KHYBER PAKHTUNKHWA HUMAN CAPITAL INVESTMENT PROJECT
(KP – HCIP), HEALTH DEPARTMENT PESHAWAR
(All communications should be addressed to the Project Director and not to any official by name.)
Contact: 091-9211605 E-mail: kphciphealth163@gmail.com **Website:** https://hcip.healthkp.gov.pk/
Address. House # 240, Street # 13, Defence Colony, Shami Road Peshawar

RFQ Summary Sheet

Procurement of Photocopying and Scanning of Documents – KP-HCIP (Health Component)

Project: Khyber Pakhtunkhwa Human Capital Investment Project (Health Component)
Financing: World Bank
Implementing Agency: Project Management Unit (PMU), Health Department, Government of Khyber Pakhtunkhwa.

KEY INFORMATION

- **RFQ Reference No.:** PK-HPMU-582313-NC-RFQ.
- **Item Description: Procurement of Photocopying and Scanning of Documents**
- **Delivery Location:** KP-HCIP Office, Peshawar.
- **Delivery Period:** thirty (30) days from issuance of Purchase Order.
- **Submission Deadline:** Not later than November 24, 2026, 02:00 PM.
- **Submission Address:** Project Director, PMU – KP-HCIP, 240 Shami Road, Cantt, Peshawar.

Instructions (Summary)

- **Eligibility:** Firms registered with FBR (Income Tax/Sales Tax) and KPRA (Sales Tax on Services) with relevant past experience.
- **Quotation Currency:** PKR, per-unit rates inclusive of all taxes, paper, consumables, labour and delivery charges.
- **Validity:** Quotations must remain valid for 30 days.
- **Evaluation:** Lowest evaluated total price (unit rates × estimated quantities) meeting specifications, experience and delivery deadline will be awarded.
- **Payment:** Within fifteen (15) days, against actual quantities verified and accepted by PMU.
- **Quality Guarantee:** Rejected copies/scans must be redone at no cost to the Procuring Agency.
- **Confidentiality:** Confidentiality of records is mandatory. Non-Disclosure Agreement must be provided by the successful bidder before the issuance of Purchase Order.

Authorized Signature: 

Name & Title: Irfan Wahab, Procurement Management Specialist.

Date: 16 November 2026

KHYBER PAKHTUNKHWA HUMAN CAPITAL INVESTMENT PROJECT
(KP – HCIP), HEALTH DEPARTMENT PESHAWAR
(All communications should be addressed to the Project Director and not to any official by name.)
Contact: 091-9211605 E-mail: kphciphealth163@gmail.com **Website:** https://hcip.healthkp.gov.pk/
Address. House # 240, Street # 13, Defence Colony, Shami Road Peshawar

REQUEST FOR QUOTATIONS

Country:	Pakistan
Name of Project:	Khyber Pakhtunkhwa Human Capital Investment Project - Health
Contract title:	Procurement of Photocopying and Scanning of Documents
Date of issuance	16 November 2026

The Government of Khyber Pakhtunkhwa has received loan from International Development Association (IDA), World Bank towards the cost of **Khyber Pakhtunkhwa Human Capital Investment Project** (KP HCIP) and intends to apply part of the proceeds for the Procurement of Photocopying and Scanning of Documents (goods and related services).

The Project Management Unit (PMU) **Khyber Pakhtunkhwa Human Capital Investment Project**

(KHCIP) invites quotations from eligible and qualified suppliers'/service providers for the Procurement of Photocopying and Scanning of Documents under the World Bank-funded initiative. The bidding shall be conducted under RFQ procedure as per World Bank procurement regulations.

Following are the minimum requirements of the Goods/services:

Schedule of Requirements

Sr. No.	Item / Description	Unit	Est. Qty.*	Minimum Specifications / Requirements
A. PHOTOCOPYING (HARD COPIES) – GOODS & SERVICES				
1	**Photocopy, A4 size 210 × 297 mm (8.27 × 11.69 inches), black & white** **Letter size 8.5 × 11 inches (216 × 279 mm), black & white**	Per page (side)	100,000	• Paper: new, white, bright, minimum 70 gsm (80 gsm preferred) of a reputable brand; no recycled/shaded paper. • Single or double-sided as specified in the job order; each printed side counted as one page. • Output sharp and fully legible; no smudges, streaks, black borders, skew or cut text; signatures, stamps and handwriting clearly reproduced. • Page sequence of the original maintained; sets collated and stapled/clipped as per original.
2	**Photocopy, Legal/Officio size 8.5 × 14 inches (216 × 356 mm), black & white**	Per page (side)	100,000	• Paper: new, white, bright, minimum 70 gsm (80 gsm preferred) of a reputable brand; no recycled/shaded paper. • Single or double-sided as specified in the job order; each printed side counted as one page. • Output sharp and fully legible; no smudges, streaks, black borders, skew or cut text; signatures, stamps and handwriting clearly reproduced. • Page sequence of the original maintained; sets collated and stapled/clipped as per original.
4	**Photocopy, A3 size (297 × 420 mm), black & white**	Per page (side)	30,000	• Paper: new, white, bright, minimum 70 gsm (80 gsm preferred) of a reputable brand; no recycled/shaded paper. • Single or double-sided as specified in the job order; each printed side counted as one page. • Output sharp and fully legible; no smudges, streaks, black borders, skew or cut text; signatures, stamps and handwriting clearly reproduced. • Page sequence of the original maintained; sets collated and stapled/clipped as per original.

