



**TRANS PESHAWAR**  
The Urban Mobility Company

## **Request for Quotation (RFQ)**

**Supply and Delivery of Stationary Items to the Office of  
TransPeshawar**

<b>Project Title</b>	Sustainable Bus Rapid Transit Corridor Project Peshawar
<b>Source of Funding</b>	Asian Development Bank
<b>Procurement Title</b>	Supply and Delivery of Stationary Items to the Office of TransPeshawar
<b>Tender Ref. No.</b>	TPC/A&HR/G/Shopping/2021-22/001
<b>Bid Security</b>	Bid security shall be submitted to the amount of two (2%) of the quoted price in shape of Demand Draft/CDR/PO from scheduled bank of Pakistan in the name of Chief Executive Officer (CEO) TransPeshawar.
<b>Date of this Request</b>	April 22, 2022
<b>Deadline for Submission of Quotations</b>	11:30 AM (PST), May 10, 2022
<b>Opening of Quotation</b>	11:45 AM (PST), May 10, 2022

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

To:

Sir/Madam:

1. The TransPeshawar (The Urban Mobility Company) (hereinafter called “the Purchaser”) hereby requests Sole Proprietors/AoP/Firms/Companies/General Order Distributors/Suppliers registered with income tax and sales tax and reflected on Active Tax payer list of FBR to submit price quotation for **Supply and Delivery of Stationary Items to the Office of TransPeshawar**. Following documents shall be submitted with price quotation.

- (i) Evidence of Sole Proprietors/AoP/Firms/Companies/General Order Distributors/Suppliers;
- (ii) Proof of registration with FBR for sales and income tax and reflected on Active Tax Payer List (ATL).

If you, however, have been associated with the firm that prepared the design, and/or 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 specifications and quantity in **(Appendix-I)**.

2. You must quote for all the items under this request. Price quotations will be evaluated for all items together and the contract awarded to the bidder offering the lowest evaluated total cost of all the items. Items against which no rate or price is entered by the Bidder will not be paid for by the Purchaser when executed and shall be deemed covered by the rates for other items and prices in the Form of Quotation.

3. 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 and delivered to the following address:

Purchaser’s Address : **Chief Executive Officer TransPeshawar,  
TransPeshawar Head Office First (1<sup>st</sup>) Floor Main BRT Depot,  
Opposite NHA Complex Chamkani, Peshawar.**

4. Your quotation in duplicate and written in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information, if any, (in English language) for quoted items.

5. The deadline for receipt of your quotation by the Purchaser at the address indicated in Paragraph 3 above is: **11:30 AM (PST), May 10, 2022.**

6. You shall submit only one set of quotation for the items indicated in **Appendix-I**. 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.

