



National Disaster Risk Management Fund
A company set up under section 42 of the Companies Act, 2017
Making Pakistan Resilient

REQUEST FOR QUOTATION NOTICE

National Disaster Risk Management Fund (hereinafter shall be termed as “Fund” & “Client”) is a not-for-profit company incorporated with the Securities and Exchange Commission of Pakistan, under Section 42 of the Companies Act 2017. It is a government-owned non-banking financial intermediary with a corporate structure.

2. Fund invites sealed Quotations from the bidders registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for providing following mentioned items to NDRMF as per terms & conditions mentioned in the Request For Quotation (RFQ) Documents:

- **Item No. 01:** Cargo Trolley (**Quantity : 01**)
- **Item No.02:** Electric Water Boiler (**Quantity : 01**)

3. RFQ document containing detailed terms & conditions for the aforesaid activity can also be downloaded from Fund’s website i.e. www.ndrmf.pk (free of cost). Further, details can be obtained from the office of Assistant Manager Procurement, EOBI Building, 5th Floor, G-10/4, Islamabad.

4. The sealed Quotations for aforementioned items prepared in accordance with the instructions in the RFQ documents, must reach at the address below on or before 17th November, 2022 at 1100 hours. Quotations will be opened the same day at 1130 hours in the presence of the applicants/participating companies/ their authorized representatives, who may choose to be present.

5. The bidders may submit quotations for one or both the items; However, bidders are required to bid for entire (100%) quantity mentioned against each item, for which they shall bid.

Assistant Manager (Procurement)
National Disaster Risk Management Fund
EOBI Building, 5th Floor, G-10/4,
Islamabad.
Telephone No. 92(51) 9108300 (Ext 418)



National Disaster Risk Management Fund

A company set up under section 42 of the Companies Act, 2017

F. No. 001/01/A&S

Islamabad, the 02nd November, 2022

Subject: **Request for Quotations – Purchase of Cargo Trolley & Electric Water Boiler**

The National Disaster Risk Management Fund (hereinafter shall be termed as “Fund” and/or “Purchaser”) is a not-for-profit company incorporated with the Securities and Exchange Commission of Pakistan, under Section 42 of the Companies Act 2017. It is a non-banking financial intermediary with a corporate structure.

2. Fund intends to procure “Cargo Trolley & Electric Water Boiler”. Fund hereby invites sealed quotations including the documentary evidence as per Para 3(a)(b)(c) & Price quotations on “**Delivered Duty Paid (DDP)**” Basis, including applicable indirect taxes, transportation, insurance & other costs incidental to the delivery of following item as per specification mentioned against the item, to the Fund Office located at 5th Floor, EOBI House, Mauve area, Sector G-10/4, Islamabad

S #	Item Description	Technical Specifications	Unit	Quantity
1	Cargo Trolley (For Shifting/transporting supplies, plants & equipment)	Best Quality – Metal Body, Heavy duty wheels, Fordable Handle & Loading capacity 600 kg	Piece	01
2	Electric Water Boiler (For Kitchen to serve Tea & Coffee)	Best Quality – Stainless Steel Body, Capacity 16-20 Ltrs	Piece	01

3. The Bidder should have a proper business address and office/shop besides complying with the following eligibility requirements through documentary evidence, to be submitted along with their Quotation:

- Registration with Income Tax Department.
- Registration with Sales Tax Department.
- Proof of Active Tax Payer of Income & Sales Taxes.

4. A bidder shall be selected on basis as per the Most advantageous & lowest evaluated responsive quotation(s) provided such bidder meets the qualification/eligibility requirements, referred to above.

5. Only one rate should be quoted for aforementioned items and a bidder must avoid giving any alternate quote.

6. Quotation must be typed or written in indelible ink and should be signed by an authorized representative. Without a signature on Form of Quotation, the quotation shall not be considered further. All pages of the submitted quotation(s) where entries or amendments have been made, should be signed or initialed by the person signing the quotation.

7. The prices should be quoted in PKR (Pak Rupees) on “Delivered Duty Paid (DDP)” basis i.e. inclusive of all applicable taxes such as sales tax, for supply and delivery to **Islamabad** as per the address given at Para 8. If there is no mention of inclusion of charges on account of taxes of the quoted prices, the same shall be considered as inclusive of all charges.

8. A bidder shall submit Price Quotation, on their letterhead, duly signed, stamped and sealed in an envelope. The quotation should be addressed and delivered to the following official named official at the address mentioned underneath:

Deputy Manager Procurement,

Purchaser's Address : National Disaster Risk Management Fund (NDRMF),
5th Floor, EOBI House, Mauve area, Sector G-10/4,
Islamabad

Telephone : 051-9108300 Ext 415/417
Email : asma.iftikhar@ndrmf.pk

9. The quotation (s) should reach to authorize official, at the address indicated hereinabove, by or before **1100 hours, 17th day of November 2022.**

10. Quotations determined to be responsive to the technical specifications, shall be evaluated by comparison of their offered/quoted (DDP) prices. It is requested to give your best & final prices as negotiations are not allowed. The same should also remain valid for a period of *[thirty (30)]* days from the date of submission of quotation. Each bidder shall satisfy himself before submitting their quotations as to the correctness and sufficiency of this RFQ.

11. Any bidder, if found engaged in corrupt or fraudulent practices (including collusion/polling) will be declared ineligible either indefinitely or for a stated period of time.

12. NDRMF reserves the right to reject any or all Quotations without assigning any reason. However, NDRMF shall upon request communicate, to any supplier or contractor who submits a Quotation, the grounds for rejection of their respective Quotation but is not required to justify those grounds.

13. NDRMF also reserves the right to increase, decrease, delete or modify quantity to be delivered before the issuance of "Supply Order" to the "Most Advantageous Bidder".

14. Hundred (100) percent payment against the supplies delivered, received and accepted, shall be made within thirty (30) days of submission of claim supported by a copy of the General Sales Tax ('GST') invoice showing the amount of sales tax have been submitted, along with the invoice. In case GST is not applicable on the Goods to be procured, the Supplier shall provide the documentary evidence to the said effect.

15. The Cargo Trolley & Electric Water Boiler are required to be delivered within 07 days after the issuance of the supply order, at the Fund's office located at 5th Floor, EOBI House, Mauve area, Sector G-10/4, Islamabad.

Sincerely,
(Sidra Hummayun)
Assistant Manager Procurement