



**Securities and Exchange Commission of Pakistan**  
63-NIC Building, Blue Area, Islamabad  
(Administration Department)

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**Subject: Request for Quotations – Designing and Printing of “Newsletter”**

The Commission intends to design and print “Newsletter” as per specifications given below:

S. No.	Specification	Qty
1	<b>Paper Size : 8.5” X 11.5” OR A4</b>	1500
	<b>Internal Pages</b> (Total Pages =12-16) Paper Type = Matt Paper weight = 135 gram	
	<b>Color</b> = Four Color or as per Design finalized	
	<b>Binding Style</b> = Staple Binding	

**Terms & Conditions**

- **Designing Charges/price** (if any) should be mentioned separately
- **Price** must be inclusive of all taxes applicable by Govt. of Pakistan (Rate per page in addition to already specified page quantity may be mentioned on pro rata basis. If not specified same will be calculated and selected firm will have to deliver)
- **Delivery** time within 03 days after approval of proof reading of newsletter.
- **Quotation Validity** should be 150 Days from quoted date.
- **Bid Submission** Time within 05days after receiving this RFQ.
- **Bidders should provide following detail:**
  - Firm profile reflecting, yearly volume of business, clients, etc
  - Printing facilities (machinery) and technical expertise available
- **Quantity/Items/Designs** given/attached may increase/decrease or change.
- Commission may engage selected supplier/firm for printing of newsletter for next quarters.

**If you are interested, please submit sealed quotation for the above item to the undersigned address:**

**SECP, 63-NICL Building, Jinnah Avenue, Blue Area, and Islamabad  
within the specified period.**

In case of any query, you may also contact undersigned.

An early and quick response will be appreciated.

With best regards.

M. Ubaidullah Khalid  
AD (Admin)