



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

F. No. NDRMF/QAG/ACR 2021-22

Islamabad, the 5<sup>th</sup> August, 2022

Subject: **Request for Quotations – Hiring of Firm for Developing, Designing & Printing of NDRMF’s Annual Corporate Report 2021-22.**

The National Disaster Risk Management Fund (hereinafter shall be termed as “Purchaser & Fund”) is a not-for-profit company incorporated with the Securities and Exchange Commission of Pakistan, under Section 42 of the Companies Act 2017. It is a government-owned non-banking financial intermediary with a corporate structure. The Purchaser intends to procure services of a Firm for Developing, Designing & Printing of Fund’s Annual Corporate Report (2021-22).

2. The Fund hereby invites proposals (technical and financial combined in one envelope) with a total “**Lump-sum Price**” (inclusive of all applicable indirect taxes such as GST etc.) for developing, designing and printing of Annual Corporate Report and providing the same to the Office of the NDRMF located at Floor No. 5, EOBI Building, Block 33-34, Mauve Area Near NADRA Office, G-10/4, Islamabad. The firm has to ensure that the services & required product must be delivered by 30<sup>th</sup> November, 2022.
3. For preparation of price proposals as per the “Form of Quotation” provided herein this RFQ Document, the **Terms of references** for the required task have been enclosed as **Annex-II**.
4. It is required that the bidder shall be gone through the entire request for quotation document and develop complete understanding of the terms and conditions, scope of services etc. mentioned herein.
5. You must quote for all the required Services & Goods under this request. A fixed lump sum fee inclusive of applicable in direct taxes should be quoted. Price quotations shall be evaluated for complete services together and contract will be awarded to the firm offering the lowest evaluated Lump-sum total Price besides fulfilling the eligibility requirements as per Clause 10(iii) & qualification requirements mentioned at **Annex-III**.
6. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked “**Original**”. In addition, you shall also submit one copy marked as “**COPY**”. In case of any discrepancy between the Original and Copy, the original shall prevail. Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered to the following address:

Purchaser’s Address : **Ms. Asma Iftikhar,**  
Deputy Manager Procurement,  
**National Disaster Risk Management Fund,**  
5<sup>th</sup> Floor, EOBI Building,  
3<sup>rd</sup> Road, Mauve Area,  
Sector G-10/4, Islamabad.

Telephone : 051-9108300/416  
Email : asma.iftikhar@ndrmf.pk

7. Your quotation in duplicate and written in “English” language, should be accompanied by adequate technical documentation, printed material or pertinent information in “English” language.

8. The deadline for receipt of your quotation by the Purchaser at the address indicated in Paragraph 7 is by or before **1100 hours, 19<sup>th</sup>, August, 2022**, which shall be opened publically in the presence of the representatives of the bidders who may choose to attend at 1130 hours on 19<sup>th</sup> August, 2022.

9. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.

10. Your quotation should be submitted as per the following instructions and in accordance with the attached Form of Contract (**Annex – I**). The attached Terms and Conditions of Supply is an integral part of the Contract:

(i) **PRICES:** The prices should be quoted in PKR (Pak Rupees) on “Delivered Duty Paid (DDP)” basis i.e. inclusive of all applicable taxes such as customs duties, sales tax, and other (in-direct) taxes, applicable in Pakistan, transportation, insurance, charges, if any, for supply and delivery to Islamabad as per the address given at Para 6. If there is no mention of inclusion of charges on account of taxes, transportation, insurance etc. of the offered brands’ price(s), the quoted prices shall be considered as inclusive of all charges. **Prices shall remain fixed and not subject to price adjustment during the period of performance of the contract.**

(ii) **EVALUATION OF QUOTATIONS:** Quotations determined to be substantially responsive to the requirements, shall be evaluated by comparison of their rate for the complete Services. A Quotation shall not be responsive if it shall not be conforming/meeting the eligibility/qualification criterion, prescribed at sub-clause (iii) hereunder, or a service provider shall have reservations to the terms, conditions, and Terms of references provided in this Request for Quotation. Any such quotation shall not be considered further. The Company shall evaluate and compare only the quotations which shall be determined responsive. In evaluating the quotations, the Company shall adjust for any arithmetical errors as follows:

- (a) where there is a discrepancy between amounts in figures and in words, the amount in words shall govern;
- (b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity(ies), the unit rate as quoted shall govern.
- (c) If a bidder refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price shall include General Sales Tax (GST) applicable in Pakistan.

