



MOLANA TARIQ JAMIL FOUNDATION

Request for Proposal (RFP) for Vendor Selection - Year 2023-24

Introduction:

The Molana Tariq Jamil Foundation (MTJF) is a prominent charitable organization committed to serving the community and contributing to positive social change. As part of our ongoing initiatives, we are seeking proposals from qualified vendors to provide goods and services for the year 2023-24. We invite interested vendors to submit their proposals in accordance with the specifications outlined in this Request for Proposal (RFP).

Scope of Work:

The scope of work for this RFP encompasses the following categories:

1. **Goods Procurement:**

- DETAIL OF GOODS / ITEMS (list mentioned below)

2. **Services:**

- DETAIL OF SERVICES (list attached)

Submission Requirements:

Interested vendors are required to submit a comprehensive proposal that includes the following information:

1. **Company Overview:**

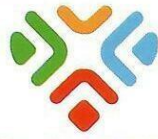
- Company name, address, and contact details
- Brief overview of the company's history and experience
- Relevant certifications and affiliations

2. **Product/Service Details:**

- Detailed description of the products or services offered
- Specifications, including quality standards and any relevant technical information

3. **Pricing:**

- Clear pricing structure for each product or service
- Any discounts, promotions, or special offers applicable



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4. Previous Experience:

- Examples of similar projects completed in the past
- Client references and testimonials

5. Delivery Timeline:

- Estimated delivery or service completion timeline

6. Technical Support:

- Availability of technical support for products or services offered

7. CSR Initiatives:

- Description of the vendor's corporate social responsibility initiatives, if applicable

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

1. **Quality and Suitability:** Relevance of the proposed products or services to MTJF's initiatives and mission.
2. **Experience:** Vendor's experience in providing similar products or services.
3. **Pricing:** Competitiveness and clarity of the pricing structure.
4. **References:** Past clients' feedback and recommendations.
5. **CSR Initiatives:** Vendor's commitment to corporate social responsibility.

Submission Deadline:

All proposals must be submitted by [Insert Submission Deadline] to anees.rehman@mtjfoundation.org via Email and Procurement Department, Molana Tariq Jamil Foundation, Makhdom pur road, Tulamba. Any proposals received after this deadline will not be considered.

Contact Information:

For inquiries or clarification regarding this RFP, please contact:

Anees Ur Rehman, Procurement Officer at anees.rehman@mtjfoundation.org



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Type	Product	UOM	QTY	Type	Product	UOM	QTY
Paper	A4-Sticker High Glossy Sticker photo paper for Laserjet and inkjet printers -50 sheets	Pack	10	Stationery	Dairy Register Dispatch	Pcs	10
Paper	Paper Rim A4 Copymate 70grm	Pack	25	Stationery	Calculators (Citizen CT-650M)	Pcs	10
Paper	Paper Rim A4 Copymate 80grm	Pack	25	Stationery	CLIP BOARD (TRANSPARENT LARGE A4)	Nos	3
Paper	Paper Rim A4 Double A 70grm	Pack	25	Stationery	Pen Stand	Pcs	50
Paper	Paper Rim A4 Double A 80grm	Pack	25	Stationery	Pencil Sharpener	Pack	2
Paper	Envaloup Brown A4	Pack	12	Stationery	Permanent marker (Black, Blue, Red & Green)	Pcs	20
Paper	Envaloup Brown Legal	Pack	12	Stationery	Reading Service Report	Pcs	10
Paper	Envaloup White Legal	Pack	12	Stationery	Receipt Register	Pcs	10
Paper	Envaloup White A4	Pack	12	Stationery	Register	Pcs	10
PEN	Lead Pencil Dux Superb White 7000 HB Pack of 12	Pack	10	Stationery	Shopner (Dux)	Pcs	12
PEN	Ballpoint Gel Blue (uniball) eye fine	Pack	10	Stationery	Stapler Heavy Duty	Pcs	5
PEN	Board Marker (Black)	Pack	5	Stationery	Stapler Normal	Pcs	20
PEN	Board Marker (Blue)	Pack	5	Stationery	Stapler Pin 10	Pack	10
PEN	Board Marker (Red)	Pack	5	Stationery	Stapler Pin 23/8	Pack	10
PEN	Correction Pen Whitener	Pcs	24	Stationery	Stapler Pin 24/6	Pack	50
PEN	Piano Crystal Gel Pen (Blue)	Pack	50	Stationery	Stapler Pin 23/17	Pack	10
PEN	Piano Super Gell (Blue)	Pack	5	Stationery	White Board Foam Duster	Pcs	12



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PEN	Highlighter Pen (Pack of five multi Colour)	Pack	15	Stationery	Stamp Pad (Shiny)	Pcs	50
FILE	Box File (A4)	Pcs	50	Stationery	Ink For Stamp pad	Pcs	50
FILE	Aifa Ring File (A4 Size)	Pcs	20	Stationery	Paper Cutter	Pcs	50
FILE	Aifa Ring File (A5 Size)	Pcs	20	Stationery	Sponge Damper Pad	Pcs	50
FILE	Divider Plastic Paper File Separator	Pack	20	Stationery	Paper Weight	Pcs	50
Tape	Scotch Tape (1 inch 50 yards Pack of 5)	Pcs	12	Stationery	Scissor (Medium)	Pcs	50
Tape	Scotch Tape (1.5 inch 50 yards Pack of 5)	Pcs	12	Stationery	Yellow Rubber Band	Pack	30
Tape	Scotch Tape (2 inch 50 yards Pack of 5)	Pcs	12	Stationery	Scale Steel 12" Fine Quality	Pcs	50
Tape	Double Side Foam Tape	Pcs	5	Stationery	Drawing Pin	Pack	50
Stationery	Logbook	Pcs	10	Stationery	Clip Binder pack of 12 Each size	Pack	50
Stationery	Medicine Envaloup 3" x 2.5"	Pack	20	Stationery	Sticky Notes 3x3 Colourful	Pack	50
Stationery	Note Pad A5 & A4 size	Pcs	24	Stationery	Eraser (Dux)	Pack	5
Stationery	Office Dairy (Lined, A5, 200 Pages, Hard Cover)	Pcs	50	Stationery	Executive Office table organizer	Pcs	24
Stationery	Paper Punch Machine (Fuji 600)	Pcs	24	Stationery	Glue Stick (Doller)	Pcs	24

Note:

This RFP is not an offer to enter into a contract. MTJF reserves the right to accept or reject any proposal or to cancel the RFP without obligation to the responding vendors. All costs associated with the preparation and submission of proposals is the sole responsibility of the vendor. The selected vendors will be notified in writing.



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We appreciate your interest in partnering with the Molana Tariq Jamil Foundation to further our mission of positive social change. We look forward to receiving your proposal.

Sincerely,

*Note: please provide the rate of each company product separately.
Please provide rate of minimum one company products.*

DATE OF SUBMISSION QOUTATION & PROPOSAL IS SEPTEMBER 30, 2023

Procurement Officer
Molana Tariq Jamil
Foundation

Anees Ur Rehman

Procurement Officer

Molana Tariq Jamil Foundation