KHYBER PAKHTUNKHWA HUMAN CAPITAL INVESTMENT PROJECT
(KP – HCIP), HEALTH DEPARTMENT PESHAWAR
(All communications should be addressed to the Project Director and not to any official by name.)
Contact: 091-9211605 E-mail: kphciphealth163@gmail.com **Website:** https://hcip.healthkp.gov.pk/
Address. House # 240, Street # 13, Defence Colony, Shami Road Peshawar

Schedule of Requirements				
Sr. No.	**Item / Description**	**Unit**	**Est. Qty.***	**Minimum Specifications / Requirements**
5	**Colour photocopy, A4 / Letter / Legal size**	Per page (side)	4,000	• Paper: new, white, minimum 80 gsm. • True-Colour reproduction of logos, stamps, charts and photographs through a Colour laser copier/printer. • Output sharp and fully legible; no smudges, streaks, black borders, skew or cut text; signatures, stamps and handwriting clearly reproduced.
6	**Colour photocopy, Officio/Legal size**	Per page (side)	6,000	• Paper: new, white, minimum 80 gsm. • True-Colour reproduction of logos, stamps, charts and photographs through a Colour laser copier/printer. • Output sharp and fully legible; no smudges, streaks, black borders, skew or cut text; signatures, stamps and handwriting clearly reproduced.
7	**Colour photocopy, A3 size**	Per page (side)	10,000	• Paper: new, white, minimum 80 gsm. • True-Colour reproduction of logos, stamps, charts and photographs through a Colour laser copier/printer. • Output sharp and fully legible; no smudges, streaks, black borders, skew or cut text; signatures, stamps and handwriting clearly reproduced.
B. SCANNING / DIGITIZATION OF DOCUMENTS (SOFT COPIES) – SERVICES				
7	**Scanning of A4 / Letter / Legal documents, full Colour**	Per page (image)	220,000	• Minimum 300 dpi, 24-bit Colour, for documents with colored stamps, signatures, photographs or charts. • Output: searchable PDF (PDF/A preferred) with OCR; JPEG on request.
8	**Scanning of A3 size documents/maps/drawings Colour**	Per page (image)	30,000	• A3 flatbed or large-format scanner, minimum 300 dpi. • Output: PDF and/or JPEG as specified in the job order.
9	**Indexing, file naming and folder structuring of scanned records**	Per file	1,000	• One PDF per file/document, named as per PMU convention (e.g., File No/Subject/Date). • Folder structure as directed by PMU; bookmarks for major documents within a file where required. • Index register in MS Excel (file no., title, section, no. of pages, date range, file name/path).
C. ALLIED GOODS & SERVICES				
10	**Box Filing of copied sets**	Per set	300	• Appropriate box file with side cover card with File No/Subject/Name (A4/Legal). • Sets up to approx. 300 pages.
11	**External hard drive for handing over of soft copies**	Nos.	3	• Supply of new, unused, genuine external portable hard disk drive with minimum 2 TB storage capacity, USB 3.0 or higher interface, USB-powered operation, compatibility with Windows 10/11, plug-and-play functionality, and all necessary connecting cables. The device shall carry a minimum one-year manufacturer's warranty.

D. GENERAL REQUIREMENTS (APPLICABLE TO ALL ITEMS)

- **Place of work:** Work shall preferably be carried out at PMU premises (KP-HCIP Office, Peshawar) using the bidder's own photocopier(s), scanner(s), computer(s), consumables and trained operator(s). Off-site processing only with PMU's written approval, against a signed record handover/takeover register.
- **Equipment:** At least two (2) heavy-duty digital photocopiers (min. 35 ppm, duplex) and one (1) production document scanner (ADF, duplex, min. 40 ppm) plus one A3 flatbed scanner shall be deployed or any other equipment deemed necessary.
- **Consumables:** Paper, toner, staples, binding material, storage media, electricity backup and transport are included in the quoted unit rates.
- **Care of original records:** Originals shall not be damaged, marked, torn or lost; files shall be un-stapled/re-stapled carefully and returned complete and in the same order. Loss or damage shall be made good by the supplier.
- **Confidentiality & data security:** The supplier and its staff shall sign a Non-Disclosure Undertaking; no copy of any record shall be retained, shared or disclosed. All soft copies shall be permanently deleted from the supplier's devices after handover, with a written certificate of deletion.

