Dated: October 23, 2026
RFQ Ref. No. **GDP/RFQ/2026/KP-BNR-01**

Subject: **Request for Quotations (Sealed Bids) for Printing and Supply of Flex Banners**

Group Development Pakistan (GDP) invites sealed bids from registered printing firms and general order suppliers in good standing for the printing and supply of 1,600 full colour flex banners, to be delivered in Peshawar, Khyber Pakhtunkhwa, as per the specifications below. This procurement will be conducted in accordance with GDP's Procurement Policy through a two-envelope (Technical and Financial) sealed bid process. Interested firms are requested to read this document carefully and submit complete bids by the deadline stated below.

| Activity | Date / Details |
|---|---|
| **Issuance of RFQ** | Friday, October 23, 2026 |
| **Last date for queries** | Friday, October 30, 2026 (by email to procurement@gdpakistan.org) |
| **Bid submission deadline** | Thursday, November 5, 2026, at 5:00 PM (PKT) |
| **Bid validity** | 30 days from the bid submission deadline |
| **Bid security** | Not required |

| Sr. No. | Item Description | Specifications | Qty | Place of Delivery |
|---|---|---|---|---|
| 01 | **Printing and supply of flex banners** | • **Size:** Width 48 inches × Length 30 inches (approx. 1,219 mm × 762 mm; 10 sq. ft per banner)<br>• **Material:** 340 GSM Star Matte Flex, or equivalent (bidders to state the brand/grade offered)<br>• **Printing:** Single-sided, full colour (CMYK), high-resolution digital printing (minimum 300 dpi) with fade-resistant solvent/eco-solvent inks; sharp text and accurate colours<br>• **Artwork:** Print-ready design file(s) will be provided by GDP. A printed proof must be approved by GDP before bulk printing<br>• **Finishing:** To be quoted under both options below:<br>**Option A – Framed:** Banner tightly stretched and mounted on a sturdy, durable frame with a hanging arrangement (bidders to specify frame material and section, e.g., plywood etc.)<br>**Option B – Rings/Eyelets:** Rust resistant metal eyelets (rings) on all four corners, ready for hanging<br>• **Packaging:** Packed in bundles of 20/25 in protective, moisture-proof packing, labelled with quantity, to avoid creasing or damage in transit | **1,600** | Peshawar, Khyber Pakhtunkhwa *(exact delivery location will be shared with the successful bidder)* |

**Note:** Bidders must quote unit and total prices for both Option A and Option B in the Price Schedule (Annex-C). GDP will select one option on the basis of quality and value for money; the award may be made for one option only.

**Bid Preparation and Submission (Two-Envelope System)**

Each bid must consist of two separately sealed envelopes, both placed inside one sealed outer envelope:

**Envelope 1 – Technical Bid** (must NOT contain any price information) shall include:

i. Covering letter on the firm's letterhead, signed and stamped by the authorized representative

ii. Company profile with proof of business registration (e.g., SECP, Registrar of Firms, Chamber of Commerce or other relevant authority)
iii. Copy of NTN and proof of active filer status on FBR's Active Taxpayer List (ATL); Sales Tax registration, if applicable
iv. Details of similar printing or supply assignments completed in the last three (03) years, with at least 3 client names and contact details, and copies of Purchase Orders or completion certificates (if available).
v. Details of production arrangements: in house printing and finishing facilities, or the printing facility/partner to be used (for general order suppliers)
vi. Proposed production and delivery schedule (number of days from Purchase Order)
vii. Samples: one printed sample of the offered flex material (minimum A4 size), and a sample or clear photographs of the proposed frame (Option A) and eyelet finishing (Option B)
viii. Completed and signed Supplier Declaration Form, including the PSEA Undertaking (Annex-A)
ix. Completed and signed Technical Compliance Sheet (Annex-B)

**Envelope 2 – Financial Bid** shall include the completed Price Schedule (Annex-C) on the firm's letterhead, signed and stamped.

