
REQUEST FOR QUOTATION

Country:	Pakistan
Project Name:	Digital Economy Enhancement Project (DEEP)
Implementing Agency:	Board of Investment (BOI)
Loan No:	IDA-75140
Project ID No:	P174402

PROJECT IMPLEMENTATION UNIT (PIU)
Board of Investment

Prime Minister's Office
Board of Investment
SPECIFIC PROCUREMENT NOTICE
PROCUREMENT OF STATIONERY ITEMS

Country:	Pakistan.
Name of Project:	Digital Economy Enhancement Project (DEEP)
Activity Name:	Procurement of Office/Computer Stationery Items
Credit No:	IDA-75140
Project ID:	P174402

The Project Implementation Unit (PIU) for **PIU-Board of Investment (BOI)** invites sealed quotations for **Procurement of Office/Computer Stationery Items** from eligible authorized dealers/suppliers, registered with Income and Sales Tax Departments, as per the specifications and terms & conditions, provided in the Request for Quotation Document (**Annex-A & B**) or can be downloaded from website <https://invest.gov.pk/upcoming-tenders>.

Important Instruction:-

1. The eligible bidder must be registered with FBR for Income Tax, Sales Tax, and reflected Active on Active Tax Payer (ATL) list of FBR.
2. Quotations shall be submitted in sealed envelope, clearly mentioning the Package Title and Bidder's name and address.
3. Past Relevant Experience of minimum (2) two years of Similar Nature.
4. All quoted items delivered under this Purchase Order (PO)/Agreement must be in original / genuine condition with original / genuine packing and complying the specifications outlined in the RFQ; if found fake / used / re-furnished, other than quoted item(s) or in lower quality, the vendor will be bound to replace.
5. The Supplier assures that the goods are free from hidden defects or any issues stemming from design, materials, workmanship, or negligence.
6. Quote prices shall be in PKR, covering all delivery costs, incidental charges, and applicable taxes to the final project site.
7. Rates should be quoted in Pak Rupees and should not be linked with dollar or any other currency.
8. Overwriting/fluiding could cause disqualification from the process.
9. GST, Income Tax and vendor number should be written on the bid.
10. The quoted rates shall remain valid for a period of forty-five (45) days from the date of signing the PO/Agreement.
11. Payment shall be made upon satisfactory delivery, inspection and acceptance of goods by PIU-BOI.
12. Payment shall be made in the Pakistani Currency (Rupees) of the Quotation and will be subject to the Government Taxes as applicable and set by the Government.

13. No advance payment shall be made.
14. If the Bidder withdraws quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then the Bidder will be issued poor performance certificate and will be excluded from the list of suppliers for duration for which BOI may determine, appropriate.
15. Delivery shall be made within 07 days after receipt of signed purchase order/contract.
16. The interested bidders must not be blacklisted by any Government/ Semi Govt. organization or World Bank in Pakistan and no litigation is under way by any organization.
17. Delivery of supplies shall be made at Project Implementation Unit (PIU), Board of Investment (BOI), 6th Floor, Kohsar Block, Pak. Secretariat (T.U.V), Islamabad,
18. DEEP-BOI reserves the right to reject any or all quotation without assigning any reason.

Quotations must be delivered to the Project Implementation Unit (PIU), Board of Investment (BOI) office at the address given below, by or before **December 10, 2025 at 11:00 hours**.

Quotations submitted after prescribed time shall not be entertained.

GENERAL INFORMATION TO BE PROVIDED

The Bidders are required to submit following documents along with their quotation:

- a) Company name and address and copy of CNIC.
- b) Year of Establishment (experience).
- c) Certificate of Income Tax and, Sales Tax Registration certificate, Active Tax Payer (ATL) proof of FBR.

Procurement Specialist
Project Implementation Unit (PIU), Board of Investment (BOI),
6th Floor, Kohsar Block, Pak. Secretariat (T.U.V), Islamabad, Pakistan
Phone No. +92 051-9207063

QUOTATION SUBMISSION FORM

To:

**The Procurement Specialist,
Digital Economy Enhancement Project (DEEP)
Board of Investment (BOI),
Phone No. +92 051-9207063**

We offer to execute the goods of items for the contract of **Purchase and Supply of Office/Computer Stationery Items** in accordance with the Terms & Conditions accompanying this Quotation for the Contract Price of _____ (amount in words and numbers) (_____). We propose to complete the goods described in the Contract within the delivery time from the date of signing of the contract.

