



Original

**THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA**

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

**Procurement of Goods**

**Under**

# **National Competitive Bidding Procedure**

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

**Contract No: HA/F/PRO/07/341 Divisional Secretariats/2026**

**Date of Closing: 24.09.2026**

**Issued to:**

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**Issued by:**

Accountant (Procurement)  
Finance Division  
Ministry of Public Administration,  
Provincial Councils and Local  
Government– Home Affairs Division  
“Nila Madura” Building  
Elvitigala Mawatha, Narahenpita  
Colombo – 05

**Date :**



## INVITATION FOR BIDS

### MINISTRY OF PUBLIC ADMINISTRATION, PROVINCIAL COUNCILS AND LOCAL GOVERNMENT

#### Home Affairs Division

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

1. **The Chairman, Ministry Procurement Committee**, the Secretary to the Ministry of Public Administration, Provincial Councils and Local Government invites sealed bids for Supply, Delivery, Installation and Configuration of **Desktop Computers, UPS and Scanner Machines for 339 Divisional Secretariats and 02 Sub Offices– 2026**
2. The equipments to be purchased and the values of the bid securities are as follows:

| 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                           |

3. The bidding documents can be obtained by submitting the receipt of the payment of non - refundable document fees mentioned in the above table for each lot to the Shroff of Finance Division (16<sup>th</sup> Floor), until **3.00 p.m. on 23.09.2026**. Further details can be obtained from the Accountant (Procurement) on 011-2050412. If necessary, these bidding documents can be checked on the website **www.moha.gov.lk**.
4. It has been decided to hold a pre-bid discussion on **15.09.2026 at 10.00 a.m.** the Ministry of Public Administration, Provincial Councils and Local Government, at the 18<sup>th</sup> Floor, “Nila Madura” Building, Elvitigala Mawatha, Colombo 05.
5. Bids shall be valid until 24.12.2026.
6. All Bids shall be accompanied by a Bid Security as per point number 02 above, which shall be;

- In the form included in Section IV of the Bidding Document.
  - In favor of Secretary to the Ministry of Public Administration, Provincial Councils and Local Government.
  - Valid up to 21.01.2027
  - Issued by a commercial bank approved by the Central Bank of Sri Lanka.
  - Bidder shall submit separate Bid Security for each lots he wish to quote.
7. Completed and sealed bidding documents should be deposited in the tender box kept in the Ministry with 02 copies (namely “Original” and “Duplicate”) or sent by registered post to the address of the Finance Division (Procurement), 16<sup>th</sup> Floor, Ministry of Public Administration, Provincial Councils and Local Government – Home Affairs Division, “Nila Madura” Building, Elvitigala Mawatha, Narahenpita, Colombo 05 on or before 10.00 a.m 24.09.2026. It is required to mention **“Supply, Delivery, Installation and Configuration of Desktop Computers, UPS and Scanner Machines for 339 Divisional Secretariats and 02 Sub Offices – 2026”** at the top left corner of the envelope.
8. The bids shall be opened soon after the bid closing at the 18<sup>th</sup> Floor, “Nila Madura” Building and Bidders or their authorized representatives may attend the bid opening.

**Secretary,**

Ministry of Public Administration, Provincial Councils and Local Government,  
“Nila Madura” Building,  
Elvitigala Mawatha,  
Colombo 05.

# Section I. Instructions to Bidders (ITB)

*ITB shall be read in conjunction with the Section II, Bidding Data Sheet (BDS), which shall take precedence over ITB.*

## General

1. Scope of Bid
  - 1.1 The Purchaser indicated in the Bidding Data Sheet (BDS), issues these Bidding Documents for the supply of Goods and Related Services incidental thereto as specified in Section V, Schedule of Requirements. The name and identification number of this procurement are specified in the BDS . The name, identification, and number of lots (individual contracts), if any, are provided in the BDS.
  - 1.2 Throughout these Bidding Documents:
    - (a) the term “in writing” means communicated in written form by mail (other than electronic mail) or hand delivered with proof of receipt;
    - (b) if the context so requires, “singular” means “plural” and vice versa; and
    - (c) “day” means calendar day.
2. Source of Funds
  - 2.1 Payments under this contract will be financed by the source specified in the BDS .
3. Ethics, Fraud and Corruption
  - 3.1 The attention of the bidders is drawn to the following guidelines of the Procurement Guidelines published by National Procurement Agency:
    - Parties associated with Procurement Actions, namely, suppliers/contractors and officials shall ensure that they maintain strict confidentiality throughout the process;
    - Officials shall refrain from receiving any personal gain from any Procurement Action. No gifts or inducement shall be accepted. Suppliers/contractors are liable to be disqualified from the bidding process if found offering any gift or inducement which may have an effect of influencing a decision or impairing the objectivity of an official.
  - 3.2 The Purchaser requires the bidders, suppliers, contractors, and consultants to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy:
    - (a) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public

official in the procurement process or in contract execution;

- (b) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- (c) “collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the Purchaser to establish bid prices at artificial, noncompetitive levels; and
- (d) “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

3.3 If the Purchaser found any unethical practices as stipulated under ITB Clause 3.2, the Purchaser will reject a bid, if it is found that a Bidder directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

4. Eligible Bidders
- 4.1 All bidders shall possess legal rights to supply the Goods under this contract.
  - 4.2 A Bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they:
    - (a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under these Bidding Documents ; or
    - (b) submit more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid.
  - 4.3 A Bidder that is under a declaration of ineligibility by the National Procurement Agency (NPA), at the date of submission of bids or at the date of contract award, shall be disqualified. The list of debarred firms is available at the website of NPA, [www.npa.gov.lk](http://www.npa.gov.lk) .
  - 4.4 Foreign Bidder may submit a bid only if so stated in the in

the BDS.

