



Reference#: Sungi/HO/0013/2017

Appointment of Stationary Supplier for the year 2017-18

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

- **Stationary Items.**
- **Toners and Cartridges.**

The list of above item is attached as **(Annex-I)**

Also mention any other facility available:

- **Delivery to Sungi Premises in Islamabad.**
- **Any other facility.**

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:

<i>Yes</i>	<i>No</i>	<i>N/A</i>
<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/0013/17.**
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.

Bidder Name:

Sungi Development Foundation

Sungi Development Foundation: Islamabad

QUOTATION FORM

Ref: Sungi/HO/0013/2017

Annex-I

Sr.#	Item Description	Unit	Unit Cost	Remarks
1	Ball Point - Blue (Piano)	Pkt		
2	Ball Point - Pointer (Doller)	Pkt		
3	Binding Clip 19 mm	Pkt		
4	Binding Clip 25 mm	Pkt		
5	Binding Clip 32 mm	Pkt		
6	Binding Clip 41 mm	Pkt		
7	Binding Clip 51 mm	Pkt		
8	Cards - Assorted Colours Size (11*4)	Each		
9	Clear Bag - Legle size (China)	Each		
10	Drafting Pad - size A4	Each		
11	Drafting Pad - size A5	Each		
12	Draft Note Book - top spiral binding size A5	Each		
13	Draft Note Book-side spiral binding size A4	Each		
14	Draft Note Book-side spiral binding size A5	Each		
15	Duster - for white board Magnatic	Each		
16	Eraser pelikan AL 30	Each		
17	Fluid White UHU	Each		
18	File - Box File Alfallah 992	Each		
19	File Cover - HANGING Alfallah 1027	Each		
20	File - RING (Legal) Alfallah 992	Each		
21	File - Transparent A4 Alfallah 1022 A Assorted Color	Each		
22	File - Cut Box Alfallah 1126	Each		
23	File - Seperators (set of 10) A-4 Alfallah	Each		
24	File - Seperators (set of 5) A-4 Alfallah	Each		
25	File - Seperators (set of 5) Legal Alfallah	Each		
26	File - Seperators (set of 10) Legal Alfallah	Each		
27	Flip Chart - White	Each		
28	Flip Chart - COLOURED	Each		
29	File Ring Binder - size A4 IMPORTED	Each		
30	File - Box (Exclusive quality)	Each		
31	Gum Stick SMALL (21 Gms) UHU	Each		
32	Gum Stick LARGE UHU	Each		

Signature

Stamp

Bidder Name:

Sungi Development Foundation

QUOTATION FORM

Ref: Sungi/HO/0013/2017

Sungi Development Foundation: Islamabad**Annex-I**

Sr.#	Item Description	Unit	Unit Cost	Remarks
33	Hi-lighter Assorted Colours (Pelikan)	Each		
34	Marker - Erasable Snow man Asorted Color	Each		
35	Marker Permanent Snow man Asoted Color	Each		
36	Masking Tape - Size 1" Deer Brand	Each		
37	Masking Tape - Size 2" Deer Brand	Each		
38	Masking Tape - Size 3" Deer Brand	Each		
39	Paper Clips - 36 mm Three Flower	Each		
40	Paper Clip - 26 mm Three Flower	Each		
41	Post It - Yellow Tag - (2" x 3")	Pkt		
42	Post It - Yellow Tag - (3" x 3")	Pkt		
43	Paper Pins	Pkt		
44	Pin - Thumb: Assorted Colours	Pkt		
45	Punch Machine - Standard Deli No 0102	Each		
46	Pencil - Lead Gold fish HB 5000	Pkt		
47	Paper 70 Grams A4 size LOCAL	Ream		
48	Paper 80 Grams - A4 size Imported	Ream		
49	Paper 80 Grams - Legal size Imported	Ream		
50	Paper 80 Grams A3 size Imported	Ream		
51	Papers for Certificates - Coloured	Each		
52	Paper Cutter XF 1887	Each		
53	Register - Simple Ideal per Number	Per No.		
54	Register - Attendance Ideal Per Number	Per No.		
55	Register - Dispatch Ideal per Number	Per No.		
56	Register - Stock ideal per Number	Per No.		
57	Rooler - Steel 12" Sward fish Branded	Each		
58	Rubber Bands	Pkt		
59	Scotch Tape 1" Lovis Tape	Each		
60	Sharpner Dux	Each		
61	Stamp Pad Doller	Each		
62	Stapler Machine - Max 50 R with stpler Remover	Each		
63	Stapler Pins - size 23/10 Doller	Pkt		
64	Stapler Pins - size 23/17 Doller	Pkt		

Signature

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Bidder Name:

Sungi Development Foundation

Sungi Development Foundation: Islamabad

QUOTATION FORM

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Annex-I

Sr.#	Item Description	Unit	Unit Cost	Remarks
65	Stapler Pins - size 24/6 Doller	Pkt		
66	Toner Cartridge - 35A (China)	Each		
67	Toner Cartridge - HP Laser Jet 12 A (China)	Each		
68	Toner Cartridge - HP Laser Jet 13 A (China)	Each		
69	Toner Cartridge - HP Laser Jet 49 A (China)	Each		
70	Toner Cartridge - HP Laser Jet 15 A (China)	Each		
71	Toner Cartridge - HP Laser Jet 53 A (China)	Each		
72	Toner Cartridge - HP Laser Jet Colour 6000 A (China)	Each		
73	Toner Cartridge - HP Laser Jet 80A (China)	Each		
74	Tape Dispenser National 30	Each		
75	Visiting Cards - Album for 240 Card	Each		

Signature

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