**Outer envelope** shall be clearly marked: **"Sealed Bid – Printing and Supply of Flex Banners – RFQ Ref. No. GDP/RFQ/2026/KP-BNR-01",** and show the bidder's name, address and contact number.

Bids must be submitted by hand or by courier/post to **Group Development Pakistan, Office No. 11-18, Lower Ground, Magnum Arcade, Northern Strip, FECHS, E-11/2, Islamabad**, no later than Thursday, November 5, 2026, at 5:00 PM (PKT). Bids sent by email or fax will not be accepted. Late bids will be returned unopened.

## Evaluation Criteria

Bids will be evaluated by GDP's Procurement Committee using a combined technical and financial evaluation in the ratio of 70:30, as follows:

**Stage 1 – Eligibility (Pass/Fail):** bids that are not submitted in sealed, separate technical and financial envelopes, that include prices in the technical envelope, or that lack proof of business registration, active FBR filer status, material samples or the signed Supplier Declaration Form and PSEA Undertaking (Annex-A) will be disqualified. Bidders that are blacklisted or debarred by any government, UN or donor agency are not eligible.

**Stage 2 – Technical Evaluation (weight 70%):** scored out of 100 marks as below. Only bidders scoring at least **70 marks** will qualify for financial evaluation.

| Sr. | Criteria | Max. Marks |
|---|---|---|
| 1 | Compliance with technical specifications (Technical Compliance Sheet) | 25 |
| 2 | Quality of submitted samples (print sharpness, colour accuracy, material) | 25 |
| 3 | Relevant experience: similar printing or supply assignments in the last three years | 20 |
| 4 | Production capacity and printing/finishing arrangements (in-house or through a printing partner) | 15 |
| 5 | Proposed delivery schedule | 15 |
| **Total** | | **100** |

**Stage 3 – Financial Evaluation (weight 30%):** financial bids of technically qualified bidders only will be opened; financial bids of bidders who do not qualify technically will be returned unopened. The financial score will be calculated as: Financial Score = 100 × (Lowest Evaluated Price ÷ Bidder's Price), based on the total price of the option selected by GDP.

**Combined Score** = (Technical Score × 0.70) + (Financial Score × 0.30). The Purchase Order will be awarded to the bidder with the highest combined score.

## Terms & Conditions

1) **Payment Method and Tax Deduction:**
   Payment shall be made through a crossed cheque after complete delivery, inspection and acceptance of the banners, against a proper invoice. GDP is not registered for sales tax. Income tax shall be withheld from the gross invoice amount at the applicable rates under the Income Tax Ordinance, 2001, and a tax deduction certificate will be provided to the supplier.

2) **Pricing:**
   Prices shall be quoted in Pak Rupees (PKR), inclusive of all applicable taxes, and on a delivered basis covering printing, finishing, packaging, transportation, loading/unloading and delivery to Peshawar. Unit price and total price must be stated for each option. As GDP is not registered for sales tax, the quoted prices shall be final and inclusive of any sales tax or other levy applicable to the supplier; no tax will be added to or paid over and above the quoted price. No additional charges will be entertained after the award.

3) **Delivery Location:**
   Banners shall be delivered in Peshawar, Khyber Pakhtunkhwa. The exact delivery location will be shared with the successful bidder at the time of issuance of the Purchase Order. The supplier must coordinate with GDP's designated contact person for smooth delivery arrangements.

4) **Delivery Timeline:**
   The complete quantity shall be delivered within fifteen (15) days from the issuance of the Purchase Order and GDP's approval of the printed proof, or earlier if feasible. Bidders must state their proposed delivery schedule in the technical bid.

5) **Proof Approval:**
   Before bulk printing, the supplier shall provide a printed proof of each design in the actual size and material for GDP's written approval. Bulk printing without approval will be at the supplier's risk and cost.