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| 5. Eligible Goods and Related Services | 5.1 All goods supplied under this contract shall be complied with applicable standards stipulated by the Sri Lanka Standards Institute (SLSI). In the absence of such standards, the Goods supplied shall be complied to other internationally accepted standards. |
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### Contents of Bidding Documents

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| 6. Sections of Bidding Documents | 6.1 The Bidding Documents consist of 2 Volumes, which include all the sections indicated below, and should be read in conjunction with any addendum issued in accordance with ITB Clause 8. |
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#### Volume 1

- Section I. Instructions to Bidders (ITB)
- Section VI. Conditions of Contract (CC)
- Section VIII. Contract Forms

#### Volume 2

- Section II. Bidding Data Sheet (BDS)
- Section III. Evaluation and Qualification Criteria
- Section IV. Bidding Forms
- Section V. Schedule of Requirements
- Section VII. Contract Data
- Invitation For Bid

- 6.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.
7. Clarification of Bidding Documents
- 7.1 A prospective Bidder requiring any clarification of the Bidding Documents including the restrictiveness of specifications shall contact the Purchaser in writing at the Purchaser's address specified in the BDS. The Purchaser will respond in writing to any request for clarification, provided that such request is received no later than ten (10) days prior to the deadline for submission of bids. The Purchaser shall forward copies of its response to all those who have purchased the Bidding Documents, including a description of the inquiry but without identifying its source. Should the Purchaser deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under ITB Clause 8.
8. Amendment of Bidding Documents
- 8.1 At any time prior to the deadline for submission of bids, the Purchaser may amend the Bidding Documents by issuing addendum.
- 8.2 Any addendum issued shall be part of the Bidding Documents and shall be communicated in writing to all who have purchased the Bidding Documents.
- 8.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Purchaser may, at its discretion, extend the deadline for the submission of bids, pursuant to ITB Sub-Clause 23.2

### Preparation of Bids

9. Cost of Bidding
- 9.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
10. Language of Bid
- 10.1 The Bid, as well as all correspondence and documents relating to the Bid (including supporting documents and printed literature) exchanged by the Bidder and the Purchaser, shall be written in English language.
11. Documents Comprising the Bid
- 11.1 The Bid shall comprise the following:
- (a) Bid Submission Form and the applicable Price Schedules, in accordance with ITB Clauses 12, 14, and 15;
  - (b) Bid Security or Bid-Securing Declaration, in

accordance with ITB Clause 20;

- (c) documentary evidence in accordance with ITB Clauses 18 and 29, that the Goods and Related Services conform to the Bidding Documents;
- (d) documentary evidence in accordance with ITB Clause 18 establishing the Bidder's qualifications to perform the contract if its bid is accepted; and
- (e) any other document required in the BDS.

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| 12. Bid Submission Form and Price Schedules | 12.1 The Bidder shall submit the Bid Submission Form using the form furnished in Section IV, Bidding Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 13. Alternative Bids                        | 13.1 Alternative bids shall not be considered.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 14. Bid Prices and Discounts                | <p>14.1 The Bidder shall indicate on the Price Schedule the unit prices and total bid prices of the goods it proposes to supply under the Contract.</p> <p>14.2 Any discount offered against any single item in the price schedule shall be included in the unit price of the item. However, a Bidder wishes to offer discount as a lot the bidder may do so by indicating such amounts appropriately.</p> <p>14.3 If so indicated in ITB Sub-Clause 1.1, bids are being invited for individual contracts (lots) or for any combination of contracts (packages). Unless otherwise indicated in the BDS, prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Bidders wishing to offer any price reduction (discount) for the award of more than one Contract shall specify the applicable price reduction separately..</p> <p>14.4 (i) Prices indicated on the Price Schedule shall include all duties and sales and other taxes already paid or payable by the Supplier:</p> <ul style="list-style-type: none"><li>(a) on components and raw material used in the manufacture or assembly of goods quoted; or</li><li>(b) on the previously imported goods of foreign origin</li></ul> <p>(ii) However, VAT shall not be included in the price but shall be indicated separately;</p> |

(iii) the price for inland transportation, insurance and other related services to deliver the goods to their final destination;

(iv) the price of other incidental services

14.5 The Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected, pursuant to ITB Clause 31.

14.6 All lots, if any, and items must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items.

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| 15. Currencies of Bid | 15.1 Unless otherwise stated in Bidding Data Sheet, the Bidder shall quote in Sri Lankan Rupees and payment shall be payable only in Sri Lanka Rupees. |
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| 16. Documents Establishing the Eligibility of the Bidder | 16.1 To establish their eligibility in accordance with ITB Clause 4, Bidders shall complete the Bid Submission Form, included in Section IV, Bidding Forms. |
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| 17. Documents Establishing the Conformity of the Goods and Related Services | 17.1 To establish the conformity of the Goods and Related Services to the Bidding Documents, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods conform to the technical specifications and standards specified in Section V, Schedule of Requirements. |
|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

17.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description (given in Section V, Technical Specifications) of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Schedule of Requirements.

17.3 The Bidder shall also furnish a list giving full particulars, including quantities, available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period if specified in the BDS following commencement of the use of the goods by the Purchaser.

