



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 13th September, 2022

Subject: **Request for Quotations – Purchase of Staff Uniform**

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. You (hereinafter shall be termed as “Bidder”), on your request, are being issued this Request for Quotation (herein after shall be termed as ‘RFQ’) to submit “**Price Quotation**” as bidder on “**Delivered Duty Paid (DDP)**” basis, including applicable indirect taxes, transportation, insurance and other costs incidental to the delivery of following supplies/goods, as per the specifications provided against each, to the Fund’s Office located at Islamabad:

S #	Item Description	Technical Specifications	Unit	Quantity
1	Dark Gray Dress Pent	Different Sizes (S/M/L)	Piece	20
2	Light Gray Dress Shirt	Different Sizes (S/M/L)	Piece	20
3	Black Dress Pent	Different Sizes (S/M/L)	Piece	2
4	White Dress Shirt	Different Sizes (S/M/L)	Piece	2
5	Dark Gray Zein Safari Suit	Different Sizes (S/M/L)	Piece	4
6	Chef Dress Zein Safari Suit	Different Sizes (S/M/L)	Piece	2
7	Dark Gray Zein Shalwar Kameez & Stole	Different Sizes (S/M/L)	Piece	2
8	White Washing wear Shalwar Kameez White	Different Sizes (S/M/L)	Piece	11
9	Waist Coat, Black	Different Sizes (S/M/L)	Piece	12
10	Sweater	Different Sizes (S/M/L)	Piece	15
11	Shoes	Different Sizes (S/M/L)	Pair	15
12	Socks	Cotton, Good Quality	Pair	30

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. Bidders are required to bid for entire Package. A bidder shall be selected on complete package basis as per the lowest evaluated responsive quotation(s) provided such bidder meets the qualification/eligibility requirements, referred to above.

5. Only one rate should be quoted for each 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, 28th day of September 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 "Lowest Evaluated 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 Uniforms are required to be delivered within 30 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