**TransPeshawar - The Urban Mobility Company**



**Request for Quotation**

**Procurement of Stationary Items for TransPeshawar**

**REQUEST FOR QUOTATION OF GOODS (RFQG)**

Project Title: **Procurement of Stationary Items for TransPeshawar**

Source of Funding: **ADB Loan 3543-PAK: Peshawar Sustainable Bus Rapid Transit Corridor Project**

Contract Ref: **TPC/ Procurement/HR & Admin/Stationary Items/ 2018-07**

Date of this Request: **14 September 2018 (TBC)**

Deadline for Quotations: at **2pm 23 September, 2018 (TBC) (should be 10 days after the date of request)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To: **M/s xxxxxxxx COMPANY Name**

Dear Sir,

1. The CEO TransPeshawar (Purchaser), hereby issued this RFQG to submit price quotation for the Procurement Stationary Items for TransPeshawar, 2nd Floor Ali Towers (opposite Custom House) University Road, Peshawar.

If you, however, have been associated with the firm that prepared the design, and specifications of the contract that is subject of this procurement, you shall be disqualified.

To assist you in the preparation of your price quotation we enclose the necessary technical specifications and required quantities and terms and condition. (Annexure 1).

1. You must quote for all the items, as unit rate as well as total price under this request. Price quotations will be evaluated for unit price and all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items inclusive of taxes.
2. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked “**Original**”. In addition, you shall also submit one copy marked as “**COPY**”. In case of any discrepancy between the Original and Copy, the original shall prevail. Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered to the following address:

Purchaser’s Address: Chief Executive Officer

TransPeshawar, 2nd Floor Ali Towers (opposite Custom House) University Road, Peshawar

Telephone: +92-91- 5200127

 +92-91- 5200128

1. Your quotation in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for the proposed supply of Office Stationary Items.
2. The **deadline** for receipt of your quotation by the Purchaser at the address indicated in **Paragraph 4** is: at **2pm 23th September, 2018** (TBC) (should be 10 days after the date of request).
3. You shall submit only one set of quotations for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.
4. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.
5. PRICES: The prices should be quoted for supply and delivery of items to:

Manager HR/ Admin

TransPeshawar Office,

2nd Floor Ali Towers (opposite Custom House) University Road,

Peshawar

**Prices shall be quoted in PKR (Pak Rupees) only and inclusive of all applicable taxes.**

1. EVALUATION OF QUOTATIONS: Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation, and it will not be considered further. The Purchaser will evaluate and compare only the quotations determined to be substantially responsive. In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:
2. Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
3. Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
4. If a Supplier refuses to accept the correction, his quotation will be rejected.

Further, the Supplier will have to ensure that:

- The provider/supplier must be in active tax payer list. *(for Income Tax and Sales Tax purpose)*

- Goods quoted have been in production for at least three years;

In addition to the quoted price, the evaluated price shall include sales tax or any other tax or duty as per applicable rules in Pakistan and KP province.

1. AWARD OF PURCHASE ORDER. The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply (Annexure 1).
2. VALIDITY OF THE OFFER: Your quotation(s) should be valid for a period of **forty-five (45) days** from the deadline for receipt of quotation(s) indicated in Paragraph 5 of this Request for Quotation.
3. A bid security in the form of Pay Order/ Demand Draft in the name of “CEO, TransPeshawar (The Urban Mobility Company) amounting to Rs. 30,000. Payment in the form of cash or Cheque shall not be entertained. Bid security of unsuccessful bidders will be released within 10 days after awarding the contract to successful bidders.
4. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of suppliers for the project for two years and your bid security shall be forfeited.
5. The bidder / supplier whose quotation has been accepted will be notified of the award of contract through the Purchase Order.
6. The Purchaser intends to apply for funds from the Asian Development Bank (ADB) for eligible payments under the Purchase Order resulting from this RFQ.
7. Under ADB’s Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB will reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB’s sanctions list.
8. In case you seek any clarification regarding the specifications, terms and conditions of the supply, please contact the undersigned through mail up till **23th September, 2018 (one day before the deadline for submission of Quotations)**.
9. The Purchaser reserves the right to accept or reject any or all quotations subject to relevant provisions of ADB Procurement Guidelines.