Schedule of Requirements				
Sr. No.	**Item / Description**	**Unit**	**Est. Qty.***	**Minimum Specifications / Requirements**
• **Quality control:** PMU will verify page counts and check scans/copies on a sample basis; rejected work shall be redone within two (2) working days at no cost. • **Fixed rates:** Unit rates shall remain fixed for the entire contract period.				
* Quantities are estimated for evaluation purposes only and may increase or decrease as per actual requirement; payment shall be made on actual quantities executed and verified by PMU.				

Instructions to Suppliers

1. **Eligibility**
   - Suppliers must be legally registered and compliant with applicable tax laws.
   - The supplier must be Income Tax and Sales Tax registered and must be on the Active Taxpayer List (ATL) of FBR and registered with the Khyber Pakhtunkhwa Revenue Authority (KPRA) for Sales Tax on Services, prior to Request for Quotation (RFQ) submission.
   - Evidence of same nature supplies of goods/services (photocopying, scanning, document digitization or record management) in the past five (05) years is required.
   - Supplier should have a documented track record of completing at least two (2) similar assignments of comparable scale, preferably with Government/donor-funded organizations. Documentary proof (work orders/completion certificates) to be provided.
   - The supplier shall provide the list of equipment (make, model, speed) to be deployed, as per Section D of the Schedule of Requirements, along with proof of ownership or availability.
   - An affidavit on stamp paper that the firm is not blacklisted/debarred by any Government department, autonomous body or the World Bank.
2. **Quotations**
   - Unit rates shall be quoted in PKR for each item of the Schedule of Requirements, inclusive of all applicable taxes, duties, paper, consumables, labour, equipment and delivery charges.
   - Quotations must remain valid for at least 30 days from the submission deadline.
   - Bidders must quote for all items; quotations for partial items shall be treated as non-responsive. Applicable income tax and sales tax shall be withheld at source as per law.
3. **Handling, Safe Custody and Confidentiality of Records**
   - The supplier is solely responsible for the safe custody of original records from receipt until return, including any transportation (where off-site work is approved) against a signed handover/takeover register.
   - All records shall be treated as strictly confidential official documents; the supplier and its staff shall sign a Non-Disclosure Undertaking and shall not retain, copy, share or disclose any record.
   - Any loss, damage or breach of confidentiality may result in termination of the contract, recovery of losses and further action as per law, with no liability on the Procuring Agency.
4. **Contract Period and Turnaround Time**
   - The contract shall remain valid for One (1) month from the issuance of the Purchase Order or until the estimated quantities are consumed, whichever is earlier.
5. **Inspection and Acceptance**
   - Job order will be inspected by PMU for page count, legibility, scan resolution, OCR, file naming and completeness. Non-compliant or defective copies/scans must be redone within three (3) working days at no additional cost to the Procuring Agency.
6. **Quality Guarantee**
   - The supplier shall guarantee that all copies, scans and goods supplied (paper, binding, storage media) meet the specifications. Any defect identified after acceptance shall be rectified promptly at no cost.
7. **Payment**
   - Payment will be made in PKR against actual quantities executed, verified and accepted by PMU, upon submission of invoice supported by signed inspection report and Goods/Services Receipt Notes.
8. **Evaluation and Award**

- The contract will be awarded to the supplier offering the lowest evaluated total price, i.e. the sum of (unit rate × estimated quantity) for all items, that meets all eligibility, technical and turnaround requirements.
- The Procuring Agency reserves the right to reject any or all quotations without assigning reason.
- Quantities may be increased or decreased as per actual requirement; the unit rates shall remain unchanged.

9. **Format:** The quotation shall be on following format

- Name of Item
- Compliance vis-à-vis specifications of each item (Complied / Not Complied)
- Brand and GSM of paper to be used (for photocopying items)
- Make and model of photocopiers/scanners to be deployed
- Unit rate inclusive of all types of taxes & duties, and total price (unit rate × estimated quantity)

Interested eligible bidders may obtain further information from Project Management Unit Khyber Pakhtunkhwa Human Capital Investment Project, **Phone: 091-9211605**

Process will be conducted through Request for Quotations (RFQ) method as specified in World Bank's "Procurement Regulations for IPF Borrowers" Dated July 2016, revised November 2017, July 2018, November 2020, September 2023, February 2025 and September 2025 ("Procurement Regulations") applicable to IPF and is open to all eligible bidders as defined in the Procurement Regulations.