18. Documents Establishing the Qualifications of the Bidder
- 18.1 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Purchaser's satisfaction:
- (a) A Bidder that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV, Bidding Forms to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods;
  - (b) that, if required in the BDS, in case of a Bidder not doing business within Sri Lanka, the Bidder is or will be (if awarded the contract) represented by an Agent in Sri Lanka equipped and able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
  - (c) that the Bidder meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.
19. Period of Validity of Bids
- 19.1 Bids shall remain valid until the date specified in the BDS. A bid valid for a shorter date shall be rejected by the Purchaser as non responsive.
- 19.2 In exceptional circumstances, prior to the expiration of the bid validity date, the Purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB Clause 20, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its bid.
20. Bid Security
- 20.1 The Bidder shall furnish as part of its bid, a Bid Security or a Bid-Securing Declaration, as specified in the BDS.
- 20.2 The Bid Security shall be in the amount specified in the BDS and denominated in Sri Lanka Rupees, and shall:
- (a) at the bidder's option, be in the form of either a bank draft, a letter of credit, or a bank guarantee from a banking institution;
  - (b) be issued by a institution acceptable to Purchaser. The acceptable institutes are published in the NPA website, [www.npa.gov.lk](http://www.npa.gov.lk).
  - (c) be substantially in accordance with the form included

in Section IV, Bidding Forms;

- (d) be payable promptly upon written demand by the Purchaser in case the conditions listed in ITB Clause 20.5 are invoked;
- (e) be submitted in its original form; copies will not be accepted;
- (f) remain valid for the period specified in the BDS.

20.3 Any bid not accompanied by a substantially responsive Bid Security or Bid Securing Declaration in accordance with ITB Sub-Clause 20.1 and 20.2, may be rejected by the Purchaser as non-responsive.

20.4 The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security pursuant to ITB Clause 43.

20.5 The Bid Security may be forfeited or the Bid Securing Declaration executed:

- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form, except as provided in ITB Sub-Clause 19.2; or
- (b) if a Bidder does not agree to correction of arithmetical errors in pursuant to ITB Sub-Clause 30.3
- (c) if the successful Bidder fails to:
  - (i) sign the Contract in accordance with ITB Clause 42;
  - (ii) furnish a Performance Security in accordance with ITB Clause 43.

## 21. Format and Signing of Bid

21.1 The Bidder shall prepare one original of the documents comprising the bid as described in ITB Clause 11 and clearly mark it as "ORIGINAL." In addition, the Bidder shall submit a copy of the bid and clearly mark it as "COPY." In the event of any discrepancy between the original and the copy, the original shall prevail.

21.2 The original and the Copy of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.

21.3 Any interlineations, erasures, or overwriting shall be valid

only if they are signed or initialed by the person signing the Bid.

### Submission and Opening of Bids

#### 22. Submission, Sealing and Marking of Bids

22.1 Bidders may always submit their bids by mail or by hand.

- (a) Bidders submitting bids by mail or by hand, shall enclose the original and the copy of the Bid in separate sealed envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” These envelopes containing the original and the copy shall then be enclosed in one single envelope.

22.2 The inner and outer envelopes shall:

- (a) Bear the name and address of the Bidder;
- (b) be addressed to the Purchaser in accordance with ITB Sub-Clause 23.1;
- (c) bear the specific identification of this bidding process as indicated in the BDS; and
- (d) bear a warning not to open before the time and date for bid opening, in accordance with ITB Sub-Clause 261.

If all envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.

#### 23. Deadline for Submission of Bids

23.1 Bids must be received by the Purchaser at the address and no later than the date and time specified in the BDS.

23.2 The Purchaser may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB Clause 8, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

#### 24. Late Bids

24.1 The Purchaser shall not consider any bid that arrives after the deadline for submission of bids, in accordance with ITB Clause 23. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.

#### 25. Withdrawal, and Modification of Bids

25.1 A Bidder may withdraw, or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 22, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITB Sub-Clause 21.2, (except that no copies of the

withdrawal notice are required). The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must be:

- (a) submitted in accordance with ITB Clauses 21 and 22 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” or “MODIFICATION;” and
- (b) received by the Purchaser prior to the deadline prescribed for submission of bids, in accordance with ITB Clause 23.

25.2 Bids requested to be withdrawn in accordance with ITB Sub-Clause 25.1 shall be returned to the Bidders only upon notification of contract award to the successful bidder in accordance with sub clause 41.1..

25.3 No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

## 26. Bid Opening

26.1 The Purchaser shall conduct the bid opening in public at the address, date and time specified in the BDS.

26.2 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding bid may be opened at the discretion of the Purchaser. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening. Envelopes marked “MODIFICATION” shall be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening. Only envelopes that are opened and read out at Bid opening shall be considered further.

26.3 All other envelopes shall be opened one at a time, reading out: the name of the Bidder and whether there is a modification; the Bid Prices, including any discounts and alternative offers; the presence of a Bid Security or Bid-Securing Declaration, if required; and any other details as the Purchaser may consider appropriate. Only discounts and alternative offers read out at Bid opening shall be considered for evaluation. No Bid shall be rejected at Bid opening except for late bids, in accordance with ITB Sub-

Clause 24.1.

- 26.4 The Purchaser shall prepare a record of the Bid opening that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, or modification; the Bid Price, per lot if applicable, including any discounts, and the presence or absence of a Bid Security or Bid-Securing Declaration. The bids that were opened shall be resealed in separate envelopes, promptly after the bid opening. The Bidders' representatives who are present shall be requested to sign the attendance sheet. A copy of the record shall be distributed to all Bidders who submitted bids in time.

### Evaluation and Comparison of Bids

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| 27. Confidentiality        | 27.1 Information relating to the examination, evaluation, comparison, and post-qualification (if applicable) of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract Award.                                                                                                                                                                                                                                                                                                                                                                                       |
|                            | 27.2 Any effort by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its Bid.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                            | 27.3 Notwithstanding ITB Sub-Clause 27.2, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, from the time of bid opening to the time of Contract Award, it should do so in writing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 28. Clarification of Bids  | 28.1 To assist in the examination, evaluation, comparison and post-qualification of the bids, the Purchaser may, at its discretion, request any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Purchaser shall not be considered for purpose of evaluation. The Purchaser's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the Evaluation of the bids, in accordance with ITB Clause 30. |
| 29. Responsiveness of Bids | 29.1 The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                            | 29.2 A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

omission. A material deviation, reservation, or omission is one that:

- (a) affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
- (b) limits in any substantial way, inconsistent with the Bidding Documents, the Purchaser's rights or the Bidder's obligations under the Contract; or
- (c) if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

29.3 If a bid is not substantially responsive to the Bidding Documents, it shall be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

30. Nonconformities, Errors, and Omissions

30.1 Provided that a Bid is substantially responsive, the Purchaser may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.