(iii) **Additional Documents to Ascertain Eligibility:** The Bidder must submit with his Quotation the reference documents i.e. documentary evidence that shall establish his responsiveness to the “Evaluation and Qualification Criteria” as given at **Annex-III**, besides submitting the following additional documents:

- (a) National and Sales Tax Numbers’ Certificates;
- (b) Proof of being in active tax payers lists of both kind of taxes;
- (c) Proof of having proper Business Location (Shop/Outlet) and telephone facility and after sale services in Islamabad.

- (iv) **AWARD OF CONTRACT:** The award will be made to the bidder offering the lowest evaluated price for entire Work and that meets the required standards of technical capabilities. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.
- (v) **VALIDITY OF THE RATES:** Your quotation(s) should be valid for a period of thirty (30) days from the deadline for receipt of quotation(s) indicated in Para 8 of this Request for Quotation
- (vi) If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of suppliers for the project for two years.

11. Further information can be obtained from:

Purchaser's Address	:	<b>Ms. Asma Iftikhar,</b> Deputy Manager Procurement, <b>National Disaster Risk Management Fund,</b> 5 <sup>th</sup> Floor, EOBI Building, 3 <sup>rd</sup> Road, Mauve Area, Sector G -10/4, Islamabad.
Telephone	:	051-9108300/416
Email	:	asma.iftikhar@ndrmf.pk

12. This RFQ document shall be available on Fund's Website (free of cost). Bidders are required to inform the above mentioned officer by email if they shall submit the proposals in response to this RFQ.

Sincerely,

(Asma Iftikhar)  
Deputy Manager Procurement

**[To be printed on bidder's letterhead]**  
**FORM OF QUOTATION**

To:

**Ms. Asma Iftikhar,**  
Deputy Manager Procurement,  
National Disaster Risk Management Fund (NDRMF),  
5<sup>th</sup> Floor- EOBI Building, G-10/4 Islamabad

We offer to execute the **Procurement for the Developing, Designing & Printing of NDRMF's Annual Corporate Report (2021-22)** in accordance with the Conditions of Contract accompanying this Quotation for the **Contract Price of Pak. Rs. \_\_\_\_\_** **(amount in words and numbers) (Pak. Rs. \_\_\_\_\_)** We propose to complete the delivery of required Goods and Services described in the Contract within the required Delivery Time from the Date of Signing of the Contract.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and other conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

We have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation.

Authorized Signature: \_\_\_\_\_  
Name and Title of Signatory \_\_\_\_\_  
Name of Supplier: \_\_\_\_\_  
Address : \_\_\_\_\_  
Phone Number : \_\_\_\_\_  
Fax Number, if any: \_\_\_\_\_  
Email address (optional): \_\_\_\_\_

**FORM OF CONTRACT**

THIS AGREEMENT number -----made on \_\_\_\_\_, August 2022, between **National Disaster Risk Management Fund (NDRMF)**, having its office located at Floor No. 5, EOBI Building, Block 33-34, Mauve Area Near NADRA Office, G 10/4, Islamabad (hereinafter called “the Purchaser and Fund”) on the one part and \_\_\_\_\_ (hereinafter called “the Supplier”) on the other part.