Sincerely,

Chief Executive Officer

TransPeshawar Office,

2nd Floor Ali Towers (opposite Custom House) University Road,

Peshawar

**FORM OF QUOTATION**

**(to be filled by Supplier using his covering letter head of the company / supplier)**

To:

Chief Executive Officer

TransPeshawar, 2nd Floor Ali Towers (opposite Custom House) University Road, Peshawar

We offer to execute the **TPC/ Procurement/HR & Admin/Stationary Items/ 2018-07** in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**amount in words and numbers**) Pak Rupees. We propose to complete the delivery described in the Contract within the following Delivery Time from the Date of Signing of the Contract.

Prices and Schedules for Supply

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description****of Office IT / Computer Equipment** | **Quantities****(A)** | **Unit Price inclusive of all taxes (PKR)****(B)** | **Total Price****(PKR)****(A x B)** | **Delivery Schedule****(Duration)** | **Required Arrival Date of Goods** |
| **1** | **Marker White Board (Multi Colour)**  | **3** |  |  | **15 days (maximum)** | **Within 15 Days after signing the Contract****At****2nd Floor, Ali tower, university road, Peshawar** |
| **2** | **Permanent Marker (Black)** | **1** |  |  |
| **4** | **Ball Points (Blue) 1.0 mm Tip** | **30** |  |  |
| **5** | **Ball Points (Black) 1.0 mm Tip** | **5** |  |  |
| **6** | **Ball Points (Blue) UB-157** | **2** |  |  |
| **7** | **Ball Points (Green) UB-157** | **2** |  |  |
| **8** | **Ball Points (Red) UB-157** | **1** |  |  |  |  |
| **9** | **Led Pencils** | **20** |  |  |  |  |
| **10** | **Mechanical Pencils**  | **20** |  |  |  |  |
| **11** | **Mechanical Pencils (Heads 0.5 2B)** | **20** |  |  |  |  |
| **12** | **Correction Pens- Metal Tip**  | **3** |  |  |  |  |
| **13** | **Highlighter (Multi Colour)**  | **10** |  |  |  |  |
| **14** | **Erasers AL 30** | **150** |  |  |  |  |
| **15** | **Sharpeners**  | **150** |  |  |  |  |
| **16** | **Dusters for White Board**  | **30** |  |  |  |  |
| **17** | **Scale/ Ruler**  | **60** |  |  |  |  |
| **18** | **Triangular Ruler (30 cm) AS-30**  | **10** |  |  |  |  |
| **19** | **Pen Holders (imported)** | **25** |  |  |  |  |
| **20** | **Envelops A4 size (White)** | **10** |  |  |  |  |
| **21** | **Envelops Card size (White)** | **10** |  |  |  |  |
| **22** | **Envelops XL Size (With internal net cloth)** | **5** |  |  |  |  |
| **23** | **Envelops Small Size (White) 4x9/ Letter**  | **10** |  |  |  |  |
| **24** | **Paper A4, 80 gm**  | **260** |  |  |  |  |
| **25** | **Paper A3, 80 gm**  | **12** |  |  |  |  |
