

Letter of Award (LoA)

Annual Tender for Supply of Stationery/Miscellaneous Computer Stationery
and Toners Items, Etc For the year 2026-2027
(Goods)

National

Single Stage-One Envelope

October 07, 2026 11:31 AM

,Section Officer

4th Floor LG&RD Complex G-5/2

Phone: +92-333-555-2350, Email: so.gen@mocc.gov.pk

To:
ANS ENTERPRISES

Subject: LETTER OF AWARD (LOA) FOR "Annual Tender for Supply of Stationery/Miscellaneous Computer Stationery and Toners Items, Etc For the year 2026-2027 (P48167)" ATMinistry of Climate Change & Environment Control (Ministry of Climate Change and Environmental Coordination)

Kindly refer to your bid for the Annual Tender for Supply of Stationery/Miscellaneous Computer Stationery and Toners Items, Etc For the year 2026-2027 in Ministry of Climate Change & Environment Control (Ministry of Climate Change and Environmental Coordination). In this regard, it is to inform you that you have been declared as the most advantageous bidder for the following item(s):

Individual Item(s)

#	Item Name	Quantity	Unit Price (PKR)	Sub Total (PKR)
1	Staple Pin fine quality heavy duty <i>UNSPSC: Pins or tacks (Code: 44122106)</i>	500 Qty	145.00	72,500
	Grand Total			72,500

As per SCC Clause of the bidding documents, you are required to provide a Performance Guarantee in the form of **Pay Order** amounting **PKR 93,075 /-** i.e. **10.00%** of the total contract value in the name of **Ministry of Climate Change & Environment Coordination** by Monday, October 12, 2026 in the office of the undersigned, and formally sign the Contract containing detailed terms and conditions. You may also be required to pay stamp duty as per applicable rate.

Please note that this letter is not a contract but an expression of our intent to enter into a contract with you. In case of failure to comply with the instructions as detailed in the preceding paragraph, the procuring agency reserves the right to cancel this LoI, and proceed to issue offer to the next most advantageous bidder.

Ministry of Climate Change & Environment Control (Ministry of Climate Change and Environmental Coordination), Section Officer
4th Floor LG&RD Complex G-5/2
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Annual Tender for Supply of Stationery/Miscellaneous Computer Stationery
and Toners Items, Etc For the year 2026-2027
(Goods)

National

Single Stage-One Envelope

October 07, 2026 11:26 AM

,Section Officer

4th Floor LG&RD Complex G-5/2

Phone: +92-333-555-2350, Email: so.gen@mocc.gov.pk

To:
ANS ENTERPRISES

Subject: LETTER OF AWARD (LOA) FOR "Annual Tender for Supply of Stationery/Miscellaneous Computer Stationery and Toners Items, Etc For the year 2026-2027 (P48167)" ATMinistry of Climate Change & Environment Control (Ministry of Climate Change and Environmental Coordination)

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Individual Item(s)

#	Item Name	Quantity	Unit Price (PKR)	Sub Total (PKR)
1	Air Freshener, 400 ml (Aseel crown) <i>UNSPSC: Air freshener (Code: 47131812)</i>	100 Qty	230.00	23,000
2	Air Wick Freshmatic, Air freshener spray (Large) <i>UNSPSC: Air freshener (Code: 47131812)</i>	100 Qty	448.00	44,800
3	Draft pad 8-1/2 x 13-1/2 (100 Sheets) Spiral <i>UNSPSC: Drafting papers (Code: 44111804)</i>	300 Qty	145.00	43,500
4	Envelop SE -7 <i>UNSPSC: Standard envelopes (Code: 44121506)</i>	5000 Qty	2.00	10,000
5	Envelop SE -8 <i>UNSPSC: Standard envelopes (Code: 44121506)</i>	5000 Qty	3.00	15,000
6	Gum Stick Large UHU 40 grm <i>UNSPSC: Acid free glue sticks (Code: 60105704)</i>	500 Qty	130.00	65,000
7	Marker erasable <i>UNSPSC: Whiteboard eraser (Code: 44111912)</i>	50 Qty	50.00	2,500
8	Mortin Spray 400 ml <i>UNSPSC: Insecticides (Code: 10191509)</i>	50 Qty	380.00	19,000
9	Tissue Paper, luxury, 120x2 ply <i>UNSPSC: Acid free tissue papers (Code: 14121604)</i>	500 box	230.00	115,000
10	Toner Hp Color Laser Jet Pro CP1025 <i>UNSPSC: Printer or facsimile toner (Code: 44103103)</i>	30 Qty	3600.00	108,000

