



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 recording &/or IT supply contracts (Required PO/Completion document to be attached).*
 - c) *The offered All Accessories shall be brand-new, unused and genuine. (This Undertaking/declaration to be provided on bidder's letterhead).*
 - d) *Bidder 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. P179070**, by or before **1215 hours, 02-Nov- 2026**.

5. Delivery Location and Timeline

- 5.1. All deliverables shall be made to DM(Media) at below stated address within three (3) working 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 Supplies shall be rendered at 5th Floor EOBI House, G-10/4, Islamabad: -

S #		Item Description & Specification	Unit	Quantity	Unit Price (PKR) Inclusive of taxes & DDP	Total Price (PKR) Inclusive of taxes & DDP
1	HDMI Video Capture Device	<ul style="list-style-type: none"> • Must be Equivalent to Elgato HD60 X or Higher Professional-grade external HDMI video capture device for live streaming and video recording. • HDMI input for professional DSLR/mirrorless cameras, camcorders and other HDMI video sources. • Minimum support for 4K UHD input and 1080p at 60 fps capture. • Support USB 3.0 or higher high-speed computer interface with USB Type-A/Type-C compatibility. • Low-latency video capture suitable for professional live streaming, online meetings and event coverage. • Compatible with OBS Studio, StreamLabs, YouTube Live, Facebook Live and other commonly used streaming/recording software. • Support for clean HDMI output from compatible professional cameras. • Plug-and-play operation with Windows-based laptops/computers. • Must support continuous operation for extended live-streaming sessions. • Compact and portable design suitable for field operations and international travel. 	No.	1		
2	Wireless Mics 4 persons	<ul style="list-style-type: none"> • Must be equivalent to DJI MIC 3, Hollyland LARK MAX 2 Combo 4-Person or higher. • Professional digital wireless microphone system designed for videography, documentary production, interviews, media coverage, conferences, live streaming, and broadcast applications. • Each set shall include a minimum of four (04) wireless transmitters and one (01) wireless receiver. • High-quality digital audio transmission with stable wireless connectivity and low latency. • Integrated internal recording capability or equivalent. • Built-in rechargeable batteries providing extended operating time. • Supports connection to professional cameras, smartphones, computers, and audio recorders. • Includes omnidirectional microphones or equivalent for clear voice capture. • Compact lightweight design suitable for field production. <p>Standard Accessories</p> <ul style="list-style-type: none"> • Wireless Transmitters • Wireless Receiver • Charging Case • Windscreens 	Set	2		

		<ul style="list-style-type: none"> • Audio Cables • USB Charging Cable • Carrying Pouch • User Manual <p>With Standard Manufacturer Warranty</p>				
3	Wired Microphone (Mics)	<ul style="list-style-type: none"> • Must be equivalent to SYNCO S6E Wired Lavalier or higher • Professional dynamic wired handheld microphone designed for conferences, official events, public speaking, interviews, media coverage, ceremonies, and live productions. • Cardioid or super-cardioid pickup pattern providing clear voice reproduction while minimizing background noise. • Wide frequency response delivering natural speech reproduction with high intelligibility. • Durable all-metal construction suitable for continuous professional use. • Low handling noise with integrated shock-mount system or equivalent. • Compatible with professional mixers, field recorders, public address systems, and audio interfaces. • Minimum 10–15 m • Supplied with microphone clip, carrying pouch, and standard manufacturer's warranty. 	No	2		
4	HDMI Cable 4K (5m)	<ul style="list-style-type: none"> • Professional high-speed HDMI cable for camera-to-capture-card connection. • Minimum length: 5 metres. • Full HD 1080p60 and 4K-capable. • Appropriate HDMI connector for the quoted camera, e.g. Micro-HDMI/Mini-HDMI/HDMI as applicable. • Gold-plated or equivalent high-quality connectors preferred. • Durable, flexible and suitable for repeated field use. • Must be fully compatible with the Canon 90D. 	No.	2		
5	Type: USB-C to USB-A 3.0 data cable	<ul style="list-style-type: none"> • Must be compatible with quoted Capture Card device • 1 metre • Specification: USB 3.0 / 5Gbps minimum • Purpose: Transfers captured video to your laptop. 	No.	2		
6	USB-C to USB-C	<ul style="list-style-type: none"> • Length: 1 metre • Specification: USB 3.0 or higher • Must be compatible with quoted Capture Card device 	No.	2		
Total Price (PKR) Inclusive of taxes & DDP						

Other Terms & Conditions:

1. The supplied equipment shall be compatible with the existing Canon EOS 90D camera and the intended computer/laptop connectivity arrangement, wherever applicable.
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. The quoted price shall include all standard accessories, cables and components necessary for the intended operation of the equipment.
4. The supplier shall be responsible for replacement of any defective or non-compliant equipment supplied.
5. Bidder shall upload price schedule and attached Technical Compliance Sheet.
6. Completion period: 03 working days following acceptance of Purchase Order.