| **26** | **Paper Legal, 80 gm**  | **12** |  |  |  |  |
| **27** | **Cells Battery AAA** | **5** |  |  |  |  |
| **28** | **Drafting Pad A5 (Ring )** | **100** |  |  |  |  |
| **29** | **Drafting Pad Medium (Ring )** | **100** |  |  |  |  |
| **30** | **Drafting Pad Small (Ring )** | **100** |  |  |  |  |
| **31** | **Binder Clips 25mm**  | **20** |  |  |  |  |
| **32** | **Binder Clips 19mm**  | **20** |  |  |  |  |
| **33** | **Binder Clips 41mm**  | **20** |  |  |  |  |
| **33** | **Binder Clips 51mm**  | **20** |  |  |  |  |
| **34** | **Stationary Set (4 in 1)** | **25** |  |  |  |  |
| **35** | **Post-it-pad 2x3** | **5** |  |  |  |  |
| **36** | **Post-it-pad 3x3** | **5** |  |  |  |  |
| **37** | **Post-it-pad 3x4** | **5** |  |  |  |  |
| **38** | **Post-it-pad 76x19 mm (4 colours)** | **5** |  |  |  |  |
| **39** |  **Staple Machine 24/6** | **30** |  |  |  |  |
| **40** |  **Staple Pins 24/6** | **160** |  |  |  |  |
| **41** |  **Stapler Pins Remover**  | **30** |  |  |  |  |
| **42** |  **Staple Machine (Heavy Duty)** | **2** |  |  |  |  |
| **43** |  **Staple Pins 23/17**  | **10** |  |  |  |  |
| **44** |  **Scotch Tap (1 inch) Transparent**  | **40** |  |  |  |  |
| **45** |  **Scotch Tap (3 inch) Transparent**  | **10** |  |  |  |  |
| **46** |  **Scotch Tap Holder/ Dispenser**  | **30** |  |  |  |  |
| **47** | **Packing Tap (3 Inches) Brown** | **15** |  |  |  |  |
| **48** |  **Calculator**  | **20** |  |  |  |  |
| **49** |  **Scientific Calculator**  | **10** |  |  |  |  |
| **50** |  **Box Files (Multi Colours)** | **250** |  |  |  |  |
| **51** |  **Ring Binder**  | **100** |  |  |  |  |
| **52** |  **Ring Binder (Plastic)** | **300** |  |  |  |  |
| **53** |  **File Cover (Blue Colour)** | **300** |  |  |  |  |
| **54** |  **Management File (A4 Size)**  | **20** |  |  |  |  |
| **55** | **A4 White wholes sheet Protectors**  | **6** |  |  |  |  |
| **56** |  **Separators**  | **100** |  |  |  |  |
| **57** |  **Document Try (3 Step)** | **20** |  |  |  |  |
| **58** |  **Punch Machine**  | **20** |  |  |  |  |
| **59** |  **Punch Machine (Heavy Duty)**  | **2** |  |  |  |  |
| **60** |  **Name Card Holder** | **10** |  |  |  |  |
| **61** |  **Glue Stick 20 gm**  | **30** |  |  |  |  |
| **62** |  **Paper Clips 33mm (Coloured)** | **60** |  |  |  |  |
| **63** |  **Push Pins (Coloured)** | **60** |  |  |  |  |
| **64** |  **Scissors 132 mm**  | **5** |  |  |  |  |
| **65** |  **Lighted Magnifier (3 in 1)** | **5** |  |  |  |  |
| **66** | **Paper Shredder Machine** | 1 |  |  |  |  |
| **67** | **Ring Binder** | 1 |  |  |  |  |
| Grand Total | **--------------------------------PKR** |

