National Disaster Management Authority
Government of Pakistan
Ministry of Climate Change
National Disaster Management Authority
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NDMA GUIDELINES ON STOCKING, MAINTENANCE AND SUPPLY OF RELIEF & RESCUE ITEMS

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PAKISTAN
National Disaster Management Authority
NDMA

1. Background

a. The readiness against any type of disaster involves the stocking of relief goods in sufficient quantity at correct location to meet the immediate response requirements till the time, replenishment process is achieved. Pakistan due to its geo-physical condition, climatic extremes, high degree of exposure and vulnerability, is a disaster-prone Country. Hence there is a need to devise a sound response mechanism supported by an elaborate relief supply chain to meet the given challenge.

b. The National Disaster Management Authority (NDMA) being lead Agency at the Federal level is mandated to coordinate and monitor the implementation of National Policies, Guidelines and Strategies on disaster management.

2. Definitions

Various definitions given in these Guidelines are given below which will be interpreted as per the spirit of these Guidelines unless the context otherwise requires. These are :-

a. **Relief Items:** Items distributed in emergency situation caused by any disaster providing immediate relief for basic needs of human beings to affectees. These can be food and non-food or both such as tents, blankets, rice, wheat flour etc. Complete detail is given at Annex A.

b. **Food Items of Relief:** Edible commodity which can easily be consumed. These include cooked and non-cooked items. For immediate relief cooked food may help but for longer duration of relief assistance, non-cooked food items may be preferred like cooking oil / ghee, dall, rice, wheat flour, sugar, tea etc.

c. **Non Food Items of Relief:** Non Food Items (NFIs) include tents, shelters, blankets, tarpaulin, plastic mats, clothing, generators etc. These are non-perishable and can provide relief support to affectees for a limited time period, depending upon the weather, terrain and raggedness of various non-food items.

d. **Disasters & their Types:** The disasters, as defined in Section 2(b) of NDM Act 2010 shall be covered under these Guidelines, which includes all natural calamities and manmade disasters etc. Respective governments (Provincial/ Azad Jammu & Kashmir/Gilgit Baltistan) can decide upon the type of disaster to be included for the purpose of application of these Guidelines.

e. **Affected Area:** Area / region affected by disaster.

f. **Warehouses:** Warehouse is a facility where relief / rescue items are stored for meeting needs of any disaster. Warehouses can be of two types, i.e. permanent and temporary.

(1) Permanent Warehouses

These are permanent buildings of concrete or pre-fabricated materials, purposely built as storage facilities. Mostly these warehouses have all allied facilities available in them like fire hydrants, fire fighting equipment, security etc along with a permanent organisation of specialized staff. Human Response Facility (HRF) can be included in the category of permanent warehouses.

(2) Temporary Warehouses

These warehouses are used for short period of time for some specific relief operation or temporary storage of stores. Some warehouses are known as temporary warehouses due to their build and material used for construction like Flospans, Rub Halls etc. A rented space used for temporary storage of store may also be called temporary warehouse. The temporary warehouse may not have allied facilities like permanent warehouse. Types of temporary warehouses being used are:-

a. Flospan: Flospan is a kind of immovable warehousing facility installed with a concrete floor base and consists of iron sheet. However, it can be dismantled and reinstalled as per need.

b. Rub Hall: A commonly known as wiikhall, categorized in mobile storage unit, consists of tarpaulin sheet and angle irons. This facility is used for short time storage of relief items.

g. **Winterized Non Food Relief Items.** A generic term used for these non-food relief items which are to be used in winter regions e.g. special tents / quilts / blankets / warm clothes etc.

h. **Relief Camps.** It is physical location housing affected population in tents or semi-permanent structures for a limited period of relief activities at specific places to render multiple relief activities such as accommodation, distribution of food items, non-food items, first aid supervised by designated representative of Government / disaster management authorities.

i. **Rescue Items.** Machinery / equipment that is used in rescue of the disaster affectees like boats, life jackets, specialized search and rescue apparatus of urban search and rescue teams etc.

j. **Hygiene Kit.** A small holding of body hygiene / toiletry products for a limited period and used for meeting personal hygienic needs of a person affected by disaster.

k. **Dignity Kit.** It is a pack comprising the basic necessities e.g. sanitary pads etc that displaced women and girls require to maintain personal feminine hygiene in a dignified manner while affected by a disaster.

l. **First Aid Kit.** It is a collection of essential medicines, bandages and equipment for use in giving first aid to an individual in emergency.

m. **Kitchen Set.** A set of kitchen utensils provided to disaster affectees to meet the basic needs of cooking and eating for a limited period.

n. **Replenishment.** Recoupment of expanded items through a new and fresh supply to maintain desired stocking level of items.

o. **Emergency Procurement.** Purchase / procurement of required items on emergent bases, bypassing the normal procedure and time for any type of procurement.

p. **PPRA Rule.** The Public Procurement Regulatory Authority Rule defines the procedure and rules to ensure transparency, accountability and quality of public procurement of goods, works and services. PPRA is also endowed with the responsibility of monitoring procurement by Public sector agencies / organisations and has been delegated necessary powers under the Public Procurement Regulatory Authority Ordinance 2002.

q. **Dead Inventory.** Dead Inventory refers to an inventory that is at the end of its product life cycle and has not seen any usage for a set period of time as (respective manufacturer) determined by the industry. This type of inventory has to be brought in immediate use or else have to be written off from inventory ledger which will result in loss to organisation.

r. **Shelf Life.** Shelf life is the length of time that a commodity may be stored without becoming unfit for use or consumption e.g. a blanket has a useful life five to six (5-6) years while in storage.

s. **Scale of Distribution.** A scale by which relief items are optimally distributed to disaster affectees at one time to meet minimum relief needs. Normally a set of individuals, e.g. family members are considered a house hold and number of items are provided to them to cater for their basic needs as individual as well as a group (on sharing basis). The scale can be at individual level or for a household level.

t. **Inspection.** An exercise to check for the correctness, upkeep and fitness of items to include storage, standards correctness of specifications, quality of manufacture and material, packing, correctness of quantity, condition while in storage and transportation, fitness for use / consumption. May be calculated on certain scientific, medical, empirical and experienced based measures, keeping in view the dynamic factors of culture, region, norms and gender composition etc.

u. **Stock Taking.** Physical accounting of stores after a prescribed time frame, usually on annual basis but can be done at any time to ascertain the state of quantity, quality and usefulness of stores. This exercise provides awareness to an organisation about deficiency / surplus state along with serviceability of various stores to determine about inter

warehouse transfers (surplus stock), recoupment (deficient stock), turn over (stocks meeting end of shelf life) and disposed of unserviceable / dead stocks.

3. Policy Guidelines

These Guidelines laydown a uniform frame of reference for guidance. Respective disaster management authorities, at their discretion, may include / amend any provision to suit their requirement without impinging upon the spirit of these Guidelines:-

a. Short Title

These Guidelines will be named as "NDMA Guidelines on stocking, maintenance and supply of relief & rescue items".

b. Applicability

These Guidelines shall extend to whole of Pakistan. The Governments of Azad Jammu & Kashmir (AJ&K) and Gilgit Baltistan (GB) may also follow these Guidelines and formulate their guidelines accordingly.

c. Objective

The objective of these Guidelines is to streamline the stocking system and provide a uniform matrix for stocking of different items by all relevant authorities for any relief and rescue situation.

d. Categories of Relief Items

Relief items are categorized into two major groups, namely Food Items and Non-Food Items. The Non-food items are further sub categorized as relief, rescue and support items. The breakdown is given at Annex A.

e. Scale for Calculation of Food Items and Relief Items.

A suggested scale is given at Annex B to these Guidelines. The scale has been evolved based upon past experiences in the disaster environment of Pakistan. This scale may be taken only as Guideline for adoption and may change as per respective environment in each Province/AJ&K/GB/FATA.

f. Factors for Determination of Stock Level.

The stocks will be maintained while keeping following factors in mind:-

(1) Vulnerability of the areas viz-a-viz degree of exposure to multiple hazards as defined in National Disaster Management Plan (NDMP) (as amended from time to time).

(2) Historical evidence / record of hazards at district / sub district level.

(3) Optimum case load based on worst hazards faced viz-a-viz recurring frequency of hazards.

(4) Accessibility to the area viz-a-viz road communication infrastructure.

(5) Weather conditions which may preclude relief operation by air / sea in case of emergency.

(6) Reaction time in provision of relief from nearest warehouse of district / province / region.

g. Responsibility for Maintenance of Stocks.

In order to ensure quick and timely response against any disaster, stocks will be maintained at different level:-

(1) Chain of Support for Relief Operations

The diagrammatic layout is given at Annex C. The condensed detail is given as under:-

(a) **Tiers of Warehouses.** The relief store Warehouses will be maintained at District, Provincial and National Level as under:-

i. **District Level.** District will be the first tier for maintenance of stocks for entire district including all Tehsils. Sufficient stocks of relief and rescue items will be stocked at District level to meet any emergency situation and support its Tehsils up to Union Councils level respectively if required, until provincial disaster management authority augments the relief operations. Even some portion of relief stocks may be kept at historical hazard prone Tehsils down to Union Councils level.

ii. **Provincial Level.** Each provincial disaster management authority (PDMA) including Governments of Azad Jammu & Kashmir (AJ&K), Gilgit Baltistan (GB) and FATA disaster management authority will be responsible to hold sufficient stocks at carefully selected location to support relief operations at any given time and must have enough capacity to support districts on immediate basis before exhaustion of respective stocks. Besides having stocks at central and regional basis, essential stocks may be maintained at more hazards prone districts and tehsils to meet immediate response at short notice.

iii. **National Level.** At national level NDMA will be responsible to keep sufficient stocks on central as well as regional basis.

h. Supply of Rescue Items.

The diagrammatic layout is given at Annex C. The condensed detail is given as under. A flow of supply chain should be maintained for any efficient relief operation during any disaster. A continuous flow of information from lower level is necessary for prompt and required stores.

(1) Supply from NDMA to PDMAs/SDMA/GBDMA/FDMA

(a) **Pull Mode.** NDMA will hand over the supplies at its nearest regional warehouses within the province/ AJ&K/GB and respective PDMAs/SDMA/GBDMA/FDMA will be required to transport it there onwards, to the affected area(s).

(b) **Push Mode.** NDMA may supply to PDMAs/SDMA/GBDMA/FDMA warehouse or affected area(s) under circumstances as under, in prior coordination with respective disaster management authority:-

i. Inaccessible area warranting aerial dispatch from C 130 / cargo aircraft / heli lift.

ii. Extreme emergency situation warranting direct transportation as transit enroute may lose time.

(2) Supply from PDMAs, SDMA, GBDMA and FDMA to District

It is entirely upto the respective PDMA/SDMA/GBDMA/FDMA to devise its own transportation policy/SOP, however, a suggested arrangement is as under:-

(a) **Pull Mode.** PDMAs/SDMA/GBDMA/FDMA will hand over the supplies at its warehouse and Districts will be required to transport it to districts warehouses and tehsil/UCs.

(b) **Push Mode.** PDMAs/SDMA/GBDMA/FDMA may supply to Districts warehouse or Tehsils/UCs only under following circumstances:-

i. Inaccessible area warranting aerial dispatch from heli lift.

ii. Extreme emergency situation warranting direct transportation to affected area(s) as transit and unloading/reloading enroute may lose time.

iii Incapability of a district to arrange transportation.