#	Item Name	Quantity	Unit Price (PKR)	Sub Total (PKR)
11	Toner Hp Laser Jet 1005 (35-A) <i>UNSPSC: Printer or facsimile toner (Code: 44103103)</i>	30 Qty	1290.00	38,700
12	Toner Hp Laser Jet 1020 (12-A) <i>UNSPSC: Printer or facsimile toner (Code: 44103103)</i>	30 Qty	1280.00	38,400
13	Toner Hp Laser Jet 36-A <i>UNSPSC: Printer or facsimile toner (Code: 44103103)</i>	10 Qty	1450.00	14,500
14	Toner Hp Laser Jet Pro P1102 (85-A) <i>UNSPSC: Printer or facsimile toner (Code: 44103103)</i>	10 Qty	1290.00	12,900
15	Toner Hp Laser Jet M-125 NW (83-A) <i>UNSPSC: Printer or facsimile toner (Code: 44103103)</i>	15 Qty	1290.00	19,350
16	Toner Hp Laser Pro M12a (79-A) <i>UNSPSC: Printer or facsimile toner (Code: 44103103)</i>	10 Qty	1290.00	12,900
17	Toner Hp Laser M130FW (19-A) <i>UNSPSC: Printer or facsimile toner (Code: 44103103)</i>	10 Qty	1450.00	14,500
18	Toner Hp LaserJet MFP135W (107-A) <i>UNSPSC: Printer or facsimile toner (Code: 44103103)</i>	50 Qty	1850.00	92,500
19	Toner Hp Laser MFP M 130a (17-A) <i>UNSPSC: Printer or facsimile toner (Code: 44103103)</i>	10 Qty	1450.00	14,500
20	Toner Photocopiers Machine, HP Color LaserJet Enterprise MFP M776 <i>UNSPSC: Printer or facsimile toner (Code: 44103103)</i>	2 Qty	54500.00	109,000
21	Scraper <i>UNSPSC: Cleaning scrapers (Code: 47121812)</i>	50 Qty	120.00	6,000
22	Wiper cleaner large size <i>UNSPSC: Automotive windshield wipers (Code: 25171502)</i>	10 Qty	220.00	2,200
23	Dry Mop <i>UNSPSC: Brooms (Code: 47131604)</i>	20 Qty	350.00	7,000

#	Item Name	Quantity	Unit Price (PKR)	Sub Total (PKR)
24	Bucket large size <i>UNSPSC: Cleaning pails or buckets (Code: 47121804)</i>	50 Qty	600.00	30,000
	Grand Total			858,250

As per SCC Clause of the bidding documents, you are required to provide a Performance Guarantee in the form of **Pay Order** amounting **PKR 85,825 /-** i.e. **10.00%** of the total contract value in the name of **Ministry of Climate Change & Environment Coordination** by Thursday, October 1, 2026 in the office of the undersigned, and formally sign the Contract containing detailed terms and conditions. You may also be required to pay stamp duty as per applicable rate.

Please note that this letter is not a contract but an expression of our intent to enter into a contract with you. In case of failure to comply with the instructions as detailed in the preceding paragraph, the procuring agency reserves the right to cancel this LoI, and proceed to issue offer to the next most advantageous bidder.

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