



REQUEST FOR QUOTATION (RFQ)

1. Invitation to Bidders

- 1.1. NDRMF - National Disaster Risk Management Fund, is a government-owned non-banking financial intermediary with a corporate structure incorporated with SECP u/s 42 of the Companies Act 2017.
- 1.2. NDRMF, hereinafter shall be termed as “Fund” and/or “Purchaser”, requests for quotations from interested and eligible bidders, through PPRA EPAD System (www.eprocure.gov.pk) against the stipulated requirements Annexure - A, on Delivery Duty Paid (DPP) basis.

2. Eligibility

- 2.1 Interested Bidder should have a proper business address and setup besides complying with the following eligibility/qualification requirements: -
 - a) *Registration with Income & Sale Tax Department and must be active Tax Payer of Income & Sales Taxes.*

3. Instructions to Bidders

- 3.1. A bidder shall be selected on basis of being a most advantageous & lowest evaluated responsive quotation provided such bidder meets the qualification/eligibility requirements as referred above.
- 3.2. Bidders are requested to get registered on Public Procurement Regulatory Authority - **PPRA EPAD System** (www.eprocure.gov.pk) to participate in the aforesaid bidding process.
- 3.3. The Bidder is required to offer a competitive price in Pak Rupees. All prices must include all the taxes and duties, where applicable. If there is no mention of taxes, the offered/ quoted price shall be considered as inclusive of all prevailing taxes/ duties. The bidder shall be responsible for all new taxes, if any, levied by the Government until completion of the deliverables. While making a price quote, trend/ inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained. Bids shall remain **valid for 30 days**.
- 3.4. **Prices offered can be for single Lot or both Lots** on Delivery Duty Paid Basis against stipulated requirements, partial quantity offers of **respective Lots** shall straightaway be rejected. Conditional offer shall also be considered as non-responsive Bid. Only one rate should be quoted for each item and a bidder must avoid giving any alternate quote.
- 3.5. The Bidder is expected to examine all instructions, terms, and specifications in the RFQ Documents and as indicated PPRA EPAD System (www.eprocure.gov.pk). Failure to furnish all information required or to submit a bid not substantially responsive to the RFQ Documents in every respect shall be at the Bidder’s risk and may result in the rejection of its bid.
- 3.6. Indulgence in corrupt and fraudulent practices is liable to result in rejection of bids, cancellation of contracts, debarring and blacklisting of the bidder, for a stated or indefinite period of time.
- 3.7. NDRMF reserves the right to accept or reject any Quotation, cancel process and reject all Quotations. NDRMF shall neither be liable for any such actions nor be under any obligation to inform the Bidders of grounds for rejection, however, may be briefed if solicited.
- 3.8. 100% payment against the supplies delivered, received and accepted through Delivery Challan as endorsed by NDRMF designated official, 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, along with the invoice. In case any tax exemption, the Supplier shall provide the documentary evidence to the said effect.

4. Quotation Submission

- 4.1. Quotation should be submitted through PPRA EPAD System (www.eprocure.gov.pk), **by or before 1000 hours, 27th May 2024.**

5. Delivery Location and Timeline

- 5.1. All deliverables shall be made to AM (Admin) at below stated address within ten (10) days following acceptance of Purchase Order.

Manager (Procurement)
NDRMF Office, 5th Floor, EOBI House, G-10/4, Mauve Area, Islamabad
Tel: 051-9108300, 9108377

STATEMENT OF REQUIREMENTS

ANNEXURE - A

Item No	Items Descriptions	Unit	Quantity	Unit Rate (PKR)	Applicable GST (if any) PKR	Total Amount (PKR) DDP Inclusive all Taxes
LOT NO. 1 – Housekeeping Items						
1	Duster Phylane , Yellow, Good quality	Each	24			
2	Soap Bar, Lux, 98 gram	Each	24			
3	Toilet Roll, Rose Petal	Pieces	250			
4	Hygiene Tissues (Rose Petal),	Pieces	250			
5	Plastic Plain Garbage black Bags, Small Size	Roll	24			
6	Plastic Plain Garbage black Bags, Jumbo Size	Roll	24			
LOT NO. 2 – Crockery Items						
1	Water Glass (Cafeteria) 6/ box, Good quality	Box	8			
2	Quarter Plates , White (Good quality)	Each	24			
3	Dinner Plates, White (Good quality)	Each	24			
4	Dinner Plates (Dongi), White (Good quality)	Each	24			
5	Electric Kettle (small), Good quality make	Each	1			
6	Knife Small , Good quality make	Each	2			
7	Tong Small, Steel (Good Quality)	Each	6			
8	Sauce Pan Small, Good Quality make	Each	1			
9	Tea Mug Small, White (Good quality)	Each	36			
10	Soup Bowl Small Size, White (Good quality)	Each	24			
11	Tea Spoon Small, Should be good quality	Each	24			
12	Curry Bowl (Glass), Glass (Good Quality make)	Each	6			
13	Dessert Spoons, Good quality Steel	Each	24			
14	Bread Basket, Good Quality make	Each	12			
15	Tea Stainer, Good Quality make	Each	3			
16	Stainer, Large - Good Quality make	Each	2			
17	Toaster, Good quality make	Each	2			
18	Serving Trays, Good quality, 2 Large & 1 small	Each	3			
19	Tea Sets, Good quality make - 1 dozen saucer & cups	Dozen	1			
20	Butter Pot, Good Quality make	Each	2			
21	Water Glass for Board room, Good Quality	Each	24			
22	Glass Jars for biscuits, Good Quality make	Each	4			
23	Serving Rice dishes, Good Quality make	Each	6			
24	Silver Pot for cooking 5 kg, Good Quality make	Each	1			

Other Terms & Conditions:

1. Bidder can quote for either or both Lots. Quality not found as per requirements will be rejected straight away at no cost to be borne by NDRMF. Quoted prices shall be in PKR, inclusive of all taxes and delivery duty paid (DDP) to 5th Floor, EOBI House, Mauva Area G-10/4, Islamabad
2. Completion period: 10 days following acceptance of Purchase Order.