

ANNEX C
2024/SOP/SCU/RFQ/004
FINANCIAL OFFER FORM

Supplier Name:

Date:

S/N	ITEM DESCRIPTION	QUANTITY	UNIT OF MEASURE	Unit Price (PKR)	Total Price (PKR)
1	Ball Point Pens Blue, Black and Red	100	Packet of 12 Pcs		
2	Binder clips B 19mm	50	Packet of 12 Pcs		
3	Binder clips B 25mm	50	Packet of 12 Pcs		
4	Binder clips B 32mm	50	Packet of 12 Pcs		
5	Binder clips B 41mm	50	Packet of 12 Pcs		
6	Binder clips B 51mm	50	Packet of 12 Pcs		
7	White Board Marker (Black)	50	Packet of 12 Pcs		
8	Permanent Markers (Assorted colours)	30	Packet of 12 Pcs		
9	Big size Box Office File: Cardboard Laminated File for filing of A4 size Paper	15	Box of 50 Pcs		
10	Hanging File Folders (Hard Card Material with Metallic Hanger Bar)	3	Box of 250 Pcs		
11	Plastic Clear Bag	5	Packet of 12 Pcs		
12	Hard card Clip File	80	Packet of 36 Pcs		
13	Correction Pen for Masking Errors	10	Packet of 12 Pcs		
14	A4 size drafting pad	20	Packet of 6 Pads		
15	A5 size Drafting Pad (40 sheet imported paper loop binding per pad)	200	Packet of 6 Pads		
16	A5 size Note Book (200 pages imported paper side loop binding (2:1 pitch)	50	Piece		
17	White Board Duster	50	Packet of 12 Pcs		
18	White Envelopes - 9x4 size, 100 gms	10	Packet of 50 Pcs		
19	White Envelopes - A4 size, 100 gms	3	Packet of 50 Pcs		
20	Pencil Rubber Eraser	4	Packet of 40 Pcs		
21	Flip chart 70 gms	200	Roll of 20 Sheets		
22	Flip Chart Stand	5	Piece		
23	Gel Pen (Black, Red, Blue) uni eye or equivalent	8	Packet of 12 Pcs		
24	Gel Pen (Black, Red, Blue) uni signo or equivalent	4	Packet of 12 Pcs		
25	Highlighter (Assorted colours)	20	Packet of 12 Pcs		
26	A4 size laminating sheets 80 mm	4	Packet of 50 Pcs		
27	Notice board size 2x3 feet	10	Piece		
28	Notice board size 3x4 feet	10	Piece		
29	Packing Tape 2"	50	Piece		

30	A4 size Photocopying / printing paper: 210 x 297mm, outstanding white colour, 80 gsm, 500 sheets per pack, Smooth surface with low dust content with no jams, sticking and curling of paper to provide a quality finished result (Double A or equivalent)	500	Box of 5 Reams		
31	A3 size Photocopying / printing paper: outstanding white colour, 80 gsm, 500 sheets per pack, Smooth surface with low dust content with no jams, sticking and curling of paper to provide a quality finished result (Double A or equivalent)	4	Box of 5 Reams		
32	Pencil	8	Packet of 12		
33	Medium Size Paper Punch Machine	24	Piece		
34	Heavy Duty Paper Punch Machine	4	Piece		
35	Push Pins	10	Packet		
36	Scissors 6.5"	4	Packet of 12 Pcs		
37	Scotch tape 1"	20	Packet of 12 Pcs		
38	Scotch tape 2"	5	Packet of 6 Pcs		
39	Separator (5 pieces in 1 Packet)	20	Set of 20 Packets		
40	Separator (10 pieces in 1 packet)	10	Set of 20 Packets		
41	Small size Sharpener	50	Packet of 50 Pcs		
42	Heavy duty Sharpener	5	Pieces		
43	Signature Folder / book for A4 size documents with (18 card dividers)	5	Pieces		
44	Soft Chart (Standard size and assorted colors)	10	Roll of 50 Pieces		
45	Crystal Stamp Pad Executive	10	Pieces		
46	Crystal Stamp Pad Ink	10	Bottles		
47	Staple Pin size 26/6 mm	8	Box of 20 Packets		
48	Staple Pin size 23/17	2	Box of 20 Packets		
49	Stapler with remover (2 in 1) Standard size	24	Pieces		
50	Heavy Duty Stapler	5	Pieces		
52	Sticky Notes or Post it Notes 3x3	10	Packet of 12 Pads		
53	Metalic Desk organizers / Pen or pencil stand	10	Pieces		
54	White Board 2x3 Feet	8	Pieces		
55	White Board 4x3 Feet	5	Pieces		
58	Calculator Casio-DJ220/DJ240-Original or equivalent	10	Pieces		
59	Certificate Card A4 Size Simple	5	Packet 100 Sheets		
60	Certificate Card A4 Size Textured/ Check Card	5	Packet 100 Sheets		
70	Correction Fluid Pelican double / (2 x 20 ml bottle) or Equivalent	24			
71	Glossy Photography Paper 6x4	10	Packet of 50 Sheets		

72	Glossy Photography Paper A4	10	Packet of 50 Sheets		
73	Gum / glue Stick 21 gms	2	Packet of 12 Pcs		
74	L Shape Folder A4 - Transparent	15	Packet of 12 Pcs		
75	Hand held Paper Cutter	5	Packet of 12 Pcs		
76	Presentation Folders (For A4 size paper)	50	Pieces		
77	Ruler Steel 12"	3	Packet of 12		
78	Transparent sheet Protector FS	50	Packet of 100 Pcs		
	Grand Total (PKR)				

NAME OF THE COMPANY: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

NAME OF AUTHORIZED COMPANY'S REPRESENTATIVE _____

SIGNATURE / STAMP OF THE COMPANY _____