



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

IFB NO. 002/27/Proc-2/Lot#2

REQUEST FOR QUOTATIONS - RFQ

Annual SLA for Repair & Maintenance of Photocopier, Printers, and a Fax Machine in G-10/4 Islamabad

National Disaster Risk Management Fund (hereinafter shall be termed as "FUND" & "PURCHASER") 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 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 hiring of service provider for subject "**Annual Maintenance Services**" to NDRMF as per terms & conditions mentioned in the RFQ Documents.

2. RFQ document containing detailed terms & conditions for the aforesaid activity may be downloaded (free of cost) from 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 requested to get registered on Public Procurement Regulatory Authority (PPRA) **EPAD System** to participate in the aforesaid quotation process.

4. Bidders are required to submit their quotation through PPRA EPAD System (www.eprocure.gov.pk) as per following schedule:-

Quotation Submission Date & Time	16 th September , 2024 at 1100 hours
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5. Bidder complying with the following eligibility requirements through documentary evidence, to be submitted along with their Quotation: -

- Registration with Income Tax Department and Sales Tax Department.
- Proof of Active Tax Payer of Income & Sales Taxes.
- Proper Business Location & Landline Number.
- At least 3 years of experience in similar nature of services delivery. The bidder(s) must provide copies of service orders/contract/SLAs to establish the required experience.

Manager (Procurement)
National Disaster Risk Management Fund EOBI
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