

Addendum No.01

Procurement of Supply, Delivery, Installation and Configuration of Desktop Computers, UPS and Scanner Machines for 339 Divisional Secretariats and 02 Sub Offices – 2026

Ministry of Public Administration, Provincial Councils and Local Government- Home Affairs Division

- 01) The amendments in Annexure 01, as indicated in bold, shall be made to the items under the Technical Specifications of Section V: Schedule of Requirements of the aforesaid Bidding Document.
- 02) The amendments to the last paragraph of Performance Security attached Annexure No 02 have been amended as per the pre bid meeting.
- 03) Section II: Data Sheet of the aforesaid Bidding Document has been amended and copy of the amended Data Sheet has attached as Annexure 03.
- 04) Section III: Evaluation and Qualification Criteria of the aforesaid Bidding Document has been amended and copy of the amended Evaluation and Qualification Criteria has attached as Annexure 04.

Personal Desktop Specification

(To be substituted with Personal Desktop Specification included in the page No.46, 47, 48 of the issued bidding document.)

No	Description	Minimum Requirement	Bidder's Offer	Compliance (Yes/No)	Technical Reference (Section No & Page Number/s)
01.	Brand	Should be specified			
02.	Model	Should be specified			
03.	Country of Origin/ Manufacture	Should be specified			
04.	Year of Manufacture	Should be specified			
05.	Form Factor	Tower/ Mini Tower			
06.	Processor	Intel(R) core i5 14th Generation or Higher with minimum of 6 Cores/ 10 threads and 16MB Cache memory or higher			
07.	Cache	16 MB or higher			
08.	Chipset	Integrated chipset with fully compatible the above – specified processor.			
09.	Graphics	Intel UHD Graphic or Intel Graphics			
10.	Memory	16 GB DDR4 or above			
11.	Memory Slots	2 DIMM or more Expandable up to 32 GB or higher			
12.	Internal Storage	512 GB PCIe® NVMe™ SSD			
13.	Motherboard	Should be the same quoted brand (Serial number of the System unit should show in BIOS)			
14.	I/O Ports	Minimum 6 USB Ports (at least 2 USB Ports should be USB 3.2)			
		HDMI Port			
		VGA Port (optional)			
		1 x Microphones on front			
		1 x headphones on front			
15.	Expansion slots	1 x RJ 45			
		1×M.2 2230 or more			

		1×PCIe or more			
16.	Internal drive bays	Minimum 1×3.5" HDD			
17.	Operating System	Windows 11 Pro factory loaded or Genuine Windows 11 Pro Pack. If the Supplier is Providing a Separate Pack, an authorization letter should be provided.			
18.	Network Interface	Integrated Gigabit Ethernet (10/100/1000)			
		Integrated 802.11ax (WiFi 6) 2.4/5 GHz wireless adapter (External Dongle or WiFi device is not accepted)			
		Bluetooth 5.0 or higher			
19.	Monitor	Branded Monitor (Same brand as PC). Minimum 21.5-inch LED display, Full HD (1920× 1080) resolution, anti-glare panel, Must include HDMI or VGA Port input.			
20.	Keyboard	Full-size Branded USB keyboard (Same brand as PC). With function keys and numeric keypad.			
21.	Mouse	2-Button Optical Scroll Mouse (Same brand)			
22.	Power Supply	180 W internal power supply, up to 90% efficiency Type 13A Power Cable should be included			
23.	Energy Efficiency	Energy Star certified or equivalent			
24.	Documentation	- Manufacturer datasheet - Technical brochure			
25.	Manufacturer Experience	Manufacturer should have minimum 10 years of experience in manufacturing of the same			

		brand.			
26.	Manufacturer Authorization	Manufacturer Authorization Certificate should be provided. If the Operating System is Factory loaded, it must be mentioned at the Manufacturer Authorization Letter. (Original should be provided on request.)			
27.	Bidders Experience	3 years Experience in sale of relevant item and at least 50 Nos of same item should have been supplied as a single supply during last 05 years. (Please include Client list or any other proof document)			
28.	Warranty	Minimum 03 years comprehensive warranty (parts, Labor and on-site backup);			
29.	Warranty Information	A sticker with • Supplier name • Contact Numbers • Date of Commissioning of Hardware • Warranty Period (Starting Date – End Date)			

*** On-site backup:**

If any equipment remains non-operational for more than seven (07) working days from the time of fault reporting, the supplier shall provide a replacement or standby unit of equivalent or higher specification until the original equipment is repaired and returned to service.

Company Seal:.....

Signature of the authorized person:.....

2. Performance Security

[The issuing agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

..... [Issuing Agency's Name, and Address of Issuing Branch or Office]

Beneficiary:.....