(3) Supply from District to UCs/Relief Site.

Supply from districts to UCs/relief sites will be only by push mode. Districts administration will deliver the supply to UCs/relief sites in all situations. If situation is beyond Districts Administrations' control then PDMAs/ SDMA/GBDMA/FDMA may assist them for supply to desired location.

i. Location of Warehouses.

Location of any warehouses is of paramount importance. All organization must cater all related aspects before sitting and planning considerations for warehouse. Some of the aspects require special attention are:-

(1) Considerations for Location of Warehouses.

While selecting location of warehouses, all disaster management authorities must consider the following factors:-

(a) NDMA

Though NDMA is maintaining its stock in all the provinces in HRFs as well as Ordinance depots of Army. These locations will be shared with all Provinces/SDMA/GBDMA/FDMA on annual basis. However, following general factors are considered for maintaining warehouses:-

i. Support minimum one to two provinces from one location.

ii. Complement the provincial stocks by co-location in near proximity especially in highly vulnerable regions.

iii. Baluchistan, Governments of Azad Jammu & Kashmir (AJ&K) and Gilgit Baltistan (GB) must have independent warehouse, preferably in close Provincial Capital or in vulnerable Region or both.

iv. Central Resources may be maintained at multiple strategic locations, served by Airport and sea access to receive / transport overseas / inland goods as well as support regional warehouses in right time frame.

v. Central reserve may be able to support multiple regional warehouses as well as accessible to Airport and sea to receive overseas relief / goods / stores.

(b) PDMAs/SDMA/GBDMA/FDMA.

i. Support maximum disaster prone districts on regional basis. One option could be to locate it in administrative boundaries of a division Headquarters.

ii. Location should be within shortest turn around time.

(c) DDMA

Following considerations be kept in view:-

i. Support maximum disaster prone Tehsils from one location.

ii. For inaccessible, remote sub districts / Tehsils dedicated warehouse to be established to Tehsils / sub-division level.

(2) Siting Considerations.

Following aspects must be considered while siting the building / complex of warehouse.

(a) **Good Access.** Should have good access from main road with easy entry and exit routes.

(b) **Away from Population.** Should preferably be away from congested population hub.

(c) **Spacious.** Must have open manoeuvring space for load carrying vehicles along with enough marshalling space for loaded vehicles.

(d) Closer to Railway Stations, Ports and Airports.

(e) Away from Chemical / Industrial Factories.

(f) **Security.** Must be secure premises to guard against pilferage / theft.

(g) **Raised Platforms.** Must have raised platforms for safety of stocks from rainy / flood waters and easy loading and unloading of vehicles.

(h) Site must be safe against earthquake, riverine / flash flood, urban flood, storm of any nature and landslide.

(i) Preferably must have essential services of water, electricity and sewerage.

(j) Must be easily recognizable from arrival view.

(k) May preferably have space for helipad in proximity.

j. Security of Warehouses.

A permanent security setup should be provided for safety and security of warehouses. 24/7 Armed guards augmented by Close Circuit Cameras / TV be arranged.

k. Stocking of Food Items

(1) Stocking of food items should be done very selectively keeping in view their perishable life. Preferably only dry ration in optimum Quantity may be maintained.

(2) Short listing of major suppliers like CSD, Utility Stores, Metro or other chain of stores may be done and standby agreement for supply on requirement basis be made. However, where respective government's procurement rules do not allow such an arrangement, the rates can be obtained from some established suppliers for the emergency procurement.

(3) Procurement should be done only on requirement basis to avoid perishability / wastage issues during storage for a prolonged period.

(4) Effects of weather must be kept in view for stocking even dry ration like wheat flour etc.

l. Minimum Stock Level of Relief Items

Scale for different relief items is laid down for stocking and issuance which is given at Annex D for NDMA, provinces, Government of Azad Jammu & Kashmir (AJ&K), Gilgit Baltistan (GB), FATA and districts.

m. Warm & Cold Regions

Country is divided into two regions as per weather criteria. The relief stocks for non-food items must be accordingly maintained to meet the need of respective region.

(1) Warm Regions

(a) Mirpur and lower area of AJ&K.

(b) Jhelum onward the areas of Punjab down to Rahim Yar Khan.

(c) All areas of Sindh.

(d) Lower areas of Baluchistan.

(2) Cold Regions

(a) Areas from Dina & Upwards in Punjab Province.

(b) All areas of AJ&K less Mirpur.

(c) Complete KP, GB and upper parts of Baluchistan.

n. Standardization of Relief and Rescue Items.

In order to ensure uniformity, quality control and meet optimum needs, it is imperative to standardize the list and specifications of various relief and recue items. A suggested list is given at Annex E, which may be followed country wide as it has been devised after a lot of deliberations keeping in view past experiences and requirements. These should also be displayed in website to facilitate the donors during emergency to provide correct items as per desired need.

o. Procurement.

All authorities are at liberty to make their respective procurements. However some suggested guidelines are as under:-

(1) Desired Objective. Timely procurement without compromising on transparency, quality assurance, possible avoidance of emergency procurements, standardization of items upto lowest tier and accountability are the desired objectives of any procurement related to disaster management.

(2) General Guideline

(a) PPRA Rules must be followed.

(b) Conditions for Emergency Procurement must be fulfilled as laid down in PPRA Rules.

(c) Non Food Items should be procured preferably from “Local Manufacturers” rather than “Suppliers”. In case of overseas goods / stores / items only “Authorized Agents” should be selected.

(d) Shortlisting of vendors must be done in every financial year. Each vendor may be categorized in shortlisting as Category A, B, C etc based upon his capacity of Manufacture / supply, as evidenced by respective production capacity / supply capacity, financial strength, past experience, quality of product etc. However, where respective government’s procurement rules do not allow such an arrangement then concerned Disaster Management Authority should follow their respective government’s procurement rules and regulations.

(e) Inspection of factory premises of Manufacturers must be ensured by team of procuring authorities for ground check.

(f) For food items, similar short listing should be done and stores with wide network / presence in respective provinces / regions upto to district / sub district level be preferred e.g. Utility Stores Corporation, Canteen Stores Department (CSD) etc. In case above mentioned supply chains are unable to provide the required stocks, local supplier having requisite capacity, quality and reliability can also be incorporated for the purpose.

(g) Optimum level of stocks be procured on competitive basis by rendering tender between shortlisted firms / agencies. During emergency, tenders may be given again to the shortlisted firms to seek competitive rate. In case of huge quantum viz-a-viz short time, quantity may be distributed amongst short listed firms while remaining in preview of PPRA but on lowest quoted rates. Concerned Disaster Management Authority should follow their respective government’s procurement rules and regulations for the purpose to achieve the spirit of competitive rates, best quality and timely procurement.

(h) Shortlisting of transportation contractors may also be done in similar manner however while obtaining the quotes a silent comparison must always be made with prevalent market rate of the day.

(i) Sample of each Relief Item (NFIs) must be displayed in warehouse of respective Authority to ensure that item of same specification is provided.

(j) Pre-shipment inspection as well as inspection during manufacturing of Non Food Items must be ensured for quality assurance.

(k) Transportation cost of food items should be rendered by its provision from local outlet of the related vendors in respective district. The selection of vendor with Country wide presence is therefore important.

(l) The relief items may preferably be standardized by a Standardization Committee, formulated by

respective disaster management authority. However, some suggested standardized specifications for relief and rescue items are given at Annex-E to these Guidelines.

(m) Laboratory Testing. Laboratory testing should be done from approved laboratories to ensure compliance of specifications, e.g. Pakistan Council of Scientific and Industrial Research (PCSIR) or mutually agreed laboratories between manufacturer/supplier and respective disaster management authority.

(3) Procurement of Rescue Equipment

(a) Requirement should be worked out after due deliberation of concerned authority with input from technical staff.

(b) Shortlisting of firms may be done after tendering and technical evaluation.

(c) Proper contract should be signed while catering for after purchase maintenance support agreement.

(d) Quality and quantity must be checked and ensured as per contract.

(e) Preference should be given to reputed firms having after sale services setups in Pakistan.

p. Documentation.

Documentation of all stocks received and issued is very necessary. For this purpose following will be ensured:-

(1) Proper inventory management system has to be set up in all warehouses.

(2) Receipt and issue of stores must be done on proper vouchers duly stamped.

(3) No stock will be allowed out of the warehouses without proper gate pass.

(4) Bin Cards will be prepared and placed on every stock.

(5) Proper ledgers and registers will be maintained.

(6) Annual stock taking will be carried out and recorded. Special stock taking will be carried out after any disaster.

q. Transportation.

Transportation of relief goods is an essential and important aspect. Some of the aspects to be ensured are :-

(1) Transportation from Vendors / Manufacturer to Warehouse

(a) Supply contractor should be responsible for transportation of procured items (all relief items) from manufacturing facility / port to desired warehouse.

(b) All received stores must be counted after unloading as per invoice and thereafter put in store.

(c) All stores should be checked for verification and any damage enroute.

(d) Damaged stores should be noted, informed to procurement staff and returned to supplier as per the agreement.

(e) Provision must be kept in the Contract Agreement wherein supplier should be responsible for any damage, theft or accident enroute before delivery of stocks at desired warehouse/destination.

r. Modes of Transportation

(1) **Road – On Cargo Trucks.** Containerized / full body trucks / flat body trucks of any size/type will be resorted to for transportation. Type of cargo trucks will be chosen commensurate to terrain, need, and road infrastructure.

(2) **Train.** Transportation through train involves multiple loading and unloading, however it is a fast, reliable and cheap mode of transportation. Train move can be resorted to for following:-

(a) Transportation of bulk consignment from / to Sea Port of Karachi (overseas consignments and / or manufacturing site / supplier premises to a connected destination).

(b) From disembarkation point, the cargo could be sent directly to the distribution site or warehouse depending upon the situation / environment.

(3) Air Cargo. The carriage capacity of various helicopters and aircrafts (military / commercial) is given at Annex F.

(a) **Heli Lift.** Will be resorted for transportation, in emergency, for any destination in any terrain however following factors will be kept in view:-

i. Lifting capacity of helicopter.

ii. Turnaround time of operation i.e. flight time

iii. Loading and unloading arrangements.

iv. Cargo like fuel, inflammable material, perishable items and food items in loose packing, have to be avoided.

v. Loading place and refuelling facility.

vi. Packaging of relief goods for better space management.

(b) **Cargo Air Planes.** Will be resorted for transportation, in emergency, for any destination in any terrain however following factors will be kept in view:-

i. Carrying capacity of cargo air plane.

ii. Flight time i.e. turnaround time of flight operation.

iii. Loading and unloading arrangements.

iv. Cargo like fuel, inflammable material, perishable items and food items in loose packing to be avoided.

v. Landing and refuelling facility (if required).

vi. Packaging of relief goods for better space management.

(c) **Air Drops.** Will be resorted to drop the relief items from air i.e. when landing of air plane or helicopter on ground is not possible, in emergency for any destination in any terrain, however following factors will be kept in view:-

i. Carrying capacity of cargo air plane.

ii. Turnaround time of operation i.e. flight time.

iii. Dropping arrangements of relief supplies.

iv. Only very basic relief items like food and relief items be dropped.

v. Cargo like fuel, inflammable material, perishable items and food items in loose packing to be avoided.

vi. Good packaging of relief goods for safely reaching to affectees and to avoid wastage/damage after hitting the ground.

