

REQUEST FOR QUOTATION

Company/Individual Name:	Prospective Vendors			
Business address:				
Telephone		Fax		Email

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 **13th December 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 Single Rooms for five days	No	4		
02	Reservation of Twin Rooms for five days	No	9		
03	Reservation of Conference Hall for five days with U shaped seating arrangement	No	1		
04	Lunch and Dinner for 22 Participants for five days				
05	Two times tea/coffee with one item for five days during event				
06	Clean rooms and beds/hygienic food/hot water facility/backup generator facility require				
07	Event date are from 24 th Dec to 28 th December 2013 Check in date 23 rd Dec 2013 Check out date 28 th Dec 2013				

Proposed Event location: Muree

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