30.2 Provided that a bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

30.3 Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:

- (a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount

expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

- 30.4 If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid-Securing Declaration shall be executed.
31. Preliminary Examination of Bids
- 31.1 The Purchaser shall examine the bids to confirm that all documents and technical documentation requested in ITB Clause 11 have been provided, and to determine the completeness of each document submitted.
- 31.2 The Purchaser shall confirm that the following documents and information have been provided in the Bid. If any of these documents or information is missing, the Bid shall be rejected.
- (a) Bid Submission Form, in accordance with ITB Sub-Clause 12.1;
  - (b) Price Schedules, in accordance with ITB Sub-Clause 12;
  - (c) Bid Security or Bid Securing Declaration, in accordance with ITB Clause 20.
32. Examination of Terms and Conditions; Technical Evaluation
- 32.1 The Purchaser shall examine the Bid to confirm that all terms and conditions specified in the CC and the Contract Data have been accepted by the Bidder without any material deviation or reservation.
- 32.2 The Purchaser shall evaluate the technical aspects of the Bid submitted in accordance with ITB Clause 17, to confirm that all requirements specified in Section V, Schedule of Requirements of the Bidding Documents have been met without any material deviation or reservation.
- 32.3 If, after the examination of the terms and conditions and the technical evaluation, the Purchaser determines that the Bid is not substantially responsive in accordance with ITB Clause 29, the Purchaser shall reject the Bid.
33. Conversion to Single Currency
- 34.1 If the bidders are allowed to quote in foreign currencies in accordance with sub clause 15.1, for evaluation and comparison purposes, the Purchaser shall convert all bid prices expressed in foreign currencies in to Sri Lankan Rupees using the selling rates prevailed 28 days prior to closing of bids as published by the Central Bank of Sri Lanka. If this date falls on a public holiday the earliest working day prior to the date shall be applicable.

34. Domestic Preference
- 34.1 Domestic preference shall be a factor in bid evaluation only if stated in the BDS. If domestic preference shall be a bid-evaluation factor, the methodology for calculating the margin of preference and the criteria for its application shall be as specified in Section III, Evaluation and Qualification Criteria.
35. Evaluation of Bids
- 35.1 The Purchaser shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.
- 35.2 To evaluate a Bid, the Purchaser shall only use all the factors, methodologies and criteria defined in this ITB Clause 35.
- 35.3 To evaluate a Bid, the Purchaser shall consider the following:
- (a) the Bid Price as quoted in accordance with clause 14;
  - (b) price adjustment for correction of arithmetic errors in accordance with ITB Sub-Clause 30.3;
  - (c) price adjustment due to discounts offered in accordance with ITB Sub-Clause 14.2; and 14.3
  - (d) adjustments due to the application of the evaluation criteria specified in the BDS from amongst those set out in Section III, Evaluation and Qualification Criteria;
  - (e) adjustments due to the application of a domestic preference, in accordance with ITB Clause 34 if applicable.
- 35.4 The Purchaser's evaluation of a bid may require the consideration of other factors, in addition to the factors stated in ITB Sub-Clause 35.3, if specified in BDS. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of bids
- 35.5 If so specified in the BDS, these Bidding Documents shall allow Bidders to quote for one or more lots, and shall allow the Purchaser to award one or multiple lots to more than one Bidder. The methodology of evaluation to determine the lowest-evaluated lot combinations, is specified in Section III, Evaluation and Qualification Criteria.
36. Comparison of Bids
- 36.1 The Purchaser shall compare all substantially responsive bids to determine the lowest-evaluated bid, in accordance

with ITB Clause 35.

- |                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 37. Postqualification of the Bidder                                    | <p>37.1 The Purchaser shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive bid is qualified to perform the Contract satisfactorily.</p> <p>37.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 18.</p> <p>37.3 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event the Purchaser shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.</p> |
| 38. Purchaser's Right to Accept Any Bid, and to Reject Any or All Bids | <p>38.1 The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

### Award of Contract

- |                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 39. Award Criteria                                        | <p>39.1 The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.</p>                                                                                                                                                                                                                                                                |
| 40. Purchaser's Right to Vary Quantities at Time of Award | <p>40.1 At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section V, Schedule of Requirements, provided this does not exceed twenty five percent (25%) or one unit which ever is higher and without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.</p>                                                                                                                                        |
| 41. Notification of Award                                 | <p>41.1 Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted.</p> <p>41.2 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.</p> <p>41.3 Upon the successful Bidder's furnishing of the signed Contract Form and performance security pursuant to ITB Clause 43, the Purchaser will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 20.4.</p> |

42. Signing of Contract
- 42.1 Within Seven (7) days after notification, the Purchaser shall complete the Agreement, and inform the successful Bidder to sign it.
- 42.2 Within Seven (7) days of receipt of such information, the successful Bidder shall sign the Agreement.
43. Performance Security
- 43.1 Within fourteen (14) days of the receipt of notification of award from the Purchaser, the successful Bidder, if required, shall furnish the Performance Security in accordance with the CC, using for that purpose the Performance Security Form included in Section VIII Contract forms. The Employer shall promptly notify the name of the winning Bidder to each unsuccessful Bidder and discharge the Bid Securities of the unsuccessful bidders pursuant to ITB Sub-Clause 20.4.
- 43.2 Failure of the successful Bidder to submit the abovementioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security or execution of the BidSecuring Declaration. In that event the Purchaser may award the Contract to the next lowest evaluated Bidder, whose offer is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily.

