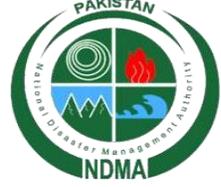




No. F. 2(20)/2025-26/NDMA (Proc)
Government of Pakistan
Prime Minister's Office
National Disaster Management Authority
Islamabad



“EMERGENCY TENDER NOTICE”
HIRING CARGO AIRCRAFT FOR EMERGENCY RELIEF OPERATION TO SRILANKA

National Disaster Management Authority (NDMA), Islamabad intends to invite bids from reputed Air Cargo Firm/ Chartered Freight Forwarders for emergency relief operation to Cyclone affectees of Srilanka as detailed below:-

Sr #	Route and Description	Tentative Number of flights
a	Islamabad to Colombo	02x sorties 100 tons each

2. Bids prepared in accordance with the terms and conditions (enclosed) shall be submitted at 1100 hours dated **30th November, 2025 (Sunday)** at NDMA Headquarter Islamabad or through E-mail at directorproc@ndma.gov.pk. Bids will be opened at 1130 hours on the same day in the presence of bidders' representatives who chose to attend in the bid opening at NDMA Headquarters Islamabad.

Director (Procurement)
National Disaster Management Authority Islamabad
Tel: 051-9030854

Terms and Conditions: -

- i. Bids must reach the NDMA Headquarters (Main Muree Road, near ITP, office, Islamabad) before **1100 hours on 30th November, 2025**. Bids received after the specified date and time will not be entertained.
- ii. Bids will be opened on the same day, **30th November, 2025, at 1130 hours**, in the presence of bidders or their authorized representatives at the specified address.
- iii. NDMA shall adopt a Single Stage, One Envelope Procedure. Firms are advised to place their Technical and Financial Proposals in a single envelope.
- iv. Quoted rates must be inclusive of all applicable government taxes, duties, etc.
- v. Firm will mention availability of flight in their proposals.
- vi. NDMA reserves the right to increase or decrease the quantity based on evolving operational requirements.
- vii. The successful bidder will submit a performance guarantee, in the form and manner accepted by NDMA, upto maximum of **10% of the contract value**, upon award of the contract.
- viii. NDMA reserves the right to impose a penalty of **0.2% per day** on any late-delivered quantity.
- ix. This procurement is **an emergency requirement therefore**, bids will be evaluated based on **both cost and delivery time**. Firms are advised to quote carefully, considering both factors, as NDMA will determine the **most advantageous bid** based on the overall evaluation.
- x. NDMA reserves the right to accept or reject any bid in whole or in part, without assigning any reason, as per the applicable rules.
- xi. Firm will be responsible to communication flight timings (ETAs and ETDs) at both arriving and departing Airports.
- xii. Firm will be responsible to get the landing slots available at destination airports according to the NDMA's planned flights schedule.
- xiii. Firm will be responsible to make available the cargo aircraft within 12-24 hours' notice/intimation by NDMA.

- xiv. In case the firm fail to provide/position the required number of aircrafts as per the NDMA's planned flights schedule, NDMA reserves the right to hire any other agency to undertake the planned aircraft sortie.
- xv. Firm will inform about cargo handler terminal at Islamabad airport 12-24 hours before flight so that cargo could be placed at respective terminal.
- xvi. Ground & Cargo handling will be responsibility of firm(s).
- xvii. Firm(s) will be responsible in case of any damage to items during loading, offloading & transportation.
- xviii. In case of unsatisfactory services in any manner, NDMA reserves the right to take any action including withholding payment and blacklisting of the firm.
- xix. Bid include the following documents
- proof of registration, NTN/Sales Tax certificates.
 - Active Tax Payer (ATL) verification.
 - Proof of existence in the relevant field (if any), business profile
 - Flight availability details
 - NDMA may request clarifications or supporting documents after bid submission. Firms must respond promptly to avoid disqualification.
 - Financial proposal, unit price, sale tax, and total price.
 - Firms are advised to quote their price in **Pakistan Rupees (PKR)**. If the firm quotes the price in a foreign currency (e.g., US Dollars), the selling rate published by the **State Bank of Pakistan (SBP) on the date of bid opening** will be used for the purpose of financial evaluation and contract award.
- xx. Any dispute arising from this tender shall be settled through standard bidding documents and procedures prescribed by the Public Procurement Regulatory Authority (PPRA).