.. [Name and Address of Employer]

Date: -----

PERFORMANCE GUARANTEE No.: -----

We have been informed that..... [Name of Supplier] (Hereinafter called "the Supplier") has entered into Contract No.

..... [Reference number of the contract]

dated..... With you for the

.....Supply of

..... [Name of contract and brief description] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we..... [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of

.....[amount in figures] (.....) [amount in words],

such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the day of, 20.. **[insert 28 days beyond the scheduled contract completion date]** and any demand for payment under it must be received by us at this office on or before that date.

[signature(s)]

Section II: Data Sheet

ITB clause Reference	A. General
1.1	The purchaser is: Secretary, Home Affairs Division, Ministry of Public Administration, Provincial Councils and Local Government. Address : Nila Madura Building, Elvitigala Mawatha, Narahenpita, Colombo – 05
1.1	The name and identification number of the Contract is “Supply, Delivery, Installation and Configuration of Desktop Computers, UPS and Scanner Machines for 339 Divisional Secretariats and 02 Sub Offices – 2026
	B. Contents of Bidding Documents
7.1	For <u>Clarification of bid purposes</u> only, the Purchaser’s address is: Attention: Accountant (Procurement), Address: Finance section (16th Floor), Home Affairs Division, Ministry of Public Administration, Provincial Councils and Local Government. Nila Madura Building, Elvitigala Mawatha, Narahenpita, Colombo – 05 Telephone: 011-2050412 Fax number: 011-2369181 Email: <u>procurement.ha@gmail.com</u>
	C: Preparation of Bid
11	a. The Bidder shall submit documentary evidence to confirm statement indicated in Section III (Evaluation and Qualification Criteria) and Common Documents 1. Bidder should furnish certified copy of Business Registration/ Company Registration. Latest Form 15 and Related forms if any changes for Form 15 in the case of Company Registration. 2. Duly signed Bid Submission form.

	3. VAT Registration Certificate 4. Letter of Manufacturers Authorization 5. Audited Annual Financial Statements for the financial year 2023/24, 2024/25 and 2025/26 6. 3 years Experience in sale of relevant item and at least 50 Nos of same item should have been supplied as a single supply during last 05 years. (Please include Client list or any other proof document) 7. Bidders must submit a Non-Collusion Declaration as per the Procurement Guideline 1.5. 8. Following supporting document shall be submitted in order to verify authentication of the bid submission. I. In the case of a limited liability Company or a Corporation: A Power of Attorney (either notarized or attested to by an appropriate authority), or a special Board resolution certified by a Company Secretary or copy of the Article of Association. II. Where bid is submitted by a single Proprietor: Signature of the Proprietor or Power of Attorney given by the proprietor . III. Where bid is submitted by a Partnership: All partners or any other person under the valid Power of Attorney. IV. Bids submitted by a joint Venture: Power of Attorney (either notarized or attested by an appropriate authority in the Proposers home Country; It shall include an undertaking Signed by all parties(i) Stating that all parties shall be jointly and severally liable and (ii) Nominating a representative who shall have the authority to conduct all business for and on behalf of all the parties of the JV during the bidding process and in the event the JV is awarded the Contract, during Contract, execution. Separately submit by each item 1. Brochures for the quoted lots in the respective item. 2. Bid Security as per the format given in section IV. 3. Compliance to the Technical Specification. 4. Duly filled and signed price schedule. 5. Delivery Requirement as per the Delivery Schedule. 6. Services provided after receiving the goods
14	Bidders may quote for one or more lots. Also bidder shall quote for 100% quantity of the quoted lots. Bids will be rejected if they do not comply with these requirements. All lots shall be complied with Technical Specifications. If any discounts are offered, it should be indicated in Section iv, Price Schedule separately for each lot. Bidders are required to quote a single model only. Multiple or different models within the same lot shall not be accepted.
15	The bidder shall quote in Sri Lankan Rupees and payment shall be made same.
16	Spare parts should be available for minimum of 2 years after warranty period.
19	The bid shall be valid until 24 th December 2026

	D: Submission and Opening of Quotation
22	The inner and outer envelopes shall bear the following identification marks: “Supply, Delivery, Installation and Configuration of Desktop Computers, UPS and Scanner Machines for 339 Divisional Secretariats and 02 Sub Offices – 2026”
26	The bid opening shall take place at: Address: Finance section (18th Floor), Home Affairs Division, Ministry of Public Administration, Provincial Councils and Local Government. Nila Madura Building, Elvitigala Mawatha, Narahenpita, Colombo – 05 Date: 24th September 2026 Time: 10.00 a.m.
	E: Evaluation and Comparison of Bid
34	Domestic preference Shall Not be an evaluation factor.
	Bidder must have their own branch network or dealership relevant to the items where they bid. Bidder must provide the postal address and contact telephone number of each branch. (Section IV)

20

The amount of the Bid Security shall be

Lot No	Description	Bid Security (Rs.)	Non – Refundable document fee (Rs.)
1	341 numbers of Desktop Computers	2,557,500.00	20,000.00
2	341 numbers of UPS	76,725.00	1,000.00
3	341 numbers of Scanners	767,250.00	12,500.00

The Bid Securities shall be valid up to **21th January 2027.**

SECTION III

Evaluation and Qualification Criteria

This Section complements the Instructions to Bidders. It contains the criteria that the Purchaser uses to evaluate a bid and determine whether a Bidder has the required qualifications. No other criteria shall be used.

Contents

1. Evaluation Criteria (ITB 35.3)
2. Multiple Contracts (ITB 35.5)
3. Post qualification Requirements (ITB 37)

1. Evaluation Criteria (ITB 35.3)

The Purchaser's evaluation of a bid may take into account, in addition to the Bid Price quoted in accordance with ITB Clause 14, one or more of the following factors as specified in ITB Sub-Clause 35.3(d) and in BDS referring to ITB 35.3(d), using the following criteria and methodologies.

Following documents shall be considered for evaluation

- Bidder should furnish certified copy of Business Registration/ Company Registration. Latest Form 15 and Related forms if any changes for Form 15 in the case of Company Registration.
- Duly signed Bid Submission form.
- VAT Registration Certificate
- Letter of Manufacturers Authorization
- Audited Annual Financial Statements for the financial year 2023/24, 2024/25 and 2025/26
- 3 years Experience in sale of relevant item and at least 50 Nos of same item should have been supplied as a single supply during last 05 years. (Please include Client list or any other proof document)
- Bidders must submit a Non-Collusion Declaration as per the Procurement Guideline 1.5.
- Following supporting document shall be submitted in order to verify authentication of the bid submission.
 - In the case of a limited liability Company or a Corporation: A Power of Attorney (either notarized or attested to by an appropriate authority), or a special Board resolution certified by a Company Secretary or copy of the Article of Association.
 - Where bid is submitted by a single Proprietor: Signature of the Proprietor or Power of Attorney given by the proprietor .
 - Where bid is submitted by a Partnership: All partners or any other person under the valid Power of Attorney.
 - Bids submitted by a joint Venture: Power of Attorney (either notarized or attested by an appropriate authority in the Proposers home Country; It shall include an undertaking Signed by all parties(i) Stating that all parties shall be jointly and severally liable and (ii) Nominating a representative who shall have the authority to conduct all business for and on behalf of all the parties of the JV during the bidding process and in the event the JV is awarded the Contract, during Contract, execution.
- Bid Security as per the format given in section IV.
- Duly filled Specification forms for lot
- Letter of Manufacturers Authorization
- 3 Years Annual Financial Reports
- Compliance to the Technical Specification.
- Bid price schedule
- Bidders offered Delivery period

2. Multiple Contracts (ITB 35.5)

The Purchaser shall award multiple contracts to the Bidder that offer the lowest evaluated combination of bids (one contract per bids) and meet the post qualification criteria.

3. Post Qualification Requirements (ITB 37)

After determining the lowest evaluated bid in accordance with ITB 36.1, the purchaser shall carry out the post qualification of the bidder in accordance with ITB clause 37.

3.1 Experience, After sales services & Technical Capacity:

The Bidder shall furnish documentary evidence to demonstrate that it meets the following minimum experience requirements.

(a). The Bidder should have successfully sold the similar product Desktops, Scanner Machines and UPS for last 3 years (Bidder should provide document evidence to support the above)

(b). Bidder should have technical support facility relevant to the items where they bid and should provide onsite technical support less than 48 hrs (on working days).

Company profile: Full details with qualified technicians and branch networks for support services shall be submitted.

Evidence of the following must be provided.

- * Lease or other agreements
- * Number of qualified technician(s) and levels of expertise
- * Spare parts stock level and availability period.
- * Service after sale
- * Workshop facility (with photos)

(All copies must be signed by the bidder with seal).

3.2 Financial Capability

The Bidder shall furnish documentary evidence to demonstrate that its Net Current Assets, as shown in its latest Audited Financial Statements (2025/26), and/or through revolving credit facilities exclusively given for this procurement are at least 25% of the selected lowest bid price of each lots.

Current Assets	=	xxx
(-) Current Liabilities	=	(<u>xxx</u>)
Net Current Assets	=	<u>xxx</u>