



PROJECT MANAGEMENT & IMPLEMENTATION UNIT  
**Strengthening Social Protection Delivery System in Sindh**  
Sindh Social Protection Authority  
Social Protection Department  
Government of Sindh

**REQUEST FOR QUOTATION**

**PROCUREMENT OF PANTRY MISC, STATIONARY ITEMS FOR HEAD OFFICE  
AND DISTRICT OFFICES OF SSPDS.**

Government of Sindh (herein after called Borrower) has received financing from the International Development Association (IDA) (the Bank) in the form of a credit (hereinafter called credit) towards the cost of strengthening social protection system in the Sindh Province. The Project Director, Project Management & Implementation Unit, Strengthening Social Protection Delivery System Sindh, Sindh Social Protection Authority, Social Protection Department, Government of Sindh an implementation Agency intends to apply part of the proceeds of this credit towards payments under the contract for which this invitation of quotation is issued as per World Bank Procurement Regulations for IPF Borrowers (November 2020) available on [www.worldbank.org](http://www.worldbank.org).

Project Management & Implementation Unit Strengthening Social Protection Delivery System Sindh (SSPDS) shall be the Purchaser and required quotations from tax registered well reputed bidders having previous experience to provide similar type of items/goods.

Interested Firms/bidder may submit their sealed bids/quotations on or before 03:00 pm April 26,2024 at below mentioned address.

**Preparation of Quotations:**

You are requested to quote for the items given at Annex-A, by submitting a signed & sealed quotation on the company's letterhead.

This procurement process will be conducted in accordance with the World Bank Procurement Regulations for IPF Borrowers (November 2020). The acceptable terms and conditions of the lowest, responsive quotation shall be incorporated in the Purchase Order.

**Terms and Conditions:**

1. Latest Income Tax Certificate (NTN), valid GST Registration Certificate and the firm must be active tax payer.
2. The bidder must have at least 03 years of experience in the relevant field in this regard the bidder must submit documentary evidence (PO/work order)
3. Bidder should quote a price inclusive of all taxes & duties.
4. All Quotations must be valid for a period of at least 30 days from the closing date of the Quotation.
5. The firm/bidder may participate as lot wise package provided at annex-A.
6. The delivery of all goods/items are required within 3 months in total and the PA shall issue the PO as per requirement within 03 months and after issuance of Purchase Order the bidder will supply the items withing 15 days at SSPDS office in DHA-VI.
7. The Competent Authority reserves the right to cancel any or all the offers without assigning any reason thereof and mentioned quantity may be increased or decreased as per need.
8. The procuring agency will not pay any of the suppliers' cost of preparing their proposals under this quotation.
9. In case of anomalies between unit rates or prices and the total amount quoted, the unit rates or prices shall prevail. In case of discrepancy between words and figures the former will govern. Bidder / Supplier shall remain bound to accept the arithmetic corrections made by the Procurement Committee.
10. The Prices indicated in the quotation shall be final prices as no negotiations are expected.
11. All the taxes and duties deducted as per Government Laws.
12. It shall remain the responsibility of the supplier / bidder to ensure that their quotation reach the address below on or before the deadline.

**Submission address:**

**PROJECT DIRECTOR**

Project Management & Implementation Unit, Strengthening Social Protection Delivery System Sindh (SSPDSS), Sindh Social Protection Authority, Govt. of Sindh 155-N, Main Khayaban-e-Muslim road, Phase-VI, DHA Karachi (Sindh) Pakistan.

For enquiries, please contact at [n.memon@sspa.gos.pk](mailto:n.memon@sspa.gos.pk).



