



Contech International Health Consultants

REQUEST FOR QUOTATION (RFQ)

RFQ # CI/RFQ/2026/004

Procurement and Supply of Printing Materials

(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/2026/004

PART A: COVER PAGE

RFQ Ref No.	CI/RFQ/2026/004
Bid Type:	Request for Quotations
Contract Type:	Annual Rate Contract (Year 2026-2027) — printing 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 printing materials, as listed in this RFQ.

This RFQ will result in a one-year rate agreement. Printing 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 printing items in accordance with the attached specifications, including print quality, packing, and delivery to the designated office location(s) as and when required. 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 Printing 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/2026/004, 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. Printing 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 of the purchase order (or of approval of the final proof, where a proof is required), 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 printing items strictly as per the specified paper/material, size, colour and finishing, in clean, undamaged condition, and printed as per the artwork/design approved by Contech.
- 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, misprinted, damaged, or not conforming to the agreed specification or approved proof shall be reprinted/replaced by the Vendor/Firm at its own cost and within the shortest possible time, without any additional charge to Contech.
- e. In case a specified paper/material is out of stock or unavailable, the Vendor/Firm shall inform Contech in advance and arrange a suitable alternative of equivalent or better specification, subject to Contech's written approval before printing.
- f. Contech shall not be liable for any cost beyond the agreed rates for the items actually ordered and received in good condition.
- g. Artwork & Proof: Contech will provide the artwork/design files (or approve the Vendor's design). The Vendor shall submit a proof for each new job and shall start bulk printing only after Contech's written approval. Any job printed without approval, or not matching the approved proof, may be rejected at the Vendor's cost.

IB.7 Inspection & Acceptance

1. Upon each delivery, Contech's authorized representative shall inspect the items for quantity, size, colour, print quality, paper/material, and conformity with the agreed specifications and approved proof before acceptance.
2. Any item(s) rejected at the time of inspection shall be reprinted/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, misprinted, damaged, or non-conforming item, the vendor shall arrange an immediate reprint/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 or misprinted 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. All artwork, designs, logos, and print files provided by Contech remain Contech's property and shall be used solely for the purpose of this contract; they must not be retained, reused, or shared, and any proofs, spoilage, or surplus copies shall be destroyed or returned on request.

IB.16 Clarifications

Bidders may submit written queries regarding this RFQ up to 03 days before the Bid Closing Date to shoalb.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	The firm/company must have a valid National Tax Number (NTN) and attach the registration certificate.	
2	The firm/company must be registered for Sales Tax (GST) and attach a valid registration certificate	
3	The firm/company must attach a minimum of Six (6) purchase orders of previously rendered printing services, as evidence of relevant experience.	
4	The firm/company must have the capability, in-house or through arranged facilities, for digital, offset and large-format (flex) printing and shall submit a brief capability statement along with an undertaking confirming responsibility for quality and timely delivery.(AFFIDAVIT)	
5	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 Printing Items

We are seeking proposals from qualified vendors to provide the supply of printing materials 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 printed on the specified paper/material (size, gsm, colour and finishing as stated in the specification table), with sharp, uniform print free from smudges, streaks, misalignment, or colour variation.
- **Packing:** Items must be supplied in proper protective packing (cartons, rolls, or wrapping) so that they are not folded, creased, or damaged in transit and storage.
- **Artwork & Proof:** Contech will provide the artwork/design files. For each new job the vendor shall submit a proof (soft or hard copy) and proceed to bulk printing only after Contech's written approval.
- **Colour & Finishing:** "1 Colour" means single-colour (black) printing and "4 Colour" means full-colour (CMYK) printing. Lamination, binding, cutting, and folding must be neat, uniform, and as specified.