The last date of offer submission is **24th November 2026** till **02:00 M**. The bidders are requested to give their best and final prices including all applicable taxes as no negotiations will be allowed at a later stage. Incomplete and late bids will not be entertained. The Address (es) referred to above is:

Khyber Pakhtunkhwa Human Capital Investment Project (KP-HCIP), Health Department, House No 240 Defence Colony Shami Road Peshawar.

Project Director,
Project Management Unit (PMU)

Khyber Pakhtunkhwa Human Capital Investment Project (KP-HCIP).

ANNEX - A

SAMPLE PURCHASE ORDER

ANNEX - B

SAMPLE GOODS/SERVICES RECEIPT NOTE (GRN)

KHYBER PAKHTUNKHWA HUMAN CAPITAL INVESTMENT PROJECT
(KP – HCIP), HEALTH DEPARTMENT PESHAWAR
(All communications should be addressed to the Project Director and not to any official by name.)
Contact: 091-9211605 E-mail: kphciphealth163@gmail.com **Website:** https://hcip.healthkp.gov.pk/
Address. House # 240, Street # 13, Defence Colony, Shami Road Peshawar

Annex-A

S A M P L E

Purchase Order (PO)

KP-HCIP (Health Component)
World Bank–Financed Project

PO Details

- **PO Number:** [Insert Number]
- **Date of Issue:** [Insert Date]
- **Supplier Name & Address:** [Insert Supplier Details]
- **Project:** Khyber Pakhtunkhwa Human Capital Investment Project (Health Component)
- **Implementing Agency:** Project Management Unit (PMU), Health Department, Government of Khyber Pakhtunkhwa

Description of Goods and Services

Item No.	Description	Unit	ıantity	Unit Rate (PKR)	Total Price (PKR)
1	Photocopying (Items 1–6)	Lot			
2	Scanning & Indexing (Items 7–10)	Lot			
3	Binding & USB Drives (Items 11–12)	Lot			

Grand Total (PKR), inclusive of all taxes: _____

Terms & Conditions

1. **Place of Work / Delivery:** KP-HCIP – 240, New Defence Colony, Shami Road, Peshawar.
2. **Contract Period:** One (01) months from PO issuance.
3. **Custody & Confidentiality:** Supplier responsible for safe custody of original records and strict confidentiality; no copies retained; soft copies deleted after handover.
4. **Inspection & Acceptance:** Each job order will be inspected by PMU. Non-compliant copies/scans must be redone at supplier's cost.
5. **Payment Terms:** Monthly payment in PKR against actual quantities verified and accepted, from the Project's Designated Account.
6. **Quality Guarantee:** Supplier guarantees that all copies, scans and goods meet the specifications of the RFQ.
7. **Compliance:** Procurement conducted under World Bank Procurement Regulations (RFQ – Goods and Non-Consulting Services).

Signatures

For Procuring Agency (PMU – KP-HCIP):

Name: _____
Designation: _____
Signature: _____
Date: _____

For Supplier:
Name: _____
Designation: _____
Signature: _____
Date: _____

Attachment: Goods/Services Receipt Note (GRN)

KHYBER PAKHTUNKHWA HUMAN CAPITAL INVESTMENT PROJECT
(KP – HCIP), HEALTH DEPARTMENT PESHAWAR
(All communications should be addressed to the Project Director and not to any official by name.)
Contact: 091-9211605 E-mail: kphciphealth163@gmail.com **Website:** https://hcip.healthkp.gov.pk/
Address. House # 240, Street # 13, Defence Colony, Shami Road Peshawar

Annex-B

Goods/Services Receipt Note (GRN)

KP-HCIP (Health Component)
World Bank–Financed Project

GRN Details

- **GRN Number:** [Insert Number]
- **Date of Receipt/Completion:** [Insert Date]
- **Purchase Order (PO) Number:** [Insert PO Reference]
- **Supplier Name:** [Insert Supplier Details]
- **Delivery Location:** KP-HCIP Head Office, Peshawar

Item No.	Description	Unit	ıantity	Unit Rate (PKR)	Total Price (PKR)
1	Photocopying (Items 1–6)	Lot			
2	Scanning & Indexing (Items 7–10)	Lot			
3	Binding & USB Drives (Items 11–12)	Lot			

Inspection & Acceptance

- **Quality of Copies/Scans:** [Acceptable / Not Acceptable]
- **Original Records Returned Complete & Undamaged:** [Yes / No]
- **Page Count, Resolution & File Naming Verified:** [Yes / No]
- **Deviation/Defects Noted:** [Insert details if any]

Certification

We hereby certify that the goods/services listed above have been received, inspected, and accepted as noted.

Receiving Officer / Focal Person:

Name: _____
Designation: _____
Signature: _____
Date: _____

Inspection Committee (if applicable):

Name(s): _____
Designation(s): _____
Signature(s): _____
Date: _____