7. Your quotation 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:

- i. PRICES: The prices shall be quoted for supply and delivery of all items inclusive of taxes to the Office of TransPeshawar (The Urban Mobility Company) 1<sup>st</sup> Floor, TransPeshawar Head Office, Main BRT Depot, Chamkani, Peshawar.
- ii. EVALUATION OF QUOTATIONS: Offers meeting the terms and conditions, technical specification and qualification requirements shall be determined as substantially responsive and shall be evaluated by comparison of their prices. Substantially responsive bidder with lowest evaluated price will be asked for provision of sample of each quoted item for their conformance with given/technical specifications. The bidder with affirmative determination of provided samples will be determined as successful. Second financially lowest substantially responsive bidder may be asked for provision of samples if first lowest substantially responsive bidder's samples determination fails the given quality requirements. In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:
  - (a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
  - (b) where 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; and
  - (c) If a Supplier refuses to accept the correction, his quotation will be rejected and bid security will be forfeited.
- iii. AWARD OF PURCHASE ORDER. The successful bidder will be notified by issuance of Purchase Order (PO). Upon receiving the PO the successful bidder will submit performance security as mentioned in the paragraph below and sign a Contract as per attached form of contract and terms and conditions of supply.
- iv. VALIDITY OF THE OFFER: Your quotation should be valid for a period of sixty (60) days from the deadline for receipt of quotation indicated in Paragraph 5 of this Request for Quotation.
- v. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then your bid security will be forfeited.
- vi. BID SECURITY:
  - (a) Bid security shall be submitted to the amount of two (2%) of bid price in shape of Demand Draft/CDR/PO from scheduled bank of Pakistan in the name of Chief Executive Officer (CEO) TransPeshawar. A bid not accompanied by compliant bid security shall be rejected as non-responsive;
  - (b) The requisite bid security shall remain valid for a period of Twenty-Eight (28) days beyond the original validity period of the bid;
  - (c) Bid Security of the unsuccessful bidders shall be released as promptly as possible upon the successful Bidder's furnishing of the performance security;
  - (d) The bid security of successful bidder shall be returned once the successful bidder has signed the contract agreement and furnished the required performance security;
  - (e) The Bid security shall be forfeited:
    - If a bidder withdraws his bid during the period of bid validity; or
    - If a bidder doesn't accept the correction of his Bid Price, pursuant to Para above; or
  - (f) In the case of a successful bidder, if he fails to:
    - Furnish the Performance security in accordance with Para below;
    - Sign the contract agreement, in accordance with Para below.

- vii. COMMUNICATION: Bidders should note that during the period from the receipt of the quotation until award of Contract, all queries should be communicated in writing via e-mail below.

Attention: Fayyaz Ahmad Khan: [fayyaz.khan@transpeshawar.pk](mailto:fayyaz.khan@transpeshawar.pk)

CC: Abid Mansoor : [abid.mansoor@transpeshawar.pk](mailto:abid.mansoor@transpeshawar.pk)

CC: Khalil Ahmed : [Khalil.ahmed@transpeshawar.pk](mailto:Khalil.ahmed@transpeshawar.pk)

- viii. Performance Security

- (a) The Supplier shall, within 07 days of receipt of purchase order, provide a Performance Security for due performance of the Contract to the amount of ten (10%) of contract price in shape of CDR/DD or Bank Guarantee, at the option of bidder, in the name of CEO TransPeshawar from schedule bank of Pakistan;
- (b) Failure of the successful Bidder to submit the requisite performance security or to sign the contract agreement shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security. In that event, the Purchaser may award the contract to the next lowest evaluated bidder whose offer is substantially responsive and sample determination is affirmative.
- (c) The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- (d) The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than 28 days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations.

9. The Purchaser intends to apply funds from the Asian Development Bank (ADB) for eligible payments under the Contract resulting from this RFQ.

10. 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.

11. You may confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,

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(The Purchaser)

**FORM OF QUOTATION**

To:

**Fayyaz Ahmad Khan,  
Chief Executive Officer TransPeshawar  
(The Urban Mobility Company),  
TransPeshawar Head Office, First (1<sup>st</sup>) Floor, Main BRT Depot,  
Opposite NHA Complex, Chamkani, Peshawar.**

We offer to execute the **Supply and Delivery of Stationary Items to the office of TransPeshawar**, Ref. No. TPC/A&HR/G/Shopping/2021-22/001 in accordance with the Terms and Conditions of Supply accompanying this Quotation at a Bid Price of ----- (amount in words and figures) (Inclusive of Taxes). We propose to complete the supply and delivery of items under the Contract within the delivery time stipulated in the contract.

