



## REQUEST FOR QUOTATION

**Quotation Reference:** RFQ/AP/RO/IFL Printing Material 2021/08  
**Quotation Title:** Procurement for Printing Material  
**Quotation Issuance Date:** September 21, 2021  
**Quotation Closing Date:** September 28, 2021

Agahе Pakistan is a Non-Bank Microfinance Company engaged in the business of microfinance having registered office in Lahore. The objective of Agahе 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 quotations from qualified suppliers for Printing Material of Interest Free Loan Program on Terms & Condition's mentioned in below document The detailed specifications of printing material are as under:

Sr.No	Description	Quantity	Unit Rate	Total Amount
1	<b>Glass Board "Objective of AP"</b> 9mm of Glass with Engrave Logo & Objective + 4 Steel glass spacer (Size 1 ft x 1 ft 5 inches)	<b>10</b>		
2	<b>Glass Board "Timings &amp; Suggestions"</b> 9mm of Glass with Engrave Logo & Timings + 4 Steel glass spacer (Size 2 ft x 16 inches)	<b>10</b>		
3	<b>Client Protection Boards</b> Roland Vinyl Print & Wooden frame with pasting Size (12 "x 18")	<b>60</b>		
4	<b>Complaint Board</b> Roland Vinyl Print & Wooden frame with pasting Size (18" x 24")	<b>10</b>		
5	<b>Microfinance ESM Board</b> Mounted Pan flex with Roland Print & Wooden frame with Pasting Size (2' x 3')	<b>10</b>		
6	<b>AGAHE Pakistan "Code of Conduct Board"</b> Mounted Pan flex with Roland Print & Wooden frame with Pasting Size (2' x 3')	<b>10</b>		

7	<b>No Smoking Plate</b> Win board wood backside and Vinyl Print with pasting Size (13"x 7")	<b>10</b>		
8	<b>Complaint Box</b> Wooden sheets + Vinyl pasting on Box Size (13" x 12")	<b>10</b>		
9	<b>Main Direction "Steel Board"</b> Paint's writing on Board Size (4ft x 3ft board & 4ft poles)	<b>10</b>		
10	<b>AML/CFT Standee's</b> Flex with Standee's + 4 rings Size (5 x 2)	<b>20</b>		
11	<b>File Folders</b> 350 grams Card paper with given specimen printed in four colors Size (16" x 25 ")	<b>500</b>		
12	<b>Address Plates</b> Win board wood backside and Steel plate in front side with embossed printing. Size (13" x 7")	<b>10</b>		

### **Delivery Time**

Delivery required at Vehari by 15<sup>th</sup> October, 2021.

### **Quotation Validity Time**

Submitted quotation shall remain valid for at least a period of 3-weeks from its submission date.

### **Quality:**

AGAHE Pakistan is very conscious about quality of items and to confirm the quality Agahe Pakistan has right to inspect the quality of items before and after delivery and further Agahe Pakistan has right to reject items who are not found as per specifications. In such case Agahe Pakistan is not liable to make payment.

### **Place of Delivery:**

All required items should be delivered at Agahe Pakistan Regional Office, Vehari.

### **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 only be made upon receipts of goods and submission of invoice.

**Mode of payment:**

All payments will be made through cross cheques or paid directly to vendor's designated bank account.

**Required Documents:**

- NTN Registration + CNIC
- Address & Contact details

**Misc. Terms & Conditions:**

- 1- Agahe Pakistan reserves the following rights:
  - I. To accept any Bid, in whole or in part; to reject any or all Bids; or to cancel this procurement process in its entirety;
  - II. To verify any information contained in Bidder's response (and the Bidder will provide Agahe Pakistan with its reasonable cooperation with such verification).
  - III. To invalidate any Bid received from a Bidder that, in Agahe Pakistan's sole opinion has previously failed to perform satisfactorily or complete contracts or Purchase Orders on time, or Agahe Pakistan believes is not in a position to perform the Purchase Order;
  - IV. To invalidate any Bid that, in Agahe Pakistan's sole opinion, fails to meet the requirements and instructions stated in this quotation document.
  - V. To withdraw an award to a Bidder at any time up until a Purchase Order has been signed with such Bidder. Agahe Pakistan is not required to provide any justification, but will give notice prior to any such withdrawal of award.
  - VI. Agahe Pakistan is not liable to any Bidder for any costs, expense or loss incurred or suffered by such Bidder in connection with this quotation document or procurement process,
- 2- All related charges (carriage, loading & Unloading) to be included in quoted rates.
- 3- All quoted rates should be inclusive of applicable taxes.
- 4- Withholding Tax will be deducted as per applicable law at the time of payments.

**Deadline for submission of quotation:**

Quotation must reach on or before by September 28, 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, Or write us at [ao.ro@agahepakistan.org](mailto:ao.ro@agahepakistan.org)

