



Reference#: Sungi/HO/0015/2017

Appointment of Photocopier Services Provider 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:

Quantity	Item Name	Specifications
1 page	Photocopy charges for	Paper: A4 80 grams (local) Paper: A4 80 grams (Imported) Paper: A3 80 grams (local) Paper: A3 80 grams (Imported) Paper: A4 80 grams Colored Paper: A4 100 grams card
1 copy	Binding with material	Spiral – Page 1 to 100 Spiral – Page 101 to 200 Spiral – Page 201 to 300 Tape – Page 1 to 100 Tape – Page 101 to 200 Tape – Page 201 to 300

NOTES: Approved bidder will provide photocopier machine(s) and operator in Sungi premises at Islamabad. Quoted rates must include cost of paper, toner, photocopier rental, operator's salary etc. Sungi will provide the electricity facility and space for installation of photocopier without any charges. your quoted rates should be accordingly.

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 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/0015/17.**
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.