



Contech International Health Consultants

REQUEST FOR QUOTATION (RFQ)

RFQ # CI/RFQ/2026/002

Procurement and Supply of Stationery Items

(Year 2026-2027)

Procurement Section

Contech International Health Consultant,
Contech International, 54-A, HBFC Colony, Faisal Town, Lahore Pakistan.
Tel: 92-42-35888798-99, Ext: 123
Website: www.contech.org.pk

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REQUEST FOR QUOTATIONS (RFQ)**RFQ NO: CI/RFQ/2026/002****PART A: COVER PAGE**

RFQ Ref No.	CI/RFQ/2026/002
Bid Type:	Request for Quotations
Contract Type:	Annual Rate Contract (Year 2026-2027) — items to be supplied from time to time as and when required
Issuance Date:	04 October 2026
Proposal Submission Deadline:	13 October 2026, 02:00 PM
Proposal Opening Date:	13 October 2026, 03:00 PM
Submission Address:	Contech International, 54-A, HBFC Colony, Faisal Town, Lahore.

Contech International Lahore (herein referred to as "Contech") is soliciting quotations for an Annual Rate Contract for the procurement and supply of stationery items, as listed in this RFQ.

This RFQ will result in a one-year rate agreement. Stationery items will be required from time to time, in varying quantities, as per Contech's actual operational need; Contech does not guarantee any minimum order quantity or value against this agreement, and orders shall be placed through individual purchase/work orders issued during the contract period.

Please submit your most competitive quotation for the supply of stationery items in accordance with the attached specifications, including item quality, packing, and delivery to the designated office location(s) as and when required. No bid security is required for submission of this quotation. Any award issued as a result of this RFQ will be subject to all instructions, specifications, and terms and conditions included in this RFQ document.

This RFQ document includes the following parts:

- PART A: Cover Page
- PART B: Instructions to Bidder
- PART C: Technical Mandatory Requirements
- PART D: Item Specifications & List of Stationery Items
- PART E: Quotation Form
- PART F: Certification

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PART B: INSTRUCTIONS TO BIDDER

IB.1 Submission of Quotation

1. Quotations must be submitted in a sealed envelope, clearly marked with the RFQ No. CI/RFQ/2026/002, at the Bid Submission Address given in Part A, on or before the Bid Closing Date and Time.
2. Quotations shall comprise a Technical Proposal and a Financial Proposal (Form C & E), duly signed and stamped on each page.
3. Bids will be opened on the Bid Opening Date specified in Part A, in the presence of bidders or their authorized representatives who wish to attend.

IB.2 Disqualification Criteria

Any offer not received as per the terms and conditions of this RFQ may not be considered for evaluation. Conditions that may lead to disqualification include:

- Received after the date/time fixed for receipt.
- Not signed & stamped by an authorized person on each page.
- The offer is ambiguous or conditional.
- Submitted by a blacklisted firm/company.
- Offer received with shorter validity than required.
- Not conforming to the specifications indicated in this RFQ.
- Quoted rates furnished other than in the prescribed Quotation Form.
- Additional terms & conditions added by the bidder.

IB.3 Bid Validity & Rates

1. The quotation shall remain valid for a period of 90 days from the Bid Opening Date.
2. Rates quoted must be inclusive of all applicable taxes (Income Tax (WHT) & Provincial/General Sales Tax) and any other government levies.
3. No escalation in rates shall be permissible during the contract period. Rates shall remain fixed for the duration of the one-year agreement.
4. Vendor must quote a single rate for each item; multiple/conditional rates for the same item may be rejected.
5. No bid security is required to be submitted along with this quotation.

IB.4 Nature of Contract (Annual Rate Contract)

- a. This RFQ shall result in an Annual Rate Contract valid for a period of one (1) year from the date of contract signing, subject to renewal/extension as per IB.11.
- b. Stationery items listed in Part D shall be required by Contech from time to time, in varying quantities, throughout the contract period, based on actual operational need.
- c. Contech does not guarantee any minimum order quantity, minimum order value, or exclusivity to the selected vendor(s) under this rate contract; orders shall be placed only as and when required.
- d. Rates agreed under this contract shall remain fixed and firm for the full one-year duration, irrespective of the quantity ordered on any single occasion.

