

**Khyber Pakhtunkhwa Information Technology  
Board (KPITB)  
Plot # 134-136, Industrial Estate, Hayat Abad  
Peshawar, KP**

**To: [Name and Address of Bidder]**

Procurement Reference: PK-KPITB-95228-GO-RFQ

Date: 26/03/2019

Dear Sir,

**PROJECT: DIGITAL JOBS IN KHYBER PAKHTUNKHWA  
REQUEST FOR QUOTATIONS FOR PRINTING MATERIAL**

The Khyber Pakhtunkhwa Information Technology Board (KPITB) invites your quotation for the items described above.

The KPITB has received a grant from the MDTF administered by the World Bank, intends to apply the proceeds of this grant to eligible payments under the contract for which this Request for Quotations is issued. This procurement process will be conducted in accordance with the shopping procurement method contained in the World Bank Guidelines July 2016 and the procedures described herein.

**1. Preparation of Quotations:** You are requested to quote for these items by completing, signing and returning:

- the List of Goods and Price Schedule;
- the documents confirming your eligibility, as listed below;

The standard forms in this RFQ may be retyped for completion but the Bidder is responsible for their accurate reproduction.

**2. Validity of Quotations:** The quotation validity required is 90 days.

**3. Sealing and marking of Quotations:** Quotations should be placed in a single sealed envelope, clearly marked with the Reference above, the name of the Bidder and the Implementing Agency.

**4. Submission of Quotations:** Quotations should be submitted to the address below by sealed envelope, by the date and time of the deadline below.

Date of deadline: 02/04/2019. Time of deadline: 11:00AM. Opening Time: 11:30 AM

Address: Plot # 134-136, Industrial Estate, Hayat Abad, Peshawar

Facsimile: 091-9217486. Email: m.bilal15@yahoo.com

**5. Eligibility Criteria:** You are required to meet the following criteria to be eligible:

- a). Supplier shall be registered with FBR and shall be an active tax payer
- b). Have completed atleast 3 projects of similar nature and amount
- c). Have the legal capacity to enter into a contract;
- d). Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
- a). Not have had your business activities suspended or debarred from public procurement by the Office of Government Public Contracts Policy;
- b). Be eligible, as defined below;

**6. Documents Evidencing Eligibility:** You are requested to submit copies of the following documents as evidence of your eligibility.

- a). Valid certificate of registration or equivalent;
- b). Valid registration certificate with FBR and proof of active tax payer
- c). Affidavit of non-blacklisting/non-bankrupt on judicial stamp paper
- d). Proof of 03 similar projects completed (POs/contracts)

7. **Origin of Goods:** All Goods and related services shall have as their country of origin an eligible country.
8. **Technical Criteria:** The Specification details the minimum specification of the Goods required. The Goods offered must meet this specification.
9. **Currency:** Quotations must be priced in Pakistani rupees.
10. **Best Evaluated Bid:** The best evaluated bid shall be the lowest priced quotation, which is eligible and technically compliant.
11. **Delivery:** Prices should be quoted inclusive of all loading/ unloading and delivery charges to KPITB office Hayat Abad Peshawar.
12. **Duties and Taxes:** The quoted price shall be inclusive of all Government applicable duties and taxes.
13. **Delivery Schedule:** Delivery required should be 03 weeks from date of Purchase Order.
14. **Terms of Payment:** Payment shall be made within 30 days against submission of your Invoice and supporting documents following delivery of the Goods.
15. **Eligible Countries:** Pakistan only
16. **Bid Security:** All the bidders shall submit 02% bid security of the total quoted price.

Any resulting contract awarded shall be by placement of a Purchase Order.

Any queries should be addressed to the Project Management Team at the address given above. Please prepare and submit your quotation or inform the undersigned if you will not be submitting a quotation.

