



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.vendors.epads.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 Taxpayer of Income & Sales Taxes.*
 - b) *Bidder(s) shall have completed at least three(03) similar nature of supply contracts (Required PO/Completion document to be attached).*
 - c) *Bidder(s) shall have business Centre in Rawalpindi/ Islamabad (Required credentials and undertaking to be submitted)*

3. Instructions to Bidders

- 3.1. A bidder shall be selected on basis of being the most advantageous & lowest evaluated responsive quotation provided such bidder meets the qualification/eligibility requirements as referred above.
- 3.2. 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**.
- 3.3. Prices offered should be for the entire quantity on Delivery Duty Paid Basis against stipulated requirements, partial quantity offers 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.
- 3.4. The Bidder is expected to examine all instructions, terms, and specifications in the RFQ Documents and as indicated PPRA EPADS. 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.
- 3.5. 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.
- 3.6. 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.
- 3.7. 100% payment against the supplies/services delivered/rendered, 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 service provider shall provide documentary evidence to the said effect.

4. Quotation Submission

- 4.1. Quotation should be submitted through PPRA EPAD System against **Procurement Case EPADS No. P174900**, by or before **0800 hours, 02-Nov- 2026**.

5. Delivery Location and Timeline

- 5.1. All deliverables shall be made to AM(Admin) at below stated address within ten (10) calendar 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

Below stated Supply and Services shall be rendered at 5th Floor EOBI House, G-10/4, Islamabad: -

S #	Item Description with Detailed Specifications	Unit	Quantity	Unit Price (PKR)	Applicable Sale/Service Tax (ICT) PKR	Total Price (PKR) Inclusive of taxes & DDP
1	Air-Freshener, Sultan (300ml)	Each	30			
2	Tissue Paper, (Luxury-Ultra soft)-Rose Petal (200 Sheets))	Each	300			
3	Toilet Roll, Rose Petal	Each	700			
4	Duster Phylane , Yellow, Good quality	Each	40			
5	Car Polish, Cosmic	Each	6			
6	Soap Bar, Protex or equivalent brand, 95 gm	Each	40			
7	Toilet Cleaner, Sweep 600ml	Each	35			
8	Vim Liquid , Lemon Max Large (275 MLs)	Each	40			
9	Scotch Brite, Scrub Sponges	Each	30			
10	Surf, Excel/Arial (95grms)	Each	20			
11	Insect Killer , Aerosol, 600ml, Mortein, Kobra, Kingtox or comparable	Each	15			
12	Revive all Luster, Revive all	Each	40			
13	Kitchen Towel Roll	Each	150			
14	Harpic Toilet Cleaner, Pack Size: 500 ML	Bottle	20			
15	Dettol Complete Clean Floor Cleaner (Aqua & Floral), 1500ml	Bottle	25			
16	7CF Furniture Polish	Bottle	12			
17	Hygiene Tissues (Rose Petal), Rose Petal	Packet	800			
18	Plastic Plain Garbage black Bags, Small Size	KG	10			
19	Plastic Plain Garbage black Bags, Jumbo Size	KG	10			
20	Liquid Soap, 4.75 Ltr	Gallon	2			
21	Puchara, Mop Roll - long threads	Each	6			
22	Dustbin for office, Metallic frame with mesh (black Color)	Each	10			
23	Electric Extension board, Length of Wire: 10 meter of 2.5mm and five sockets	Each	8			
24	Elfi glue (Large size), Good Quality	Each	5			
Total Price (PKR) Inclusive of taxes & DDP						

Other Terms & Conditions:

1. A bidder shall be selected on basis of being the most advantageous & lowest evaluated responsive quotation provided such bidder meets the qualification/eligibility and Samples Acceptance requirements as referred above.
2. 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.
3. Completion period: Ten (10) Calendar days following acceptance of Purchase Order.