

## REQUEST FOR QUOTATIONS

**Quotation Reference:** RFQ/AGAHEPAK/RO/Computer & Peripherals 2021/02

**Quotation Title:** Procurement of Computer & Peripherals

**Quotation Issuance Date:** 09<sup>th</sup> of July 2021

**Quotation Closing Date:** 15<sup>th</sup> of July 2021

Agaha Pakistan is a Non-Bank Microfinance Company engaged in the business of microfinance having registered office in Lahore. The objective of Agaha Pakistan is **"To provide social services to the marginalized communities in Pakistan especially women & youth through provision of microfinance facilities, trainings, linkages, development & networking for all types of lawful economic activities"**.

AGAHE Pakistan wishes to receive quotation from qualified suppliers for Office Computer & Peripherals on Terms & Condition's mentioned in request for quotations. The detailed specifications of Computer & Peripherals are as under:

Sr.No	Description	Qty	Unit Rate	Total Amount
1	<b>Computer System (C.P.U)</b> Core i3 Hp/Dell 5 <sup>th</sup> /6 <sup>th</sup> generation , 256 gb ssd hard drive, 8 gb Ram, With windows 10 installation.	45		
2	<b>LCD</b> Dell/Hp 14" inches wide screen	45		
3	<b>Printer</b> HP m401/m402	15		
4	<b>Scanner</b> Canon Lide 300	15		
5	<b>Keyboard, Mouse</b>	45		
6	<b>Vga Cable</b>	45		
7	<b>Power Cable</b>	90		

**Terms & Conditions:**

1. Transportation and loading charges will be included in all quoted rates.
2. All quoted amount should be inclusive of applicable taxes.
3. Withholding Tax will be deducted as per law at the time of payments.

**Quality:**

AGAHE Pakistan is very conscious about quality of items and there will be no compromise on the quality. AGAHE Pakistan will have the right to inspect the items before and after the shipment.

**Place of Delivery:**

All required item should be deliver at selected sites in Okara, Pakpattan and Bahawalpur districts. The details of delivery points shall be shared after issuance of Purchase Orders.

**Receiving of Goods**

All items will be received through Goods Received Note (GRN) which will be signed by AGAHE Pakistan focal person.

**Submission of invoice:**

Vendors will be required to submit their original invoices along with the GRNs as soon as the delivery is made. Upon receiving complete documents, the payment will be released within 07 working days.

**Release of payment:**

Payments to vendors shall me made upon receipts of goods.

**Mode of payment:**

All payments will be made through cross cheques or paid directly to the Vendor/Supplier account.

**Deadline for submission of quotation:**

Quotation must reach on or before 15th July 2021 at Regional Office House # 11 Street No 7, Lalazar Colony Vehari/ House # 3, Block A Lalaazar Colony, Phase II Raiwand Road Lahore or through email at [ao.ro@agahepakistan.org](mailto:ao.ro@agahepakistan.org)

**For enquires and information:**

You can call us @ 0336-0092244, /0332-3030011

Or write us at [ao.ro@agahepakistan.org](mailto:ao.ro@agahepakistan.org) / [procurement@agahe.org](mailto:procurement@agahe.org)

**Organization has the right to accept or reject any quotation without assigning any reason. The invitation of this quotation neither construct an award commitment on the part of organization, nor does it commit that the organization would pay for the costs incurred in the preparation and submission of a quotation**

**Required Documents:**

- NTN Registration + CNIC
- Address & Contact details