

## 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 11:30 AM*

*,Section Officer*

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

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

**To:**  
**WS Traders**

**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<br><i>UNSPSC: Pins or tacks (Code: 44122106)</i> | 500 Qty  | 80.00            | 40,000          |
|   | <b>Grand Total</b>                                                                  |          |                  | <b>40,000</b>   |

As per SCC Clause of the bidding documents, you are required to provide a Performance Guarantee in the form of **Pay Order** amounting **PKR 4,000 /-** 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.

Ministry of Climate Change & Environment Control (Ministry of Climate Change and Environmental Coordination), Section Officer  
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