## **Section II: Data Sheet**

| ITB<br>clause<br>Reference | <b>A. General</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1                        | <p>The purchaser is: Secretary, Home Affairs Division, Ministry of Public Administration, Provincial Councils and Local Government.</p> <p>Address : Nila Madura Building,<br/>Elvitigala Mawatha, Narahenpita,<br/>Colombo – 05</p>                                                                                                                                                                                                                                                                                                                                               |
| 1.1                        | <p>The name and identification number of the Contract is <b>“Supply, Delivery, Installation and Configuration of Desktop Computers, UPS and Scanner Machines for 339 Divisional Secretariats and 02 Sub Offices – 2026</b></p>                                                                                                                                                                                                                                                                                                                                                     |
|                            | <b>B. Contents of Bidding Documents</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5.1                        | <p>For <b><u>Clarification of bid purposes</u></b> only, the Purchaser’s address is:</p> <p>Attention: <b>Accountant (Procurement),</b></p> <p>Address: <b>Finance section (16<sup>th</sup> Floor),<br/>Home Affairs Division,<br/>Ministry of Public Administration, Provincial Councils and Local Government.<br/>Nila Madura Building,<br/>Elvitigala Mawatha,<br/>Narahenpita,<br/>Colombo – 05</b></p> <p>Telephone: <b>011-2050412</b></p> <p>Fax number: <b>011-2369181</b></p> <p>Email: <a href="mailto:procurement.ha@gmail.com"><b>procurement.ha@gmail.com</b></a></p> |
|                            | <b>C: Preparation of Bid</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 7.1                        | <p>a. The Bidder shall submit documentary evidence to confirm statement indicated in Section III (Evaluation and Qualification Criteria) and</p> <p><b>Common Documents</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Duly signed Bid Submission form.</li> <li>3. VAT Registration Certificate</li> <li>4. Letter of Manufacturers Authorization</li> </ol>                 |

|      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      | <p>5. Audited Annual Financial Statements for the financial year 2023/24, 2024/25 and 2025/26</p> <p>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)</p> <p>7. Bidders must submit a Non-Collusion Declaration as per the Procurement Guideline 1.5.</p> <p>8. Following supporting document shall be submitted in order to verify authentication of the bid submission.</p> <p>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.</p> <p>II. Where bid is submitted by a single Proprietor: Signature of the Proprietor or Power of Attorney given by the proprietor .</p> <p>III. Where bid is submitted by a Partnership: All partners or any other person under the valid Power of Attorney.</p> <p>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.</p> <p><b>Separately submit by each item</b></p> <p>1. Brochures for the quoted lots in the respective item.</p> <p>2. Bid Security as per the format given in section IV.</p> <p>3. Compliance to the Technical Specification.</p> <p>4. Duly filled and signed price schedule.</p> <p>5. Delivery Requirement as per the Delivery Schedule.</p> <p>6. Services provided after receiving the goods</p> |
| 9.1  | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 10.1 | The bidder shall quote in <b>Sri Lankan Rupees</b> and payment shall be made same.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 11.3 | Spare parts should be available for minimum of 2 years after warranty period.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 13.1 | The bid shall be valid until 24 <sup>th</sup> December 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|      | <b>D: Submission and Opening of Quotation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

|          |                                                                                                                                                                                                                                                                                                                                                                                |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15.1     | The inner and outer envelopes shall bear the following identification marks:<br><b>“Supply, Delivery, Installation and Configuration of Desktop Computers, UPS and Scanner Machines for 339 Divisional Secretariats and 02 Sub Offices – 2026”</b>                                                                                                                             |
| 19.1     | The bid opening shall take place at:<br>Address: <b>Finance section (18<sup>th</sup> Floor),<br/>Home Affairs Division,<br/>Ministry of Public Administration, Provincial Councils and Local Government.<br/>Nila Madura Building,<br/>Elvitigala Mawatha,<br/>Narahenpita,<br/>Colombo – 05</b><br><br><b>Date: 24<sup>th</sup> September 2026</b><br><b>Time: 10.00 a.m.</b> |
|          | <b>E: Evaluation and Comparison of Bid</b>                                                                                                                                                                                                                                                                                                                                     |
| 27.1     | Domestic preference <b>Shall Not be</b> an evaluation factor.                                                                                                                                                                                                                                                                                                                  |
| 28.3 (b) | The adjustments shall be determined using the following criteria, from among those set out in section III, Evaluation and Qualification criteria:<br><br>(a) Deviation in Delivery Schedule: <b>Not Applicable</b><br><br>(b) Deviation in payment schedule: <b>Not Applicable</b>                                                                                             |
| 29       | 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)                                                                                                                                                                                 |

34.2

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 **21<sup>th</sup> 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 28.3{d})
2. Evaluation Criteria (ITB 28.4)
3. Multiple Contracts (ITB 28.5)
4. Domestic Preference (ITB 27.1)
5. Post qualification Requirements (ITB 29.2)

## **1. Evaluation Criteria (ITB 26.3 (d))**

The Purchaser's evaluation of a bid may take into account, in addition to the Bid Price quoted in accordance with ITB Clause 16, all of the following factors as specified in ITB Sub-Clause 37.3(d) and in BDS referring to ITB 37.3(d), using the following criteria and methodologies.

Deviation in payment schedule: NIL

## **2. Evaluation Criteria (ITB 28.4)**

### **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

## **3. 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).

Services provided after receiving the goods

**(a) Financial Capability**

The Bidder shall furnish documentary evidence to demonstrate that it meets the following financial requirement(s):

- Last three-year financial statements (Audited financial statements of the company).