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, misprinted, damaged, or not matching the agreed specification or approved proof at the time of delivery shall be reprinted/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	Specification	Unit
1	Banner	Flex 13 oz (440 gsm), 4 Colour Printing only; hemmed edges with eyelets	Per sq ft
2	Banner	Flex 13 oz (440 gsm), 4 Colour With frame stand and fitting at site	Per sq ft
3	Standee Banner (2 x 5 ft)	Flex 13 oz (440 gsm), 4 Colour With aluminium roll-up stand and carry bag	Per piece
4	Standee Banner (2 x 5 ft)	Flex 13 oz (440 gsm), 4 Colour Printing only, with stand	Per piece
5	Agenda	Size: A4 130 gram Art Paper, 4 Colour Single-Sided Printing	Per piece
6	Agenda	Size: A4 130 gram Art Paper, 4 Colour Double-Sided Printing	Per piece
7	Business Card (Single-Sided)	Size: 3.5 x 2 in 350 gram Art Card, matt lamination Single-Sided, 1 Colour (Digital Printing)	Per 100 cards
8	Business Card (Single-Sided)	Size: 3.5 x 2 in 350 gram Art Card, matt lamination Single-Sided, 4 Colour (Digital Printing)	Per 100 cards
9	Business Card (Double-Sided)	Size: 3.5 x 2 in 350 gram Art Card, matt lamination	Per 100 cards

		Double-Sided, 1 Colour (Digital Printing)	
10	Business Card (Double-Sided)	Size: 3.5 x 2 in 350 gram Art Card, matt lamination Double-Sided, 4 Colour (Digital Printing)	Per 100 cards
11	Business Card (Double-Sided)	Size: 3.5 x 2 in 350 gram Art Card, matt lamination Single-Sided, 1 Colour (Offset Printing)	Per 300 cards
12	Business Card (Double-Sided)	Size: 3.5 x 2 in 350 gram Art Card, matt lamination Single-Sided, 4 Colour (Offset Printing)	Per 300 cards
13	Document File (Report)	Size: A4, 50 inside pages Cover page: 350 gram Art Card, 4 Colour Matt lamination Inside pages: 80 gram Offset Paper, 1 Colour Gum binding (Digital Printing)	Per copy
14	Document File (Report)	Size: A4, 50 inside pages Cover page: 350 gram Art Card, 4 Colour Matt lamination Inside pages: 100 gram Art Paper, 4 Colour Gum binding (Digital Printing)	Per copy
15	Document File (Report)	Size: A4, 50 inside pages Cover page: 350 gram Art Card, 4 Colour Matt lamination Inside pages: 80 gram Offset Paper, 1 Colour Gum binding (Offset Printing)	300
16	Document File (Report)	Size: A4, 50 inside pages Cover page: 350 gram Art Card, 4 Colour Matt lamination Inside pages: 100 gram Art Paper, 4 Colour Gum binding (Offset Printing)	300
17	Note Book	Size: A5, 100 pages (50 leaves) Cover: 350 gram Art Card, 4 Colour, matt lamination Inside pages: 80 gram Offset Paper, 1 Colour Wiro (spiral) binding (Digital Printing)	Per piece
18	Note Book	Size: A5, 100 pages (50 leaves) Cover: 350 gram Art Card, 4 Colour, matt lamination Inside pages: 80 gram Offset Paper, 1 Colour Wiro (spiral) binding (Offset Printing)	300
19	Certificate	Size: A4 300 gram Art Card, 4 Colour Single-Sided	Per piece
20	File Folder	4 Colour, 350 gram Art Card Size: 9 x 12 in (closed), single pocket Matt lamination, die-cut and pasted (Digital Printing)	Per piece
21	File Folder	4 Colour, 350 gram Art Card Size: 9 x 12 in (closed), single pocket Matt lamination, die-cut and pasted (Offset Printing)	300
22	File Folder	1 Colour, 350 gram Art Card Size: 9 x 12 in (closed), single pocket Matt lamination, die-cut and pasted (Digital Printing)	Per piece
23	File Folder	1 Colour, 350 gram Art Card Size: 9 x 12 in (closed), single pocket Matt lamination, die-cut and pasted	300