6) **Inspection and Acceptance:**
   All banners will be inspected on delivery. Banners that do not conform to the approved proof and specifications (e.g., colour mismatch, misprints, incorrect size, weak frames, loose eyelets or damage) will be rejected and must be replaced by the supplier at its own cost within five (05) days.

7) **Quantity Flexibility:**
   GDP reserves the right to increase or decrease the quantity of banners as needed, at the same unit rates quoted by the supplier.

8) **Lowest Price vs. Best Value:**
   While the selection process considers competitive pricing, GDP prioritizes value for money over the lowest price. Quality, reliability and the ability to deliver on time will be considered to ensure the best overall value.

9) **Filer Status (FBR):**
   Bidders must be filers and active taxpayers in FBR records. Proof of filer status must be submitted with the technical bid. Failure to provide this documentation will lead to disqualification.

10) **Integrity and Conflict of Interest:**
    Bidders must not engage in any fraudulent, corrupt, collusive or coercive practice and must disclose any actual or potential conflict of interest with GDP in the Supplier Declaration Form (Annex-A). GDP may verify the information provided, and any bidder found to have provided false information will be disqualified and may be excluded from future GDP procurement.

11) **Prevention of Sexual Exploitation and Abuse (PSEA) and Child Safeguarding:**
    GDP has zero tolerance for sexual exploitation and abuse, sexual harassment and any form of child abuse or exploitation. The supplier shall ensure that its owners, staff, sub-contractors and anyone acting on its behalf do not engage in such conduct, including during delivery to government offices, and shall report any allegation or concern to GDP immediately. Any breach shall be grounds for immediate cancellation of the Purchase Order and exclusion from future GDP procurement. Bidders must sign the PSEA Undertaking in Annex-A.

12) **Cancellation for Cause:**
GDP reserves the right to cancel the Purchase Order for cause, including failure to meet the specifications or delivery timeline, failure to comply with applicable laws, or any other matter that may cause hardship to GDP.

13) **Right to Accept or Reject:**
GDP reserves the right to cancel this RFQ, or to accept or reject any or all bids, without assigning any reason. Bidders will be notified in writing of any such cancellation or rejection.

14) **Environment-friendly Practices:**
In line with GDP's green procurement practices, preference will be given to bidders using environment-friendly inks, recyclable packaging and sustainable production practices, where feasible.

15) **Confidentiality of Artwork:**
Artwork and design files provided by GDP shall be used only for this order and shall not be reproduced, shared or used for any other purpose.

16) **Deadline:**
Sealed bids must reach Group Development Pakistan, Office No. 11-18, Lower Ground, Magnum Arcade, Northern Strip, FECHS, E-11/2, Islamabad by **Thursday, November 5, 2026, at 5:00 PM (PKT)**. Late bids will not be considered and will be returned unopened.

17) **Queries:**
For any queries or clarifications, please email **procurement@gdpakistan.org** by Friday, October 30, 2026, quoting the RFQ reference number. Responses to queries will be shared with all bidders.

**Procurement Deptt.**
Group Development Pakistan

## Annex-A: Supplier Declaration Form and PSEA Undertaking

*(To be placed in Envelope 1 – Technical Bid)*

RFQ Ref. No.: **GDP/RFQ/2026/KP-BNR-01** – Printing and Supply of Flex Banners

**Part I – Supplier Declaration Form:** Bidders must complete, sign and stamp GDP's standard **Declaration Form for Consultants, Vendors and Service Providers** (attached after this page), including the Conflict of Interest declaration in Section 3 and the supporting documents listed in Part 3 of the form.

**Part II – PSEA and Child Safeguarding Undertaking**

I/We, the undersigned, on behalf of _____ (name of firm), hereby undertake that:

- We have zero tolerance for sexual exploitation and abuse (SEA), sexual harassment and any form of child abuse or exploitation.
- Our owners, staff, sub-contractors and anyone acting on our behalf will not engage in any form of SEA or sexual harassment, including while delivering to or working at government offices or any other location.
- We will not employ children under the legal working age or use forced labour in any part of this assignment.
- We will immediately report to GDP any allegation, suspicion or concern of SEA, sexual harassment or child abuse connected with this assignment, and will cooperate fully with any investigation.
- We understand that any breach of this undertaking will result in immediate cancellation of the Purchase Order and exclusion from future GDP procurement, and may be reported to the relevant authorities.

