

## REQUEST FOR QUOTATION

<b>Company/Individual Name:</b>					
<b>Business address:</b>					
<b>Telephone</b>		<b>Fax</b>		<b>Email</b>	

Dear Sir/Madam,

On behalf of Centre for Peace and Development Initiatives (CPDI) Pakistan, you are requested to provide the sealed quotation for supply of the following items on or before **11<sup>th</sup> Mar 2013** from the date of receipt of this request.

We will appreciate if you post your quotation to our Procurement Unit on below mentioned address,

The quotation will be valid for 15 working days after receipt.

At your convenience you can use your own format or you provide your quotation filling out the Unit price quotation column, signing/stamping this requisition.

**All applicable taxes inclusive in price.** Please, also mention quotation validity and delivery time.

The quotation must be provided with complete required specification.

S.NO	ITEMS / SPECIFICATION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
	<b>Laptops</b>				
<b>1</b>	<b>Brand:</b> Dell/HP or equivalent Intel Core i5, Processor 2.4 Ghz or more, Display 15.6", 500 GB HDD, 4 GB RAM, Genuine windows 7 premium installed, Genuine Microsoft office 2010 professional or Home and Business, Local/International warranty, carrying bag	<b>No</b>	<b>3</b>		
<b>2</b>	<b>Brand:</b> Dell/HP, or equivalent Intel Core i3, Processor 2.1 Ghz or more, Display 15.6", 320 GB HDD, 4 GB RAM, Genuine windows 7 premium installed, Genuine Microsoft office 2010 professional or Home and business, Local/International warranty, carrying bag	<b>No</b>	<b>5</b>		

**Delivery location: CPDI Office, House # 409-B, Main Nazim ud din Road, Sector F-11/1, Islamabad.**

Delivery time: Within one week delivery require



**PROCUREMENT SECTION**

Name, Signature

Phone # 051-2101594, 2108287

**SUPPLIER**

Name, signature, stamp