S#	Item Name	Unit	Qty	Unit Price in PKR (Inclusive of all Taxes)	Total Price PKR (Inclusive of all Taxes)
1	White Board Marker (Multi Color Erasable)	Packet of 12	2		
2	Permanent Marker (Multi Color)	Packet of 12	2		
3	Ball Points (Blue) 1.0 mm Tip	Packet of 12	30		
4	Ball Points (Black) 1.0 mm Tip	Packet of 12	10		
5	Uni Ball Eye UB-157 Green	PCS	50		
6	Pencils	Packet of 12	20		
7	Correction Pens- Metal Tip	PCS	50		
8	Highlighter (Multi Color)	Packet of 10	10		
9	Writing Pad, A-4 Size No.5	PCS	100		
10	Writing Pad Size No.4	PCS	100		
11	Writing Pad Size No.3	PCS	300		
12	Envelops A4 size (White) 100 gm printed with address and logo of TransPeshawar as prescribed by TPC	Packet of 100	10		
13	Paper Double A Quality, A4, 80 gm	Ream	380		
14	Paper A3, 80 gm	Ream	10		
15	Paper Legal, 80 gm	Ream	10		
16	A-4 White Wholes Sheet Protectors	Packet of 100	5		
17	Binding Cover Transparent Sheet A-4 Size 18 No	Packet of 100 Sheets	10		
18	Binding Cover Transparent Sheet Legal Size	Packet of 100 Sheets	5		
19	Binding Paper Multi Color A-4 Size	Packet of 100 Sheets	10		

20	Binding Paper Multi Color Legal Size	Packet of 100 Sheets	5		
21	Cells Battery AA Rechargeable Energizer or Equivalent	Set of 2	30		
22	Cells Battery AAA Rechargeable Energizer or Equivalent	Set of 2	10		
23	Binder Clips 25mm	Pkt	20		
24	Binder Clips 19mm	Pkt	20		
25	Binder Clips 41mm	Pkt	20		
26	Binder Clips 51mm	Pkt	20		
27	Staple Pins 24/6	Pkt	100		
28	Stapler Machine	PCS	20		
29	Stapler Remover	PCS	20		
30	Punch Machine	PCS	20		
31	Staple Machine (Heavy Duty) best quality	Piece	1		
32	Staple Pins 23/17	Pkt	10		
33	Staple Pins 23/13	Pkt	10		
34	Staple Pins 23/10	Pkt	10		
35	Scotch Tap (1 inch) Transparent	PCS	20		
36	Packing Tap (3 Inches) Brown	PCS	20		
37	Binding Tape 3"	PCS	50		
38	Binding Tape 2"	PCS	50		
39	Mouse Pad Fine Quality	PCS	30		
40	Box File Blue	PCS	200		
41	Ring Binder Blue	PCS	100		
42	Ring Binder Plastic/D-Ring File A4 Size	PCS	100		
43	Management File A4 Size	PCS	300		
44	Separator A4 Size	Set of 10	200		
45	Manual Heavy Punch Machine for up to 200 pages	PCS	1		
46	Glue Stick 20G	PCS	100		
47	Paper Shredder Heavy Duty Series	PCS	1		
<b>Total Price in PKR (Inclusive of all Taxes)</b>					

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 other conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply.

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.

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

Name and Title of Signatory \_\_\_\_\_

Name of Supplier: \_\_\_\_\_

Address : \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number, if any \_\_\_\_\_

Email address (optional) \_\_\_\_\_



**FORM OF CONTRACT**

THIS AGREEMENT number TPC/A&HR/G/Shopping/2021-22/001 made on \_\_\_\_\_, \_\_\_\_ 2022, between Chief Executive Officer TransPeshawar (The Urban Mobility Company) (hereinafter called “the Purchaser”) on the one part and \_\_\_\_\_ (hereinafter called “the Supplier”) on the other part.

WHEREAS the Purchaser has requested quotation for **Supply and Delivery of Stationary Items to the Office of TransPeshawar**, to be provided by Supplier, viz. Contract **Supply and Delivery of Stationary Items to the Office of TransPeshawar**, (hereinafter called “the Contract”) and has accepted the Quotation by the Supplier for the supply of goods under the Contract at a sum of -----(amount in words and figures) 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:
  - a) Form of Contract, Purchase Order, Form of Quotation, Request for Quotation and Terms and Condition of Supply.
  - b) Addendum (if applicable);
2. 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 supply and delivery of goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the goods 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 Pakistan on the date indicated above.