**Procurement Specialist  
PM&IU-SSPDS**

**PROCUREMENT OF MISC ITEMS FOR HEAD OFFICE & DITRICT OFFICES OF SSPDS.**

Sr.#	Description/Specification Demonstrated Equal Product is allowed	Qty	Unit	Unit Price in PKR (including all taxes)	Total DDP Price in PKR (including all taxes)
<b>LOT-I (General Items for Offices)</b>					
1.	Tissue Paper Roll	1750	Piece		
2.	Large Tissue Box (Rose Petal - White)	600	Box		
3.	Large Tissue Box (Rose Petal - Multi Color)	100	Box		
4.	Rose Petal (Party Pack)	140	Piece		
5.	Room Air Freshener	175	Piece		
6.	Washroom Dust Bins (with cover & Foot Pedal)	20	Piece		
7.	Round Dust Bin	145	Piece		
8.	High Quality Dustbin with Foot Pedal	15	Piece		
9.	Auto Door Closer	10	Piece		
10.	7CF Furniture Polish Spray	50	Bottle		
11.	Brasso Metal & Brass Polish	50	Bottle		
12.	WD-40 Spray	50	Bottle		
13.	Mortein All Insect Killer (Gold & Red) - 550 ML	200	Bottle		
14.	Long Extension - Glass Window Wipers	10	Piece		
15.	Key Box (Wall Mounted)	06	Box		
16.	File Holder	100	Piece		
17.	Files Organizer	100	Piece		
18.	Neck Care Memory Foam Cushion	10	Piece		
19.	Ortho Back-Care Support Cushion	10	Piece		
20.	Soft Cleaning Towel (Carbon Fiber - Large)	50	Piece		
21.	Normal Cleaning Towel	150	Piece		
22.	Office Drawer (Vertical - Metal Four Tier)	40	Piece		
23.	Coat Hanger (Wooden/ Polished)	06	Piece		
24.	Glass Side Table (2-level)	03	Piece		
25.	Glass Side Table (3-level)	03	Piece		
26.	Hand Wash Dispenser	10	Piece		
27.	Tissue Paper Dispenser (Medium Size)	16	Piece		
28.	Toilet Tissue Paper (Medium Size)	800	Piece		
29.	Wall Mounted Hooks for Toilet (With Screw not Adhesive)	24	Piece		
30.	Hand Wash (01 KG)	120	Packet		
31.	Solid Air Fresheners	100	Packet		

Sr.#	Description/Specification Demonstrated Equal Product is allowed	Qty	Unit	Unit Price in PKR (including all taxes)	Total DDP Price in PKR (including all taxes)
32.	Phenyl Tablets	115	Packet		
33.	Water Cleaning Wiper (Small)	25	Piece		
34.	Dry Mop (Large)	25	Piece		
35.	Liquid Bleach (for mop cleaning)	105	Bottle		
36.	Dettol Multi-Purpose Toilet Cleaner	125	Bottle		
37.	Glint Glass Cleaner	95	Bottle		
38.	Vim Dishwash Active Gel Lemon - 500 ML	105	Bottle		
39.	Vim Active Dishwashing Gel Lime - 500 ML	105	Bottle		
40.	High Quality Door Mats	20	Piece		
41.	Washroom Door Mats (Water Soaking)	20	Piece		
42.	Water Drinking Glass	252	Piece		
43.	Teacups with Saucer	252	Piece		
44.	High Quality Stainless Steel - Tea Spoon	252	Piece		
45.	High Quality Stainless Steel - Table Spoon	252	Piece		
46.	White Plate (Small)	252	Piece		
47.	White Plate (Large)	252	Piece		
48.	Disposable Cups with Lids/ Covers	1000	Piece		
49.	Disposable Water Glass (Transparent)	1000	Piece		
50.	Thin Plastic Gloves (Good Quality - White & Blue)	60	Box		
51.	Face Masks (Large) (Good Quality - Black & Blue)	60	Box		
52.	First Aid Kit (Large)	02	Box		
53.	Upper Arm Blood Pressure Monitor	05	Piece		
54.	Blood Glucose Monitor	05	Piece		
55.	Large Tools Box (All Screw Drivers, Hammer, Saw, Axe & Wrench Set)	02	Box		
56.	18 Inch Traffic Safety & Parking Cones	12	Piece		
57.	Queue Manager - Stainless Steel with Red Belt	04	Pair		
58.	Multiple Step Folding Ladder (Stainless Steel) Non-Slippery	02	Pair		
59.	04 Feet High Stool (Strong Wood - Anti Slippery)	01	Piece		
60.	Push and Pull Sticker	12	Pair		
61.	Wet Floor Sign	06	Piece		
62.	Outdoor Large Umbrella for Security Guards (Detachable)	04	Piece		
63.	Door Dust Stopper/ Bottom Sealer (48 Inches)	20	Piece		



