

RFQ Number: PYWD 0024  
 RFQ Issuance Date: February 23, 2018  
 RFQ Close Date: March 13, 2018

**Sub: Vendor Prequalification and Purchase of office Stationary Items**

Dear Sir,

Louis Berger is implementing USAID funded 'Punjab Youth Workforce Development (PYWD) Project'. Louis Berger/ PYWD Project intend to prequalify vendors & suppliers and purchase the Office Stationary Items, whose details are given in this RFQ document. This Request for quotation (RFQ) is comprised of two (02) sections, listed as under:

- Section 1: List of Office Stationary Items
- Section 2: Instructions to the bidder/ offerors

**Section 1: List of Office Stationary Items**

It is hereby requested to submit the quotation as per the below the list of required List of Office Stationary Items in required anticipated quantity. We are requesting you to submit sealed quotation for following anticipated items, in given quantity and specifications, as under:

#	Item Description	Unit	Quantity
1	Ball Point (Piano Point)	Box	100
2	Ball Point (Picasso Gel shine) Blue	Box	60
3	Ball Point (Picasso Gel shine) Black	Box	60
4	Ball Point (Uni Ball) Blue	Box	30
5	Ball Point (Uni Ball) Black	Box	30
6	Ball Point (Uni Ball) Green	Box	10
7	Ball Point (Uni Ball) Red	Box	10
8	Binder Clip 25 mm	Box	100
9	Binder Clip 32 mm	Box	100
10	Binder Clip 41 mm	Box	100
11	Binder Clip 51mm	Box	100
12	Box File Executive Liver Arch Blue	Nos	300
13	Box File Executive Liver Arch Black	Nos	300
14	Box File Executive Liver Arch Green	Nos	100
15	Box File Executive Liver Arch Red	Nos	100
16	L- Folders	Pkt	300
17	CD RW Sony	Box	6
18	DVD RW Sony	Box	2
19	External Hard Drive 1 TB	Nos	8
20	USB / Data Drive 8 GB	Nos	10
21	USB / Data Drive 16 GB	Nos	10
22	Calculators MJ 120D	Nos	30



23	Correction Pen (Blanco)	Nos	100
24	Correction Fluid Set (Blanco)	Nos	50
25	File Separators Plastic (Set of 10)	Nos	800
26	Gum UHU 21gm	Nos	300
27	Highlighter Yellow	Box	30
28	Highlighter Red	Box	30
29	Highlighter Blue	Box	30
30	Highlighter Green	Box	30
31	Lead Pencil (12 each Packet)	Pkt	60
32	Sharpener Steel (100 each Box)	Box	3
33	Eraser 1" (100 each box)	Box	3
34	Marker Permanent Blue	Box	5
35	Marker Permanent Black	Box	5
36	Marker Permanent Red	Box	5
37	Marker White Board Blue	Box	5
38	Marker White Board Black	Box	5
39	Marker White Board Green	Box	5
40	Marker White Board Red	Box	5
41	Scotch tape Stand/ Tape Dispenser	Nos	15
42	Scotch Tape 1"	Nos	60
43	Paper /Flower Clip Steel 1 1/2"	Pkt	150
44	Paper /Flower Clip Steel 2"	Pkt	150
45	Thumb pins multicolor with plastic head	Pkt	120
46	Paper Cutter (Blade width 1/2" Length 6" with Plastic body)	Nos	60
47	Paper Ream A-4 Size 80 germ	Box	120
48	Paper Ream Legal Size	Box	3
49	Personal File (Hanging)	Nos	120
50	Plastic sticky note 1" multicolor	Nos	60
51	Post-it 3" multicolor with lines	Nos	150
52	Liver Punch Machine (Heavy) capacity 100 pages	Nos	3
53	Punch Machine (Medium) capacity 20 pages	Nos	15
54	Ruler Steel w1" x L12"	Nos	30
55	Scissor Medium Plastic Handle 5"	Nos	20
56	Stamp Pad Blue	Nos	6
57	Stamp Pad Black	Nos	6
58	Stamp Pad Ink Blue	Nos	12
59	Stamp Pad Ink Black	Nos	12
60	Staple Machine Heavy Duty Capacity 150 Pages	Nos	3
61	Staple Machine Heavy Duty Pin Capacity 150 Pages	Pkt	12
62	Staple Machine Heavy Duty Pin Capacity 100 Pages	Pkt	12
63	Staple Machine Heavy Duty Pin Capacity 80 Pages	Pkt	12
64	Staple 24/6	Nos	30