Yours sincerely,

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Muhammad Bilal  
Finance & Account Officer, MDTF Project

# STATEMENT OF REQUIREMENTS

## List of Goods and Price Schedule

**Procurement Reference: PK-KPITB-95228-GO-RFQ**

We offer to supply the items listed below in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in the Request for Quotations.








The validity period of our quotation is: \_\_\_\_\_ days/weeks/months.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision or variation.








The delivery period offered is: \_\_\_\_\_ days/weeks/months from date of Purchase Order.

The warranty period offered is \_\_\_\_\_ months.

**Currency of Quotation:** \_\_\_\_\_

Item No	Technical Specification/ Description of Goods	Quantity	Unit of Measure	Country of Origin	Unit Price [Ex. Taxes]	Unit Price [Incl. Taxes]	Total Price [Incl. Taxes]
1	<p><b>Souvenirs:</b> size Upper Glass: LxHxW: 7x5x1 inches, Base Wooden: LxHxW: 8x1x2 inches with four color printing sticker on the upper glass (Sticker template will be provided with the Purchase Order), with good quality box (As per design Attached).</p>  <p>Souveneir.jpeg</p>	100	No.				
2	<p><b>Paper Bags (A4):</b> 300gm Art Card, 4 color printing &amp; matt lamination, size: L x H x W: 11.25x11.5x4 inches.</p>  <p>Goodie Bag FOR PRINT.cdr</p>  <p>Shopping Bag.jpg</p>	500	No.				
3	<p><b>Pens (Blue Ink):</b> Good quality Plastic Pen, with screen printing one color. (As per attached design)</p>  <p>Pen Mockup.jpg</p>  <p>Pen Mockup.cdr</p>	500	No.				
4	<p><b>Stickers:</b> Size- (2x2 inch): 12 different designs 500 each, 4 color printing with matt lamination round cutting.</p>  <p>sticker (1).png</p>  <p>Stickers 2x2 Inches.cdr</p>	6000	No.				
5	<p><b>Posters:</b> Size - 11x17 inches, 4 color printing, 130gm matt paper. (Content/ Design will be shared later)</p>	2500	No.				
6	<p><b>Membership Cards:</b> Hard PVC, size: 2x3.5 inch. (A template design will be provided later &amp; to be filled with data by the vendor)</p>	300	No.				
7	<p><b>Certificates:</b> Art Card 300gm, 4 color printing, A4 size. (Content/ Design will be shared later)</p>	300	No.				

**Statement of Requirements**

	<p><b>Bottles:</b> Good quality Plastic/ Metal Water Bottle 600 – 800 ml with logo one color printing (As per attached design)</p>   <p>Bottle Design x11.cdr      Bottle Mockup.jpg</p>	500	No.					
9	<p><b>Skin with Standees:</b> 5x2 banner matt flex with standees (Content/ Design will be shared later)</p>	50	No.					
10	<p><b>Branded Portable Frame with printed matt flex size:</b> 8x8ft or higher size (Content/ Design of flex will be shared later)</p>  <p>Portable Frame.jpeg</p>	1	No.					
11	<p><b>Note Book:</b> Size- 7x9.5 inches with Cover and Back (300 gram art card with 4 color printing and matt lamination) Inner Pages: 70 leafs, 80gm offset paper with one color printing Cover &amp; Back with additional transparent plastic cover and Spiral Binding. (as per attached design)</p>   <p>Notebook.jpg      Notebook A4 Size.cdr</p>	500	No.					
12	<p><b>Lapel Pins (Badge):</b> Metallic Pins 1x1 inches, with single color logo placed (as per attached design)</p>   <p>Lappel Pin Mockups.jpg      KPITB PINS.cdr</p>	300	No.					
<b>Other additional costs</b>								
<b>Subtotal</b>								
<b>Total</b>								

**Prices quoted are:** Inclusive of Taxes, Transportation, Installation, Commissioning & testing charges.

**Quotation authorised by:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

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

Authorised for and on behalf of: \_\_\_\_\_ (dd/mm/yy)

Company: \_\_\_\_\_