



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

IFB# 002/01/Media

**INVITATION TO BIDS**  
**“HIRING SERVICES OF A FIRM FOR PRODUCTION OF NDRMF**  
**PODCAST SERIES AND WEBINAR SERIES”**

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, invites sealed Bids from the eligible services provider/firm for production of **NDRMF Podcast series and webinar series** as per Concept Note provided in the Bidding Document. The services providers/firms must have established office(s), duly registered with relevant tax authorities, and fulfil the eligibility & qualification requirements mentioned in the bidding document under Public Procurement Rules, 2004- **Single Stage Two Envelop Procedure**.

2. Bidding document containing detailed terms & conditions for the aforesaid activity may be downloaded from Webistes of PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)) and NDRMF i.e. [www.ndrmf.pk](http://www.ndrmf.pk) (free of cost). Further, details can be obtained from the office of Manager Procurement, EOBI Building, 5<sup>th</sup> Floor, G-10/4, Islamabad.

3. The sealed Bids, prepared in accordance with the instructions in the Bidding document, must reach at the address below on or before **12<sup>th</sup> December ,2023 at 1100 hours**. At first stage, Technical Bids will be publically opened on the same day at **1130 hours** in the presence of the participating bidders/ their authorized representatives, who may choose to be present. This notice is also available on Fund’s Website i.e. [www.ndrmf.pk](http://www.ndrmf.pk) and PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

  
**Manager (Procurement)**

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