IB.5 Order Placement & Delivery

1. Items shall be procured through purchase orders issued by Contech's Procurement Section from time to time during the contract period, specifying the items and quantities required.

2. The Vendor shall deliver each purchase order in full within 3 to 5 working days of issuance, unless a different timeline is specified in the order, to Contech's designated office location(s).
3. For urgent requirements, Contech may request expedited delivery, and the Vendor shall make reasonable efforts to accommodate such requests at the agreed rates.

IB.6 Delivery, Quality & Replacement

- a. The Vendor/Firm shall be solely responsible for supplying stationery items of the specified brand/quality, in original, unused, and undamaged condition.
- b. All items shall be delivered to Contech's designated office/warehouse location(s) at the Vendor's own cost, including packing, loading, and transportation.
- c. Payment shall be made against the rates quoted and agreed in this RFQ/Contract, based on items actually ordered and delivered.
- d. Any item found to be defective, damaged, expired, or not conforming to the agreed specification shall be replaced by the Vendor/Firm at its own cost and within the shortest possible time, without any additional charge to Contech.
- e. In case an item is out of stock or unavailable, the Vendor/Firm shall inform Contech in advance and arrange a suitable alternative of equivalent specification, subject to Contech's approval.
- f. Contech shall not be liable for any cost beyond the agreed rates for the items actually ordered and received in good condition.

IB.7 Inspection & Acceptance

1. Upon each delivery, Contech's authorized representative shall inspect the items for quantity, quality, and conformity with the agreed specifications before acceptance.
2. Any item(s) rejected at the time of inspection shall be replaced by the Vendor within 2 to 3 working days, at no additional cost, and the delivery timeline for the balance items shall remain unaffected.
3. Acceptance of a delivery by Contech shall not relieve the Vendor of its warranty and replacement obligations for latent defects discovered during subsequent use.

IB.8 Payment & Other Terms

Payment will be made through crossed cheque/bank transfer against invoice, with supporting documents (e.g., delivery challan/gate pass copies), after 100% satisfactory delivery and verification of items, on a periodic/as-ordered basis. No advance payment will be made.

IB.9 General Terms

1. In case of supply of a defective, damaged, or non-conforming item, the vendor shall arrange an immediate replacement of similar specification within 2 to 3 working days, at no extra cost to Contech International.
2. Items will be required particularly at Contech's Lahore office but not limited to, and may extend to other project offices as specified in the work order.
3. In case of loss or damage to items during transit/delivery, Contech shall not be responsible for covering that loss to the vendor.
4. Contech International reserves the right to reject any or all quotations, cancel the RFQ process, or award the contract in full, in part, or item-wise, without assigning any reason.
5. Any dispute arising under or in connection with this Contract shall be resolved amicably between the Parties. Failing such resolution, the dispute shall be referred to arbitration in Lahore, Pakistan, in accordance with the Arbitration Act, 1940 (as amended or replaced), and the arbitral award shall be final and binding.

IB.10 Evaluation & Award

Quotations will be evaluated on the basis of technical compliance with the specifications in Part C and the lowest evaluated cost in Part E. Contech reserves the right to award the contract to a single vendor for all items, or to different vendors item-wise, whichever best serves the project's interest.

IB.11 Extension / Renewal of Contract Period

This being an annual agreement, Contech may, at its sole discretion, renew or extend the contract for a further period on the same terms, rates, and conditions, on the written request of the selected firm submitted before the expiry date of the contract, or on Contech's own initiative. Contech reserves the right to accept or reject any such request without assigning any reason, and may also re-tender the requirement at the end of the contract period.