65	Staple Pins 24/6	Pkt	200
66	Staple Remover (Heavy Duty)	Nos	6
67	Staple Remover (Small)	Nos	30
68	Vehicle Log Books 200 pages	Nos	30
69	Plain Registers 300 Pages	Nos	60
70	Writing Pad (Spiral) A-4 size 100 pages	Nos	150
71	Writing Pad (Spiral) A-5 size 100 pages	Nos	150

## Section 2: Instructions to the bidder/ offerors

- The Award committee reserve the right to increase or decrease the quantities and/or specifications of the item requested.
- The Award Committee intend to award a blanket purchase agreement for one year on the basis of offers received without further discussions. Therefore, each offer should contain the Offeror's/bidder's best terms from the cost or price and technical standpoint.
- The proposed blanket purchase agreement is expected to be awarded, after award process is completed and necessary approvals are sought by the management. Please note that ALL procurement and delivery process is expected to be completed within minimum possible time.
- Furnish information of the offerors for example full legal name, address, telephone & fax number, e-mail of the organization submitting the quotation, and the date of submission.
- Please provide copy of the profile and list of relevant past experiences. A limited number of relevant documents may be included in the appendices of this section. These documents could be registration document of the organization, copy of N.T.N, etc
- Please provide proof of authorized dealership; delivery period: Warranty / guarantee with necessary details, if any.
- Delivery time to be specified in calendar days.
- Louis Berger/ PYWD Project reserve the right to reject one or all quotations/ offers. The organization will consider best value of money and ensure most advantageous offer is awarded. For that reasons, the offerors are encouraged to offer more than one alternate.
- Requests for additional information, clarifications or other questions must be submitted in writing (by e-mail [zlodhi@louisberger.com](mailto:zlodhi@louisberger.com)) by close of business, Friday March 09, 2018 by 1700 hours Pakistan Standard times.
- Last date of the submission of quotations is, Tuesday March 13, 2018 by 1700 hours Pakistan Standard Time. The Quotation should be addressed to The Award Committee. Submission of quotations can only be mailed in hard copy through address given below:  
The Award Committee PYWD Project  
House 164 A, Ahmed Block  
New Garden Town,  
Lahore
- Please specify country of origin, brand, model and relevant specifications of the product quoted.
- Price should be given in Pakistani Rupees. The offered price should be **DDP Lahore** basis.
- The quoted prices of each item should specify price of item, GST and the total amount. GST Tax amount must be shown separately for each item for comparison purposes.



- Please specifically note that Louis Berger will withhold applicable taxes, as per the tax laws in Pakistan. The price should include all applicable taxes. GST should be mentioned separately.

Please send the quotation by 1700 hours Tuesday, March 13, 2018 addressed to The Award Committee - PYWD Project. The quotation should be submitted in a sealed envelope to Louis Berger Office located at:

House 164 A, Ahmed Block,  
New Garden Town  
Lahore

Issuance of this RFQ document does not constitute an award commitment on the part of Louis Berger or PYWD Project or any other organization/ associated agency, nor does it commits to pay for any costs incurred in the preparation or submission of a quotation.

Thank you in advance for your cooperation. Please feel free to contact me for any assistance or clarification.

Thanks & Best Regards

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Zeeshan Lodhi  
Procurement Specialist