

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 **25th April 2015** from the date of receipt of this request.

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

Term and Conditions:

- The quotation will be valid for 15 working days after receipt.
- The quotation must be provided with complete required specification.
- All govt applicable taxes should be inclusive in price,
- The supplier will be selected through competitive bid process.
- Quotation through email will not be accepted,
- NTN should be mention on quotation.

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 form.

S.NO	ITEMS / SPECIFICATION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
1	Laptop	No	3		
	Brand: Dell/Hp or equivalent				
	Intel Core i3				
	Processor 1.7 Ghz or more (4th generation)				
	Display 15.6"				
	500 GB Hard Disk				
	4 GB RAM				
	Carrying Bag				
2	Windows 7 professional (separate)	No	3		
	Local Warranty one Year				
3	HP Printer P1102	No	1		
	Local Warranty one Year				
Delivery location: CPDI Office, House # 370, Street # 75, Sector E-11/3, Islamabad.					

Delivery time: Within two days after issuance of purchase order, (ex-stock).



PROCUREMENT SECTION

Name, Signature
Phone # 051-2375158-59

SUPPLIER

Name, signature, stamp