WHEREAS the Purchaser has requested for quotation for “Developing, Designing & Printing of NDRMF’s Annual Corporate Report 2021-22” to be supplied by Supplier under this Contract and has accepted the Quotation by the Supplier for provision of said services/goods under Contract at the sum of Pak. Rs. \_\_\_\_\_ (Pak. Rs. \_\_\_\_\_) hereinafter called “the Contract Price”.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
  - a) Form of Quotation; Terms and Conditions of Supply, Scope of Services;
  - b) Addendum (if applicable);
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of goods and associated services under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the goods and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of Islamic Republic of Pakistan on the date indicated above.

**Signature and seal of the Purchaser:**

For and on behalf of

**Signature and seal of the Supplier:**

For and on behalf of

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Name of Authorized Representative

## TERMS AND CONDITIONS OF SUPPLY

1. **Schedules for Supply:**

S.No.	Deliverable	Actions required	Timeline
1	<b>Inception Report</b>	A detailed work plan along with key activities to be performed	One week after signing of the contract
2.	<b>Annotated Table of Content (TOC)</b>	Finalized Table of Content agreed by NDRMF	Two weeks after signing of the contract
3.	<b>Initial presentation on Draft prepared</b>	A detailed presentation on the collected data and gathered information for its validity	Six weeks after signing of the contract
4.	<b>First Draft of the Annual Corporate Report</b>	Based on the TOC, the draft report including annexes, maps and infographics	Seven weeks after signing of the contract
5.	<b>Second Draft of the Annual Corporate Report</b>	Incorporating the comments and suggestions provided by NDRMF with design options	Two weeks after the submission of First Draft
6.	<b>Final draft of the Annual Corporate Report</b>	Submission of final version of the ACR ensuring incorporation of feedback and recommendations provided by NDMRF.	One weeks after the submission of Second Draft
7.	<b>Digital version of the ACR</b>	Submission of final digital version of the ACR in MS Word/Publisher/PDF and its compatibility with NDRMF Website.	One week after the submission of Final Draft
8.	<b>Printed copies of the ACR</b>	1000 hard copies of the ACR on glossy paper with hard cover	Two weeks after the submission of Digital Version

2. **Fixed Price:** The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.
3. **Delivery Schedule:** The delivery of the whole work should be completed as per the above schedule starting from the date of signing of contract. Any changes to the above are to be approved in writing by the Purchaser. The work must be completed by 30<sup>th</sup> November, 2022.
4. **Applicable Law:** The Contract shall be interpreted in accordance with the laws of the Islamic Republic of Pakistan.
5. **Resolution of Disputes:** The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the Arbitration Act, 1940 of Pakistan.
6. **Intellectual Property Delivery:** The Purchaser shall own and have a right in perpetuity to use all newly created Intellectual Property Rights which have been developed solely during execution of the Contract, including but not limited to all designs, application configurations

and specifications. The Supplier shall ensure that all approvals, registrations, permits and rights etc. which are necessary for use of the goods supplied/ service provided by the Supplier are legally acquired and assigned in the name of the Purchaser. In case of any infringement on Intellectual Property Rights by the Supplier, the Supplier shall have sole control of the defense and all related settlement negotiations. Subject to foregoing, on intellectual property, the supplier shall retain exclusive ownership of all methods, concepts, algorithms, trade secrets, software documentation, other intellectual property or other information belonging to the supplier that existed before the effective date of the contract

7. **Payment:** Payment of the contract price shall be made in the following manner against the milestones as mentioned each:

