

**REQUEST FOR QUOTATION**

Bid No: PAPK/100617/Furniture Items/ISB

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

Date: 10<sup>th</sup> June 2017

No. of pages including this page: 03

**Subject: Supply of Furniture Items**

**Manner of Submission of Bids:**

- Please submit your quotation by Email/hand/courier delivery to Admin and Procurement Officer – Penny Appeal, House No. 334, Street No. 01, Block. A National Police Foundation, Islamabad. Sealed envelopes should be marked with Bid no. “PAPK/100617/Furniture/ISB”
- Deadline for submission of quotations is **18<sup>th</sup> June 2017**. Companies that do not submit their quotation by this deadline will not be considered.
- Bank draft in favor of “Penny Appeal” equivalent to 5% of total quoted price in the form of “Bid Security” or CDR should be submitted along with sealed quotations.
- 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 Furniture Items as per below details;

S.No	Item Description	Unit	Qty	Unit Price Incl. Taxes	Total Price Incl. Taxes (PKR)
<b>Furniture Items</b>					
01	Furniture Items For Hifz Orphanage, PWD Housing Society, Islamabad	Package	01		
<b>Total Quoted Price Inclusive of all GoP Applicable Taxes (PKR)</b>					

**Notes:**

- a. Detail specification of required furniture and others are attached in **Annexure No. 1**
- b. Selected supplier will be required to submit sample of each item before finalization of contract.

**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.
- Quantity may increase or decrease as per actual and concerns need.

- 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.
- 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.
- The 5% bid security will be returned to the unsuccessful bidder but 5% bid security of the selected supplier will be retained by Penny Appeal as performance guarantee and will be released only after successful delivery and quality verification of required items.
- 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.

**Furniture Items for  
"Hifz Orphanage" Islamabad**

**Annexure No. 1**

S #	Items	Items Descriptions	Unit	Qty. Req.	Unit Price Incl. of Taxes	Total Unit price Incl. of Taxes
1	Beds	Portable, Pure Sheesham Wood, Size: 42"x 78" Dimension Head size: Height 24" Width 42", Thickness 2.3cm, Dimension Frame: 72"x 1.25"x5" Dimension Foot Side: Height 18", Width 42", Thickness 2.3cm	No.	15		
2	Mattress	Mattress 32"x6.5x5" (10 Years Warranty) Master	No.	15		
3	Carpet (for activity room)	Best Quality Synthetic, Thick carpet	Sft.	01		
4	Shoe Rack	Wooden 3'x3', Good Quality	No.	02		
5	Blanket	Blanket Single Bed, 2 PLY, Good Quality	No.	15		
6	Iron Stand	Local Made, Good Quality	No.	02		
7	Bed sheets	Bed Sheet Single Bed (Cotton dark colours, Washable, Best Quality)	No.	30		
8	Pillows	Pillow of Ball Fibber Molty Foam	No.	15		
9	Khess	Single Bed	No	15		
10	Table and Chairs Orange colour	Boss Plastic Table and Chairs Set or Similar	No.	01		
11	Curtains	Cotton good quality, for doors and windows (As per need)	No.	01		
12	Relax Cushions	Large Size for TV lounge and Drawing room use, printed cotton and Best Quality Foam	No.	04		
13	Relax Cushions	Medium Size for TV lounge and Drawing room use, printed cotton and Best Quality Foam	No.	08		
14	Bean Bags	Printed Good Quality	No.	02		
15	Fridge Stand	Wooden, Good Quality	No.	02		
<b>Total Quoted price inclusive of GoP applicable taxes(PKR)</b>						

**Supplier Information**

Company name.....

Address.....

Contact person.....

Contact Telephone number.....

Sign & Stamp.....