IB.12 Cancellation / Penalty of Delay

1. Contech International reserves the right to terminate, cancel, or issue a stop-work order in respect of the contract awarded under this RFQ, in whole or in part, at any time, by serving a minimum of twenty-four (24) hours' prior written notice to the vendor.
2. Where the vendor/service provider, or any associated individual, is found involved in financial misconduct, embezzlement, or corruption.
3. Where the vendor, or any associated individual, is found responsible for a serious violation of Contech International code of conduct.
4. Where the vendor, or any associated individual, is implicated in child abuse or sexual harassment. Vendor staff must sign Contech's Child Protection Policy prior to deployment.
5. In case of delay in the delivery of any purchase/work order beyond the agreed delivery time, the Contractor shall be liable to pay a penalty of 1% of the value of that order for each day of delay, subject to a maximum of 10% of the order value. If the delay exceeds the maximum allowable period or the penalty reaches the maximum limit, Contech may cancel that order and arrange the supply at the Contractor's risk and cost, without prejudice to the remainder of the annual contract.
6. In case of unsatisfactory supply, breach of contract terms, repeated delays, fraud, or supply of substandard items, the contract may be cancelled without prior notice, and the firm/company shall be liable for any loss incurred.

IB.13 Conflict of Interest

Bidders shall disclose any existing business, financial, or family relationship with any director, employee, or board member of Contech International. Failure to disclose a material conflict of interest may result in disqualification or termination of an awarded contract.

IB.14 Force Majeure

Neither party shall be held liable for failure to perform its obligations under this contract where such failure results from events beyond its reasonable control, including but not limited to natural disasters, civil unrest, government-imposed restrictions, or security incidents. The affected party shall notify the other in writing within 5 working days of the event and resume performance as soon as reasonably possible.

IB.15 Confidentiality

The Vendor and its staff shall treat all information regarding Contech's operations, requirements, and internal documents as confidential and shall not disclose such information to any third party without prior written consent.

IB.16 Clarifications

Bidders may submit written queries regarding this RFQ up to 03 days before the Bid Closing Date to shoaib.azam@contech.org.pk. Responses will be shared with all bidders to ensure transparency.

IB.17 Termination for Convenience

Contech may terminate the resulting Work order/contract for convenience by giving the Vendor twenty-four (24) hours' written notice. In the event of such termination, the Vendor shall be paid only for the items actually supplied up to the effective date of termination. The Vendor shall have no claim against Contech for anticipated profit, loss of business, or any other loss or damage arising from or connected with such termination.

PART C: Technical Mandatory Requirements

i. Basic Eligibility

Only bidders/firms fulfilling the following basic eligibility criteria will be considered for further evaluation. Bidders are advised to attach the required documents/certificates with their bids. Failure to do so will result in the bid being considered non-responsive or disqualified.

II. Document Arrangement

Bidders are required to arrange all documents in the order listed below, marking each page with the respective page number.

SR.#	Details of Documents	YES / NO
1	A valid National Tax Number (NTN) certificate issued by the relevant authority.	
2	Valid GST Registration Certificate issued by the relevant authority.	
3	The firm/company must attach a minimum of Six (6) purchase orders of previously rendered stationery supply services, as evidence of relevant experience.	
4	All pages of bidding documents must be signed and stamped by the firm/company.	

Note: First, the technical proposals will be evaluated to determine compliance with the RFQ requirements. Only those bidders whose technical proposals are found to be substantially responsive and meet the required technical criteria shall proceed to the financial evaluation stage.

PART D: Item Specifications & List of Stationery Items

We are seeking proposals from qualified vendors to provide the supply of stationery and office items listed below, under a one-year Annual Rate Contract, on an as-and-when-required basis, primarily to support ongoing project and office activities. Items will be ordered from time to time in varying quantities as per actual need, and no minimum order quantity is guaranteed.

All proposed items must comply with the following standards and specifications:

1. Item Quality & Condition

- **Quality Standard:** All items must be new, original, unused, and of standard/branded quality unless otherwise specified.
- **Packing:** Items must be supplied in proper, undamaged packing, suitable for office use and storage.
- **Brand Restrictions:** Where a specific make/brand is required by Contech, the vendor shall supply only the specified brand; substitutes require prior written approval.

2. Delivery

- Items shall be delivered to Contech's designated office location(s) within the timeline specified in the purchase order.
- The vendor shall bear all costs of packing, loading, transportation, and delivery to the specified location.