Sr.#	Description/Specification Demonstrated Equal Product is allowed	Qty	Unit	Unit Price in PKR (including all taxes)	Total DDP Price in PKR (including all taxes)
<b>LOT-II (Stationary Items)</b>					
1.	Transparent Tape Dispenser	50	Piece		
2.	Transparent Tape (2 Inch)	110	Piece		
3.	Transparent Tape (3 Inch)	110	Piece		
4.	Paper Tape	110	Piece		
5.	White Board with Stand (4ft x 6ft)	20	Piece		
6.	White Board with Stand (2ft x 3ft)	20	Piece		
7.	Board Markers Set (Different Colors) with Eraser (4+1)	80	Set		
8.	Permanent Markers Set	40	Set		
9.	Green Soft Board/Notice board	20	Piece		
10.	Push/ thumb pins	125	Piece		
11.	File Tags	125	Bunch		
12.	Box Files	550	Piece		
13.	Ring Files	550	Piece		
14.	Ball Pen (Blue) (Brand: Signature)	250	Packet		
15.	Ball Pen (Blue) + (Black) (Brand: Signature)	150	Packet		
16.	Pencil with Eraser	125	Packet		
17.	High Quality Soft Eraser	70	Packet		
18.	High Quality Rotary Sharpener	50	Packet		
19.	Steel Ruler (Large)	150	Piece		
20.	Heavy Duty Stapler	20	Piece		
21.	Staples for heavy duty stapler	40	Box		
22.	Stapler (Medium)	125	Piece		
23.	Staples (24/6)	250	Piece		
24.	Stapler pin opener	125	Piece		
25.	2-Hole Heavy Duty Hole Punch	20	Piece		
26.	Two Holes Punch	125	Piece		
27.	Single Hole Punch	125	Piece		
28.	Highlighter (Different Colors)	400	Piece		
29.	Sticky Notes	250	Box		
30.	Sticky Flags (Different Colors)	250	Box		
31.	Gem/ Paper Clips (30 or 35 mm)	125	Piece		
32.	Silver Split Pins	20	Piece		
33.	Paper Binder Clip (Medium)	250	Box		
34.	Paper Binder Clip (Large)	250	Box		
35.	Office Desk Planner	50	Piece		
36.	Office Table Calendar	50	Piece		
37.	Office Table Organizer	60	Piece		
38.	Pen Holder	125	Piece		

Sr.#	Description/Specification Demonstrated Equal Product is allowed	Qty	Unit	Unit Price in PKR (including all taxes)	Total DDP Price in PKR (including all taxes)
39.	Office Diary	125	Piece		
40.	Notebook (Medium Size - Fair Page) 200 pages each	125	Piece		
41.	Office Scissor (Medium)	60	Piece		
42.	Paper Cutter	60	Piece		
43.	Glue Stick	125	Piece		
44.	Hot Glue Gun	03	Piece		
<b>LOT-III (IT Accessories &amp; Electric Supplies)</b>					
1.	Blue Tooth Rechargeable Mouse	60	Piece		
2.	Mouse Pad	60	Piece		
3.	HP Keyboard	30	Piece		
4.	USB (256 GB)	15	Piece		
5.	USB (128 GB)	15	Piece		
6.	USB (64 GB)	15	Piece		
7.	Exocutor (Blue Light Machine for Killing Mosquitoes and House Fly)	09	Piece		
8.	Handheld Racket (for Killing Mosquitoes and House Fly)	06	Piece		
9.	Calculator (Casio - Medium Size)	50	Piece		
10.	Bluetooth Headphone with Mic	05	Piece		
11.	Neckband Bluetooth Headphone with Mic	05	Piece		
12.	Heavy Duty Flash Light - Rechargeable (Hand Held)	01	Piece		
13.	High Power Vacuum Cleaner (Portable)	01	Piece		
14.	High Power Air Blower (Portable)	01	Piece		
15.	Pak Fan Louvre Pedestal (Remote Fan)	08	Piece		
16.	High Quality - Electric Extension Wires	80	Piece		
17.	Cat-5/Network Cable	03	Box		