(4) Action in case of Accident During Transportation

(a) For Transportation of Newly Purchased Stocks. Vendors / Manufacturer should be responsible and he will make good of the damaged stocks. Contract Agreement must define the responsibility for damage to goods during transportation.

(b) **For Transportation of Dispatched Items.** Transport contractor should be responsible as per agreement. However following actions will be initiated:-

i. Focal person of Logistics Directorate / Section of respective authorities will be informed by driver / transport contractor about the situation.

ii. Focal person must inform own higher authorities and also the recipient of the stocks.

iii. In case there is no damage to the stock and only vehicle is damaged, contractor will arrange some other transport at the accident spot, unload the stocks from accidental vehicle and load into new vehicle and move the stores to desired location.

iv. In a situation when all stores are also damaged, then new stocks be moved to desire destination by arranging new vehicle.

v. If the damaged stores are not made up by contractor then respective authority may file legal suit against the contractor or make the losses from his contract security.

(c) **Security of Relief Stores during Transportation.** Transport contractor should be responsible for the security of the relief stocks during transportation as per agreement. However, following actions should be initiated:-

i. Recipient should be informed about quantity and other details.

ii. On receipt of stores, recipient should tally the details and inform the sender.

iii. In case of any discrepancy recipient should not receive the stores and inform the dispatching organisation.

iv. In case of movement of large number of stocks, enroute checking of vehicles can be arranged.

v. For sensitive nature of consignment, some dedicated person can also be deputed with the vehicle.

s. Overseas Operations of Relief Goods

(1) Dispatch of Relief to Foreign Countries. The Relief Assistance, especially of Non Food Items and in some cases Food Items is managed by NDMA on behalf of Government of Pakistan. The procedure as under will be followed:-

(a) Announcement from Government of Pakistan.

(b) Input from Ministry of Foreign Affairs (MoFA) on following:-

i. Contact person of receiving country.

ii. Disembarkation port.

iii. Time frame.

iv. Political and security situation of that country.

v. Air space clearance in case of India.

vi. Any sensitivity with respect to food items e.g. meat etc.

vii. Any preference / special needs with respect to relief items e.g. hot / cold region warranting different stores, rice preferred over wheat flour etc.

viii. Any other information required.

(c) Selection of Transportation mean.

(d) Coordination with Armed Forces CAA, PIA Customs and other relevant authorities.

(e) Imprinting of special logo on relief product.

(f) Media coverage.

(g) Exemption of taxes and duties of donor and recipient countries.

(h) If donation is to be made by air (PAF), then coordination with PAF for availability of C-130 and other modalities.

(i) If donation is to be made by sea then coordination and arrangement of transport for donated goods from place of procurement to sea port and loading on ship.

(2) Receipt of Relief from Foreign Countries. In the disaster situation friendly countries offer relief assistance, The Relief Assistance, especially of Non Food Items and in some cases Food Items is managed by NDMA on behalf of Government of Pakistan. The procedure as under will be followed:-

(a) Receipt of offer by donating countries through MoFA /Economic Affairs Division (EAD) after acceptance approval by Government of Pakistan.

(b) Detailing a contact/focal person. Details to be forwarded to donor country through MoFA / EAD.

(c) Input from MoFA/EAD on following:-

i. Details of donation, including quantity.

ii. Mode of transportation and disembarkation sea/air port.

iii. Time frame.

iv. Any other information required.

v. Contact person of donating country at their embassy at Islamabad.

(d) Coordination with Armed Forces CAA, PIA Customs and other relevant authorities.

(e) Media coverage for receiving ceremony.

(f) Arranging letters from CBR for exemption of taxes and duties by Government of Pakistan.

(g) Hiring of Custom Clearing Agent before arrival of donation.

(h) If donation is to be made by sea then coordination and arrangement of transport of donated goods from Karachi/Bin Qasim port to NDMA warehouse.

(i) If donation is to be made by air then coordination with airport cargo handling agencies for waiving of service charges.

t. Recoupment Policy.

All stocks when reduced to 33% of desired stocking level at each warehouse at any tier (DDMA, PDMAs/SDMA/ GBDMA/FDMA, and NDMA) will be immediately recouped. Constant monitoring viz-a-viz pace of supply and demand will be ensured by respective authority.

u. Turn Over / Shelf Life.

A suggested shelf life of different items is given at Annex G. All authorities must have a built-in mechanism of turnover of all relief items specially food and medicines. Always fresh manufactured stores may be purchased and six month before expiry date may be returned and replaced with new stocks to avoid any financial loss. First In First Out (FIFO) formula must be practiced in issue of stores.

v. Survey for Dead Inventory / Condemned Stores.

Survey by a board of officers nominated by respective authorities should be carried out to determine condition of stores alongwith recommendations for disposal of dead inventory / unserviceable stores. This can be done with annual stock taking or special Survey Board, convened after a disaster

w. Retrieval of Relief Stores.

(1) It should be endeavoured to establish central relief camps to provide coordinated relief assistance to the people. Such camps should be established under respective districts / tehsil / Agency administration. On closure of relief camps, if possible, all usable relief equipment / stores i.e. tents, generators, de watering pumps etc may be retrieved, serviced, maintained and stored back for future use.

(2) The tents and shelters issued to individuals residing outside relief camps may preferably be taken back. Proper record should be maintained so that the household should not be given tents repeatedly in subsequent years. If last issued tents are worn out then new one be issued only, on return of old one.

(3) Similarly, in case the PDMAs/SDMA/GBDMA/FDMA have to return certain rescue and relief stores to NDMA, the collection point and time frame will be intimated through a letter from NDMA according to the ground situation.

x. Warning Sign on Relief Stores.

All relief stores must have a “Not for Sale” stamp to restrict its misuse by anyone.

y. Rendering of Relief Goods/Rescue Equipment amongst Disaster Management Authorities.

PDMAs, SDMA, GBDMA and FDMA may cooperate with each other in a disaster situation by sharing and despatching relief/rescue stores. In such an eventuality, all disaster management authorities must keep NDMA in loop for better information and coordination to augment the overall National relief effort.

4. These Guidelines (as amended from time to time) will be followed within the given parameters as defined in Para 3 above to maintain the spirit of uniformity, coordination and proficient management at all tiers by respective stake holders. Necessary Standing Operating Procedures (SOPs) can be devised alongside respective guidelines on similar lines by PDMAs/SDMA/GBDMA/FDMA to incorporate aspects peculiar to respective environment but without violation of basic parameters.

Major General Asghar Nawaz

Chairman, NDMA

Annexes

A. Categories of Relief and Rescue Items.

B. Scale for Case Load.

C. Supply Chain Diagram.

D. Minimum Stocking Level for NDMA/PDMAs/SDMA/GBDMA/FDMA and DDMAs for Stocking of Non Food and Rescue Stores.

E. Standardization of Relief and Rescue Items.

F. Carriage Capacity of Aircrafts (Military/Commercial).

G. Shelf Life of Relief and Rescue Items.

External Distribution

1. Secretary to Prime Minister, Prime Minister's Office, Islamabad
2. Secretary, Ministry of Climate Change, Islamabad
3. DG, PDMA Punjab, Lahore
4. DG, PDMA Sindh, Karachi
5. DG, PDMA Khyber Pakhtunkhwa, Peshawar
6. DG, PDMA Balochistan, Quetta
7. DG, SDMA Azad Jammu & Kashmir, Muzaffarabad
8. DG, GBDMA Gilgit Baltistan, Gilgit
9. DG, FDMA, Peshawar

Internal Distribution

1. Member (Operations), NDMA, Islamabad
2. Member (A&F), NDMA, Islamabad
3. Member (DRR), NDMA, Islamabad
4. Director (Admin), NDMA, Islamabad
5. Director (Finance), NDMA, Islamabad
6. Director (Response), NDMA, Islamabad
7. Director (Logistics), NDMA, Islamabad
8. Director (DRR), NDMA, Islamabad
9. Director (R&R), NDMA, Islamabad

Annex- A (Reference paras 1a & 3d)

NDMA Guidelines on Stocking, Maintenance and Supply of Relief & Rescue Items

Food Items*	Non Food Items		
	Relief Items	Rescue Items	Support Items
Rice (Basmati, Irri), of above average quality in 2 Kg pack	Tents**	Boats	Kitchen Set
Lentils / Dall (Chana & Masoor) in 2 Kg pack	Blankets	OBMs	Dignity Kit
Cooking Oil / Ghee (Banaspati) of branded quality in 1 litre pack	Tarpaulins	Life Jackets	Hygiene Kit
Wheat Flour (10/20 kg pack)	Plastic Floor Mats	Ladders	First Aid Kit
Wheat (20/40 kg pack)	Warm Cloths	Ropes	Miscellaneous Items like Candle, Lantern, Torch
Sugar (white refined) in 1 kg packs.	Generators for medical facilities in Camps	-	
Tea of branded quality of 250 / 450 grams.	Generators	-	
Condiments like chilli powder, masala, salt in standard pack.	De-watering Pumps	-	-
Match Box.	Water Purification Plants (optional)	-	-
Milk Powder in standard pack of minimum 450 grams.	-	-	-
Milk powder for Children in ½ kg pack.	-	-	-
Biscuits, Candies and Roasted Chana for children (optional)	-	-	-
Few disposable plates may be kept in the ration pack.	-	-	-

* Items and their scale mentioned, act as a general guideline. Quantity, packing and type of items may increase/decrease as per the availability of resources prevailing situation and policy of respective disaster management authority.

** Specification, material and other details are covered at Annex-E.

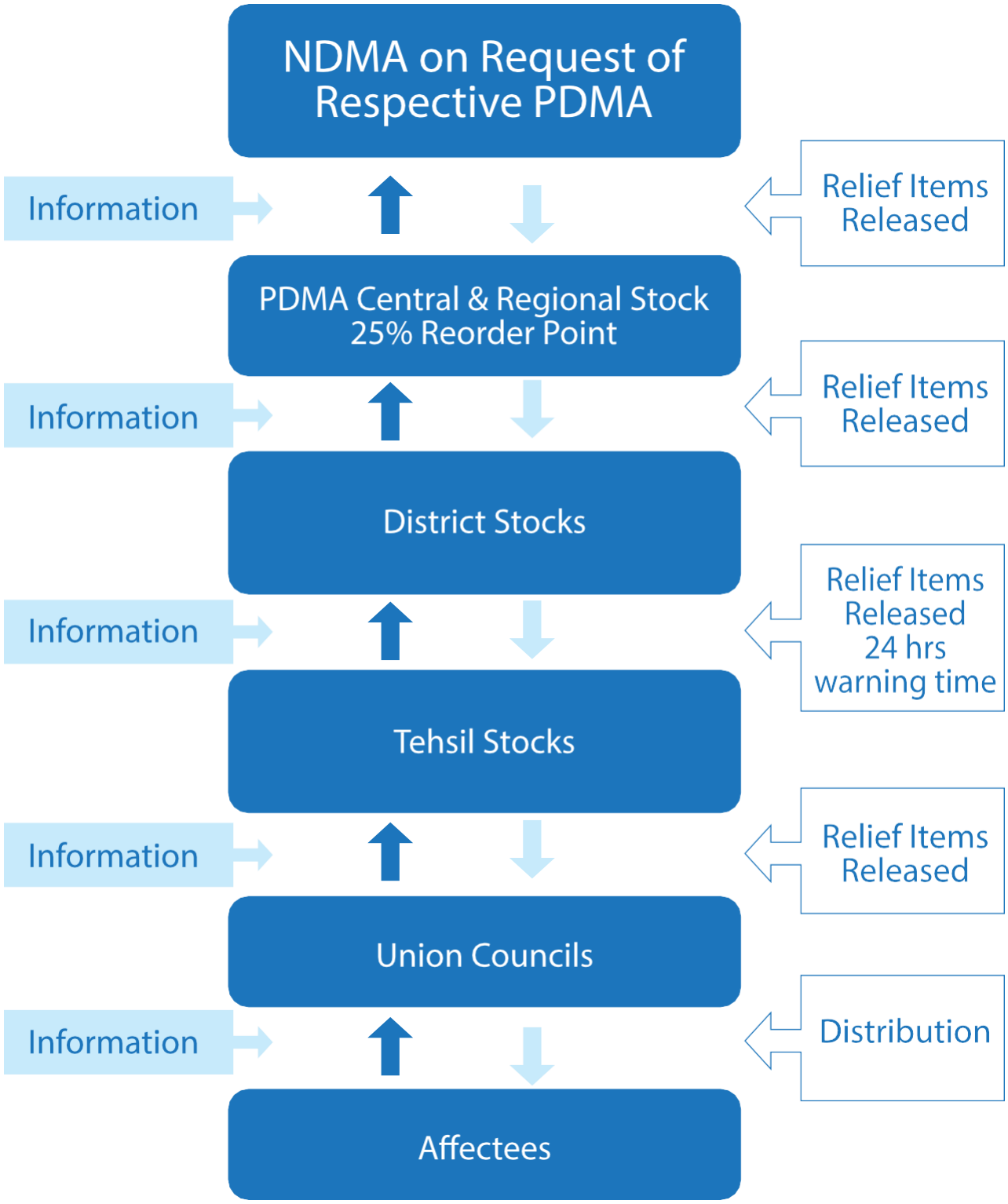
Annex- B (Reference para 3e)

NDMA Guidelines on Stocking, Maintenance and Supply of Relief & Rescue Items

Sr	Relief & Rescue Items	Case Load
1.	Tent	At the scale of 6 – 8 individuals per household
2.	Shelters to be issued	Only for school, medical camps and other Govt buildings District administrations and stores.
3.	Blankets Two types	For Cold regions high thermal and for rest of areas medium thermal blankets will be stocked and issued accordingly. Three (03) Blankets per household of six (06) will be issued. Depending upon weather conditions, concerned Disaster Management Authority may vary the number of blankets per household.
4.	Tarpaulin	One Tarpaulin will be issued with each tent in winter.
5.	Plastic Mats	1 per household with the tents in all areas of Pakistan.
6.	Mosquito Nets	Issued to warm region only. 2 – 3 per family of six (06) persons
7.	Hygiene Kit	One (01) per household in all regions
8.	First Aid Kit	One (01) per household at isolated places where medical camps are not established in close vicinity
9.	Kitchen Set	One (01) set per household (6 – 8 persons) may be provided where cooked food is not provided
10.	Generators 120 KVA	All disaster management authorities minimum have one generator. NDMA may have 1 each at regional stocks and two (02) in the center at Islamabad
11.	31 – 50 KVA Generators	One (01) generator for 5000 people will be stocked.
12.	2 – 5 KVA Generators	One (01) generator for 2500 people will be stocked.
13.	De-Watering Pump	150 de-watering pumps will be stocked for 2000 people each for areas of Punjab and Sindh only.
14.	Rescue Boats	Rescue boats with OBM should be stocked 1 per 4500 people. However, PDMA/SDMA/GBDMA/FDMA may maintain as per their demand and capacity.
15.	Medicines	Essential lifesaving and water purification medicines may be stored on regional basis.

Annex- C (Reference para 3 h)

NDMA Guidelines on Stocking, Maintenance and Supply of Relief & Rescue Items



Annex- D (Reference paras 3 l)
NDMA Guidelines on Stocking, Maintenance
and Supply of Relief & Rescue Items

MINIMUM STOCKING LEVEL FOR ALL DISASTER MANAGEMENT AUTHORITIES FOR STOCKING OF NON FOOD AND RESCUE STORES

NDMA will maintain stocks of relief items for 500,000 people all over the Country including AJ&K. Warehouses will be maintained in all provinces, GB and AJ&K on regional basis besides two Central stocks. A detailed outlook is as under:-

Provinces/ Region	Locations	Type of Stock	Calculation	
			Population to be served/Caseload	Minimum Stocking Level at 70% of Caseload
Islamabad	Islamabad	Central	70,000	49000
Punjab	Lahore	Regional	50,000	35000
	HRF Muzaffargarh	Regional	50,000	35000
KP	HRF Jalozai	Regional	40,000	28000
FATA	FATA	Regional	40,000	28000
GB	Skardu	Regional	20,000	14000
	Gilgit	Regional	20,000	14000
AJ&K	Muzaffarabad	Regional	20,000	14000
	Bagh	Regional	20,000	14000
Sindh	Karachi	Central	70,000	49000
	Hyderabad	Regional	20,000	14000
	Kashmore	Regional	40,000	28000
Balochistan	Quetta	Regional	40,000	28000
	Total		500,000*	350,000

* 0.25% of total population of Pakistan and AJ&K.

Provinces / Regions are required to maintain stocks of relief items on similar grounds at regional basis keeping in view respective historical caseloads. Planing will be based on districts wise population to be supported as per the hazard vulnerability as per following percentage of population:-

Ser	Province / Region	High Vulnerable Districts	Medium Vulnerable Districts	Low Vulnerable Districts
1	Punjab	5 – 6 %	4 – 5 %	3 – 4 %
2	Sindh	5 – 6 %	4 – 5 %	3 – 4 %
3	KP	4 – 5 %	4 – 5 %	3 – 4 %
4	Balochistan	3 – 4 %	2 – 3 %	1 – 2 %
5	AJ&K	3 – 4 %	2 – 3 %	1 – 2 %
6	Gilgit Baltistan	3 – 4 %	2 – 3 %	1 – 2 %
7	FATA	2 – 3 %	1 – 2 %	1 %
8	ICT	–	2 %	–

Note:-

- The percentage of population will be used as planning figure to calculate the requirement of relief items.
- Stocking of net requirement will be ensured through DDMAs at district level and PDMA at Regional/Central level. In any case net requirement will be met by DDMA stock plus PDMA stock as desired by respective government.
- Determination of Degree of Vulnerability will be done from National Disaster Management Plan.

Annex E - To NDMA National Policy Guidelines

STANDARDIZATION OF RELIEF AND RESCUE ITEMS
SPECIFICATIONS OF TENTS

Sr	Items	Specifications
1.	General In-formation and Description	The family Tent has standard size of 4 x 4 meters, double fly single folded with ground sheet of PE material. It is the standard tent used by NDMA and suitable for a family of 8 people. The technical specifications of tent are generic, ensuring that the product can be manufac-tured by different suppliers in the country with the common technical know-how and standard equipment from the tent industry. According to its design, family tents should comply with all the technical requirements, criteria and parameters described in this document.
2.	Material	Outer Fold of heavy water proof, rot proof, cotton canvas, weight 420-450 gms (+ 5%). Inner Fold of heavy water proof, rot proof, cotton canvas weight 420-450gsm (+ 5%).
3.	Size and Mea-surement	The tent shall have following minimum length and measurement:- a. Size- 4 x4 meters b. Minimum Rigid length - 4 meters c. Minimum central height - 2 meters d. Minimum side wall - 0.9 meters e. Windows on both sides - 2 x 2 meters f. P.E Ground sheet - 4 x 4 meters of 150 gms g. Size of Mud flap - 10 inches h. Size of outer lap - 12 inches i. Front hood - Canvas or PE material j. Colour - Off white or light green
4.	Accessories of Tent	The tent shall include set of following accessories in separate bags:- a. Two standing iron poles of M.S Pipe of 1.5 inch of 16 SWG with base. b. One Rigid iron pole in two pieces of equal size joined together with a 10 inch long socket of larger dia welded to one piece. Welding should be complete and touching welding will not be accepted c. 8 x ropes of 3 meter on each side and 2 x ropes of 4 meter on front / back side of tent. The rope cotton undyed with reinforcement of cloth pads along with 12 runners (one with each rope).Braded rope shall also be accepted. d. One hammer with wood or plastics handle of 1 kg e. 10 x pegs of large size for outer pitching(MS bar 5/8''x14'') f. 16 x pins for mud flap pitching(MS bar 3/8''x8'') g. 3 x packing bags, one each for the tent canvas, tents poles and accessories
5.	Laboratory Testing	In order to ensure adherence to the standard specification, an appropriate sample, preferably one tent out of complete stock is to be send to any one of the approved laboratories like PCSIR or as mutually agreed between manufacturer/supplier and respective disaster management authority for testing and checking at the cost of vendor(s). The test must include waterproof- ing, rot proofing of canvas, gms test of outer / inner fly as well as ground sheet and gauge testof standing iron poles. The product shall be acceptable only if all criteria are passed on the given sample.

6.	Packing and Weight	One tent with all accessories can be packed into a master bundle. The outer and the inner tent are folded in the way to ensure that the ground sheet protects the tent and accessories from dirt and moisture. The master bundle should be fastened with three sides. Tent accessories shall be in two bags one for tent poles and other for accessories like hammer, pins, and pegs. The accessories bags shall have a closure system to ensure that the accessories will not fall out of the bag during transport and handling. Particular care should be taken when packing the pegs to assure they will not pierce the bag .The rope shall be stitched with tent bag having standard length of one meter. The later shall also include one pager instruction for pitching the tent. Moreover, accessories bags shall be put at the corner of the tent bags instead of opening corner. The gross weight of a single tent shall be approximately 50 - 55 kgs.
7.	Expected Life Span	Family tents are designed as short term shelter solution, particularly in support to emergency situation and are not a substitute of a more permanent shelter. It is expected that Family tents should have a life span of 1 year minimum while in use, maintaining its shelter and water proofing capacities in all types of climates. The tent shall have a shelf life of minimum of 5 years, under normal storage conditions, in dry, clean, and ventilated warehouses. It should be elevated from the ground, not piled, stored on pallets and pallet racks, not in containers or intended warehouses. Tents are sensitive to rain and moisture when packed.
8.	Manufacturing Marking and Batch Number	Every tent shall include a tag, stitched inside the tent in one corner seam of one side, on the outer tent, 10 cm from the front end of the wall, with the manufacturer identification. The tag should include the manufacturer's name, unique reference batch number and date of manufacturing. No company log should be included with manufacture's marking.
9.	Assembling / Pitching Instructions	In the accessory bag, a content list and set-up / assembling instruction sheet may be enclosed. The instruction sheet may be written in Urdu / English. The sheet may be printed on durable laminated A4 paper showing step by step information/chart/drawing/photos.
10.	Colour Logo	Colour logo of respective Disaster Management Authority of 1 x 1 meters dia on both side of the tent to be printed / pasted at central fly of the tent. Similarly, logo of 1x1 feet be also printed /pasted at centre of the tent bag / cover.
11.	Pre-shipment Inspection	Pre-shipment inspection to be carried out before dispatching of tents to the required destination by designated officers of respective disaster management authority. The team or officer will conduct random inspection at the premises of manufacturer. The inspection to be carried randomly and visually for every lot of 1,000 tents. The inspecting officer shall collect one random sample from the complete lot and will submit to any one of the approved laboratories like PCSIR or as mutually agreed between manufacturer/supplier and respective disaster man- agement authority. The tent shall be only dispatched, if accepted by inspection officers.
12.	Delivery/ Dispatches of tents	The tents shall be delivered at the cost of vendor to the designated destination in coordination with respective disaster management authority. Delivery schedule to be shared with respective disaster management authority. All allied charges on account of loading and unloading shall bear by vendor. However, any change in destination to be mutually agreed by vendor and respective disaster management authority and shall be timely intimated to vendor for onwards transportation arrangement.

SPECIFICATIONS OF BLANKETS (DOUBLE PLY HIGH THERMAL FLEECE)

t	Items	Specifications
1.	General Information and Description	Blankets are used to provide insulation / protection against loss of body temperature, according to the requirement imposed by climate / temperature conditions. The insulation capacity of a blanket depends on two factors:- a. The Thermal Resistance of Garments (TOG), a measurement of a how well a material resists heat flow, where the higher the TOG rating, the better the insulation. It has to be noted that the TOG does not depend only on weight or the raw material, but also on the fibre quality, the type of weaving or knitting and fibre rising. b. The Air Permeability of the Material, where low air permeability will ensure protection from draught, while inherent breathability allows evacuation of the body perspiration. NDMA will use double ply HIGH THERMAL FLEECE BLANKETS for winter or harsh weather. The technical specifications of blankets are generic, ensuring that the product can be manufactured by different suppliers in the country with the common technical know-how and standard equipment from the blankets industry. According to its design, high thermal blankets should comply with all the technical requirements, criteria and parameters described in this document.
2.	Material	Knitted, double ply blankets, raised on both sides with 100 % virgin polyester.
3.	Size and Measurement	The blankets shall have following minimum measurement:- a. Dry weight 600--850 GR/M2 as per ISO 1833 OR 1.8 kg to 2.5 Kgs. b. Size(Width x length)- 150 x 210 cm + 1 % c. Colour – Grey shade. d. Tensile strength in both directions 250 N minimum as per ISO 13934 -1 e. Less than 5% loss in tensile strength & 5% shrinkage after washing as per ISO 6330 f. Less than 5% weight loss after washing as per ISO 6330 a. TOG of min 4.0 as per ISO 5085 - 1 b. Thickness of min. 4 mm, measured after washing resistance to airflow. c. Less than 1000L/M2/S as per ISO 9237 under 100PA pressure drops. d. Finish whipped seam of min 10 stitches per 10 cm
4.	Ignition and flame proofing	The blankets are to be:- a. Cigarette proof as per ISO 12952 -1 & 2. b. Non ignition c. Flam proof as per ISO 12952--3&4. d. No bad and irritating smell. e. PH between 4 and 9 and fit for human use and Free from VOC
5.	Laboratory Testing	In order to ensure adherence to the standard specification, an appropriate sample, preferably one blanket out of complete stock to be send to any one of the approved laboratories like PCSIR or as mutually agreed between manufacturer/supplier and respective disaster management authority for testing and checking at the cost of vendor(s).The test must include checking of 100% virginity of polyester, Weight, Tensile strength, knitting, raised on both side, TOG of min 4.00 and ignition and cigarette proofing test.
6.	Packing and Weight	Blankets are to be packed into a master bale of 20 x blankets. The blankets are to be first packed in separate polythene cover to avoid dirt and moisture. Each polythene bag to be closed manually or sealed by heat. The master bundle shall also be covered with polypropylene sheet / polythene before pressing. The master bundle shall be pressed by bale pressing machine to ensure that the individual blankets will not fall out of the bag during transport and handling. Bales to be wrapped in a water-tight micro perforated plastic film and covered with a polypropylene or jute woven bag, compressed and strapped with 5 straps (2 lengthwise, 3 crosswise).The prefer size of bale shall be 70 x 60 x 50 cm.

7.	Expected Life Span	High thermal fleece blankets are premeditated for short term bedding requirements, particularly in support to emergency situation and are not a substitute of a more permanent bedding solution. It is expected that Blankets should have a life span of 1 year minimum while in use, maintaining its TOG and tensile strength capacities in all types of climates. The blankets shall have a shelf life of minimum of 3 years, under normal storage conditions, in dry, clean, and ventilated warehouses. It should be elevated from the ground, not piled, stored on pallets and pallet racks, not in containers or intended warehouses.
8.	Manufacturing Marking and Batch Number	Every blanket shall include a tag, stitched in one corner of whipped seam of blanket, with size of 5 x 5cm, with the manufacturer identification. The tag should include the manufacturer's name, unique reference batch number and date of manufacturing. No company logo should be included with manufacture's marking.
9.	Colour Logo	Colour logo of respective Disaster Management Authority of 12 x 12 cm in dia on one corner side of the blankets to be printed / pasted. Similarly, logo of 30 x 30 cm to be printed /pasted at centre of the master bale of blankets.
10.	Pre-shipment Inspection	Pre-shipment inspection to be carried out before dispatches of blankets to the required destination by designated officers of respective disaster management authority. The team or officer will conduct random inspection at the premises of manufacturer. The inspection to be carried randomly and visually for every lot of 2,000 blankets. The inspecting officer shall collect one random sample from the complete lot and will submit to any one of the approved laboratorieslike PCSIR or as mutually agreed between manufacturer/supplier and respective disaster management authority for testing and checking at the cost of vendor(s). The blankets shall be only dispatched, if accepted by inspection officers.
11.	Delivery/ Dispatches Instruction	The tents shall be delivered at the cost of vendor to the designated destination in coordination with respective disaster management authority. Delivery schedule to be shared with respective disaster management authority. All allied charges on account of loading and unloading shall bear by vendor. However, any change in destination to be mutually agreed by vendor and respective disaster management authority and shall be timely intimated to vendor for onwards transportation arrangement.

SPECIFICATIONS OF BLANKETS (SINGLE PLY MEDIUM THERMAL FLEECE)

Sr	Items	Specifications
1.	General Information and Description	Blankets are used to provide insulation / protection against loss of body temperature, according to the requirement imposed by climate / temperature conditions. The insulation capacity of a blanket depends on two factors:- a. The Thermal Resistance of Garments (TOG), a measurement of a how well a material resists heat flow, where the higher the TOG rating, the better the insulation. It has to be noted that the TOG does not depend only on weight or the raw material, but also on the fibre quality, the type of weaving or knitting and fibre rising. b. The Air Permeability of the Material, where low air permeability will ensure protection from draught, while inherent breathability allows evacuation of the body perspiration.All will use single ply MEDIUM THERMAL FLEECE BLANKETS under normal circumstance. The technical specification of this blankets are generic, ensuring that the product can be manufactured by different suppliers in the country with the common technical know-how and standard equipment from the blankets industry. According to its design, high thermal blankets should comply with all the technical requirements, criteria and parameters described in this document.
2.	Material	Knitted, single ply blankets, raised on both sides with 100 % virgin polyester.

3.	Size and Measurement	The blankets shall have following minimum measurement:- a. Dry weight 350 - 670 GR/M2 as per ISO 1833 OR 1.2 kg to 1.5 Kgs. b. Size(Width x length)- 150 x 210 cm + 1 % c. Colour – Grey shade. d. Tensile strength in both directions 250N minimum as per ISO13934 -1 e. Less than 5% loss in tensile strength & 5% shrinkage after washing as per ISO 6330 f. Less than 5% weight loss after washing as per ISO 6330 e. TOG of min 2.5 as per ISO 5085 - 1 f. Thickness of min. 4 mm, measured after washing resistance to airflow. g. Less than 1000L/M2/S as per ISO 9237 under 100PA pressure drops. h. Finish whipped seam of min 10 stitches per 10 cm
4.	Ignition and flame proofing	The blankets are to be:- a. Cigarette proof as per ISO 12952 -1 & 2. b. Non ignition c. Flam proof as per ISO 12952--3&4. d. No bad and irritating smell. e. PH between 4 and 9 and fit for human use and Free from VOC.
5.	Laboratory Testing	In order to ensure adherence to the standard specification, an appropriate sample, preferably one blanket out of complete stock are to be send to any one of the approved laboratories like PCSIR or as mutually agreed between manufacturer/supplier and respective disaster management authority for testing and checking at the cost of vendor(s). The test must include checking of 100% virginity of polyester, Weight, Tensile strength, knitting, raised on both side, TOG of min 2.5 and ignition and cigarette proofing test.
6.	Packing and Weight	Blankets are to be packed into a master bale of 25 x blankets. The blankets are to be first packed in separate polythene cover to avoid dirt and moisture. Each polythene bag to be closed manually or sealed by heat. The master bundle shall also be cover with polypropylene sheet / polythene before pressing. The master bundle shall be pressed by bale pressing machine to ensure that the individual blankets will not fall out of the bag during transport and handling. Bales to be wrapped in a water-tight micro perforated plastic film and covered with a polypropylene or jute woven bag, compressed and strapped with 5 straps (2 lengthwise, 3 crosswise).The prefer size of bale shall be 70 x 60 x 50 cm.
7.	Expected Life Span	High thermal fleece blankets are premeditated for short term bedding requirements, particularly in support to emergency situation and are not a substitute of a more permanent bedding solution. It is expected that Blankets should have a life span of 1 year minimum, maintaining its TOG and tensile strength capacities in all types of climates. The blankets shall have a shelf life of minimum of 3 years, under normal storage conditions, in dry, clean, and ventilated warehouses. It should be elevated from the ground, not piled, stored on pallets and pallet racks, not in containers or intended warehouses.
8.	Manufacturing Marking and Batch Number	Every blanket shall include a tag, stitched in one corner of whipped seam of blanket, with size of 5 x 5cm, with the manufacturer identification. The tag should include the manufacturer's name, unique reference batch number and date of manufacturing. No company log should be included with manufacture's marking.
9.	Colour Logo	Colour logo of respective Disaster Management Authority of 12 x 12 cm in dia on one corner side of the blankets to be printed / pasted. Similarly, logo of 30 x 30 cm to be printed / pasted at centre of the master bale of blankets.

10.	Pre-shipment Inspection	Pre-shipment inspection to be carried out before dispatch of blankets to the required destination by designated officers of respective disaster management authority. The team or officer will conduct random inspection at the premises of manufacturer. The inspection to be carried randomly and visually for every lot of 2,000 blankets. The inspecting officer shall collect one random sample from the complete lots and will submit to any one of the approved laboratorieslike PCSIR or as mutually agreed between manufacturer/supplier and respective disaster management authority for testing and checking at the cost of vendor(s). The blankets shall be only dispatched, if accepted by inspection officers.
11.	Delivery/ Dispatches Instruction	The blankets shall be delivered at the cost of vendor to the designated destination in coordination with respective disaster management authority. Delivery schedule to be shared with respective disaster management authority. All allied charges on account of loading and unloading shall bear by vendor. However, any change in destination to be mutually agreed by vendor and respective disaster management authority and shall be timely intimated to vendor for onwards transportation arrangement.

SPECIFICATIONS OF TARPAULINE SHEETS

Sr	Items	Specifications
1	General Information and Description	Reinforced plastic tarpaulin sheets of 4 x 5 meters have to be developed according to international standards and designed for long outdoor use in all climates. Plastic tarpaulins are to be used in support to humanitarian operations, for temporary shelter and are recommended for individual and Family) shelter protection. The technical specifications of tarpaulin sheet are generic, ensuring that the product can be manufactured by different suppliers in the country with the common technical know-how and standard equipment from the textile industry. According to its design, plastics tarpaulin should comply with all the technical requirements, criteria and parameters described in this document.
2	Material	Reinforced plastic tarpaulin sheets are made of woven high-density black polyethylene fibres, warp x weft, laminated with both sides with low density polyethylene coating, with reinforced rims by heat sealing on all sides, (or 2 sides heat sealing and 2 sides double stitching) and a 5 millimeters diameter PE or PP rope on the edge, inside the hem of1000 denier minimum. Minimum material weight shall be 190 gram/m2 + 20g/m2.
3	Size and Measurement	The Plastics tarpaulin shall have following minimum measurement:- a. Size - 4 x 5 meters b. Tensile strength - minimum 600 N both directions of warp and weft. c. Welding - only one is allowed along the middle of the sheet, length wise. d. Reinforcement Eyelets - Provided with aluminium eyelets or equivalent on four sheet sides of the single sheets at 100 cm +5cm centre to centre, providing very strong fixation points e. Minimum resistance is 80% of the original tarpaulin tensile strength in the weft under ISO 1421 plus additional procedure. f. Colour - white sun reflective on both sides, inner black fibres to ensure opacity. g. Weight - 3.8 - 4.2 Kgs h. 20 x meter barded or polyester- Nylon rope

4	Heat proofing/ UV resistance	UV resistance - stabilized against ultraviolet rays and access heat for log outdoor exposure. Maximum 5 % loss of original tensile strength under ISO 1421 after 1500 hours UV under ASTM G53/94.
5.	Laboratory Testing	In order to ensure adherence to the standard specification, an appropriate sample, preferably one tarpaulin out of complete stock are to be send to any one of the approved laboratories like PCSIR or as mutually agreed between manufacturer/supplier and respective disaster management authority for testing and checking at the cost of vendor(s). The test must include checking of high-density black polyethylene fibre, size of 4 x 5 meters, UV resistance, water proofing and tensile strength.
6	Packing and Weight	Tarpaulins are to be packed into a master bale of 5 x tarpaulins. Each individual tarpaulin is to be folded in way to avoid dirt and cutting. The master bundle shall also be cover with tarpaulin sheet / polythene before pressing. The master bundle shall be pressed by bale pressing machine to ensure that the individual tarpaulin will not fall out of the bag during transport and handling. Bales to be wrapped in a water-tight polypropylene or jute woven bag, compressed and strapped with 5 straps (2 lengthwise, 3 crosswise).The prefer size of bale shall 56 x 39 x 20 cm. Gross weight of single bale is approx.-20 kgs.
7	Expected Life Span	It is expected that reinforced tarpaulin will maintain sheltering and waterproof capacities for one year under the strongest weather conditions. The tarpaulin shall have a shelf life of minimum of 3 years, under normal storage conditions, in dry, clean, and ventilated warehouses. It should be elevated from the ground, not piled, stored on pallets and pallet racks, not in containers or intended warehouses.
8	Manufacturing Marking and Batch Number	Every tarpaulin shall include a tag, stitched in one corner of whipped seam of tarpaulin, with size of 5 x 5cm, with the manufacturer identification. The tag should include the manufacturer's name, unique reference batch number and date of manufacturing. No company log should be included with manufacture's marking.
9	Colour Logo	Colour logo of respective Disaster Management Authority of 1 x 1 meters in dia at central of the tarpaulin to be printed / pasted. Similarly, logo of 10 x 10 cm to be printed /pasted at centre of the master bale of tarpaulin.
10	Pre-shipment Inspection	Pre-shipment inspection to be carried out before dispatches of tarpaulins to the required destination by designated officers of respective disaster management authority. The team or officer will conduct random inspection at the premises of manufacturer. The inspection to be carried randomly and visually for every lot of 10,000 tarpaulins. The inspecting officer shall collect one random sample from the complete lots and will be send to any one of the approved laboratories like PCSIR or as mutually agreed between manufacturer/supplier and respective disaster management authority for testing and checking at the cost of vendor(s). The tarpaulin shall be only dispatched, if accepted by inspection officers.
11	Delivery/ Dispatches Instruction	The tarpaulin shall be delivered at the cost of vendor to the designated destination in co-ordination with respective disaster management authority. Delivery schedule to be shared with respective disaster management authority. All allied charges on account of loading and unloading shall bear by vendor. However, any change in destination to be mutually agreed by vendor and respective disaster management authority and shall be timely intimated to vendor for onwards transportation arrangement.

SPECIFICATIONS OF KITCHEN SETS

Sr	Items	Specifications
1.	General Information and Description	Kitchen sets (house hold items) are provided to fulfil the basic cooking and serving requirement of disaster affected families. One kitchen set to be provided for a family of 6 individuals. All items must be of stainless steel. The technical specification of the kitchen set is generic, ensuring that the items can be manufactured / supplied by different suppliers in the country with the common technical know-how and as per standard of local industry. According to its design, Kitchen sets should comply with all the technical requirements, criteria and parameters described in this document.
2.	Material	The kit items shall be manufactured locally in Pakistan however, items manufactured by some other countries will also be accepted.
3.	Composition and Accessories	Composition of the set shall be as under:- a. 1 x 7 Litres Cooking Pot made of stainless steel (0.8mm) or aluminium (1.75mm) (+ 5%) with Lid. Having size of 25-28 cms, with lid thickness1mm, two round thick wire rode handle, sandpaper finish. b. 1 x 5 Litres Cooking Pot made of stainless steel (0.8mm) or aluminium (1.75mm) (+ 5%) with Lid. Having size of 22- 24 cms, with lid thickness 1mm, two round thick wire handle, sandpaper finish. c. 1 x 2.5 Litres Frying Pan made of stainless steel (0.8mm) or with handle covered by insulating materials. d. 5 x 1 Litres Bowl metallic. Having thickness of 1.50mm (_+5%), with 16-18 cm diameter with border. e. 5 x 0.75 Litres Plates metallic with 24/25 cm diameter with border. f. 5 x 0.3 Litres Cups made of metallic or Plastics, polished finish with handle g. 1 x Stainless steel or wooden serving spoon having size of 30-35 cms. h. 5 x 15 ml table-spoons, polished finished. i. 5 x Fork-table of size 17 cm, polished finished. j. 1 x Kitchen knife- stainless steel blade, cutting edge, cutting edge 14/15 cm long, 2.5 cm wide with moulded plastic handle. k. 1 x Scouring Pad (Pak made) l. 1 x Torch medium-Rechargeable with battery cell (Pak/China made)
4.	Packing and Weight	All items to be packed in one master pack made of carton. Content to be securely packed, preventing any damage or goods dispersion in the carton. Double-corrugated, 5 plies, export quality cardboard. Withstands 4 m- high stacking for more than 48 hours, and 10 handlings. The final package should resist without any damage to a weight or a pressure of 140 kg applied on a strong rigid board on top of the box. Tape on every joint the carton, plus 4 plastic 10 mm straps. The cartons have to be robust, improving stability, stack ability and keep the form under pressure. The cost of the cartons have to be included in the offer. The likely weight of the one set will be 5.5 – 6 Kgs.
5.	Expected Life Span	The kit must contain items with homogenous production / manufacturing dates. The kitchen sets are designed as short term household solution, particularly in support to emergency situation and is not a substitute of a more permanent household solution. Overall items of kits shall have a life span of 2 year minimum while in use and 5 years, under normal storage conditions, in dry, clean, and ventilated warehouses. It should be elevated from the ground, not piled, stored on pallets and pallet racks, not in containers or intended warehouses.
6.	Manufacturing / Supplier Marking	No brand name, internet address, and other commercial marking on cartons is allowed. Manufacturer identification could be placed inside the carton. However, each carton must include content list at any one of the vertical side.

7.	Colour Logo	Colour logo of respective Disaster Management Authority of 10 x 10 inches dia on both side of the packing carton to be printed / pasted at centre of the carton.
8.	Pre-shipment Inspection	Pre-shipment inspection to be carried out before dispatches of kitchen sets to the required destination by designated officers of respective disaster management authority. The team or officer will conduct random inspection at the premises of supplier / manufacturer. The inspection to be carried randomly and visually for every lot of 100 sets. The sets shall be only dispatched, if accepted by inspection officers.
9.	Delivery/ Dispatches of tents	The kitchen sets shall be delivered at the cost of vendor to the designated destination in coordination with respective disaster management authority. Delivery schedule to be shared with respective disaster management authority. All allied charges on account of loading and unloading shall bear by vendor. However, any change in destination to be mutually agreed by vendor and respective disaster management authority and shall be timely intimated to vendor for onwards transportation arrangement.

SPECIFICATIONS OF HYGIENE KITS

Sr	Items	Specifications
1	General Information and Description	The Hygiene kits comprising various items pertaining to personnel hygiene and will be suitable for a family of 6 people. The technical specification of this kits are generic, ensuring that the product in the kits can be provided / manufactured by different suppliers in the country with the common technical know-how and standard items from the local industry. According to its design, Hygiene kits should comply with all the technical requirements, criteria and parameters described in this document.
2	Material	The kit items shall be manufactured locally in Pakistan, however, items manufactured by some other countries will also be accepted.
3	Composition of the kit	a. 1 x Towel-Cotton material of size 2 x 4 Feet(Pak/China made) b. 2 x Towel(Medium)- Cotton material of size 1.5 x3 feet(Pak/China made) c. 3 x Toothpaste with tooth brushes(Medium)-Minimum 100 grams d. 3 x Miswak-Minimum 8-10 inches in length e. 2 x Liquid Soap(250ml) f. 2 x Soap(Dish wash 215 grams) g. 2 x Laundry Soap-250 grams h. 1 x Nail Cutter-Stainless steel(Pak/China made) i. 12 x Pampers-Medium size j. 1 x Wipes packet(25 cloth wipes) k. 3 x Cotton Roll(400 gms) l. 6 x Gauze pieces – sterilized m. 6 x disposable razors / shavers with a plastic handle in with strength rubbing foiling in a pack n. 2 x roll of environmentally friendly toilet papers o. 4 x Pieces of cotton cloth((Absorbent- length & width- 1 meter) p. 1 x Large comb(anti lice) with wide spikes (women style) q. 1 x Small plastic comb with small plastic spikes (men style) r. 1 x Liquid Mosquito repellent (25 ml).

4	Packing	All items to be packed in one master pack made of carton. Content to be securely packed, preventing any damage or goods dispersion in the carton. Tooth paste tubes to be properly sealed. Set the packed and the net weights within the allowed tolerances, as per define in the contract. It is recommended to include in the package some leaflets containing key hygiene messages. The Packing bags have to be robust, improving stability, stack ability and keep the form under pressure. The costs of the bags have to be included in the offer.
5.	Expected Life Span	The kit must contain items with homogenous expiry dates. Kits are designed as short term hygienic solution, particularly in support to emergency situation and is not a substitute of a more permanent hygienic solution. Overall items of kits shall have a life span of 1 year minimum, under normal storage conditions, in dry, clean, and ventilated warehouses. It should be elevated from the ground, not piled, stored on pallets and pallet racks, not in containers or intended warehouses. It must be store in hygienic storage warehouses.
6	Manufacturing / Supplier Marking	No brand name, internet address, and other commercial marking on bags is allowed. However, each bag must include content list inside the bags.
7	Colour Logo	Colour logo of respective Disaster Management Authority of 6 x 6 inches dia on both side of the packing carton to be printed / pasted at centre of the carton.
8	Pre-shipment Inspection	Pre-shipment inspection to be carried out before dispatches of kits to the required destination by designated officers of respective disaster management authority. The team or officer will conduct random inspection at the premises of supplier / manufacturer. The inspection to be carried randomly and visually for every lot of 1,000 kits. The kits shall be only dispatched, if accepted by inspection officers.
9	Delivery/ Dispatches of tents	The kits shall be delivered at the cost of vendor to the designated destination in coordination with respective disaster management authority. Delivery schedule to be shared with respective disaster management authority. All allied charges on account of loading and unloading shall bear by vendor. However, any change in destination to be mutually agreed by vendor and respective disaster management authority and shall be timely intimated to vendor for onwards transportation arrangement.

SPECIFICATIONS OF FIBER GLASS BOATS

Sr	Items	Specifications
1.	General Information and Description	Fibre Glass Boats are to be maintained at various strategic location especially in flood prone areas. The boats are designed to be effectively deployed for rescue and relief efforts. Fibre Glass Boats are designed to carry load of 15-18 personnel. The technical specification of boats is generic, ensuring that the items can be manufactured / supplied by different suppliers in the country with the common technical know-how and as per standard of local industry. According to its design, Fibre glass boats should comply with all the technical requirements, criteria and parameters described in this document.
2.	Type and Material	GRP, Glass reinforced filled with PU foam, using High Pressure PU Foam Injection Machine. Double hull glassy finish with unsinkable material. Heavy duty D- Type rubbers /Rub Rail. Stainless steel 316 Mooring cleats with U Bolts. Fuel Tank Compartment and Bollard. Outer White Color with multi reflector tapes, embossed “NDMA Pakistan” in florescent orange colour of size 3 x 1.5 fts on both side of the boats.

3.	Composition and Accessories	Composition of the set shall be as under:- a. Inner blue colour. b. Length 18-19 feet c. Width 5-6 feet d. Depth (inner) 2-3 feet e. Seating Capacity- 15-18 persons f. One GIS IP based navigation appropriately fixed in a suitable place g. One heavy duty portable LED Searchlight of 3.00 million candle light power with AC220-240V power source (convertible). h. Two rechargeable 6V 4.5AH sealed lead-acid batteries. i. Four Oars j. 100 Meters floatable rope k. 2 x Fire extinguisher l. 15-18 Life jackets m. Driver seat n. Boat Hooks o. Cleats1 x Tool Kit and manual Guide p. Drain Plugs q. 1 x OBM fixing platform.
4.	Packing	The open parts of the boats to be covered with proper packing material to avoid any scratches or damage. Accessories are to be separately packed with water proof packing material. Parking / storing pallets to be provided for storing of boats.
5.	Expected Life Span and Warrantee	Since the NDMA rescue boats are used in flood emergency and are not operative during normal circumstances. Therefore, the boats shall have life span of 5 year minimum while used and 10 years, under normal storage conditions. There must be after sales service guarantee / warrantee for at least 3 x years.
6.	Manufacturing / Supplier Marking	Every boat shall include a tag, printed in back corner of boats with size of 10 x 10 cm, with the manufacturer identification. The tag should include the manufacturer's name, unique reference batch number and date of manufacturing. No company log should be included with manufacture's marking.
7.	NDMA Colour Logo	"NDMA Pakistan" to be embossed in florescent orange colour with appropriate size on both side of the boats. Life jackets shall also bear "NDMA Pakistan" in florescent colour of size 6 x 6 inches.
8.	Pre-shipment Inspection	Pre-shipment inspection to be carried out before dispatches of the boats to the required destination by designated officers of NDMA. Swamp test to be carried out. The team or officer will conduct random and visual inspection of the boats @ 20 % of the total quantity. The boats shall be only dispatched, if accepted by inspection officers. However, post -deliver defect if found any to be rectified by the vendor.
9.	Delivery/ Dispatches of Boats	The boats shall be delivered at the cost of vendor to the designated destination in coordination with Logistics Section of NDMA. Delivery schedule to be shared with NDMA. All allied charges on account of loading and unloading shall bear by vendor. However, any change in destination to be mutually agreed by vendor and NDMA and shall be timely intimated to vendor for onwards transportation arrangement.

SPECIFICATIONS OF INFLATABLE RUBBER BOATS

Sr	Items	Specifications
1	Firms	Manufacturer / sole distributor/supplier
2	Type and Material	Inflatable rubber boat with multi reflector color embossed with “NDMA Paki-stan” in florescent colour
3	Length	10-12 fts
4	Beam	4.5 to 5.6 fts
5	Tube Diameter	18-20 inch
6	Overall weight (Approx.)	150-200 Kgs
7	Seating Capacity	10 person
8	Floor	Wooden
9	Buoyancy Tube	Hypalon Neoprene 1670 Dtex
10	Keel Tube	Hypalon Neoprene 1670 Dtex
11	Floor Bottom	Hypalon Neoprene 1670 Dtex
12	Buoyancy /weight carrying	900Kgs to 1000kgs
13	Anchor / sinker	1 Nos
14	Air Chambers with keel	4-5 Nos
15	Inflation Pressure	Minimum 0.24 bar or / 3.4 PSI
16	Inflation Valves	4-5 Nos
17	Pressure Release Valves	4-5 Nos
18	Deck Drain	1 No
19	Interior Handles	5 Sets
20	Rubber Fender	Strake all around the tube
21	Bowing carrying handle	1 No
22	Approx. Speed	20-25 Knot
23	Oars(Aluminium)	2 Nos
24	Rope	100 x Meters floatable rope
25	Inflation Foot Pump	1 No
26	Maintenance kit with bag	1 No(shall include all necessary standard items)
27	Extra valves	5 Nos
28	Towing Point	1-2 Nos
29	Life rings	2 Nos
30	Boat carrying bag	1 No

31	Packing	The open parts of the boats to be covered with proper packing material to avoid any scratches or damage. Accessories are to be separately packed with water proof packing material.
32	Expected Life Span and Warrantee	Since the NDMA rescue boats are used in flood emergency and are not operative during normal circumstances. Therefore, the boats shall have life span of 5 year minimum while used and 10 years, under normal storage conditions. There must be after sales service guarantee / warrantee for at least 3 x years.
33	Manufacturing / Supplier Marking	Every boats shall include a tag, printed in back corner of boats with size of 10 x 10 cm, with the manufacturer identification. The tag should include the manufacturer's name, unique reference batch number and date of manufacturing. No company log should be included with manufacture's marking.
34	NDMA Colour Logo	"NDMA Pakistan" to be embossed in florescent orange colour with appropriate size on both side of the boats. Life jackets shall also bear "NDMA Pakistan" in florescent colour of size 6 x 6 inches.
35	Pre-shipment Inspection	Pre-shipment inspection to be carried out before dispatches of the boats to the required destination by designated officers of NDMA. Swamp test to be carried out. The team or officer will conduct random and visual inspection of the boats @ 20 % of the total quantity. The boats shall be only dispatched, if accepted by inspection officers. However, post -deliver defect if found any to be rectified by the vendor.
36	Delivery/ Dispatches of Boats	The boats shall be delivered at the cost of vendor to the designated destination in coordination with Logistics Section of NDMA. Delivery schedule to be shared with NDMA. All allied charges on account of loading and unloading shall bear by vendor. However, any change in destination to be mutually agreed by vendor and NDMA and shall be timely intimated to vendor for onwards transportation arrangement.
37	Standard Fitted items	As per international marine safety standards

SPECIFICATIONS OF OUT BOAT MOTOR (OBM)

Sr	Items	Specifications
1	Firms	Sole Distributors / Manufacturer
2	Brand	Yamaha / Japan / European or other equivalent
3	Make and Model	Japan/Europe/American
4	Horse Power	40 HP
5	Stroke	2 stroke, 2 cylinder
6	Starting System	Manual /Auto starter
7	Fuel tank	2 x 20 litters each
8	Fuel lead	2 Nos
9	Fuel Consumption	20-25 Ltrs/hrs

10	RPM Range	5000 and above
11	Fuel – Oil Mixing Ration	50:1
12	Bore x Stroke	78mm x 70 mm
13	Cooling System	Water
14	Tool Kits	1 No
15	Weight	Less than 90 Kgs
16	Warrantee period	3 years
17	Service	3S
18	Ultra-low emission	The engine shall be ultra-low emission ratings.
19	Injection System	Electronic / programmed fuel injection system
20	Fit for salty water	The engine should be fit for use in Salt water and should have good resistance to rust and the engine and drive line shall be fitted in enclosed housing to protect from river/canal /sea water.
21	Packing	Accessories of the OBM be covered with proper packing material to avoid any scratches or damage and are to be separately packed with water proof packing material.
22	Expected Life Span	Since the NDMA rescue boats are used in flood emergency and are not operative during normal circumstances. Therefore, the OBM shall have life span of 5 year minimum while used and 10 years, under normal storage conditions.
23	Manufacturing / Supplier Marking	Every OBM shall include a tag, printed in back corner of boats with size of 10 x 10 cm, with the manufacturer identification. The tag should include the manufacturer's name, unique reference batch number and date of manufacturing. No company log should be included with manufacture's marking.
24	NDMA Colour Logo	"NDMA Pakistan" to be embossed in florescent orange colour with appropriate size on one side of the OBM.
25	Pre-shipment Inspection	Pre-shipment inspection to be carried out before dispatches of the OBM to the re-quired destination by designated officers of NDMA. The team or officer will conduct random and visual inspection of the OBM @ 20 % of the total quantity. The OBM shall be only dispatched, if accepted by inspection officers. However, post -deliver defect if found any to be rectified by the vendor.
26	Delivery/ Dispatches of OBM	The OBM shall be delivered at the cost of vendor to the designated destination in coordination with Logistics Section of NDMA. Delivery schedule to be shared with NDMA. All allied charges on account of loading and unloading shall bear by vendor. However, any change in destination to be mutually agreed by vendor and NDMA and shall be timely intimated to vendor for onwards transportation arrangement.

SPECIFICATIONS OF LIFE SAVING JACKETS

Sr	Items	Specifications
1	General Information and Description	Lifesaving jackets are to be pre-positioned at various flood prone areas. The lifesaving jackets are designed for use of rescue efforts. The jacket is either to be used by rescuer or by stranded people in case of floods. The technical specification of jackets is generic, ensuring that the items can be manufactured / supplied by different suppliers in the country with the common technical know-how and as per standard of local industry. According to its design, lifesaving jackets should comply with all the technical requirements, criteria and parameters described in this document.
2	Design	The vest should be designed so that it can be worn back side front depending upon the operational requirements. Should comprising 3 x separate buoyancy sheet in three level to make the jackets a comfortable and secure fit, while allowing freedom of movement. This ease of movement is essentially required during operation. The provision of long straps and braided nylon cord make the possibility for the rescuer to wear the jackets front side to back. Standard comply life jackets buoyancy aid 4 straps fixing and neoprene rubber international buoyancy. The life jacket would have 140-200 bouncy. The life jackets would have whistle and light. The **"NDMA Pakistan** "should written on front and back (Solas standard).
3	Material	**OUTER COVER**- The fabric should be tough and strong to cater for abrasion and impact during use. The fabric should also lightly rubberized on the inside for additional strength. **BUOYANT MATERIAL**- The buoyant material should be a rubber-plastic composite closed cell-foam specially developed for floatation vest. The softness of foam is required to provide comfort. The foam should be highly impact resistant and very light in weight .Extremely low density foam (0.04 – 0.06) to make the vest ultra-light for its bulk.
4	Sizes and measurement	a. Type - EVA Foam / EPDM b. Inner Material - Polyester coating c. Size of jacket- 35" - 40" d. Weight carrying -120 kgs (minimum) e. Straps - 3 x with strong buckles f. Colour - Red / Orange with **" NDMA Pakistan**" g. Qualities- lightweight/Unsinkable h. The life jacket would have 140-200 buoyancy. i. The life jacket would have whistle j. The fabric should be tough and strong to cater for abrasion and impact during use. k. The fabric should also light rubberize on the inside for additional strength. l. The buoyant material should be a rubber-plastic composite closed cell-foam specially developed for floatation vest. The

5	Packing and Weight	Each life jackets to be packed in proper packing material to avoid any scratches or damage. Master bundle of 20 x life jackets to be properly packed in water proof packing material.
6	Expected Life Span	Since the NDMA life jackets are used in flood emergency and are not operative during normal circumstances. Therefore, the life jackets shall have life span of 5 year minimum while used and 7 years, under normal storage conditions.
7	Manufacturing / Supplier Marking	Every life jackets shall include a tag, printed in inner fold of jacket with size of 3 x 3 inches, with the manufacturer identification. The tag should include the manufacturer's name, unique reference batch number and date of manufacturing. No company log should be included with manufacture's marking.
8	NDMA Colour Logo	Logo of "**NDMA Pakistan**" in fluorescent colour of size 8 x 8 inches dia on both side to be printed / pasted at the front and back of jacket.
9	Pre-shipment Inspection	Pre-shipment inspection to be carried out before dispatches of the life jackets to the required destination by designated officers of NDMA. The team or officer will conduct random and visual inspection of the life jacket @ 5 % of the total quantity. The life jacket shall be only dispatched, if accepted by inspection officers.
10	Delivery/ Dispatches of Life jackets	The jackets shall be delivered at the cost of vendor to the designated destination in coordination with Logistics Section of NDMA. Delivery schedule to be shared with NDMA. All allied charges on account of loading and unloading shall bear by vendor. However, any change in destination to be mutually agreed by vendor and NDMA and shall be timely intimated to vendor for onwards transportation arrangement.

SPECIFICATIONS OF SHELTER TENT FOR SCHOOL AND HOSPITAL

Sr	Items	Specifications
1.	General Information and Description	The Shelter Tent having size of 36m,2 single fly, single fold. It is the standard shelters used for temporary school and hospital and is ideally suitable for 25-30 individuals. The technical specification of this Shelter Tent is generic, ensuring that the product can be manufactured by different suppliers in the country with the common technical know-how and standard equipment from the tent industry. According to its design, Shelter Tent should comply with all the technical requirements, criteria and parameters, described in this document.
2.	Material	Outer Fold of heavy water proof, rot proof cotton canvas, weight 420-450 gms (+ 5%).
3.	Size and Measurement	The Shelter Tent shall have following minimum length and measurements:- a. Size - 7.86 X 4.76 meters b. Minimum Rigid length – 4.76 meters c. Minimum central height – 3 meters d. Minimum side wall – 1.75 meters e. 3 windows on both sides – 3 x 4 feet with rolled up flap. f. One door each on front-back of size 3 x 6 feet with curtains. g. Exhaust outlet on front-back 2x2 feet h. Size of Mud flap – 10 inches i. Size of outer lap – 12 inches j. Front hood – Canvas or PE material k. Colour – Off white or light green

4.	Accessories of Shelter Tent	The Shelter Tent shall include set of following accessories in separate bags a. 8 x standing iron poles (5.6 feet) of M.S.Pipe of 1.5 inch of 16 SWG. b. 8 x overlapping / arch iron poles (8.4 feet) of M.S.Pipe of 1.5 inch of 16 SWG. c. 6 x parallel iron wall poles(8.4 feet) of M.S.Pipe of 1.5 inch of 16 SWG d. 6 x base iron poles (8.4 feet) of M.S.Pipe of 1.5 inch of 16 SWG. e. 2 x front – back iron poles(8.4 feet) each in two pieces of M.S.Pipe of 1.5 inch of 16 SWG having joint in one pole. f. 3 x central iron beam (8.4 ft) of equal size joined together. g. 14 x 4 way joint socket/connector h. 6 x T- sockets i. 4 x suspension steel wire ropes (16 fts) with holding wire rope (1.5 feet). j. 40 x strips for tightness k. 7 x ropes of 4 meter on each side and 2 x ropes of 7 meter on front / back side of tent. The rope cotton undyed with reinforcement of cloth pads along with 12 runners (one with each rope). l. One hammer with wood or plastics handle of 1 kg m. 16 x pegs of large size for outer pitching(MS bar 5/8"x14") n. 4 x packing bags, one each for the shelters canvas, iron poles, iron rods and accessories
5.	Laboratory Testing	In order to ensure adherence to the standard specification, an appropriate sample, preferably one tent out of complete stock is to be sent to any one of the approved laboratories like PCSIR or as mutually agreed between manufacturer/supplier and respective disaster managementauthority for testing and checking at the cost of vendor(s). The product shall be acceptable only if all criteria are passed.
6.	Packing and Weight	Shelter Tent with all accessories can be packed into 4 x bundles clearly marked canvas, poles, rods and accessories. The canvas are to be folded in a way to protect the tent from dirt and moisture. The master bundle shall be fasten with three sides. Shelters Tent accessories shall be in three bags one for iron poles, iron rods and other for accessories like hammer, pins, and pegs. The accessories bags shall have a closure system to ensure that the accessories will not fall out of the bag during transport and handling. Particular care should be taken when packing the pegs to assure they will not pierce the bag.
7.	Expected Life Span	Shelter Tents are designed as short term shelter solution for School, Hospital, particularly in support to emergency situation and is not a substitute of a more permanent shelter. It is expected that Shelter Tent should have a life span of 1 year minimum, maintaining its shelter and water proofing capacities in all types of climates. The Shelter Tent shall have a shelf life of minimum of 5 years, under normal storage conditions, in dry, clean, and ventilated warehouses. It should be elevated from the ground, not piled, stored on pallets and pallet racks, not in containers or intended warehouses. Shelter Tents are sensitive to rain ad moisture when packed.
8.	Manufacturing Marking and Batch Number	Every Shelter Tent shall include a tag, stitched inside the tent in one corner seam of one side, on the outer side of front wall, with the manufacturer identification. The tag should include the manufacturer's name, unique reference batch number and date of manufacturing. No company log should be included with manufacture's marking.
9.	Assembling / Pitching Instructions	In the accessory bag, a content list and set-up / assembling instruction sheet may be enclosed. The instruction sheet may be written in Urdu / English. The sheet may be printed on durable laminated A4 paper showing step by step information/chart/drawing/photos.

10.	Colour Logo	4 x Colour logos of respective Disaster Management Authority of 1 x 1 meters dia on both side of the Shelter Tent to be printed / pasted at corner fly of the tent. Small logo of 1x1 feet to be printed /pasted at centre of the bag / cover.
11	Pre-shipment Inspection	Pre-shipment inspection to be carried out before dispatches of Shelter Tents to the required destination by designated officers of respective disaster management authority. The team or officer will conduct random inspection at the premises of manufacturer. The inspection to be carried randomly and visually for every lot of 200 Shelters. The inspecting officer shall collect one random sample from the complete lots and will submit to any one of the approved laboratorieslike PCSIR or as mutually agreed between manufacturer/supplier and respective disaster management authority for testing and checking at the cost of vendor(s). The Shelter Tents shall be only dispatched, if accepted by inspection officers.
12	Delivery/ Dis-patches of tents	The Shelters Tents shall be delivered at the cost of vendor to the designated destination in coordination with respective disaster management authority. Delivery schedule to be shared with respective disaster management authority. All allied charges on account of loading and unloading shall bear by vendor. However, any change in destination to be mutually agreed by vendor and respective disaster management authority and shall be timely intimated to vendor for onwards transportation arrangement.

Annex- F [Reference para 3r(3)]

NDMA Guidelines On Stocking, Maintenance and Supply of Relief & Rescue Items

CARRIAGE CAPACITY OF AIRCRAFTS (MILITARY / COMMERCIAL)

Sr	Aircraft	Category (Military/Commercial)	Capacity (tons)
1.	Ilyushin IL-78	Military Cargo Aircraft	101 tons
2.	MI-26	Military Cargo Helicopter	25 tons
3.	C-130	Military Cargo Aircraft	7.5 to 16.7 tons
4.	CH-47 Chinook	Military Cargo Helicopter	10 tons
5.	MI-17	Military Cargo Helicopter	4 tons
6.	Alouette-III	Military Helicopter	1 tons
7.	Jet Ranger Bell-206 B	Military Aircraft Fixed Wing	0.6 tons
8.	Cessna 421	Military Fixed Wing Aircraft	0.2 tons
9.	Antonov An-225 Mariya	Commercial Cargo Plane	640 tons

10.	Boeing 747F	Commercial Cargo Plane	95 tons
11.	MD-11 CF	Commercial Cargo Plane	82 tons
12.	Antonov An-12	Commercial Cargo Plane	44 tons
13.	Boeing 777-200	Commercial Cargo Plane	21 tons
14.	Airbus A330-300(H)	Commercial Cargo Plane	13.5 tons
15.	Boeing 737-200	Commercial Cargo Plane	19.5 tons
16.	Boeing 767-300	Commercial Cargo Plane	16.5 tons

Annex- G (Reference para 3u)

NDMA Guidelines On Stocking, Maintenance and Supply of Relief & Rescue Items

SHELF LIFE OF RELIEF AND RESCUE ITEMS

Sr	Aircraft	Category (Military/Commercial)
1	Tent Canvas	5-6 years
2	Shelter Tent	5-6 years
3	Blankets	5-6 years
4	Plastic Mats	5-6 years
5	Mosquito Nets	5-6 years
6	Generators	8-10 years
7	OBMs	7-8 years
8	De Watering Pump	8-10 years
9	Cutlery Sets for cooking	6-8 years
10	Search Light	3-4 years
11	Radio Sets	5-6 years

12	Ground Sheet	5-6 years
13	Plastic Jerry can	5-6 years
14	Pillow Cover	2 years
15	Water Filter	3-4 years
16	Sleeping Bags	3-4 years
17	Jackets/Trousers/Jersey	3-4 years
18	T Shirts	3-4 years
19	Rain Coats	4-5 years
20	Buckets	5-6 years

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