3. Warranty and Replacement

- Any item found defective, damaged, expired, or not matching the agreed specification at the time of delivery shall be replaced by the vendor at no extra cost.

Note: All submitted items must conform to the minimum technical specifications detailed in the section below.

Sr.#	Item Name	Specification	Unit
1	Ball Pen	Blue/Black/Red ink	Piece
2	Uniball Pen	0.5mm/0.7mm tip	Piece
3	Uniball Gel Pen	0.5mm tip	Piece
4	Lead Pencil	HB grade	Piece
5	Sharpener	Standard, single hole	Piece
6	Rubber (Eraser)	Standard white	Piece
7	Blanco White (Correction Fluid)	20ml bottle	Bottle
8	Corection Pen	(Uni)	Piece
9	Highlighter	Assorted colors	Piece
10	White Board Marker	Assorted colors, bullet tip	Piece
11	Marker Permanent	Black, Blue bullet tip	Piece
12	Tempo Marker	Fine tip	Piece
13	Paper Ream/Rim (Imported)	A4, 80 GSM	Ream
14	Envelopes 9"x4" (Small)	White (Company branded)	Piece
15	Envelopes A-4 Size	White (Company branded)	Piece
16	Envelopes Extra Large	White (Company branded)	Piece
17	Letter Head	Company branded, A4	Piece
18	Coloured Computer Paper	A4, assorted colors	Ream
19	Carbon Paper	A4	Piece

20	Writing Pad	A4/A5 size	Piece
21	Message Chit / Sticky Note	3x3 inch	Pad
22	Lamination Sheet	A4 size	Piece
23	Transparent Sheet	A4 size	Piece
24	Box File(Blue)	Standard size	Piece
25	File Cover (Brown/Sky Blue/White)	Legal size, Company branded	Piece
26	File Folder	A4 size	Piece
27	Folder Cover	Company branded	Piece
28	Card Holder	Plastic	Piece
29	File Separators (Coloured)	A4, set of 10	Set
30	Log Book	200 pages	Piece
31	Register (Attendance/Stock)	200 pages	Piece
32	Binding Clips (Assorted Sizes)	19mm/25mm/32mm	Box
33	Binding Tape	2 inch width	Roll
34	Stapler Machine	Standard size	Piece
35	Stapler Pins (24/6, Large)	Box of 1000 pins	Box
36	Staple Pin Remover	Standard	Piece
37	Punch Machine	2-hole	Piece
38	Paper Clips	Assorted sizes	Box
39	Thumb Pins	Coloured	Box
40	Spiral Rings (Binding)	Small/Large	Pack
41	Scotch Tape	1 inch width	Roll
42	Masking Tape	1 inch width	Roll
43	Packing Tape	2 inch width	Roll
44	Gum Stick / Tube (UHU)	21g	Piece
45	Scissors	Medium size	Piece
46	Paper Cutter SDI-426	18mm large	Piece
47	Steel Ruler	12 inch	Piece
48	Calculator	Desktop type	Piece
49	Stamp Pad	Blue/Black ink	Piece
50	Water Sponge	Standard	Piece
51	Paper Weight	Glass/Metal	Piece
52	Pin Opener	Standard	Piece
53	Whiteboard Cleaner/Spray	250ml	Bottle
54	Glue Stick	21g	Piece
55	Notebooks/Notepads (Meeting)	A5, 100 pages, Company branded	Piece
56	Visiting Card Holder/Box	Standard size	Piece
57	Printer/Toner Cartridge	Model-specific	Piece
58	USB Flash Drive	16GB/32GB	Piece
59	Extension Cord / Multi-plug	4-6 socket	Piece
60	Batteries (AA/AAA)	Alkaline, pack of 4	Pack
61	Tissue Paper Box	200 pulls	Box
62	Hand Sanitizer	500ml	Bottle
63	Courier/Shipping Bags	Bubble wrap, various sizes	Piece
64	Whiteboard	2x3 ft	Piece
65	Push Pins / Map Pins	Assorted colors	Box
66	Rubber Bands	Assorted sizes	Pack

