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 eligibile 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 be an OEM/an authorized Partner/ Reseller of the Lenovo Brand in Pakistan. (Certificate/ required credential to be submitted)*
c) *The Spare Parts offered shall be Original, Brand new, Unused, and Not End-of-Life (EOL). (This Undertaking/declaration to be provided on bidder's letterhead).*
d) *Bidder shall have Support Service 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. P168024**, by or before **1100 hours, 23-Oct- 2026.**

5. Delivery Location and Timeline

5.1. All deliverables shall be made to DM(IT) 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

ANNEXURE - A

STATEMENT OF REQUIREMENTS

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

Table No.1					
S #	**Item Description – (Detailed Specifications in table No.2 below)**	**Unit**	**Quantity**	**Unit Price (PKR) Inclusive of taxes & DDP**	**Total Price (PKR) Inclusive of taxes & DDP**
1	Supply and Installation/Replacement of Original Lenovo Laptop Keyboards	No.	3		
2	Supply and Installation/Replacement of Original Lenovo Laptop TouchPad	No.	1		
				Total Price (PKR) Inclusive of taxes & DDP	

Other Terms & Conditions:

1. 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. Faulty Parts shall be returned to NDRMF.
3. Completion period: 10 Calendar days following acceptance of Purchase Order.

Table No.2		
S.No	**Parts Name**	**Parts Description**
1	Lenovo Laptop Keyboard	PF479YRQ C-Cover with keyboard, US English Euro, Black, Backlight, Fingerprint, US Part No.5M11C43818 CommodityC-cover with keyboard
2	Lenovo Laptop Keyboard	PF48CECB C-Cover with keyboard, US English Euro, Black, Backlight, Fingerprint, US Part No5M11C43818 CommodityC-cover with keyboard
3	Lenovo Laptop Keyboard	PF485LZ1 C-Cover with keyboard, US English Euro, Black, Backlight, Fingerprint, US Part No5M11C43818 CommodityC-cover with keyboard
4	Lenovo Laptop TouchPad	PF485GF5 TouchPad, CS20 2bcp,Mylar,GS1,CHY Part No5M11B95864 CommodityCARDS MISC INTERNAL