

**REQUEST FOR QUOTATION**

Bid No: PAPK/100617/Miscellaneous House Hold and Hygiene 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: 05

**Subject: Supply of Miscellaneous House Hold and Hygiene 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/ Miscellaneous House Hold and Hygiene Items /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 Miscellaneous House Hold and Hygiene Items as per below details;

| S.No  | Item Description   | Unit    | Qty | Unit Price Incl. Taxes | Total Price Incl. Taxes (PKR) |
|---|--|---------|-----|------------------------|-------------------------------|
| <b>Miscellaneous House Hold and Hygiene Items</b>                     |  |         |     |                        |                               |
| 01  | Miscellaneous House Hold Items For “Hifz Orphanage” PWD Housing Society Islamabad. <b>Annexure No. 1</b> | Package | 01  |                        |                               |
| 02  | Hygiene Items For “Hifz Orphanage” PWD Housing Society Islamabad. <b>Annexure No. 2</b>                  | Package | 01  |                        |                               |
| <b>Total Quoted Price Inclusive of all GoP Applicable Taxes (PKR)</b> |  |         |     |                        |                               |

**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.
- 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.

**Miscellaneous House Hold Items for  
"Hifz Orphanage" Islamabad**

**Annexure No. 1**

| Sr. No. | Items           | Specifications  | Units | Qty. Req. | Unit Price Incl. Taxes | Total Price Incl. Taxes |
|---------|-----------------|---|-------|-----------|------------------------|-------------------------|
| 1       | Emergency Light | Simple Chargeable   | No.   | 6         |                        |                         |
| 2       | Sewing Machine  | Straight Stitch, Rocket/ Salicka or similar   | No.   | 1         |                        |                         |
| 3       | Water Filter    | 3 Bottles Aqua Guard Magna HD (RO + UV)   | No.   | 2         |                        |                         |
| 4       | Telephone Set   | Panasonic, Model KXTSC 940 CID  | No.   | 1         |                        |                         |
| 5       | Extension Board | Good quality, 5 meter resistant cable   | No.   | 4         |                        |                         |
| 6       | Dinner Set      | Porcelain Eight person servings, 84 Pcs or similar                                  | Set   | 1         |                        |                         |
| 7       | Dinner Set      | Melamine Eight person servings, 84 Pcs or similar                                   | Set   | 2         |                        |                         |
| 8       | Thermos         | Air Pot, Thermos Flask - 2 Ltr Stainless Steel                                      | No.   | 2         |                        |                         |
| 9       | Water Set       | Luminarc, Set of six glass and jug, Made of Fine Glass. Or similar                  | No.   | 2         |                        |                         |
| 10      | Juicer Blender  | Panasonic, Original 3 in 1 (Juicer, Mixture, Blender) or similar                    | No.   | 2         |                        |                         |
| 11      | Iron            | National or Panasonic, Dry Iron standard warranty                                   | No.   | 2         |                        |                         |
| 12      | Cutlery set     | Made of quality steel (serving spoons, tea spoons, gorks, table spoons and knives)  | No.   | 2         |                        |                         |
| 13      | Ceramics        | Cups/ Mugs for tea of Good quality 12pcs/Set  | Set   | 2         |                        |                         |
| 14      | Strainer        | Stainless steel Medium size   | No.   | 2         |                        |                         |
| 15      | Bucket          | Plastic for Flour (20 kg capacity) and Rice (10 kg capacity)                        | No.   | 4         |                        |                         |
| 16      | Basket          | Plastic made 3 racks, for Vegetables  | No.   | 2         |                        |                         |
| 17      | Knife           | Knife for Vegetable, Fruit & meat Cutting 3pcs set                                  | Set   | 2         |                        |                         |
| 18      | Spices Jars set | Transparent Glass Good quality  | Set   | 2         |                        |                         |
| 19      | Pulses Jars set | Food quality, transparent plastics 2 kg   | No.   | 6         |                        |                         |
| 20      | Water Set       | Water set Plastic, Jug and glass plastic Good quality (2 Jugs & 8 Glasses each set) | Set   | 2         |                        |                         |
| 21      | Hot Pot         | Plastic, large size Good quality  | No.   | 2         |                        |                         |
| 22      | Plain Tray      | Plastic, Good quality   | Set   | 2         |                        |                         |
| 23      | Gas Cylinder    | Gas Cylinder 8kG  | No.   | 2         |                        |                         |
| 24      | Parat           | Steel, Good quality   | No.   | 2         |                        |                         |
| 25      | Flour Bowl      | Steel, Good quality   | No.   | 2         |                        |                         |
| 26      | Pressure Cooker | Majestic/ Sonex or similar  | No.   | 2         |                        |                         |
| 27      | Fruit basket    | Plastic, Good quality   | Set   | 2         |                        |                         |

|   |                         |  |     |    |  |  |
|---|-------------------------|--|-----|----|--|--|
| 28  | Food Containers         | Food Quality Plastic, Set of Three                 | No. | 2  |  |  |
| 29  | Salt and Pepper pot     | Plastic Good Quality                               | No. | 2  |  |  |
| 30  | Mortar + Pastel         | Marble made (Langri)                               | No. | 2  |  |  |
| 31  | Roti Making Set         | Good quality                                       | Set | 2  |  |  |
| 32  | Pipkins Set             | Tawa, Karahi, Daicka, Frying pan and Tea Sauce pan | Set | 2  |  |  |
| 33  | Utensil Rack            | Steel, Good quality                                | No. | 2  |  |  |
| 34  | Tong                    | Steel, Good quality                                | No. | 2  |  |  |
| 35  | Kitchen Basket          | For Washed utensil                                 | No. | 2  |  |  |
| 36  | Percolator for rice     | Plastic good Quality                               | No. | 2  |  |  |
| 37  | Apron                   |  | No. | 4  |  |  |
| 38  | Water Bottles           | Large Size   | No. | 6  |  |  |
| 39  | Water cooler with Stand | Plastic Good Quality                               | No. | 2  |  |  |
| 41  | Fire Extinguisher       | 6 KG   | No. | 2  |  |  |
| 42  | First Aid kit           | First Aid kit with medicines                       | Kit | 2  |  |  |
| 43  | Cooking Spoon           | 1 Wooden & 1 Steel                                 | Set | 2  |  |  |
| 44  | Cups                    | Plastic Good Quality                               | No. | 12 |  |  |
| 45  | Tea Pouring ladle       | Steel, Good quality                                | No. | 2  |  |  |
| 46  | Bread Container/ chabri | Plastic  | No. | 8  |  |  |
| 47  | Dinning Sheet           | Plastic 6 meter                                    | No. | 2  |  |  |
| 48  | Jar for Cooking Oil     | Plastic Good Quality                               | No. | 2  |  |  |
| 49  | Hangers                 | Plastic 12 piece set Good Quality                  | Set | 4  |  |  |
| 50  | Scissors                | Good Quality                                       | No. | 2  |  |  |
| 51  | Praying Mat             | Good Quality                                       | No. | 8  |  |  |
| 52  | Wall Clock              | Good Quality                                       | No. | 2  |  |  |
| 53  | Room cooler             | Super Asia ECM 5000 or similar                     | No. | 3  |  |  |
| 54  | Pedestal Fan            | Pak Fan or similar                                 | No. | 1  |  |  |
| 55  | UPS                     | Homage (2KV)                                       | No. | 2  |  |  |
| 56  | UPS Batteries           | Phoenix 230 Amp                                    | No. | 4  |  |  |
| <b>Total Quoted Price Inclusive of all GoP Applicable Taxes (PKR)</b> |                         |  |     |    |  |  |

**Supplier Information**

Company name.....

Address.....

Contact person.....

Contact Telephone number.....

Sign & Stamp.....

**Hygiene Items for "Hifz Orphanage"  
Islamabad**

**Annexure No. 2**

| Sr No.  | Items                   | Specifications                              | Units | Qty. Req. | Unit Price Incl. Taxes | Total Price Incl. Taxes |
|---|-------------------------|---|-------|-----------|------------------------|-------------------------|
| 1   | Dusting Cloth           | Dusting Cloths Size 2'x2'                   | Dozen | 2         |                        |                         |
| 2   | Dustbin                 | Dustbins Plastic "Large" size               | No    | 2         |                        |                         |
| 3   | Dustbin                 | Dustbins Plastic "Medium" size              | No    | 2         |                        |                         |
| 4   | Dustbin                 | Dustbins Plastic "Small" size               | No    | 5         |                        |                         |
| 5   | Sleepers                |   | No    | 6         |                        |                         |
| 6   | Towel                   | Towel Cotton (24" x 48") Large              | No    | 12        |                        |                         |
| 7   | Wiper                   | Large good quality                          | No    | 4         |                        |                         |
| 8   | Web Scraper             | Good Quality                                | No    | 2         |                        |                         |
| 9   | Washroom Cleaning Brush | Good Quality                                | No    | 6         |                        |                         |
| 10  | Broom (Jharu)           | 04 Phool & 04 Bars                          | No    | 8         |                        |                         |
| 11  | Bucket and Mug          | Bucket 20 liter + Mug Plastic, Good Quality | Set   | 6         |                        |                         |
| 12  | Wiper                   | Wiper Small, Good Quality                   | No    | 6         |                        |                         |
| 13  | Vessel (Lota)           | Large Good Quality                          | No    | 6         |                        |                         |
| 14  | Foot Matt               | Foot Mats "6 Medium" (2'x2") & "2 Large"    | No    | 8         |                        |                         |
| 15  | Nail clipper            | KAI, Good Quality                           | No    | 4         |                        |                         |
| 16  | Hair Combs              | Hair Combs "Normal usage"                   | No    | 24        |                        |                         |
| 17  | Drain Opener            | Good Quality                                | No    | 4         |                        |                         |
| 18  | Garbage Picker          | Plastic Good Quality                        | No.   | 4         |                        |                         |
| <b>Total Quoted Price Inclusive of all GoP Applicable Taxes (PKR)</b> |                         |   |       |           |                        |                         |

**Supplier Information**

Company name.....

Address.....

Contact person.....

Contact Telephone number.....

Sign & Stamp.....