67	Index Cards	3x5 inch, pack of 100	Pack
68	Flag Markers / Page Flags	Assorted colors, sticky	Pack
69	Heavy Duty Stapler	Up to 100 sheets	Piece
70	Heavy Duty Stapler Pins	23/13, box of 1000	Box
71	Double-Sided Tape	1 inch width	Roll
72	Stamp Pad Ink	Blue/Black, 30ml bottle	Bottle
73	Paper Shredder	Strip/cross-cut	Piece
74	Ruler (Plastic)	12 inch, transparent	Piece
75	Wall Clock	Standard, analog	Piece
76	Visitor Register	200 pages	Piece

PART E: QUOTATION FORM

(To be filled by the Bidder — Financial Proposal)

Offeror's / company Name and complete official address:

Phone: _____

E-mail: _____

Sr.#	Item Name	Specification	Unit	Qty	Unit Rate Without GST	Unit Rate With GST
1	Ball Pen	Blue/Black/Red ink	Piece	1		
2	Uniball Pen	0.5mm/0.7mm tip	Piece	1		
3	Uniball Gel Pen	0.5mm tip	Piece	1		
4	Lead Pencil	HB grade	Piece	1		
5	Sharpener	Standard, single hole	Piece	1		
6	Rubber (Eraser)	Standard white	Piece	1		
7	Blanco White (Correction Fluid)	20ml bottle	Bottle	1		
8	Corection Pen	(Uni)	Piece	1		
9	Highlighter	Assorted colors	Piece	1		
10	White Board Marker	Assorted colors, bullet tip	Piece	1		
11	Marker Permanent	Black, Blue bullet tip	Piece	1		
12	Tempo Marker	Fine tip	Piece	1		
13	Paper Ream/Rim (Imported)	A4, 80 GSM	Ream	1		
14	Envelopes 9"x4" (Small)	White (Company branded)	Piece	1		
15	Envelopes A-4 Size	White (Company branded)	Piece	1		
16	Envelopes Extra Large	White (Company branded)	Piece	1		
17	Letter Head	Company branded, A4	Piece	1		
18	Coloured Computer Paper	A4, assorted colors	Ream	1		
19	Carbon Paper	A4	Piece	1		
20	Writing Pad	A4/A5 size	Piece	1		
21	Message Chit / Sticky Note	3x3 inch	Pad	1		
22	Lamination Sheet	A4 size	Piece	1		
23	Transparent Sheet	A4 size	Piece	1		
24	Box File(Blue)	Standard size	Piece	1		
25	File Cover (Brown/Sky Blue/White)	Legal size, Company branded	Piece	1		
26	File Folder	A4 size	Piece	1		
27	Folder Cover	Company branded	Piece	1		
28	Card Holder	Plastic	Piece	1		
29	File Separators (Coloured)	A4, set of 10	Set	1		
30	Log Book	200 pages	Piece	1		
31	Register (Attendance/Stock)	200 pages	Piece	1		
32	Binding Clips (Assorted Sizes)	19mm/25mm/32mm	Box	1		
33	Binding Tape	2 inch width	Roll	1		
34	Stapler Machine	Standard size	Piece	1		
35	Stapler Pins (24/6, Large)	Box of 1000 pins	Box	1		
36	Staple Pin Remover	Standard	Piece	1		
37	Punch Machine	2-hole	Piece	1		