		(Offset Printing)	
24	A4 page printing	Size: A4, 80 gram Offset Paper 1 Colour, Single-Sided	Per page
25	A4 page printing	Size: A4, 80 gram Offset Paper 1 Colour, Double-Sided	Per page
26	A4 page printing	Size: A4, 80 gram Offset Paper 4 Colour, Single-Sided	Per page
27	A4 page printing	Size: A4, 80 gram Offset Paper 4 Colour, Double-Sided	Per page
28	Letterhead	Size: A4 100 gram Offset Paper 4 Colour, Single-Sided (Digital Printing)	Per piece
29	Letterhead	Size: A4 100 gram Offset Paper 1 Colour, Single-Sided (Digital Printing)	Per piece
30	Letterhead	Size: A4 100 gram Offset Paper 4 Colour, Single-Sided (Offset Printing)	300
31	Letterhead	Size: A4 100 gram Offset Paper 1 Colour, Single-Sided (Offset Printing)	300
32	Letter Envelope	Size: DL (9 x 4 in) 100 gram Offset Paper, gummed flap 4 Colour (Offset Printing)	300
33	Letter Envelope	Size: DL (9 x 4 in) 100 gram Offset Paper, gummed flap 1 Colour (Offset Printing)	300
34	A4 Size Envelope	Size: DL (A4 Size) 100 gram Offset Paper, gummed flap, 1 Colour (Offset Printing)	300
35	A4 Size Envelope	Size: DL (A4 Size) 100 gram Offset Paper, gummed flap, 4 Colour (Offset Printing)	300

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	Specification	Unit	Unit Price (without GST)	Unit Price (with GST)
1	Banner	Flex 13 oz (440 gsm), 4 Colour Printing only; hemmed edges with eyelets	Per sq ft		
2	Banner	Flex 13 oz (440 gsm), 4 Colour With frame stand and fitting at site	Per sq ft		
3	Standee Banner (2 x 5 ft)	Flex 13 oz (440 gsm), 4 Colour With aluminium roll-up stand and carry bag	Per piece		
4	Standee Banner (2 x 5 ft)	Flex 13 oz (440 gsm), 4 Colour Printing only, with stand	Per piece		
5	Agenda	Size: A4 130 gram Art Paper, 4 Colour Single-Sided Printing	Per piece		
6	Agenda	Size: A4 130 gram Art Paper, 4 Colour Double-Sided Printing	Per piece		
7	Business Card (Single-Sided)	Size: 3.5 x 2 in 350 gram Art Card, matt lamination Single-Sided, 1 Colour (Digital Printing)	Per 100 cards		
8	Business Card (Single-Sided)	Size: 3.5 x 2 in 350 gram Art Card, matt lamination Single-Sided, 4 Colour (Digital Printing)	Per 100 cards		
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10	Business Card (Double-Sided)	Size: 3.5 x 2 in 350 gram Art Card, matt lamination Double-Sided, 4 Colour (Digital Printing)	Per 100 cards		
11	Business Card (Double-Sided)	Size: 3.5 x 2 in 350 gram Art Card, matt lamination Single-Sided, 1 Colour (Offset Printing)	Per 300 cards		
12	Business Card (Double-Sided)	Size: 3.5 x 2 in 350 gram Art Card, matt lamination Single-Sided, 4 Colour (Offset Printing)	Per 300 cards		
13	Document File (Report)	Size: A4, 50 inside pages Cover page: 350 gram Art Card, 4 Colour Matt lamination Inside pages: 80 gram Offset Paper, 1 Colour Gum binding (Digital Printing)	Per copy		
14	Document File (Report)	Size: A4, 50 inside pages Cover page: 350 gram Art Card, 4 Colour Matt lamination Inside pages: 100 gram Art Paper, 4 Colour Gum binding (Digital Printing)	Per copy		
15	Document File (Report)	Size: A4, 50 inside pages Cover page: 350 gram Art Card, 4 Colour	300		

