



REQUEST FOR QUOTATION (RFQ)

To:	Supplier	RFQ Issuing Date :	9-Sep-23
From:	Admin & Logistic Department	RFQ Reference #	MDF-Admin/09/2023
For :	Oxfam-ER Project Activity	Last Date of Submission	20-Sep-23

SUBJECT OF QUOTATION : Oxfam-ER Project Activity

NO	Item Name	Item Description / Specification	Unit	Qty	Unit Price	Total Price
1						
1.1	Drawing Book	Drawing Book A-4 Size 52-gram Local Paper 16-Pages, Bux Board Cover Fron & Back Side Cover, 4-Color Printing with Lamination Coating	Piece	200		
1.2	Color pencil 12 Pcs (Deer)	12-Pices Medium Size 3.5-Inch Pencil (Deer Company)	Packet	200		
1.3	Volley Ball	Rubber Volly Ball Standard Size	Piece	40		
1.4	Volley Ball Net	40-Feet / Standard Size	Piece	10		
1.5	Jumping Rope	Junping Rope, Nilon with Rubber & Plastic Grips	Piece	90		
1.6	Bedminton	Set of 2-Rackets Metal (Winner) with 6-Shuttels Packet	Piece	20		
1.7	Printed West (with Logos)	White Shirt with Collar and Half Sleeves (Polyster Cotton Cloth) 4-Color Digital Printing of Logos on Back Side of shirt (8 to 10-Years 28 to 30 Size, 11 to 12-Years 32-Size, 13 to 14-Years 34-Size, 14 to 16-Years Small Size) 200 pieces of each size	Piece	800		
TOTAL AMOUNT						

1	Quotation validity: (Desirably 30 days)	Agreed
2	Payment Conditions: MDF will release the 100% payment after satisfactory delivery	Agreed
3	The prices must be inclusive of all applicable Government taxes, delivery / transportation, loading / unloading, packaging and allied costs up to the point of delivery	Agreed
4	Place of Delivery: MDF Office Khairpur Nathan Shah District Dadu	Agreed

General Instructions: **IMPORTANT**

1	This form serves the purpose of Request for Quotation (RFQs) for above mentioned item .
2	Please make sure that your quotation is properly sealed, stamped and signed. Please ensure to avoid using Whitener/ Fluid & cutting while filling quotation
3	Incomplete Bids/ documents or quotation submitted shall not be entertained.
4	All items must be new, original as per offered brand (where applicable)
5	All Original products must be quoted
6	All bidder are required to submit the sample of quoted items at the time of submission of quotations. The sample will be return back to unsuccessful bidder within 15 working days after the opening of quotation.
7	Last Date of Submission of quotation is 20-September-2023 Quotation can only be submitted through Courier or by hand in a Sealed Envelop. In case of delivery by Hand, supplier is requested to write the details and sign in the inward register. Otherwise quotation will be rejected.

Other Terms & Conditions :

1	Rates should be Inclusive of all Government applicable taxes.
2	Payment shall be made in the form of Cross Cheque in the Business name within 7 days after acceptance of delivery and subsequent submission of the invoice to the MDF Head Office Hyderabad
3	Quantity of items may increase/decrease according to the need of project if required.
4	In case of any delay in provision of supplies/services, MDF will charge 2% of total contract amount per day to supplier
5	Any damage, loss and theft outside the premises of MDF Office shall be the responsibility of supplier / vendor
6	In case of any leakage, loose bag or damaged to item, Supplier is responsible to replace the item within time

NOTE:	Offer(s) to be sent under envelop to:
Deadline to submit the sealed Quotaation by or before 20-September-2023 till 1700 hrs ,to Admin & Logistic Department. You can download the RFQ from the MDF website www.mdfpk.org or email at procurement@mdfpk.org or collect the RFQ from MDF Head Office/K.N Shah Ditricit Office Address:- MDF-Head Office, B-30, G.E.C.H Society Near Soneri Bank Qasimabad Hyderabad Sindh Pakistan. For further query contact on below mentioned cell number Phone: 0092 -336-7088008 (9:00 AM to 6:00 PM) Monday to Saturday	Name of Supplier:
	NTN/SNTN #
	Sign & Stamp: