



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 Stationery Procurement For Access Program	RFQ No:	Access/2023/05
Issue Date:	Sep 28, 2023	Due Date:	Oct 13, 2023
Performance Period	Must be delivered before Oct 30, 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

1. Product Specifications:

- Bidders must provide detailed specifications for the stationery items, including type, size, quality, and any specific brand or model requirements.

1. Product Samples and Origin Documentation:

- Bidders may be required to provide samples of the quoted stationery items or attach clear photographs with the quotation indicating key specifications or unique characteristics.
- Chinese products are not acceptable.

1. Warranty and Service:

- The selected bidder shall ensure the quality and condition of the delivered stationery items.
- Any issues or discrepancies with the delivered stationery items must be promptly addressed and resolved by the selected bidder.

1. Pricing and Payment Method:

- Quoted prices should be transparent and all-inclusive, covering the cost of the stationery items, taxes, shipping, handling, and any additional charges.

• Payments will be made via cross-cheque only and will be subject to applicable government tax deductions.
1. Complete and Unconditional Quotations: • Incomplete or conditional quotations will not be considered for evaluation.
1. Document Submission: • All required forms must be filled out legibly and accurately. The use of lead pencils is not permitted.
1. Quotation Validity: • Quoted prices should remain valid for a minimum of 30 days from the submission deadline.
1. Submission Method & Deadline: • Interested firms/contractors/suppliers may submit their quotations via courier or postage to the office address by Oct 13, 2023 • Quotations submitted through electronic means such as email or any other mode compromising confidentiality will not be accepted.
1. 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 procurement of stationery items to any bidder and may adjust the quantities as necessary.

Details of Stationery Items Required :							
Sr.#	Item Description	Unit of Measurement	Quantity	TO BE FILLED BY VENDOR			
				Unit Price	Total Price	Discounts	Grand Total
1	Customized Notepads (with provided logos & text from Rises Foundation)	Piece	165				
2	Ballpoint Pens (Red)	Pack of Dozen	20				
3	Ballpoint Pens (Blue)	Pack of Dozen	50				
4	Ballpoint Pens (Black)	Pack of Dozen	50				
5	Pointers (Black)	Pack of Dozen	50				
6	Pointers (Blue)	Pack of Dozen	50				
7	Binders/Box Files	Piece	40				
8	Red Dry-Erase Markers	Pack of Dozen	20				
9	Blue Dry-Erase Markers	Pack of Dozen	20				
10	Black Dry-Erase Markers	Pack of Dozen	20				
11	Green Dry-Erase Markers	Pack of Dozen	20				
12	Permanent Markers different colors	Pack of Dozen	40				
13	A4 Paper Rims 60+ Grm	Rim with 500 sheets	30				

14	Student Attendance Register	Piece	06				
15	Staff Attendance Registers	Piece	01				
16	Stock Register	Piece	01				
17	Stapler	Piece	15				
18	Stapler Pins	Packs	15				
19	Pin Pluckers	Piece	15				
20	Scissors	Piece	35				
21	Paper Cutters	Piece	35				
22	Paper Cutter Blade	Pack	10				
23	Hard Chat (Different Colors)	Piece	500				
24	Soft Chart (Different Colors)	Piece	500				
25	Glue Sticks	Piece	50				
26	Index Cards Decks (For making flashcards)	Deck of 30 Cards	50				
27	Erasers	Bundle of 100	04				
28	Sharpners	Bundle of 100	04				
29	Sticky Notes	Packs with 10 decks	50				
30	Canvas (2*3)	Piece	30				
31	Brush Sets for Canvas	Set Pack	30				
32	Bulletin Board	Piece	06				
33	Canvas Easel	Piece	10				
34	Oil Paint Sets	Set Pack	50				
35	World Maps	Piece	30				
36	Globes	Piece	15				
37	U.S. Maps	Piece	30				
38	Scrabble (Board Game)	Piece	20				
39	Chess (Board Game)	Piece	15				
40	Led Pencils	Pack of Dozen	100				
41	Small Color Markers	Pack of Dozen	300				
42	Color Pencils	Pack of Dozen	300				

43	Balloons	Packs of 100	50				
44	English Vocabulary Flash Cards (Decks)	Deck of 30 Cards	50				
45	Crayons	Pack of Dozen	30				
46	Simple Fomic Sheets different colors	Pack of 20	20				
47	Glittering Fomic Sheets (Pack of 20)	Pack of 20	20				
48	Scotch Tap (2 inch)	Piece	20				
49	Scotch Tap (1 inch)	Piece	20				
50	Binding Tap	Piece	10				
51	Double Tap	Piece	20				
52	Thumb Pins (packs)	Packs	20				
53	Drawing Papers (colored A4)	Pack of 20	100				
54	Ivory Cards in Different Colors	Pack of 10	30				
55	Highlighters (Packs)	Pack of 10	50				
56	Color Ribbons (Different Colors)	Piece	200				
57	Tape Dispenser	Piece	10				
58	Bulldog Clip	Piece	100				
59	Paramax Cord (Small bundle of 10 meter)	Piece	50				
60	Spray Paints	Piece	100				
61	Stamp Pad (Blue)	Piece	10				
62	Fluid pin/ink remover (Whitners)	Piece	50				
63	Office Files	Piece	50				
64	Wooden Scales	Piece	170				
65	Steel Scales	Piece	170				

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 stationery and any discounts being offered.
Product Quality	5	Include detailed product descriptions and specifications in your bid.

Warranty & Support	4	Describe the post-purchase support and resolution process for any issues or defects.
Delivery Time	3	Indicate the estimated delivery time from the date of purchase order confirmation.
Reference	3	Please provide contact information for a references who can vouch for your product quality, service, and ability to meet delivery commitments.

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: _____	