**Signature and seal of the Purchaser:**

For and on behalf of

\_\_\_\_\_  
Name of Authorized Representative

**Signature and seal of the Supplier:**

For and on behalf of

\_\_\_\_\_  
Name of Authorized Representative

## TERMS AND CONDITIONS OF SUPPLY

**Project Name:** Peshawar Sustainable Bus Rapid Transit Corridor Project  
**Purchaser:** TransPeshawar (The Urban Mobility Company)  
**Procurement Title:** **Supply and Delivery of Stationary Items to the Office of TransPeshawar.**  
**Supplier:**

1. Schedules for Supply:

S#	Discription	Quantity	Schdule
1.	Supply and Delivery of Stationaray Items to the Office of TransPeshawar	As provided for in Form of Quotation and Appendix-I	With in fifteen (15) days after signing of contract.

2. Fixed Price: The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during performance of the contract.
3. Delivery: The Supplier shall complete the delivery within above stated duration to the Office of TransPeshawar 1<sup>st</sup> Floor, TransPeshawar Head Office, Main BRT Depot, Chamkani, Peshawar.
4. Insurance: The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the value of the Goods on "All risks" basis.
5. Applicable Law: The Contract shall be interpreted in accordance with the laws of 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 the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the Arbitration Act, 1940 of Pakistan.
7. Delivery Documents: Upon delivery, the Supplier shall provide the following documents to the Purchaser:  
(i) copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;  
(ii) Delivery Challan/Note.
8. Payment: Before payment, the supplier shall inspect the delivered goods for meeting the quality and quantity against the prescribed specification. Any payment shall be processed after satisfactory assessment/inspection and acceptance by the Purchaser. Payment shall be made in following manner:  
  
a) 100% payment will be made after successful delivery and acceptance of all goods by the Purchaser at given address in accordance with the contract.
9. Force Majeure: The supplier shall not be liable for penalties or termination for default if and to the extent that it's delays 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 event 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.

10. Defects: All defects in Goods/defective items will be corrected/replaced without any cost to the Purchaser within 15 days of from the date of notice by the Purchaser. The name and address of service facility where the defects/defective item are to be corrected/replaced by the supplier are:

Facility \_\_\_\_\_

Address \_\_\_\_\_

11. Performance Security:

- a. The Supplier shall, within 07 days of receipt of purchase order, provide a Performance Security for the due performance of the Contract to the amount of ten (10%) of contract price in shape of CDR/DD or Bank Guarantee, at the option of bidder, in the name of CEO TransPeshawar from schedule bank of Pakistan;
- b. Failure of the successful Bidder to submit the requisite performance security or to sign the contract agreement shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security. In that event, the Client may award the contract to the next lowest evaluated bidder whose offer is substantially responsive and sample determination is affirmative.
- c. The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- d. The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than 28 days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations.

12. Required Technical Specifications:

The Technical Specifications and quantity are attached as **Appendix-I** to this RFQ. Supplier shall confirm compliance with the mentioned specifications of goods.

13. Failure to Perform: The Purchaser may cancel the Agreement and forfeiture of performance security if the Supplier fails to deliver the Goods, 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: \_\_\_\_\_

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

Place: \_\_\_\_\_

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

**Appendix-I**

**Technical Specification**

The bidder shall confirm to the following specification.

