



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 IT supply contracts (Required PO/Completion document to be attached).*
 - c) *The offered tablet shall carry a minimum one (1) year OEM manufacturer's warranty. The tablet offered shall be Brand new, Unused, Current production model, Not End-of-Life (EOL), Not End-of-Support (EOS). (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. P174711**, by or before **0815 hours, 30-Oct- 2026**.

5. Delivery Location and Timeline

- 5.1. All deliverables shall be made to DM(IT) at below stated address within five (5) 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 Services 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	Brand New, Samsung or Equivalent, with minimum requirement of 12.4-inch Display, Rear & Front Camera 13 MP, 256 GB built-in storage, Built-in rechargeable battery at least of 10,000 mAh, one-year Local warranty.	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. Bidder shall upload price schedule and attached Technical Compliance Sheet.
3. Completion period: 05 working days following acceptance of Purchase Order.

TECHNICAL SPECIFICATIONS – COMPLIANCE SHEET

Parameter	Requirements (Minimum indicated below)	Vendor Specifications	Specifications Compliance (Yes/No)
Brand Name	Samsung or equivalent		
Device Type	Android, Brand New		
Make and model	Samsung or Equivalent		
Display	Minimum 12.4-inch		
Rear Camera	Minimum 13 megapixels		
Front camera	Minimum 13 megapixels		
RAM	Minimum 12 GB		
Internal Storage	Minimum 256 GB built-in storage		
Battery	Built-in rechargeable battery with a manufacturer-published typical capacity of at least 10,000 mAh.		
Warranty	Minimum one-year Local warranty		

Note:

1. Bidder must fill in appropriately and correctly this compliance sheet on its letterhead.
2. Bidder must attach to this sheet Manufacturer's published datasheet or official product specifications for the exact configuration offered, together with an item-by-item compliance statement as indicated below.