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

We have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation.

We are not in the ADB sanctions list.

 (Supplier to complete below)

**Authorized Signature:**

**Name and Title of Signatory:**

**Name of Supplier:**

**Address:**

**Telephone No.**

**FORM OF CONTRACT**

THIS AGREEMENT Number **TPC/ Procurement/HR & Admin/Stationary Items/ 2018-07** made on------ day of -----------, 2018, between **CEO TransPeshawar, 2nd Floor Ali Towers (opposite Custom House) University Road, Peshawar** (hereinafter called “the Purchaser”) on the one part and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Company Name) \_\_\_\_\_ (hereinafter called “the Supplier”) on the other part.

WHEREAS the Purchaser has requested for quotation to be supplied by Supplier, viz. Contract **Procurement of Stationary Items for TransPeshawar** (hereinafter called “Contract”) and has accepted the Quotation by the Supplier for the supply of goods under Contract at the sum of PKR. …………. hereinafter called “the Contract Price”

NOW THIS AGREEMENT witnesseth AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
2. Request for Quotation; Terms and Conditions of Supply, Technical Specification;
3. Addendum (if applicable);
4. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the procurement and supply of **Procurement of Stationary Items for TransPeshawar** under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
5. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the **Procurement of Stationary Items for TransPeshawar** and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of Islamic Republic of Pakistan on the date indicated above.

