



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

**004/25/IT**

**INVITATION TO BIDS**

**PROCUREMENT OF SOFTWARE LICENSES  
(MICROSOFT OFFICE 365, PROJECT & VISIO)**

National Disaster Risk Management Fund (hereinafter shall be termed as “NDRMF” & “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 Bidders registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue and fulfil the eligibility & qualification requirements for providing of “**Software Licenses (Microsoft Office 365, Project & Visio)**” to NDRMF as per terms & conditions mentioned in the Bidding Documents. Procurement Method will be “National Competitive Bidding” – Single Stage - One Envelope as per Public Procurement Rules, 2004.

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

3. Bidders are requested to get registered on Public Procurement Regulatory Authority (PPRA) EPAD System ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)) to participate in the aforesaid bidding process. Bidders are required to submit their scanned Bids through PPRA EPAD System ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)) while the same in original (for record only) to below footer stated address as per following schedule:-

<b>Bids Submission Date &amp; Time</b>	03 <sup>rd</sup> June, 2024 at 1100 hours
<b>Bids Opening Date &amp; Time</b>	03 <sup>rd</sup> June, 2024 at 1130 hours

4. Substance of the Bid will be considered which are submitted via EPAD System ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)). In case Government announces any public holiday Bids through EPAD system will be publicly opened/decrypted on next working day on same time in the presence of the participating companies/ 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)**  
National Disaster Risk Management Fund (NDRMF)  
EOBI Building, 5<sup>th</sup> Floor, G-10/4, Islamabad  
Telephone No. 92(51) 9108300- 415  
[Muhammad.asif@ndrmf.pk](mailto:Muhammad.asif@ndrmf.pk)