Price (inclusive of all taxes) and Schedule for Supply:

S/No	Item Name with detailed Specification	Qty	Unit Price (Exc. GST) PKR	GST (PKR)	Unit Price (Inc. GST) (PKR)	Total Price (Inc. GST) (PKR)

This quotation and your written acceptance will constitute a binding contract between us. We understand that you are not bound to accept the lowest or any quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Quotation required by the proposal documents.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Supplier: _____

Address: _____

Phone Number: _____

OFFICE STATIONERY ITEMS LIST

S#	Name of Item	Description	UOM	Qty.
1	Paper Ream	Size A4 80g imported (500 Sheets per Ream)	Ream	20
2	Paper Legal	80 gram imported Legal Size (500 Sheets per Ream)	Ream	10
3	Calculator	Metal Surface 14-Digits Desktop Calculator	EA	3
4	Binder Paper Clips	(Foldable) Black Clip Multi Size (15MM,19MM,32MM,51MM) Pack of 12 clips	Pkts	1 Each
5	File Tags (Thread)	6 & 12 inches (300 pcs each)	Packs	3
6	Storage Documents Box File folder	A4 Size Lever Arch Box with clip, Material: PVC File Width: 3 Inches, Blue color	EA	10
7	File Report Covers	White cover with BOI-DEEP Logo (Sample will be provided upon request)	Pack	100
8	Gel Pen	Dollar BP-GL-2-0.7 GL-2 Gel Pen or equivalent	EA	35 Blue, 15 Black
9	Ball Pen	Uni Ball Vision Elite Rollar Ball Pen 0.8m or equivalent	EA	20 Pcs
10	Ballpoint Pen	Piano Point 0.8 Ball Pen or equivalent (10pcs Pkt)	Pkts	10
11	High Lighter	Office use highlighter (Green, Yellow, Pink) Schneider Job Highlighter or equivalent	EA	6 Each
12	Whiteboard Marker	Dry Erase Whiteboard Marker Dollar or equivalent (Black, Blue & Red)	EA	5 Each
13	Whiteboard Duster	Deli E7840 Magnetic Whiteboard Duster or equivalent	EA	4
14	Separator Set	Separator Set of Plastic 1 to 10, (one set of 10 sheets)	SET	24
15	File Folder	A4 Management File Folder with 2 Hole Binder Clip	EA	20
16	Lead Pencil	Pencil Lead 2½ HP-5000 (Gold Fish or equivalent (per packet 1 dozen)	Pack	3
17	Paper Cutter	SDI 0426 18 mm or equivalent	EA	3
18	Paper Puncher (Single)	Single hole punch, Punches up to 20 sheets Silver, Metal	EA	2
19	Paper Puncher (Double)	Metal 2-Hole Punch Machine, Fuji DP-600 or equivalent	EA	2
20	Glue Stic	Glue Stic 35 Grams Dollar or equivalent	EA	10
21	Draft Pads	Lucky Drafting Pad (White)-FS or equivalent, 60 sheets	EA	20
22	Mini sticky flag cuts for file	Sticky Index Tabs for Organizing Marking Flagging (5 colors 3x3 cuts, 100 sheets packet)	Pkt	7
23	Sticky Note Pad	100 sheets/pad (a) Yellow (3x3) (b) Yellow (2x3)	Packs	70 Each
24	Scale	Silver Stainless Steel, 12 inches	EA	4

S#	Name of Item	Description	UOM	Qty.
25	Attendance Register	Attendance Register 06 No.(Tayyba)	EA	1
26	Envelope (SE-8)	(80 grams china Khaki)	EA	1000
27	Envelope (SE-6)	(80 Grams) China Khaki	EA	500
28	Envelope (SE-5)	(80 Grams) China Khaki	EA	500
29	Envelope white	A4 Size 70g, Pack of 100	Pack	3
30	File Board	with Flapper A4	EA	20
31	Stapler Machine	Heavy Duty (staple up to 210 sheets) All metal construction, KW-trio 050LAN or equivalent	EA	1
32	Stapler	Stapler Machine, Dux D-12 or equivalent	EA	6
33	Stapler Pins	Compatible with standard Stapler at S#31 , 24/6 Dollar or equivalent	pkts	50
34	Stapler Pin Remover	Deli E0232 Claw Stapler or equivalent	EA	4
35	Heavy Duty Stapler Pin Remover	Deli E0236 Heavy Duty Stapler Pin Remover or equivalent	EA	1
36	Dispatch Register # 8 (Sample can be seen)	250 pages, 88 grams/page or higher	EA	1
37	Register (Section Diary Register # 13 (Sample can be seen)	250 pages, 88 grams/page or higher	EA	2
38	Register (Stock) (Sample can be seen)	250 pages, 88 grams/page or higher	EA	2
39	Push Pin	Plastic Head Thumb Push Pin, Multicolor, 23mm, 100 Pieces Box	Pkts	2
40	Thumb Pin	Silver metal, Binding 0.4Inch	Pkts	3
41	Scotch Tape	Transparent Tape 3" 50 yards	EA	5
42	Scotch Tape	Transparent Tape 2" 50 yards	EA	5
43	Correction fluid pens	Dux Correction Pen 5ml or equivalent	EA	2

COMPUTER STATIONERY ITEMS LIST

Sr. No	Name of Item / Description	Description	UOM	Qty
1	Toners	(a) Toner cartridge (76A) for HP Laser jet Printer Pro M404dn and	2	EA
		(b) Toner Cartridge (49A) for HP Laser jet 1320	1	
2	Optical Wireless Mouse	Wireless Mouse (Logitech M187 or equivalent))	5	EA
3	USB	64GB (DT Exodia Onyx 3.2 or equivalent)	5	EA

THE END