

Terms & Conditions

Firm/Company will be responsible for the provision of Boarding and Lodging Facilities in the province of Punjab and KP including Islamabad Capital Territory (ICT).

- Firm will be required to provide Boarding and Lodging facilities and services in decent facilities and locations with proper safety and housekeeping in possibly all districts of the provinces and ICT.
- Firm will be provided Task orders detailing needs and requirements of required services.
- Firm will provide per night rate at each location/city including breakfast and dinner charges.
- Firm should provide rates inclusive of all applicable taxes.
- Exact Number of staffs and nights will be communication to firm at least 2-3 days before.
- Firm will be responsible for pick and Drop from airport to Hotel.
- Firm will ensure the time reservation of the hotels, guest house and provide confirmation int this regard at least 1 day before.
- The key requirement is a single/double room on a bed and with internet access (internet cable and Wi-Fi) in the room (to be included in the price).
- In case of extra days including the upgradation of accommodation, including any additional expenses like

telephone, minibar, laundry etc. will be paid directly by the staff member.

General Conditions:

- Quotation should be addressed to “Procurement
- Quotations must be valid for a period of 60 days.
- Organization reserve the right to reject any or all quotations without furnishing any reason.
- Quotations will be accepted only before the due date.
- Mark the envelop with “QUOTATION” on top.
- Quotations must be submitted on the Company Letter Head that includes the following minimum information.
 - i. Vendor Name
 - II. Address, Telephone and Fax Number
 - III. Date of Quotation
 - VI. Vendor Stamp
- All Quotations should be sent at Plot No. 12, Mauve Area, G-8/1 Islamabad