**REQUEST FOR QUOTATIONS**

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| **Date:** | **4th February 2019** |
| **Loan No & Title:**  | **3474-PAK(SF) – National Disaster Risk Management Fund** |
| **Package No & Title:** | **NDMF/G-1-2: Equipment, Goods and Works for Office** |
| **Deadline for submission of Quotations:** | **Photocopier****12th February 2019** | **Generator Sets****15th February 2019** |

The National Disaster Risk Management Fund is a not-for-profit company incorporated with the Securities and Exchange Commission of Pakistan, under Section 42 of the Companies Ordinance 1984 (now Companies Act 2017). It is a government-owned non-banking financial intermediary with a corporate structure.

2. The Company has received a loan from the Asian Development Bank under the Loan Agreement No. 3474-PAK(SF) and intends to apply the part of proceeds of the Loan for eligible payments under the Contract Agreement resulting from this RFQ for procurement and installation of Goods listed under following Lots/Packages:

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| **Lot #** | **Lots/Packages** |
| 1. | Heavy Duty Photocopying Machines [Colour = 01 and B&W = 03] |
| 2. | Generator Sets [ 100 KVA = 01 & 30 KVA = 01] |

3. Procurement process will be conducted in accordance with ADB’s Procurement Guidelines following “Shopping” method and is open to all eligible bidders. The bidders may obtain **Request for Quotation (RFQ) Document**, containing specifications of items and detailed terms & conditions, from the office of Manager Procurement, Room No. 122, National Disaster Risk Management Fund (NDRMF), ERRA Headquarter, Main Murree Road, (Opposite Margalla Town), Islamabad Ph: 051-9030811, on submission of written application on company/firm's letterhead, duly supported by copy of NTN & GST certificates.

4. Sealed Quotations must be delivered to the above office on or before **1100** hours on **the due dates for submission of quotations,** mentioned hereinabove which shall be opened in the presence of bidders or their authorized representatives who choose to attend at **1130** hours on **due dates for receipt of quotations for respective Lot,** in the office of National Disaster Risk Management Fund.

5. The bidders are requested to give their best and final prices as no negotiations are allowed. Conditional or incomplete bid will be rejected or declared non responsive.

**M**anager **P**rocurement

National Disaster Risk Management Fund

**Ph: (051)9030811**