UNODC
United Nations Office on Drugs and Crime

Country Office Pakistan

Plot No. 5-11, Diplomatic Enclave-II, Sector G-4, Islamabad 44000, Pakistan
Tel. +92 51 2601461-62(Ext: 123), Fax: +92 51 2601469 Email: faran.ali.khan@unodc.org

REQUEST FOR QUOTATION (RFQ)

FACSIMILE/EMAIL

Company/Individual Name:					
Business address:					
Telephone		**Fax**		**Email**	

Subject: Quotation for Printing of Manuals –

Dear Sir/Madam,

On behalf of United Nations Office on Drugs and Crime (UNODC), you are requested to provide the quotation for supply/services of the following items on or before **Wednesday December 10, 2014** in accordance with the below requirements.

We will appreciate if you send your quotations through sealed envelopes at the following address by clearly writing **for Printing of Manuals** "**Quotation** in subject.

Procurement unit UNODC Country office Pakistan
Plot No 5-11, Sector G-4, Diplomatic Enclave
Islamabad, Pakistan

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.** Quantity may increase/decrease as per UNODC requirement, thus order will be placed as per needed. **Please submit your quotation without all types of taxes as UN is tax exempted. In case of sole distribution, please provide evidence.**

NB: Please quote your cost with special discount offered to UN Agencies

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Sr.#	Item Description	Quantity	Unit Cost	Total Cost
1	Printing of 15 different kind of Folders, each containing separators, front title page and spine, two ring folder with transparent front pocket, **Description of Folder:** S1A---248 Pages / 10 Separator S1B---225 pages / 12 Separators S2A---434 pages / 12 Separator S2B---177pages / 8 Separator S3A---146 pages / 12 Separator S3B---77 pages / 8 Separator S4A---204 pages / 10 Separators S4B--- 140 Pages / 8 Separators S5A---170 pages / 11 Separators S5B---108 pages / 8 Separators S6A---130 pages / 11 Separators S6B---88 Pages / 10 Separators S7A---158 Pages / 10 Separators S7B---45 Pages / 8 Separators S8--- 206 pages / 11 Separators **Specification of Folder:** Two ring folder with transparent plastic pocket for spine and title page. **Specification of Paper and Separator:** Paper: 128 gram matt paper Separator: 310 gram art card, matt lamination, die cutting **Front title and Spine:** 310 gram art card matt lamination *Note : Quote for 01 Unit of all types of folder	54 54 54 54 54 54 54 54 54 54 54 54 54 54 54 54 54 copies of Each manual 15 different manuals **Total: 810**		

General Terms & Conditions:

1. Printed material to be delivered in UNODC office Islamabad.
2. Quotation validity should be minimum 45 days

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3. Vendor would be required to submit/produce sample of each item for UNODC review.
4. UNODC standard payment terms are 30 days net after delivery of goods/services
5. In case of late Delivery 10% Penalty (of the total value of contract) will be charged

UNODC will evaluate submitted quotes on the basis of the following:

1. Delivery Timeline (25 days preferred)
2. Understanding of our specifications

If you intend to respond to this call for quote, kindly submit you quotation in writing through **Postal Mail only** to be received no later than above mentioned date. Quotation received after this deadline will not be considered.

We appreciate your time, effort, and interest in our call for quote.

PROCUREMENT UNIT
UNODC – Pakistan

VENDOR
Name, signature, stamp