38	Paper Clips	Assorted sizes	Box	1		
39	Thumb Pins	Coloured	Box	1		
40	Spiral Rings (Binding)	Small/Large	Pack	1		
41	Scotch Tape	1 inch width	Roll	1		
42	Masking Tape	1 inch width	Roll	1		
43	Packing Tape	2 inch width	Roll	1		
44	Gum Stick / Tube (UHU)	21g	Piece	1		
45	Scissors	Medium size	Piece	1		
46	Paper Cutter SDI-426	18mm large	Piece	1		
47	Steel Ruler	12 inch	Piece	1		
48	Calculator	Desktop type	Piece	1		
49	Stamp Pad	Blue/Black ink	Piece	1		
50	Water Sponge	Standard	Piece	1		
51	Paper Weight	Glass/Metal	Piece	1		
52	Pin Opener	Standard	Piece	1		
53	Whiteboard Cleaner/Spray	250ml	Bottle	1		
54	Glue Stick	21g	Piece	1		
55	Notebooks/Notepads (Meeting)	A5, 100 pages, Company branded	Piece	1		
56	Visiting Card Holder/Box	Standard size	Piece	1		
57	Printer/Toner Cartridge	Model-specific	Piece	1		
58	USB Flash Drive	16GB/32GB	Piece	1		
59	Extension Cord / Multi-plug	4-6 socket	Piece	1		
60	Batteries (AA/AAA)	Alkaline, pack of 4	Pack	1		
61	Tissue Paper Box	200 pulls	Box	1		
62	Hand Sanitizer	500ml	Bottle	1		
63	Courier/Shipping Bags	Bubble wrap, various sizes	Piece	1		
64	Whiteboard	2x3 ft	Piece	1		
65	Push Pins / Map Pins	Assorted colors	Box	1		
66	Rubber Bands	Assorted sizes	Pack	1		
67	Index Cards	3x5 inch, pack of 100	Pack	1		
68	Flag Markers / Page Flags	Assorted colors, sticky	Pack	1		
69	Heavy Duty Stapler	Up to 100 sheets	Piece	1		
70	Heavy Duty Stapler Pins	23/13, box of 1000	Box	1		
71	Double-Sided Tape	1 inch width	Roll	1		
72	Stamp Pad Ink	Blue/Black, 30ml bottle	Bottle	1		
73	Paper Shredder	Strip/cross-cut	Piece	1		
74	Ruler (Plastic)	12 inch, transparent	Piece	1		
75	Wall Clock	Standard, analog	Piece	1		
76	Visitor Register	200 pages	Piece	1		

Please note:

1. Prices are to be stated in Pakistani Rupees (PKR).
2. In case of discrepancy between unit price and total, the unit price shall prevail.
3. Rates must be inclusive of all applicable taxes, delivery, and packing charges.

Authorized Signature: _____ Date: _____

The offeror may use their own quotation format but must provide all information as required in this quotation form and information required in Part D, Item Specifications.

Detail of Annual Rate Contract for Stationery Items

Note: Rates must be inclusive of all applicable taxes, packing, and delivery. These rates shall remain valid and fixed for the one-year duration of the contract, irrespective of order size, and no bid security is required.

Total Quoted Amount (in words): _____

PART F: CERTIFICATION**A. Certification of Vendor**

By signature hereon, or on an offer incorporating these Representations and Certifications, the offeror certifies that they are accurate, current, and complete, these Representations and Certifications are binding on the Vendor, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign these assurances on behalf of the Vendor.

Vendor Name: _____

Signature: _____

Signatory Name: _____

Signatory Title: _____

Date: _____

B. Certification Regarding Debarment, Suspension, or Proposed Debarment

By signing and submitting this certification, the offeror certifies that neither it nor any of its Principals are () are not () presently debarred, suspended, proposed for debarment, or otherwise declared ineligible from participation in this transaction by any Federal department or agency.

Vendor Name: _____

Signature: _____

Signatory Name: _____

Signatory Title: _____

Date: _____

C. Certification Regarding Item Quality, Compliance and Supply

By signing and submitting this certification, the offeror certifies that, with respect to the stationery items quoted in response to RFQ No. CI/RFQ/2026/002:

1. All items offered are new, original, and of the quality/specification stated in this RFQ, and will remain so throughout the period of performance.
2. The Vendor shall promptly replace, at its own cost, any item found defective, damaged, expired, or not conforming to the agreed specification.
3. The Vendor will comply with all applicable local laws, tax regulations, and Contech's procurement policies during performance of this contract.
4. The Vendor has no undisclosed conflict of interest with Contech International, its directors, employees, or board members.

Vendor Name: _____

Signature: _____

Signatory Name: _____

Signatory Title: _____

Date: _____