Dear Concerned,

The Common Unit to Manage the Global Fund (GFATM), Islamabad, under the Ministry of National Health Services, Regulations and Coordination, **intends to carry out the Procurement of Multifunction Photocopier** per the following details:

Sr. No	Item Description	QTY	Unit Pr
	Multi-Function Photocopier, Printer, Scanner - All in One **Key Specifications ;** **Print/Copy Speed: Up to 45 pages per minute (mono)** **Print Resolution: Up to 1,200 x 1,200 dpi (and 1,800 x 600 dpi equivalent)** **Scan Speed: Dual scanning up to 240 originals per minute (opm) in color and black-and-white** **Document Feeder: Standard high-capacity 300-sheet automatic document feeder** **Memory & Storage: Standard 4 GB of memory and a 250 GB Hard Disk Drive (HDD)** **Paper Capacity: Standard 1,150 sheets, expandable up to a maximum of 6,650 sheets** **Control Panel: Intelligent color multi-touch display** **Media Weight: Handles standard and thick media from 52 g/m² up to 300 g/m²**	1	

Terms of Business:

1. 1. Only Sealed quotations will be accepted by **PSM through R&I-CMU (OUT GATE SECURITY GUARD ROOM) to the undersigned after necessary assessment**
2. Please mention **Quotation for Procurement of Multifunction Photocopier** , on face of Envelops.
3. Relevant Firm should have Mechanical Engineer and firms must have min 05 years experiences.
4. Must be registered with Sales Tax and Income Tax and are on active taxpayer list (Please attach documented proof).
5. All rates must be exclusive of GST.
6. Offered prices should be valid for at least 90 days.
7. CMU reserve the right to reject any or all quotations, without assigning any reason.
8. Income Tax will be deducted at source on prescribed rates.
9. Please provide full cost quote. Information should include the Per Unit Price delivery time, freight and packing cost (if applicable).
10. Draft agreement/ Relevant brochures/ Printed material/ Sample(if required) to be attached with RFQ
11. Payment will be made within 30-days after receipt of invoice and final inspection.
12. This is a Request for Quotation (RFQ) and not an order.
13. RFQ received after due date will not be entertained.
14. Firm Seal & Vendor Sign on the Quotation is mandatory.
15. Quotations submitted otherwise, will not be accepted.
16. Non-Compliance of any term, Quotation will be considered Invalid.
17. The whistle blowing policy (Anti-fraud & Corruption policy) exists and applicable in CMU, if you identify any type of abnormalities mentioned in the policy, please notify it immediately to National Coordinator (NC-CMU) and Chief Audit Officer at given landline number/email

ilyas.qureshi@cmu.gov.pk (051-9255388,). The detailed policy is attached as **Annex-A** as an information which must be signed by the vendor.

18. **The due date of this quotation is on or by Oct 22 , 2026 (Close of Business i.e. 04:00pm)**.
19. **Please also provide the authorization certificate along with your quotation where necessary**.

Best Regards,

Khizer Khan | Procurement & Supply Chain Officer |Office of the Principal Recipient - The Global Fund Grant for AIDS, TB & Malaria| Common Management Unit - Pakistan Block, EPI Building ,NIH Chak Shahzad, Islamabad|Cell: +92 333 9278000 , Landline +92 51 8438084 I www.cmu.gov.pk| Ministry of National Health Services, Regulations and Coordination Islamabad.