No: PAPK/100617/Electrical and home appliances /ISB

From: Penny Appeal, House No. 334, Street No. 01, Block. A National Police Foundation, Islamabad.

Date: 10th June, 2017

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Subject: Supply of Electrical and Home Appliance Items

Manner of Submission of Bids:

- Please submit your quotation by hand/courier delivery to Admin and Procurement Officer –Penny Appeal, House No. 334, Street No. 01, and Block. A National Police Foundation, Islamabad. Sealed envelopes should be marked with Bid no. “PAPK/100617/Electrical and home appliances /ISB”
- Deadline for submission of quotations is **18th June 2017**. Companies that do not submit their quotation by this deadline will not be considered.
- In order to consider bids valid; Supplier should submit quotation for all the Items.

Requirements:

- The office of the Penny Appeal invites your company to make a firm offer for the Supply of Electrical and Home Appliance Items as per below details;

S.No	Item Description	Unit	Qty. Req.	Unit Price Incl. Taxes	Total Price Incl. Taxes (PKR)
Electrical and Home Appliances For Hifz Orphanage, PWD Housing Society, Islamabad					
01	LED TV “TCL 32” 32D2900 with Standard warranty or Similar	No.	02		
02	Refrigerator “Dawlance 9188 WBLVS with Standard Warranty or similar	No.	02		
03	Microwave Oven “Dawlance 20 Ltr 115 CHZ with Standard warranty or Similar	No.	02		
04	Washing Machine “Kenwood Machine 1010 SA with Spinner and with Standard Warranty or similar	No.	02		
Total Quoted Price Inclusive of all GoP Applicable Taxes (PKR)					

Quotation should clearly indicate the following:

- Currency of offer (must be in PKR)
- Detailed specifications (if different from stipulated specifications):
- Price quoted should be valid for next 03 months period.
- Prices quoted must be inclusive of all mobilization cost, i.e. transportation of items and loading/unloading etc upto Penny Appeal above stated Office.
- **Delivery Time _____ Days**
- Income Tax and General Sales Tax will be deducted from the payment as per rules of the GoP. Therefore, quoted prices should be inclusive of all applicable taxes

Other Instructions:

- Please submit your rates after filling this RFQ form, and put company’s stamp on each page of the RFQ.
- Also submit your rates on company letter head along with other details.
- Shortlisted suppliers will be asked to submit samples of the items mentioned in the above table.
- All items must be brand new and according to required specifications and have standard manufacturing warranty.
- All the items shall be subjected to quality check at the delivery location; any sub-standard items supplied by the bidder will be returned to the contractor and he shall be asked to replace the rejected items at his expense. Any refusal by the contractor to replace the items will lead to immediate cancellation of the contract. Penny Appeal will not be liable to any cost or loss of damages to the contractor.
- Any supplier who refuses to supply the items after award of the PO/contract, his security deposit will be forfeited and the firm will be black listed and same vendor will not be considered for future bidding processes. As per the “award criteria”, bidders should submit their detail profiles which should include proof of past working experience in shape of copies of purchase orders/contracts, delivery time and copies of registration certificates (NTN/GST).

Award criteria:

Technical: 20%

- Technical Capacity of the company (Proof of Previous work experience in similar type of supplies)
- Delivery Time

Financial: 80%

- Quoted price

Conditions of quotation:

Payment will be made upon receipt of goods, by bank transfer/cheque only.

All suppliers doing business with Penny Appeal should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. Penny Appeal reserves the right to reject quotations provided by suppliers not meeting these standards.

Penny Appeal aims to purchase products and services that the minimum environmental impact. Environmental considerations form part of the Penny Appeal selection criteria, and Penny Appeal reserves the right to reject quotations provided by suppliers not meeting these standards.

Supplier Information

Company name.....

Stamp.....

Address.....

NTN #.....

Contact person.....

Contact Telephone number.....

Email/Fax.....

Penny Appeal reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations which do not comply with our conditions will not be considered.