



Reference#: Sungi/HO/0021/2017

Appointment of Hotels/Guest Houses/Training Centres for the year 2017-18

Sungi Development Foundation, a leading non-governmental organization, extends invitation to vendors in Pakistan to submit proposal/quotation for the provision of following services for Sungi:

- **Provision of Board/Lodge Facility.**
 - **Room (Single Occupancy)**
 - **Room (Double Occupancy)**With complimentary Breakfast and one suit press per day.
- **Provision of other meeting/training/Seminars related services i.e Sound System, Multimedia etc.**

We need the above mentioned services for in all cities of Pakistan i.e Islamabad, Lahore, Faisalabad, Peshawar, Karachi, Abbottabad, Murree, Nathiagali, Naran etc. These services will be required on need basis during the year 2017-18.

- **Find attached Annex-I for detail services required.**

Submit your proposal validity for the period up to 30 June, 2018.

Last date for submission of your proposal/quotation is 20 September 2017 to the following address:

Deputy Manager Administration
Sungi Development Foundation
Office#1, 2nd Floor Al-Asghar Plaza Jinnah Avenue, Blue Area Islamabad
Ph: 051-2271340~3

Vendors are kindly requested to provide samples for the quoted items:

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Important Note:

- 1) Bidder has to submit the business profile alongwith quotation.
- 2) Bidders must have their physical existing/place of business in Pakistan.
- 3) Please ensure that all quotations have reference number included.
- 4) Vendors may place quotations for some or all of the services/items listed. Sungi retains the right to selectively delete items from this list at our discretion at the time of purchase.
- 5) The issuance of this invitation does not constitute an award commitment on the part of Sungi, nor does it commit Sungi to pay for the costs incurred in the preparation and submission of a quotation.
- 6) Payment would be made through crossed cheque after satisfactory completion/delivery of the assignment.
- 7) All applicable taxes(as per Govt. Law) will be deducted at source.

Head Office: Office#1, 2nd Floor, Al-Asghar Plaza, Jinnah Avenue, Blue Area, Islamabad, Pakistan

Tel: +92 51 2271340~3 **Website:** www.sungi.org

Regional Office: Near Forest Check Post, Dehri Road, Shimla Hills, Abbottabad. **Tel:** +92-992-331947-48



QUOTATION PROCEDURE INSTRUCTIONS FOR VENDORS

The Quotation must include:

1. The following information about the item(s) to be quoted, as applicable:

Quantity	Make	Model	Specifications	Price*/Unit	Total Price*

* Prices should be submitted in Pakistan Rupees (PKR).

2. **Additional Customs Fees and/or Taxes (GST)**, listed separately from the actual price.
3. **Payment terms.**
4. **The Sungi reference number i.e. SDF/HO/0021/17.**
5. **Vendor's official National Tax Number/GST Number assigned by the Government of Pakistan.**

Procedure for submitting the Quotation:

1. Quotation must be submitted on company letterhead and be signed by an authorized official.
2. Quotation may be submitted in a sealed envelope. If the quotation is submitted by sealed envelope, the reference number should also be included on the outside of the envelope.
3. Quotation must be submitted by 16:00 hours of the last day of the competition.
4. Quotation must include all of the information listed above. ***If a quotation is missing any of this information, it may be disqualified from the quotation process.***

Sungi will:

1. Make a decision regarding the vendor on a basis of the best combination of the following factors:
• **Price** • **Quality** • **Terms of payment** • **Delivery schedule**
2. Reserve the right to reject any and all quotations received.
3. Review all quotations by an internal Procurement Committee.
4. Respond to all quotations by fax or by phone within three weeks of the deadline and once all the necessary Sungi internal procedures have been completed.
5. Reserve the right to make changes to the above-specified quantities, up until the time that the final awards are concluded.
6. Follow the ensuring terms of payment for the commodities: *Sungi will issue a crossed cheque to supplier upon completion of services. Cash payments will not be made. Payments will be made in Pakistan Rupees.*

Please note: Sungi will permanently refuse to purchase from or include in future quotations any vendor who attempts to influence the bidding process through bribery, graft, or any other corrupt, illegal, or inappropriate practices.

(A) Room Rates & Services

Sr#	Room	Type	Unit	Rate (PAK Rs)
1	Single Occupancy	Standard	per day	
2	Double Occupancy	Standard	per day	
3	Triple Occupancy	Standard	per day	

Sr#	Room Facilities	Facility Available		Rate (PAK Rs)
		YES	NO	
a	Break Fast			Complementary
b	Internet/WiFi			
c	Generator			
d	Laundry			
e	TV/Cable			
f	Hot Water			
g	Iron Stand/One Suite Press			Complementary
h	Pick/Drop within City			
i	Courier Service			
j	Telephone (Landline)			
k	Show Shine			

(B) Meeting Package

Sr#	Description	Type	Unit	Rate (PAK Rs)
Menu-1	Chicken/Meat, Veg, Rice, Nan, Salad, Raita	Buffet	Per Head	
Menu-2	Chicken/Meat, Veg, Rice, Nan, Salad, Raita Sweet	Buffet	Per Head	
Menu-3	Chicken/Meat, Veg, Kabab/Fish, Rice, Vegetable, Cold Drinks/Soup, Sweet	Buffet	Per Head	
Tea	Tea with 2 bakery items	Buffet	Per Head	

Note:

* Mention the service(s) you are offering in addition.

* Above rates are valid upto: _____

(C) Hall Rates & Services

Sr#	Hall Capacity	Unit	Rate (PAK Rs)	Remarks
1	Participants (25-30)	per day		
2	Participants (31-50)	per day		
3	Participants (51-200)	per day		

Sr#	Hall Services	Facility Available		Rate (PAK Rs)
		YES	NO	
a	Cushion/Chairs			
b	Multimedia with Screen			
c	Stationary			
d	Overhead Projector			
e	Sound System			
f	Air Conditioner			
g	Heaters			
h	Generator/UPS			
i	Air Freshner			
j	White Board			
k	Dice			

Comments	
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Details of Bidder:

Name:

Address:

Contact No:

Signature & Official Stamp