**Name of Firm:** _____

**Name of Authorized Signatory:** _____

**Designation:** _____

**NTN:** _____

**Contact No. / Email:** _____

**Signature & Stamp:** _____

**Date:** _____

## Annex-B: Technical Compliance Sheet

*(To be placed in Envelope 1 – Technical Bid)*

| Sr. | Parameter | Required Specification | Complied (Yes/No) | Offered / Remarks |
|---|---|---|---|---|
| 1 | **Quantity** | 1,600 banners | | |
| 2 | **Size** | 48 in (W) × 28 in (L) (approx. 1,219 mm × 711 mm) | | |
| 3 | **Material** | 340 GSM Star Matte Flex or equivalent (state brand/grade) | | |
| 4 | **Printing** | Single-sided, full colour (CMYK), minimum 300 dpi, fade-resistant inks | | |
| 5 | **Proof** | Printed proof in actual size and material before bulk printing | | |
| 6 | **Option A – Frame** | Sturdy frame with hanging arrangement (state material and section) | | |
| 7 | **Option B – Eyelets** | Rust-resistant metal eyelets (rings) on all four corners, ready for hanging | | |
| 8 | **Packaging** | Bundles of 20/25, protective moisture-proof packing, labelled | | |
| 9 | **Delivery** | Peshawar, KP; within 15 days of PO and proof approval (state proposed days) | | |

**Name of Firm:** _____

**Name of Authorized Signatory:** _____

**Designation:** _____

**NTN:** _____

**Contact No. / Email:** _____

**Signature & Stamp:** _____

**Date:** _____

## Annex-C: Price Schedule (Financial Bid)

*(To be placed in Envelope 2 – Financial Bid, on the firm's letterhead)*

RFQ Ref. No.: **GDP/RFQ/2026/KP-BNR-01** – Printing and Supply of Flex Banners, delivered in Peshawar

| Option | Description | Qty | Unit Price (PKR) incl. all taxes | Total Price (PKR) incl. all taxes |
|---|---|---|---|---|
| **A** | Flex banner, 48 in × 28 in, 340 GSM Star Matte Flex, full-colour print, **mounted on frame** (frame material: _____) | 1,600 | | |
| **B** | Flex banner, 48 in × 28 in, 340 GSM Star Matte Flex, full-colour print, **with metal eyelets (rings) on all four corners** | 1,600 | | |

- Prices are quoted in PKR, inclusive of all applicable taxes, printing, finishing, packaging, transportation, loading/unloading and delivery in Peshawar.
- Both options must be quoted. GDP will select one option; the award may be made for one option only.
- Delivery period offered: _____ days from issuance of Purchase Order and proof approval.
- Bid validity: 30 days from the bid submission deadline.

**Name of Firm:** _____

**Name of Authorized Signatory:** _____

**Designation:** _____

**NTN:** _____

**Contact No. / Email:** _____

**Signature & Stamp:** _____

**Date:** _____

## Annex-D: Banner Design (for reference only)




- **Finished size:** 48 in (W) × 30 in (L), landscape; colour mode CMYK.
- **Language and fonts:** the banner text is in Urdu (Jameel Noori Nastaleeq). The supplier must ensure that the Urdu text prints exactly as in the approved artwork, with no broken, missing or substituted characters.
- **Source files:** the print-ready artwork file will be shared with the successful bidder after issuance of the Purchase Order. GDP may make minor text corrections to the artwork before printing; this will not affect the quoted price. The reference design shown above will be adjusted to the final size of 48 in × 30 in.
- **Proof:** bulk printing will start only after GDP approves a full-size printed proof.