



Rises Foundation Head Office
Opposite Abshar Chowk Army Helipad Ground Ring Road, Kotli AJK
REQUEST FOR QUOTES

Background:

The Rises Foundation is a non-profit, non-governmental organization dedicated to advancing the cause of quality education, skill development, and healthcare. The foundation operates a network of schools across the region of AJK and actively manages projects funded by both local and international sources.

About RFQ:

RFQ Name:	RFQ for Bags & Caps for Access Program	RFQ No:	Access/2023/02
Issue Date:	Sep 28, 2023	Due Date:	Oct 13, 2023
Performance Period	Must be delivered before Oct 28, 2023		

Statement of Work:

The vendor shall receive payment within 15 days following the receipt of the invoice, contingent upon the satisfactory fulfillment of the work and/or the delivery of the specified items. Payment will be facilitated through the designated company bank account, and quotations must be submitted in a securely sealed envelope to the Rises Foundation's given address. Tax deductions will adhere to the applicable income tax regulations within Pakistan.

RFQ Terms & Conditions

- Product Samples and Origin Documentation:**
 - Bidders must provide samples of the quoted products or attach photographs with the quotation, clearly indicating the product's PN (Part Number) or any distinguishing markings.
 - All quoted products must be accompanied by documentation verifying their origin, and Chinese-manufactured products will not be accepted.
- Warranty and Service:**
 - The selected bidder shall be responsible for providing a one-month warranty covering colorfastness and fabric integrity, including stitching. Any faulty or incorrect items will be promptly replaced following the delivery of the supplies
- Payment Method:**
 - Payments will be made via cross-cheque only after deducting applicable government taxes.
- Inclusive Pricing:**
 - Quoted prices should encompass all costs, including freight charges, associated with the supply and delivery of the requested products.
- Complete and Unconditional Quotations:**
 - Incomplete or conditional quotations will be promptly rejected.
- Document Submission:**
 - All forms must be filled on the computer or using ink. The use of lead pencils is not permitted.
- Quotation Validity:**

The prices quoted in the bid should remain valid for 30 days from the submission deadline.	
8. Submission Method & Deadline:	- Interested firms/contractors/suppliers may submit their quotations via courier or postage by Oct 13, 2023 to the office address. - Quotations submitted through electronic means such as WhatsApp, email, or any other mode that compromises confidentiality will not be accepted.
9. Rights of Acceptance and Scope:	- Rises Foundation reserves the right to accept or reject quotations without specifying a reason. - Rises Foundation also reserves the right to award the project, in full or in part, to any bidder and adjust the work scope/quantities as necessary.

Details of Items Required:						
Sr.#	Item Description	Quantity	TO BE FILLED BY VENDOR			
			Unit Price	Total Price	Discounts	Grand Total
1	15-18" backpack featuring 2-3 compartments, designed for teenage use, emphasizing durability, style, and practicality, with three embossed or printed logos and custom text provided by Rises Foundation.	165				
2	Cotton Twill Cricket Caps, designed for teenagers, boasting a medium profile for optimal comfort, and with three logos and custom text provided by Rises Foundation, ensuring both style and quality.	200				

Evaluation Criteria:		
Criteria	Weight	Description/Instructions for Quoters
Filer Status	5	Indicate whether your company is a tax filer or non-filer as per tax regulations in Pakistan & AJK.
Price	5	Provide the unit price for each item (Bags & Caps) and any discounts being offered.
Specifications	5	Describe the specifications of the products you are offering, including size, material, color options etc.
Warranty & Support	4	Specify the warranty terms and support services offered, including response times and coverage.
Delivery Time	3	Indicate the estimated delivery time from the date of purchase order confirmation.
Same Item or Equivalent	5	While the foundation's preference is for the exact specified items, we understand that they may not always be available. Please note that equivalent items will not receive the same level of evaluation marks as the exact specified items. Quoters providing the exact specified item will receive higher marks. Equivalent items should closely match the specified item in terms of technical specifications, performance, and functionality. Please clearly state if you are offering the exact item or an equivalent, and provide supporting details to demonstrate equivalence

Reference	3	Please provide contact information for a references who can vouch for your product quality, service, and ability to meet delivery commitments.
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TO BE FILLED BY VENDOR	
Vendor's Business Profile	
I, _____, hereby certify that all the information provided in response to this Request for Quotation (RFQ) is true, accurate, and complete to the best of my knowledge and belief.	
Business Name:	NTN #
Phone #:	Mobile #:
Address:	Date
Signature or e-signature:	

TO BE FILLED BY VENDOR	
Reference Details:	
Business Name:	
Contact Person (Name & Title):	
Phone #:	Mobile #:
Address:	
Types of Items Supplied:	
Order Delivery Date:	