|  |  |
| --- | --- |
| **Signature and seal of the Purchaser:**FOR AND BEHALF OF**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name of Authorized Representative | **Signature and seal of the Supplier:**FOR AND BEHALF OF**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name of Authorized Representative |

**Annexure-1**

**TERMS AND CONDITIONS OF SUPPLY**

Project Name: Loan: 3543-PAK: Peshawar Sustainable Bus Rapid Transit Corridor

Purchaser: CEO TransPeshawar, 2nd Floor Ali Towers (opposite Custom House) University Road, Peshawar

Consignee: Mr. Fayyaz Ahmad Khan, CEO TransPeshawar, 2nd Floor Ali Towers (opposite Custom House) University Road, Peshawar

1. Schedules for Supply

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  **Item No.** | **Description****of Stationary Items** | **Quantities** | **Delivery Schedule****(Duration)****15 days** | **Location** | **Required Arrival Date of Goods** |
| **1** | **Marker White Board (Multi Colour)**  | **3** | **15 days** (maximum) | **2nd Floor, Ali tower, university road, Peshawar** | **Within 15 Days****after signing the Contract** |
| **2** | **Permanent Marker (Black)** | **1** |
| **4** | **Ball Points (Blue) 1.0 mm Tip** | **30** |
| **5** | **Ball Points (Black) 1.0 mm Tip** | **5** |
| **6** | **Ball Points (Blue) UB-157** | **2** |
| **7** | **Ball Points (Green) UB-157** | **2** |
| **8** | **Ball Points (Red) UB-157** | **1** |  |  |  |
| **9** | **Led Pencils** | **20** |  |  |  |
| **10** | **Mechanical Pencils**  | **20** |  |  |  |
| **11** | **Mechanical Pencils (Heads 0.5 2B)** | **20** |  |  |  |
| **12** | **Correction Pens- Metal Tip**  | **3** |  |  |  |
| **13** | **Highlighter (Multi Colour)**  | **10** |  |  |  |
| **14** | **Erasers AL 30** | **150** |  |  |  |
| **15** | **Sharpeners**  | **150** |  |  |  |
| **16** | **Dusters for White Board**  | **30** |  |  |  |
| **17** | **Scale/ Ruler**  | **60** |  |  |  |
| **18** | **Triangular Ruler (30 cm) AS-30**  | **10** |  |  |  |
| **19** | **Pen Holders (imported)** | **25** |  |  |  |
| **20** | **Envelops A4 size (White)** | **10** |  |  |  |
| **21** | **Envelops Card size (White)** | **10** |  |  |  |
| **22** | **Envelops XL Size (With internal net cloth)** | **5** |  |  |  |
| **23** | **Envelops Small Size (White) 4x9/ Letter**  | **10** |  |  |  |
| **24** | **Paper A4, 80 gm**  | **260** |  |  |  |
| **25** | **Paper A3, 80 gm**  | **12** |  |  |  |
| **26** | **Paper Legal, 80 gm**  | **12** |  |  |  |
| **27** | **Cells Battery AAA** | **5** |  |  |  |
| **28** | **Drafting Pad A5 (Ring )** | **100** |  |  |  |
| **29** | **Drafting Pad Medium (Ring )** | **100** |  |  |  |
| **30** | **Drafting Pad Small (Ring )** | **100** |  |  |  |
| **31** | **Binder Clips 25mm**  | **20** |  |  |  |
| **32** | **Binder Clips 19mm**  | **20** |  |  |  |
| **33** | **Binder Clips 41mm**  | **20** |  |  |  |
| **33** | **Binder Clips 51mm**  | **20** |  |  |  |
| **34** | **Stationary Set (4 in 1)** | **25** |  |  |  |
| **35** | **Post-it-pad 2x3** | **5** |  |  |  |
| **36** | **Post-it-pad 3x3** | **5** |  |  |  |
| **37** | **Post-it-pad 3x4** | **5** |  |  |  |
| **38** | **Post-it-pad 76x19 mm (4 colours)** | **5** |  |  |  |
| **39** |  **Staple Machine 24/6** | **30** |  |  |  |
| **40** |  **Staple Pins 24/6** | **160** |  |  |  |
| **41** |  **Stapler Pins Remover**  | **30** |  |  |  |
| **42** |  **Staple Machine (Heavy Duty)** | **2** |  |  |  |
| **43** |  **Staple Pins 23/17**  | **10** |  |  |  |
| **44** |  **Scotch Tap (1 inch) Transparent**  | **40** |  |  |  |
| **45** |  **Scotch Tap (3 inch) Transparent**  | **10** |  |  |  |
| **46** |  **Scotch Tap Holder/ Dispenser**  | **30** |  |  |  |
| **47** | **Packing Tap (3 Inches) Brown** | **15** |  |  |  |
| **48** |  **Calculator**  | **20** |  |  |  |
| **49** |  **Scientific Calculator**  | **10** |  |  |  |
| **50** |  **Box Files (Multi Colours)** | **250** |  |  |  |
| **51** |  **Ring Binder**  | **100** |  |  |  |
| **52** |  **Ring Binder (Plastic)** | **300** |  |  |  |
| **53** |  **File Cover (Blue Colour)** | **300** |  |  |  |
| **54** |  **Management File (A4 Size)**  | **20** |  |  |  |
| **55** | **A4 White wholes sheet Protectors**  | **6** |  |  |  |
| **56** |  **Separators**  | **100** |  |  |  |
| **57** |  **Document Try (3 Step)** | **20** |  |  |  |
| **58** |  **Punch Machine**  | **20** |  |  |  |
| **59** |  **Punch Machine (Heavy Duty)**  | **2** |  |  |  |
| **60** |  **Name Card Holder** | **10** |  |  |  |
| **61** |  **Glue Stick 20 gm**  | **30** |  |  |  |
| **62** |  **Paper Clips 33mm (Coloured)** | **60** |  |  |  |
| **63** |  **Push Pins (Coloured)** | **60** |  |  |  |
| **64** |  **Scissors 132 mm**  | **5** |  |  |  |
| **65** |  **Lighted Magnifier (3 in 1)** | **5** |  |  |  |
| **66** | **Paper Shredder Machine** | 1 |  |  |  |
| **67** | **Ring Binder**  | 1 |  |  |  |