## **SECTION IV**

### ***Bidding Forms***

#### **TABLE OF FORMS**

- Bid Submission Form
- Price Schedule
- Bid Security (Guarantee)
- Manufacture's Authorization
- Declaration made by bidders that there was non-collusion affidavit
- Certified copies of Successfully Completed Three Years Contracts
- Divisional Secretariats to which Goods should be Delivered and other Details

## **Bid submission form**

[The Bidder shall fill in this Form in accordance with the instructions indicated No ITB.  
Alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: .....

(Insert date (as day, month and year) of Bid Submission)

**Contract No: HA/F/PRO/07/341 Divisional Secretariats/2026**

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

We, the undersigned, declare that:

- We have examined and have no reservations to the Bidding Documents, including

Addenda No.: ..... [Insert the number and issuing date of each Addendum];

(b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services.

**i) Lot No.01- No of 341 Desktop Computers** price of our Bid before VAT, including any discounts offered is:

.....

(.....) *[Insert the total bid price in words and figures];*

**Lot No. 01- No of 341 Desktop Computers** price of our Bid after VAT, including any discounts offered is:

.....

(.....) *[Insert the total bid price in words and figures];*

**ii) Lot No.02- No of 341 UPS** price of our Bid before VAT, including any discounts offered is:

.....

(.....) *[Insert the total bid price in words and figures];*

**Lot No.02- No of 341 UPS** price of our Bid after VAT, including any discounts offered is:

.....

(.....) *[Insert the total bid price in words and figures];*

**iii) Lot No.03- No of 341 Scanner Machines** price of our Bid before VAT, including any discounts offered is:

.....

.....

(.....) *[Insert the total bid price in words and figures];*

**Lot No.03- No of 341 Scanner Machines** price of our Bid after VAT, including any discounts offered is:

.....

.....

(.....) *[Insert the total bid price in words and figures];*

(e) Our bid shall be valid for the period of time specified in ITB Sub-Clause 10.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 14.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(f) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 34 and GCC for the due performance of the Contract;

(g) We have no conflict of interest in accordance with ITB;

(h) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared blacklisted by the Department of Public Finance;

(k) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

(l) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed:..... [insert signature of person whose name and capacity are shown]

In the capacity of [insert legal capacity of person signing the Bid Submission Form]

Name:.....

[Insert complete name of person signing the Bid Submission Form]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]

## Bidding Forms

### PRICE SCHEDULE FOR GOODS

*Note: 1. Unless otherwise allowed under ITB, the bidder is required to quote the prices under the each column;*

| 1      | 2                                        | 3                 | 4                         | 5                                                                                                       | 6                          | 7                                           | 8         | 9                               |
|--------|------------------------------------------|-------------------|---------------------------|---------------------------------------------------------------------------------------------------------|----------------------------|---------------------------------------------|-----------|---------------------------------|
| Lot No | Description of Goods or related services | Country of Origin | Qty and unit (In Numbers) | Unit price (Inclusive of duties, other taxes, transportation and related costs.)<br>Excluding VAT (Rs.) | Total Price for Item (Rs.) | Discounted Total price (if any ) before VAT | VAT (Rs.) | Total Price Including VAT (Rs.) |
| 1      | Desktop Computers                        |                   | 341                       |                                                                                                         |                            |                                             |           |                                 |
| 2      | UPS                                      |                   | 341                       |                                                                                                         |                            |                                             |           |                                 |
| 3      | Scanner Machines                         |                   | 341                       |                                                                                                         |                            |                                             |           |                                 |
|        | <b>Total</b>                             |                   |                           |                                                                                                         |                            |                                             |           |                                 |

Total Amount in Words-.....

**Signature of authorized person on company seal**

.....

## **Bid Security (Guarantee)**

[This Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

.....

[Insert issuing agency's name and address of issuing branch or office]

**\*Beneficiary:** Secretary, Ministry of Public Administration, Provincial Councils and Local Government, Colombo 05.

**Date:** ..... [Insert (by issuing agency) date]

**BID GUARANTEE No.:** .....

.....

.....

.....

[Insert (by issuing agency) number] (Lot wise)

We have been informed that..... [Insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners] (Hereinafter called "the Bidder") has submitted to you its bid dated..... [Insert (by issuing agency) date](Hereinafter called "the Bid") for the supply of [insert name of Supplier] under Invitation for Bids No: **HA/F/PRO/07/341 Divisional Secretariats/2026**

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder we..... [Insert name of issuing agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of..... [Insert amount in figures]..... [insert amount in words]) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

(a) has withdrawn its Bid during the period of bid validity specified; or

(b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or

I having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to..... (Insert date)

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date. \_\_\_\_\_

[Signature of authorized representative(s)]

### **Manufacturer's Authorization**

*[The Bidder shall require the Manufacturer to certify in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, If so indicated in the BDS.]*

Date:[insert date(as day, month and year)of Bid Submission]

No:[insert number of bidding process]

To: [Secretary, Ministry of Public Administration, Provincial Councils and Local Government, Colombo 05.]

#### WHEREAS

We [insert complete name of Manufacturer], who are official manufacturers of [insert type of goods manufactured], having factories at [insert full address of Manufacturer's factories], do here by authorize [insert complete name of Bidder] to submit a bid the purpose of which is to provide the following Goods, manufactured by us [insert name and or brief description of the Goods, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty, with respect to the Goods offered by the above firm.

Signed:[insert signature(s) of authorized representative(s) of the Manufacturer]

Name:[insert complete name(s) of authorized representative(s) of the Manufacturer]

Title:[insert title]

Duly authorized to sign this Authorization on behalf of: [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]

## NON-COLLUSION DECLARATION

---

(Relevant Reference to the Procurement Guidelines - 1.5)

I, the undersigned bidder/ bidder's representative/ bidder's agent, honestly, truthfully and solemnly declare that;

- (a) I, nor any other member, agent or representative of the firm/ company/ corporation/ partnership/ sole proprietorship that I represent, have entered into any combination, collusion or similar agreement with any person in connection with the prices to be submitted by any person with respect to the invitation for bid;
- (b) I, nor any person who represents me have acted to prevent any person from submitting a bid or to induce any person to refrain from submitting a bid in connection with the intention for bid (Bid No. ....);
- (c) This bid is not submitted in collusion with any other bid and is not made pursuant to any agreement, understanding or association with any other person in relation to such bid.

