



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

IFB# 003/01/HR

INVITATION TO PROPOSALS
“HIRING OF HEAD HUNTING FIRM FOR RECRUITMENT IN NDRMF”

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 **Head Hunting Firms for recruitment in NDRMF** having established office(s), duly registered with relevant tax authorities, and fulfil all eligibility & qualification requirements mentioned in the bidding document under Public Procurement Rules,2004- **Single Stage One Envelop Procedure**.

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

3. Bidders are required to submit their Proposals/bids through PPRA EPAD System (www.eprocure.gov.pk) as per following schedule:-

Proposals Submission Date & Time	16 th August, 2024 at 1100 hours
Proposals Opening Date & Time	16 th August, 2024 at 1130 hours

4. Bidders are requested to get registered on Public Procurement Regulatory Authority (PPRA) **EPAD System** to participate in the aforesaid bidding process. In case Government announces any public holiday, Proposals/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 and PPRA website at www.ppra.org.pk.

Manager (Procurement)
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