



**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 Booklets**

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

S. No.	Specification	Qty.	Rate per unit (Including Taxes)	Total Amount (Including Taxes)
1	Booklet Size: 6” x 8” 4 colors printing Inner Pages: 16- 20; Matt paper 128 gm Title/Cover Page: 310 gram Art Card with mate lamination Designing of booklet by the vendor	Up to 1000		
		1,001 to 2000		
		2001 to 3000		
		3001 to 4000		
		4001- 6000		

**Terms & Conditions**

- **Quantity & Design** will be confirmed by SECP office.
- **Price** must be inclusive of all taxes applicable by government of Pakistan.
- **Delivery** time within 10 days after approval of proof reading and finalization of printing material.
- **Quotation Validity** should be 30 Days from quoted date.
- **Bid Submission** as per last date specified SECP Website.
- **Quantity/Item** given may increase/decrease or change.

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

**SECP, 63-NICL Building, Jinnah Avenue, Blue Area, Islamabad.**

With best regards.

M. Ubaidullah Khalid  
Assistant Director (Admin)