		Matt lamination Inside pages: 80 gram Offset Paper, 1 Colour Gum binding (Offset Printing)			
16	Document File (Report)	Size: A4, 50 inside pages Cover page: 350 gram Art Card, 4 Colour Matt lamination Inside pages: 100 gram Art Paper, 4 Colour Gum binding (Offset Printing)	300		
17	Note Book	Size: A5, 100 pages (50 leaves) Cover: 350 gram Art Card, 4 Colour, matt lamination Inside pages: 80 gram Offset Paper, 1 Colour Wiro (spiral) binding (Digital Printing)	Per piece		
18	Note Book	Size: A5, 100 pages (50 leaves) Cover: 350 gram Art Card, 4 Colour, matt lamination Inside pages: 80 gram Offset Paper, 1 Colour Wiro (spiral) binding (Offset Printing)	300		
19	Certificate	Size: A4 300 gram Art Card, 4 Colour Single-Sided	Per piece		
20	File Folder	4 Colour, 350 gram Art Card Size: 9 x 12 in (closed), single pocket Matt lamination, die-cut and pasted (Digital Printing)	Per piece		
21	File Folder	4 Colour, 350 gram Art Card Size: 9 x 12 in (closed), single pocket Matt lamination, die-cut and pasted (Offset Printing)	300		
22	File Folder	1 Colour, 350 gram Art Card Size: 9 x 12 in (closed), single pocket Matt lamination, die-cut and pasted (Digital Printing)	Per piece		
23	File Folder	1 Colour, 350 gram Art Card Size: 9 x 12 in (closed), single pocket Matt lamination, die-cut and pasted (Offset Printing)	300		
24	A4 page printing	Size: A4, 80 gram Offset Paper 1 Colour, Single-Sided	Per page		
25	A4 page printing	Size: A4, 80 gram Offset Paper 1 Colour, Double-Sided	Per page		
26	A4 page printing	Size: A4, 80 gram Offset Paper 4 Colour, Single-Sided	Per page		
27	A4 page printing	Size: A4, 80 gram Offset Paper 4 Colour, Double-Sided	Per page		
28	Letterhead	Size: A4 100 gram Offset Paper 4 Colour, Single-Sided (Digital Printing)	Per piece		
29	Letterhead	Size: A4 100 gram Offset Paper 1 Colour, Single-Sided (Digital Printing)	Per piece		
30	Letterhead	Size: A4 100 gram Offset Paper 4 Colour, Single-Sided (Offset Printing)	300		
31	Letterhead	Size: A4 100 gram Offset Paper 1 Colour, Single-Sided (Offset Printing)	300		
32	Letter Envelope	Size: DL (9 x 4 in)	300		

		100 gram Offset Paper, gummed flap 4 Colour (Offset Printing)			
33	Letter Envelope	Size: DL (9 x 4 in) 100 gram Offset Paper, gummed flap 1 Colour (Offset Printing)	300		
34	A4 Size Envelope	Size: DL (A4 Size) 100 gram Offset Paper, gummed flap, 1 Colour (Offset Printing)	300		
35	A4 Size Envelope	Size: DL (A4 Size) 100 gram Offset Paper, gummed flap, 4 Colour (Offset Printing)	300		

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.
4. Where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity(ies), the unit rate as quoted shall govern.
5. If a bidder refuses to accept the correction, their quotation will be rejected.

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 Printing 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.

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 printing items quoted in response to RFQ No. CI/RFQ/2026/004:

1. All items offered will be printed on the specified paper/material and will conform to the quality/specification stated in this RFQ and the approved proof/artwork, and will remain so throughout the period of performance.
2. The Vendor shall promptly reprint/replace, at its own cost, any item found defective, misprinted, damaged, 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: _____