



National Disaster Risk Management Fund
(A Company set up under Section 42 of Companies Act, 2017)
Making Pakistan Resilient

“INVITATION NOTICE”
REQUEST FOR QUOTATIONS
MICROSOFT OFFICE 365 BASIC PLAN

National Disaster Risk Management Fund (NDRMF), is a not for profit Company, established under Section 42 of Companies Act, 2017. It is a government-owned non-banking financial intermediary with a corporate structure.

2. NDRMF intends to procure the following software from the eligible companies, having established office(s) at Islamabad, duly registered with relevant tax authorities:

Sr. #	Description	Requirement
1	Microsoft office 365 Basic Plan	Email Migration from Comsats to Microsoft office 365

4. NDRMF hereby invites **sealed Quotations** from eligible Companies, having all the relevant Technical and Financial details therein the quotations, in one envelope. Companies may obtain Request for Quotations (RFQ) Document, containing terms & conditions of the Selection Process, from the office of Assistant Manager Procurement, 5th Floor, EOBI Building, Mauve Area, G-10/4, Islamabad, Ph: 051-9108300 Ext 417/418.

5. Sealed Quotations must be delivered to the above office on or before **1100 hours, 20th June, 2022** which shall be opened on the same day at **1130 hours**, in the presence of the representatives of the companies who shall choose attend.

Assistant Manager Procurement
National Disaster Risk Management Fund
Ph: 051-9108300 Ext 417/418.