S.No.	Deliverable	Actions required	Timeline	% of Payment
1	<b>Inception Report (IR)</b>	A detailed work plan along with key activities to be performed	One week after signing of the contract	5% on acceptance of IR
2.	<b>Annotated Table of Content (TOC)</b>	Finalized Table of Content agreed by NDRMF	Two weeks after signing of the contract	5% on acceptance of TOC
3.	<b>Initial presentation on Draft prepared</b>	A detailed presentation on the collected data and gathered information for its validity	Six weeks after signing of the contract	20% after presentation
4.	<b>First Draft of the Annual Corporate Report</b>	Based on the TOC, the draft report including annexes, maps and infographics	Seven weeks after signing of the contract	10% on submission of 1 <sup>st</sup> Draft
5.	<b>Second Draft of the Annual Corporate Report</b>	Incorporating the comments and suggestions provided by NDRMF with design options	Two weeks after the submission of First Draft	10% on acceptance of 2 <sup>nd</sup> Draft
6.	<b>Final draft of the Annual Corporate Report</b>	Submission of final version of the ACR ensuring incorporation of feedback and recommendations provided by NDMRF.	One weeks after the submission of Second Draft	20% on acceptance of Final draft
7.	<b>Digital version of the ACR</b>	Submission of final digital version of the ACR in MS Word/Publisher/PDF and its compatibility with NDRMF Website.	One week after the submission of Final Draft	10% on acceptance of Digital version
8.	<b>Printed copies of the ACR</b>	1000 hard copies of the ACR on glossy paper with hard cover	Two weeks after the submission of Digital Version	20% on acceptance of hard copies

- (i) The Supplier shall submit separate invoices against each respective deliverable as mentioned above and the Purchaser shall make payments against respective invoices, in Pak Rupees within thirty (30) days subject to the acceptance of the respective deliverable by the purchaser.
- (ii) A copy of General Sales Tax ('GST') Invoice showing the amount of sales tax, must be submitted along with the Invoice. In case, GST is not applicable, the Bidder shall provide the documentary evidence to the said effect.
- (iii) Income/withholding tax shall be deducted at source as per applicable taxation laws, while making the payments.

8. **Defects/Shortcomings:** All defects/shortcomings will be corrected by the Supplier without any cost to the Purchaser within Seven (07) of the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the supplier within the warranty period are:

Facility            Office of National Disaster Risk Management Fund

Address:           Floor No. 5, EOBI Building, Block 33-34, Mauve Area Near NADRA Office,  
G 10/4, Islamabad

11. **Force Majeure:** The supplier shall not be liable for penalties or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

12. **Required Scope of Work:** The Specific details and technical standards, should be as per details given in **Annex-II**. Supplier confirms compliance with those specifications.

13. **Failure to Perform:** The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods and associated installation and services, in accordance with the above terms and conditions, in spite of a 14-day notice given by the Purchaser, and take punitive action if the Contract failure will be occurred due to negligence /bad performance of the Supplier.



# **Annex – II**

## **Terms of References / Scope of Services**

# TERMS OF REFERENCE

## HIRING OF A FIRM FOR DEVELOPING, DESIGNING & PRINTING OF ANNUAL CORPORATE REPORT

### Background

The National Disaster Risk Management Fund (hereinafter shall be termed as “Fund”) is a not-for-profit company incorporated with the Securities and Exchange Commission of Pakistan, under Section 42 of the Companies Act 2017. It is a government-owned non-banking financial intermediary with a corporate structure and officially started its functions in July 2018. Since inception several key milestones have been achieved around “the Fund’s” three outputs that include: 1) Establishing the Fund; 2) Providing funding for investments in Disaster Risk Reduction (DRR) and Climate Change interventions; and 3) Carrying out essential ground work for improving fiscal management through Disaster Risk Financing (DRF). Over the time, diverse challenges and learning opportunities arose concerning programmatic and operationalization of systems and procedures. A number of challenges were encountered and significant achievements were made in the projects appraisal, approval and grants disbursement process relating to DRR projects submitted by a variety of Public Sector Entities (PSEs) and non-Public Sector Entities (PSEs).

### Objective

The aim of the Annual Corporate Report (ACR) is to capture the learnings and successes of NDRMF as well as a documentation of its program and project activity, outcome, achievements and challenges. It is intended to showcase the contributions of NDRMF in enhancing the resilience of Pakistan against natural disasters and climate change. The outcome of this consultancy will be a report (both in digital & hard form), with design, editing and printing of the copies. This annual report will be a knowledge product for the NDRMF showing to wider stakeholders our contributions in theory and practice. The information in the annual report will be useful for showcasing at different programmes, communicating with potential donors, and other stakeholders and interest groups. The report will be in English and will cover the period of July 2021 to June 2022 and be released in **November 2022**.

