



# Society for Human Rights and Prisoners' Aid

Established Since 1999

Ref: SH-PR-KPK-OS24

30<sup>th</sup> April, 2024

Subject: **Request for Quotation**

Dear Concern,

Society for Human Rights and Prisoners Aid –SHARP is an implementing partner of UNHCR; require the Office Supplies for KPK Offices.

We would appreciate it if you could kindly forward your competitive rates inclusive of all applicable taxes in a sealed envelope to the undersigned latest by **07<sup>th</sup> May, 2024**.

Sr.	Items	Specs
01	Office Supplies	Annex A Attached (Soft file can be downloaded from <a href="http://www.sharp-pakistan.org">www.sharp-pakistan.org</a> )

### Quality of Goods:

- Please Quote only the standard quality items. Copies of original items or items below the standard will not be accepted.
- **For Paper (Specify the Brand, Quotation will not be accepted without Brand Name)**

### Delivery Time:

- Within 10 Days Delivery after issuance of "Purchase Order"

### Delivery Location:

Items to be delivered to the following location

- Peshawar, Kohat, Mardan, Temergarah, Haripur

### Taxation:

- Please submit your bids with all applicable Govt Taxes.

### Financial Offer:

- Please submit rates in PKR

### Documents Required:

- Registration of Your Firm/company, Tax Certificate, Sign Copy of this RFQ Letter

### Bid Submission:

- Financial Quotation on Company letter head with sign stamp
- Please mention the " RFQ Number SH-PR-KPK-OS24" on Sealed Envelope

### Closing Date:

- 07<sup>th</sup> May, 2024. 11:00pm

### Payment Terms:

- 15 working Days after submission of Delivery Challan & Invoice
- No Advance Payment

Regards,



**Javed Ali Chandia**

Procurement Officer

Gandapur House # 68-C2-A, Sahibzada Abdul Qayum Road

University Town Peshawar

0345-4444372

**"Striving for a Human Rights Friendly Pakistan"**

#### Head Office Islamabad:

Plot # 17, Service Road,  
Sector I-11/3,  
Islamabad.  
Tel: +92-51-6133451

#### Peshawar:

Gandapur House # 68-C2-A,  
Sahibzada Abdul Qayum Road,  
University Town Peshawar.  
Tel: 091-5702102  
RDC: 091-5710728

#### Mardan:

House # 162, St # 05,  
Sec-K, Sheikh Maltoon  
Town, Mardan.  
Tel: 0937-840379

#### Haripur:

Abdul Basit House Qureshi  
villas, Naseem Town, Opposite  
University Road, Main Hattar  
Road, Haripur.  
Tel: 0995-321053

#### Kohat:

House No. 82,  
Sector 09, Phase I,  
K.D.A Kohat.  
Tel: 0922-514381

#### Timergara:

Ejaz House, Andari Road  
Near Education Office  
Balambat Colony,  
Timergara.  
Tel: 0945-821300

## ANNEX A SH-PR-KPK-OS24

SHARP-PAKISTAN Office Supplies KPK 2024								
Sr	Items	Distribution Plan					Estimated Quantity	
		Peshawar LOP	Peshawar RDC	Mardan	Haripur	Kohat	Temergarah	In Total
1	Ball Point Pack of 10 (Blue & Black)	30	15	8	7	8	7	75
2	Box file Blue Imported 3"	60	40	30	20	25	25	200
3	Small Ring file DC 40	20	15	17	15	17	16	100
4	Whitener (Pack of 10)	1	1	1	1	1	1	6
5	Transparent Tape 3"	10	10	8	7	15	10	60
6	Transparent Tape 1"	18	10	10	5	10	8	60
7	Tape Holder	4	2	1	1	1	1	10
8	Packing Tap 2"	4	2	1	1	1	1	10
9	Paper Cutter medium	2	1	3	1	2	1	10
10	Stapler 24/6 , 26/6	6	4	1	1	2	1	15
11	Staple Pins (Dollar 24/6) box	1	1	1	1	1	1	6
12	Stamp Pad (Blue, Black)	16	5	2	2	3	2	30
13	Notepad,plain,100 sheets,A6 size	100	30	30	30	30	30	250
14	Calculator Medium	1	1	1	1	1	1	6
15	Textmarker Highlighter Pack of 05	4	2	1	1	1	1	10
16	Glu Stick 20g (24Pcs Box)	1	1	1	1	1	1	6
17	Divider Plastic Paper File Separator	15	5	10	5	10	5	50
18	Paper A-4 Rim (Pack of 05) 80gsm	21	10	7	8	7	7	60
19	Legal Paper Rim (Pack of 05) 80gsm	2	0	1	1	1	1	6
20	Register (160 Pages) (63g-68g) Hard Binding	3	2	1	1	2	1	10
21	Binder Clips 41mm	4	2	1	1	1	1	10
22	Blinder Clips 25mm	4	1	1	1	1	1	10
23	Punch Machine (Metal, 6 mm)	5	3	1	2	2	2	15
24	Facial Tissue box (300sheets)	80	40	20	20	20	20	200

25	Tissue roll bundle (Pack of 10)	<b>50</b>	20	10	5	10	5	100
26	Air Freshener 300ml	<b>20</b>	10	5	5	10	10	60
27	Hand wash (Liquid 500ml Packing)	<b>25</b>	15	5	5	5	5	60
28	Soap (49g)	<b>25</b>	20	2	3	5	5	60
29	Dishwash Liquid 500ml	<b>20</b>	12	7	7	7	7	60
30	Toilet Cleaner 500ml	<b>25</b>	15	5	5	5	5	60
31	Dustbin Small (With Swing Flipper)	<b>8</b>	4	2	2	2	2	20
32	Duster Cloth Size 26"*14"	<b>40</b>	20	10	10	10	10	100
33	Floor Cleaner Liquid 3Ltr Packing	<b>20</b>	10	5	5	5	5	50
34	PC cleaner Liquid 250ml	<b>8</b>	4	2	2	2	2	20
35	Extension Board 4 Power Socket	<b>7</b>	4	2	2	3	2	20

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