2. Fixed Price: The price quoted by the Supplier shall remain firm and fixed and not subject to any adjustment during contract performance.

3. Delivery Schedule: The delivery should be completed as per above schedule.

4. Delivery of Goods:Supply of goods or any damages shall be on the part of suppliers.

5. Applicable Law:The Contract shall be interpreted in accordance with the laws of the Islamic Republic of Pakistan.

6. Resolution of Disputes:The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the Arbitration Act of Pakistan.

7. Payment: 90% of the due payment shall be made to the supplier on delivery of the goods to the mentioned place within desired time mentioned in the document. Outstanding 10% of the payment shall be released upon the complete inspection of the supplied goods. Acceptance of the supplied goods shall not take more than **Thirty days (30)** from receipt of delivery of goods.

8. Tax Deduction: All applicable taxes will be deducted as per Federal/ Provincial Government Law.

9. Packaging and Marking Instructions: The Supplier shall provide standard packing of the Goods as required preventing their damage or deterioration during transit to their final destination.

10. Defects:All defects will be corrected by the Supplier without any cost to the Purchaser within **Ten (10**) days from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the supplier within the warranty period are:

Address *(****to be filled by Supplier****):*

 **xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx**

11.Force Majeure:The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, “Force Majeure” means an events beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

11.**Required Technical Specifications:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.** | **Items** | **Specification**  | **Unit** | **Quantity** |
| **1** | **Marker White Board (Multi Color)**  | **Mercury/ Dollar or Equivalent**  | **Packet of 12** | **3** |
| **2** | **Permanent Marker (Black)** | **Mercury/ Dollar or Equivalent**  | **Packet of 12** | **1** |
| **4** | **Ball Points (Blue) 1.0 mm Tip** | **Dollar Clipper or Equivalent**  | **Packet of 12** | **30** |
| **5** | **Ball Points (Black) 1.0 mm Tip** | **Dollar Clipper or Equivalent** | **Packet of 12** | **5** |
| **6** | **Ball Points (Blue) UB-157** | **Uni-Ball (eye) fine or Equivalent**  | **Packet of 12** | **2** |
| **7** | **Ball Points (Green) UB-157** | **Uni-Ball (eye) fine or Equivalent**  | **Packet of 12** | **2** |
| **8** | **Ball Points (Red) UB-157** | **Uni-Ball (eye) fine or Equivalent**  | **Packet of 12** | **1** |
| **9** | **Led Pencils** | **Deli/ Dux or Equivalent**  | **Packet of 12** | **20** |
| **10** | **Mechanical Pencils**  | **Pilot Progrex 05 or Equivalent**  | **Pieces** | **20** |
| **11** | **Mechanical Pencils (Heads 0.5 2B)** | **Deli or Equivalent** | **Holder of 20 heads** | **20** |
| **12** | **Correction Pens- Metal Tip**  | **Picasso or Equivalent** | **Packet of 12** | **3** |
| **13** | **Highlighter (Multi Colour)**  | **Mercury or Equivalent** | **Packet of 6** | **10** |
| **14** | **Erasers AL 30** | **Pelikan or Equivalent** | **Piece** | **150** |
| **15** | **Sharpeners**  | **Dux or Equivalent** | **Piece** | **150** |
| **16** | **Dusters for White Board**  | **Fine Quality**  | **Piece** | **30** |
| **17** | **Scale/ Ruler**  | **Stainless Steel**  | **Pieces** | **60** |
| **18** | **Triangular Ruler (30 cm) AS-30**  | **Alberto or Equivalent** | **Set of 2** | **10** |
| **19** | **Pen Holders (imported)** | **Cup or Steel**  | **Piece** | **25** |
| **20** | **Envelops A4 size (White)** | **Imported**  | **Packet of 100** | **10** |
| **21** | **Envelops Card size (White)** | **Imported**  | **Packet of 100** | **10** |
| **22** | **Envelops XL Size (With internal net cloth)** | **Local** | **Packet of 100** | **5** |
| **23** | **Envelops Small Size (White) 4x9/ Letter**  | **Imported**  | **Packet of 100** | **10** |
| **24** | **Paper A4, 80 gm**  | **Double A, Paper One or Equivalent** | **Ream** | **260** |
| **25** | **Paper A3, 80 gm**  | **Double A, Paper One or Equivalent** | **Ream** | **12** |
| **26** | **Paper Legal, 80 gm**  | **Double A, Paper One or Equivalent** | **Ream** | **12** |
| **27** | **Cells Battery AAA** | **Energizer or Equivalent**  | **Box of 24** | **5** |