The ACR will focus on a specific topic/theme and will optimize the use of data, infographics, photos and is projected not to exceed 50 pages.

### Statement of Work

#### *I. Responsibilities*

Working in close collaboration with M&E, Media and the ACR Task Team and under the overall guidance of the Chief Executive Officer, the service provider will undertake the following responsibilities:

- Develop a detailed project plan and timeline
- Propose and discuss report structure and format with the M&E, Media and the ACR Task Team of NDRMF (content presentation, best use of case studies, visual elements, etc.)
- Review all necessary background materials and documents relevant to the production of the Annual Report
- Gather additional information through interviews and questionnaire from staff of NDRMF, partner institutions, donors and other key stakeholders

- Identify and select appropriate artwork/Photos/infographics to accompany the stories
- Prepare and edit draft Annual Corporate Report – including charts and graphs, photos as needed ensuring accuracy and currency of all content.
- Consolidate other inputs required to be incorporated into report including reviewing and amending work in response to feedback
- Finalize the Annual Report, integrating any feedback from task team and the leadership of NDRMF and ensuring accuracy, clarity and coherence
- Liaise with the publisher for the publishing of the Report including reading page proofs from printers and checking colour proofs (referencing the NDRMF branding manual)
- Prepare the accessible digital versions to be made available at the website of NDRMF

## ***II. Requirement gathering phase***

During this phase the Service Provider will gather the relevant information and data and devise a blueprint that describes the report production to a level of detail necessary to begin planning the implementation. The blueprint will be based on Best Practices within the industry whereby making extensive an attractive use of infographics. During this phase, the Service Provider will perform the following:

- Conduct a kickoff session with ACR Task team.
- Identify and document the requirements, constraints and assumptions.
- Refine the Concept Note
- Develop a detailed project plan and timeline with delineated roles and responsibilities of the designed AR teams
- Obtain signoff on project plan

## ***III. Implementation Phase***

The implementation phase will include:

- Creation and review of the detailed project plan.
- Propose and discuss report structure and format with the ACR team (content presentation, best use of case studies, visual elements, etc.)
- Review background materials, including but not limited to, NDRMF previous ACR, presentations & guidelines, Knowledge Repository, data and other published products (as necessary)
- Corroborate gathered information through interviews with the leadership and Section Heads
- Drafting and production of Report

## ***IV. Printing Details***

Following are some of the details to be used as reference:

- Size of Document – A4 Size
- Number of Pages of printed version – 50 pages minimum (can vary)
- Color scheme – Four (4) color printing
- Type of paper to be used – 300g Matte lamination on title and back covers & 128g matte paper for inner pages
- Type of binding – Stapled with Hot Gum
- Total required Quantity of the Report – 1000 copies

## V. Timeline

The Service Provider shall outline the project schedule indicating the timeline for the proposed work. The preferred timeline for the project will be started from the effective date till **30<sup>th</sup> November, 2022**.

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# **Annex – III**

## **Evaluation & Qualification Criteria**

## Evaluation and Qualification Criteria

Description	Criteria	Compliance (Yes/No)	Details of Attached Documents for Proof
Bidder's/ Organizational Strength	Having developing designing/composing and Printing of Reports Facilities		
Bidder's Experience	Minimum of three (03) years' Experience in developing, designing and printing of Reports/Annual Reports duly supported with documentary evidence		
	List of clientele with Contact numbers of latest three clients		
	Must provide a sample to proof the quality of work		
HR Strength	Must have a complete set of expertise to perform the task		
	Must provide Curriculum Vitae and profiles of experts who would develop and design Report		
Compliance with TORs/ Scope of Services	Provision of confirmation that the compliance with the scope of Services must be ensured		