I declare that, I have not received and will not accept any discount, fee, reward, commission or anything of value, directly or indirectly, from any person, company or corporation in connection with the submission of this bid.

I further declare that, I have not given and will not give any discount, fee, reward, commission or anything of value, directly or indirectly, to any person, company or corporation in connection with the submission of this bid.

I, taking full responsibility for ensuring the absence of collusion, hereby pledge to abide by fair and ethical competitive practices throughout the entire procurement process and to fully comply with the relevant Procurement Guidelines issued by the National Procurement Commission.

I hereby declare that all the statements made by me above are true and correct.

.....  
Signature of the Declarant

**Successfully Completed Three Years Contracts**

| <b>Description</b>                  | <b>2023</b> | <b>2024</b> | <b>2025</b> |
|-------------------------------------|-------------|-------------|-------------|
| Name of the Client/s                |             |             |             |
| Name of the Item supplied           |             |             |             |
| Quantity Supplied                   |             |             |             |
| Contract price/s                    |             |             |             |
| Duration according to the agreement |             |             |             |
| Date of Commencement                |             |             |             |
| Actual date of completion           |             |             |             |

Company Seal:.....

Signature of the authorized person:.....

**Divisional Secretariats to which goods should be delivered and other details**

| No | District | Divisional Secretariats    | Branch Name | Contact Person | Contact No (Land) | Mobile No | E- Mail | Remarks |
|----|----------|----------------------------|-------------|----------------|-------------------|-----------|---------|---------|
| 1  | Colombo  | Colombo                    |             |                |                   |           |         |         |
| 2  |          | Thimbirigasyaya            |             |                |                   |           |         |         |
| 3  |          | Kolonnawa                  |             |                |                   |           |         |         |
| 4  |          | Sri Jayawardhanapura Kotte |             |                |                   |           |         |         |
| 5  |          | Kaduwela                   |             |                |                   |           |         |         |
| 6  |          | Maharagama                 |             |                |                   |           |         |         |
| 7  |          | Homagama                   |             |                |                   |           |         |         |
| 8  |          | Padukka                    |             |                |                   |           |         |         |
| 9  |          | Kesbawa                    |             |                |                   |           |         |         |
| 10 |          | Moratuwa                   |             |                |                   |           |         |         |
| 11 |          | Rathmalana                 |             |                |                   |           |         |         |
| 12 |          | Dehiwala                   |             |                |                   |           |         |         |
| 13 |          | Seethawaka                 |             |                |                   |           |         |         |
| 14 | Gampaha  | Aththanagalla              |             |                |                   |           |         |         |
| 15 |          | Katana                     |             |                |                   |           |         |         |
| 16 |          | Kelaniya                   |             |                |                   |           |         |         |
| 17 |          | Gampaha                    |             |                |                   |           |         |         |
| 18 |          | Jaela                      |             |                |                   |           |         |         |
| 19 |          | Divulapitiya               |             |                |                   |           |         |         |
| 20 |          | Dompe                      |             |                |                   |           |         |         |
| 21 |          | Biyagama                   |             |                |                   |           |         |         |
| 22 |          | Mahara                     |             |                |                   |           |         |         |
| 23 |          | Minuwangoda                |             |                |                   |           |         |         |
| 24 |          | Negombo                    |             |                |                   |           |         |         |
| 25 |          | Meerigama                  |             |                |                   |           |         |         |
| 26 |          | Waththala                  |             |                |                   |           |         |         |
| 27 | Kalutara | Agalawaththa               |             |                |                   |           |         |         |
| 28 |          | Ingiriya                   |             |                |                   |           |         |         |
| 29 |          | Kaluthara                  |             |                |                   |           |         |         |
| 30 |          | Dodangoda                  |             |                |                   |           |         |         |