| **28** | **Drafting Pad A5 (Ring )** | **Fine Quality**  | **Piece** | **100** |
| **29** | **Drafting Pad Medium (Ring )** | **Fine Quality**  | **Piece** | **100** |
| **30** | **Drafting Pad Small (Ring )** | **Fine Quality**  | **Piece** | **100** |
| **31** | **Binder Clips 25mm**  | **Diamond or Equivalent**  | **Box** | **20** |
| **32** | **Binder Clips 19mm**  | **Diamond or Equivalent**  | **Box** | **20** |
| **33** | **Binder Clips 41mm**  | **Diamond or Equivalent**  | **Box** | **20** |
| **33** | **Binder Clips 51mm**  | **Diamond or Equivalent**  | **Box** | **20** |
| **34** | **Stationary Set (4 in 1))** | **M&G or Equivalent** |  | **25** |
| **35** | **Post-it-pad 2x3** | **3M or Equivalent**  | **Box** | **5** |
| **36** | **Post-it-pad 3x3** | **3M or Equivalent**  | **Box** | **5** |
| **37** | **Post-it-pad 3x4** | **3M or Equivalent**  | **Box** | **5** |
| **38** | **Post-it-pad 76x19 mm (4 colors)** | **3M or Equivalent**  | **Box** | **5** |
| **39** |  **Staple Machine 24/6** | **Deli No. 0328 or Equivalent** | **Piece** | **30** |
| **40** |  **Staple Pins 24/6** | **Dollar or Equivalent** | **Packet of 1000** | **160** |
| **41** |  **Stapler Pins Remover**  | **Fine Quality**  | **Piece** | **30** |
| **42** |  **Staple Machine (Heavy Duty)** | **Deli No. 0326 or Equivalent** | **Piece** | **2** |
| **43** |  **Staple Pins 23/17**  | **Dollar or Equivalent (17mm)** | **Packet of 1000** | **10** |
| **44** |  **Scotch Tap (1 inch) Transparent**  | **Fine Quality**  | **Piece** | **40** |
| **45** |  **Scotch Tap (3 inch) Transparent**  | **Fine Quality**  | **Piece** | **10** |
| **46** |  **Scotch Tap Holder/ Dispenser**  | **Fine Quality** | **Piece** | **30** |
| **47** | **Packing Tap (3 Inches) Brown** | **Olympia or Equivalent**  | **Piece** | **15** |
| **48** |  **Calculator**  |  **Citizen CT-512 or Equivalent**  | **Piece** | **20** |
| **49** |  **Scientific Calculator**  |  **Casio, fx 991 Ms or Equivalent** | **Piece** | **10** |
| **50** |  **Box Files (Multi Colours)** | **QB No: 556 or Equivalent**  | **Piece** | **250** |
| **51** |  **Ring Binder**  |  **Alfalah 926 or Equivalent**  | **Piece** | **100** |
| **52** |  **Ring Binder (Plastic)** | **Fine Quality** | **Piece** | **300** |
| **53** |  **File Cover (Blue Colour)** |  **VIP or Equivalent** | **Piece**  | **300** |
| **54** |  **Management File (A4 Size)**  | **Chanyi-320 or Equivalent** | **Packet of 12** | **20** |
| **55** | **A4 White wholes sheet Protectors**  | **PP Clear Pockets or Equivalent**  | **Packet of 100** | **6** |
| **56** |  **Separators**  | **Fine quality**  | **Packet of 10** | **100** |
| **57** |  **Document Try (3 Step)** | **Fine Quality**  | **Piece**  | **20** |
| **58** |  **Punch Machine**  | **Deli No 0137 or Equivalent**  | **Piece**  | **20** |
| **59** |  **Punch Machine (Heavy Duty)**  | **Deli or Equivalent**  | **Piece**  | **2** |
| **60** |  **Name Card Holder** | **Deli or Equivalent**  | **Piece**  | **10** |
| **61** |  **Glue Stick 20 gm**  | **UHU or Equivalent**  | **Piece** | **30** |
| **62** |  **Paper Clips 33mm (Coloured)** | **Fine Quality**  | **Small Box**  | **60** |
| **63** |  **Push Pins (Coloured)** | **Fine Quality**  | **Small Box** | **60** |
| **64** |  **Scissors 132 mm**  | **Deli or Equivalent**  | **Box of 12**  | **5** |
| **65** |  **Lighted Magnifier (3 in 1)** | **Fine Quality**  | **Piece**  | **5** |
| **66** |  **Paper Shredder Machine** | **Deli-9927 or Equivalent** | **Piece** | 1 |
| **67** | **Ring Binder**  | **Fine Quality**  | **Piece**  | 1  |

Supplier confirms compliance with aforementioned specifications

Note: In case of deviations, the supplier shall list all such deviations.

12. Failure to Perform: The Purchaser may cancel the Agreement if the Supplier fails to deliver the Stationary Items, in accordance with the above terms and conditions, in spite of a 14-day notice given by the Purchaser, without incurring any liability to the Supplier.

 NAME OF SUPPLIER: **M/s xxxxxxxxxxxxxxxxxxxxx (Company Name)**

 Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IMPORTANT**

**The full Quotation must comprise the following document to be compliant:**

* **Form of Quotation**
* **Form of Contract**
* **Terms and Conditions of Supply**
* **Bid Security**
* **Proof of being in ATL (Active Tax-Payer List) for income tax and sales tax.**