

## REQUEST FOR QUOTATION

<b>Company/Individual Name:</b>	<b>Prospective Vendors</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 **8<sup>th</sup> June 2013**.

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
01	Reservation of Twin/Single Rooms for two days	No	10		
02	Reservation of Conference Hall for two days with U shaped seating arrangement	No	1		
03	Lunch and Dinner for <b>22 Participants</b> for two days				
04	Two times tea with one item for two days during event				
05	Event date is on 11 <sup>th</sup> and 12 <sup>th</sup> June 2013 Check in date 10 <sup>th</sup> June 2013 Check out date 12 <sup>th</sup> June 2013				

**Proposed Event location: Islamabad/Rawalpindi**

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



**PROCUREMENT SECTION**

Name, Signature

Phone # 051-2101594, 2108287

**SUPPLIER**

Name, signature, stamp