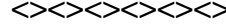




FEDERAL OMBUDSPERSON SECRETARIAT
FOR PROTECTION AGAINST HARASSMENT OF WOMEN AT THE
WORKPLACE (FOSPAH)
1st Floor, LG&RD Complex, Opposite ILO, Sector G-5/2, Islamabad.



NOTICE INVITATION QUOTATIONS

Provision of Photocopy Services along with Labor

Federal Ombudsman Secretariat for Protection against Harassment of Women at the Workplaces (FOSPAH), Islamabad Government of Pakistan, invites sealed quotations from reputable vendors/persons for the provision of photocopy machine services along with labor, within 15 days of Publication of this advertisement as per following details:-

Daily Photocopy Requirements:

Approximately 400-500 photocopies are required per day on the A4 size papers (70-80 gsm) and Legal size papers (70-80 gsm).

Scope of Work:

- Provision of photocopy machine(s) with necessary consumables.
- Placement of trained labor to operate the photocopy machine(s).
- Maintenance and repair of the photocopy machine(s) will be the responsibility of the vendor.

Terms and Conditions:

- Free space and electricity point will be provided by FOSPAH at its head office Islamabad. Therefore, the vendor needs to furnish subsidized quotations.
- The vendor will be responsible for providing the photocopy machine(s), labor, and consumables.
- The vendor will ensure timely maintenance and repair of the photocopy machine(s).
- Vendors are requested to quote their subsidized per copy rates, for the provision of their services.
- Quotations should include all applicable taxes and duties.
- Quotations should be valid for a minimum period of 30 days.
- The successful bidder has to deposit Rupees 50,000/- as performance guarantee within two weeks of bid winning.

Contact Information:

Assistant Director (Admin)
Official Phone: 051-9262953

