



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

F. No. 001/17/A&S

Islamabad, the 29th September, 2022

Subject: Request for Quotations – Purchase of Blackout Roller Blinds for Windows

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 “Blackout Roller Blinds for Windows”. 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	Blackout Roller Blinds for Windows	289.68 Ft ₂	No.	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:

- a) Registration with Income Tax Department.
- b) Registration with Sales Tax Department.
- c) 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 item 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:

Purchaser's Address : **Deputy Manager Procurement,**
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 October 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 Blackout Blinds 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