<b>S#</b>	<b>Item Name</b>	<b>Unit</b>	<b>Specification</b>	<b>Quantity</b>
1	White Board Marker (Multi Color Erasable)	Packet of 12	Mercury/ Dollar or Equivalent	2
2	Permanent Marker (Multi Color)	Packet of 12	Mercury/ Dollar or Equivalent	2
3	Ball Points (Blue) 1.0 mm Tip	Packet of 12	Dollar Clipper or Equivalent	30
4	Ball Points (Black) 1.0 mm Tip	Packet of 12	Dollar Clipper or Equivalent	10
5	Uni Ball Eye UB-157 Green	PCS	Uni Ball Eye UB-157 Green or Equivalent	50
6	Pencil	Packet of 12	Deli/Gold Fish or Equivalent	20
7	Correction Pens- Metal Tip	PCS	Picasso or Equivalent	50
8	Highlighter (Multi Color)	Packet of 10	Mercury/ Dollar or Equivalent	10
9	Writing Pad, A-4 Size No.5	PCS	Fine Quality	100
10	Writing Pad Size No.4	PCS	Fine Quality	100
11	Writing Pad Size No.3	PCS	Fine Quality	300
12	Envelops A4 size (White) printed with address and logo of TransPeshawar as prescribed by TPC	Packet of 100	Fine Quality 100 gm	10
13	Paper Double A Quality, A4, 80 gm	Ream	Double A Quality, 80 gm	380
14	Paper A3, 80 gm	Ream	Double A Quality, 80 gm	10
15	Paper Legal, 80 gm	Ream	Double A Quality, 80 gm	10
16	A-4 White Wholes Sheet Protectors	Packet of 100	Fine Quality, PP material	5
17	Binding Cover Transparent Sheet A-4 Size 18 No	Packet of 100 Sheets	Fine Quality	10
18	Binding Cover Transparent Sheet Legal Size	Packet of 100 Sheets	Fine Quality	5
19	Binding Paper Multi Color A-4 Size	Packet of 100 Sheets	Fine Quality	10
20	Binding Paper Multi Color Legal Size	Packet of 100 Sheets	Fine Quality	5
21	Cells Battery AA Rechargeable Energizer or Equivalent	Set of 2	Energizer or Equivalent	30
22	Cells Battery AAA Rechargeable Energizer or Equivalent	Set of 2	Energizer or Equivalent	10

23	Binder Clips 25mm	Pkt	Diamond or Equivalent	20
24	Binder Clips 19mm	Pkt	Diamond or Equivalent	20
25	Binder Clips 41mm	Pkt	Diamond or Equivalent	20
26	Binder Clips 51mm	Pkt	Diamond or Equivalent	20
27	Staple Pins 24/6	Pkt	Dollar or Equivalent	100
28	Stapler Machine	PCS	24/6 Deli or Equivalent	20
29	Stapler Remover	PCS	KW-trio or Equivalent	20
30	Punch Machine	PCS	Deli No. 137 or Equivalent	20
31	Staple Machine (Heavy Duty) best quality	Piece	deli 0386 or Equivalent	1
32	Staple Pins 23/17	Pkt	Dollar or Equivalent	10
33	Staple Pins 23/13	Pkt	Dollar or Equivalent	10
34	Staple Pins 23/10	Pkt	Dollar or Equivalent	10
35	Scotch Tap (1 inch) Transparent	PCS	Fine Quality	20
36	Packing Tap (3 Inches) Brown	PCS	Fine Quality	20
37	Binding Tape 3"	PCS	Fine Quality	50
38	Binding Tape 2"	PCS	Fine Quality	50
39	Mouse Pad Fine Quality	PCS	Fine Quality	30
40	Box File Blue	PCS	QB No 556 or Equivalent	200
41	Ring Binder Blue	PCS	RB-725-FC or Equivalent	100
42	Ring Binder Plastic/D-Ring File A4 Size	PCS	W-39D3-t or equivalent	100
43	Management File A4 Size	PCS	A320 or equivalent	300
44	Separator A4 Size	Set of 10	IN4102 size 22.5x29.7/A4 or equivalent	200
45	Manual Heavy Punch Machine for up to 200 pages	PCS	KW-Trio Power Punch No. 09330 or Equivalent	1
46	Glue Stick 20G	PCS	Deli or Equivalent, Fine Quality,	100
47	Paper Shredder Heavy Duty Series	PCS	AURORA AS-2220CD or Equivalent	1