



SAIBAAN DEVELOPMENT ORGANIZATION
REQUEST FOR QUOTATION
(RFQ)

Saibaan Development Organization House # 32, Sector C, Ghazikot Township Mansehra	Email: info@saibaan.org.pk Ph: 0997-440529, 0997-440528 Fax: 0997-440529
Date: 04-04-2023	Procurement Department
To:	Cell # <u>0997-440528</u>

1. Sealed Bids delivered by HAND to procurement Department SAIBAAN Mansehra Office.
2. Quotations dropped after the deadline will not be entertained.
3. Saibaan invites your company to make a firm offer for the following detail for each of the item given below.

CLOSING DEADLINE Date: 10-04-2023

Time: 12.00 PM

S.No	Name of Item	Specification	Unit	Unit Price
1	Dell Inspiron 14 7420 Laptop	Core i7-1255U, 12th Generation, Windows 11 Pro, 16Gb RAM, 512 gb SSD, 1 year warranty or equivalent	07 Nos.	
2	Printer	Hp Laserjet Pro Mfp M521dw, standard warranty or equivalent	03 Nos.	
3	Digital Camera	Canon EOS 200D, 24 mp, 1-year standard warranty or equivalent	05 Nos.	
4	Multimedia Projector with Screen	Panasonic PT-LB426, Brightness: 4,100 lumens, Resolution: XGA XGA (1024 x 768) or equivalent with wall mounted fine fabric 7x4 ft projector screen	01 Nos.	
5	Security System	8 Channel NVR, 8 IP 4mp camera (waterproof), 8+2 port PoE Switch, LAN CAT 6 300mtr, 21" led screen (new) with installation, 1 fire extinguisher and 1 fire Blanket	01 Set	

Delivery Place: District Buner (KpK)

Delivery Days: _____

Please acknowledge receipt of this RFQ and indicate your interest in bidding. Also indicate the RFQ item you are planning to quote. You may ask any question regarding the RFQ at any time before closing date.



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You should clearly indicate.

1. Detailed specification.
2. Confirmed delivery days
3. Unit price (inclusive of all taxes applicable)
4. Net price after deduction of discounts inclusive of taxes
5. Withholding tax will be deducted against payment invoice.

INFORMATION

1. SAIBAAN reserves the right to accept the whole or part of your offer or reject the offer.
2. Once a supplier has been determined to meet all necessary requirement, SAIBAAN will issue a formal purchase order for delivery of items/goods.
3. Payment will be made to the supplier by cross cheque or bank transfer within 15 days from receipt of goods
4. SAIBAAN will not be responsible for any bank service charges.
5. Inspection may be applicable and will be advised at time of purchase order.
6. Detailed and clear specifications on quotes should be given.
7. A sample of the item should be provided.
8. 1% of the total amount will deducted daily in case delivery is not made within the specified period.

Date: _____

Vendor Signature: _____