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|----|--------------------|-------------------------|--|--|--|--|--|--|
| 31 |                    | Panadura                |  |  |  |  |  |  |
| 32 |                    | Palindanuwara           |  |  |  |  |  |  |
| 33 |                    | Bandaragama             |  |  |  |  |  |  |
| 34 |                    | Bulathsinhala           |  |  |  |  |  |  |
| 35 |                    | Beruwala                |  |  |  |  |  |  |
| 36 |                    | Mathugama               |  |  |  |  |  |  |
| 37 |                    | Madurawala              |  |  |  |  |  |  |
| 38 |                    | Millaniya               |  |  |  |  |  |  |
| 39 |                    | Walallawita             |  |  |  |  |  |  |
| 40 |                    | Horana                  |  |  |  |  |  |  |
| 41 | <b>Kandy</b>       | Gangawata Koralya       |  |  |  |  |  |  |
| 42 |                    | Kundasale               |  |  |  |  |  |  |
| 43 |                    | Pathadumbara            |  |  |  |  |  |  |
| 44 |                    | Panvila                 |  |  |  |  |  |  |
| 45 |                    | Yatinuwara              |  |  |  |  |  |  |
| 46 |                    | Udunuwara               |  |  |  |  |  |  |
| 47 |                    | Udawalatha              |  |  |  |  |  |  |
| 48 |                    | Doluwa                  |  |  |  |  |  |  |
| 49 |                    | Pathahewaheta           |  |  |  |  |  |  |
| 50 |                    | Delthota                |  |  |  |  |  |  |
| 51 |                    | Medadumbara             |  |  |  |  |  |  |
| 52 |                    | Ududumbura              |  |  |  |  |  |  |
| 53 |                    | Minipe                  |  |  |  |  |  |  |
| 54 |                    | Akurana                 |  |  |  |  |  |  |
| 55 |                    | Pujapitiya              |  |  |  |  |  |  |
| 56 |                    | Harispaththuwa          |  |  |  |  |  |  |
| 57 |                    | Thumpane                |  |  |  |  |  |  |
| 58 |                    | Hatharaliyedda          |  |  |  |  |  |  |
| 59 |                    | Ganga Ihala<br>Koralaya |  |  |  |  |  |  |
| 60 |                    | Pasbage Koralya         |  |  |  |  |  |  |
| 61 | <b>Mathale</b>     | Abanganga Koralya       |  |  |  |  |  |  |
| 62 |                    | Ukuwela                 |  |  |  |  |  |  |
| 63 |                    | Galewela                |  |  |  |  |  |  |
| 64 |                    | Dambulla                |  |  |  |  |  |  |
| 65 |                    | Naula                   |  |  |  |  |  |  |
| 66 |                    | Pallepola               |  |  |  |  |  |  |
| 67 |                    | Mathale                 |  |  |  |  |  |  |
| 68 |                    | Yatawaththa             |  |  |  |  |  |  |
| 69 |                    | Raththota               |  |  |  |  |  |  |
| 70 |                    | Laggala                 |  |  |  |  |  |  |
| 71 |                    | Wilgamuwa               |  |  |  |  |  |  |
| 72 | <b>Nuwaraeliya</b> | Anbhagamuwa<br>Korale   |  |  |  |  |  |  |
| 73 |                    | Norwud                  |  |  |  |  |  |  |
| 74 |                    | Kothmale East           |  |  |  |  |  |  |

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|-----|----------------|----------------------|--|--|--|--|--|--|
| 75  |                | Kothmale West        |  |  |  |  |  |  |
| 76  |                | Thalawakele          |  |  |  |  |  |  |
| 77  |                | Nuwaraeliya          |  |  |  |  |  |  |
| 78  |                | Walapane             |  |  |  |  |  |  |
| 79  |                | Nildandahinna        |  |  |  |  |  |  |
| 80  |                | Hanguranketha        |  |  |  |  |  |  |
| 81  |                | Mathurata            |  |  |  |  |  |  |
| 82  | <b>Galle</b>   | Galle Four Gravits   |  |  |  |  |  |  |
| 83  |                | Thawalama            |  |  |  |  |  |  |
| 84  |                | Niyagama             |  |  |  |  |  |  |
| 85  |                | Ambalangoda          |  |  |  |  |  |  |
| 86  |                | Karandeniya          |  |  |  |  |  |  |
| 87  |                | Elpitiya             |  |  |  |  |  |  |
| 88  |                | Neluwa               |  |  |  |  |  |  |
| 89  |                | Nagoda               |  |  |  |  |  |  |
| 90  |                | Balapitiya           |  |  |  |  |  |  |
| 91  |                | Hikkaduwa            |  |  |  |  |  |  |
| 92  |                | Akmeemana            |  |  |  |  |  |  |
| 93  |                | Benthota             |  |  |  |  |  |  |
| 94  |                | Bode Poddala         |  |  |  |  |  |  |
| 95  |                | Habaraduwa           |  |  |  |  |  |  |
| 96  |                | Baddegama            |  |  |  |  |  |  |
| 97  |                | Yakkalamulla         |  |  |  |  |  |  |
| 98  |                | Imaduwa              |  |  |  |  |  |  |
| 99  |                | Welivitiya Divithura |  |  |  |  |  |  |
| 100 |                | Gonapeenuwala        |  |  |  |  |  |  |
| 101 |                | Rathgama             |  |  |  |  |  |  |
| 102 |                | Madampagama          |  |  |  |  |  |  |
| 103 |                | Wanduraba            |  |  |  |  |  |  |
| 104 | <b>Mathara</b> | Mathara              |  |  |  |  |  |  |
| 105 |                | Weligama             |  |  |  |  |  |  |
| 106 |                | Kamburupitiya        |  |  |  |  |  |  |
| 107 |                | Hakmana              |  |  |  |  |  |  |
| 108 |                | Pasgoda              |  |  |  |  |  |  |
| 109 |                | Kotapola             |  |  |  |  |  |  |
| 110 |                | Malimbada            |  |  |  |  |  |  |
| 111 |                | Akuressa             |  |  |  |  |  |  |
| 112 |                | Dikwella             |  |  |  |  |  |  |
| 113 |                | Thihagoda            |  |  |  |  |  |  |
| 114 |                | Mulatiyana           |  |  |  |  |  |  |
| 115 |                | Devinuwara           |  |  |  |  |  |  |
| 116 |                | Kirinda Puhulwella   |  |  |  |  |  |  |

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|-----|----------------------|-------------------------------------------|--|--|--|--|--|--|
| 117 |                      | Pitabeddara                               |  |  |  |  |  |  |
| 118 |                      | Athuraliya                                |  |  |  |  |  |  |
| 119 |                      | Welipitiya                                |  |  |  |  |  |  |
| 120 | <b>Hambanthota</b>   | Hambanthota                               |  |  |  |  |  |  |
| 121 |                      | Tangalle                                  |  |  |  |  |  |  |
| 122 |                      | Ambalanthota                              |  |  |  |  |  |  |
| 123 |                      | Weeraketiya                               |  |  |  |  |  |  |
| 124 |                      | Thissamaharamaya                          |  |  |  |  |  |  |
| 125 |                      | Katuwana                                  |  |  |  |  |  |  |
| 126 |                      | Agunakolapelessa                          |  |  |  |  |  |  |
| 127 |                      | Beliaththa                                |  |  |  |  |  |  |
| 128 |                      | Lunugamwehera                             |  |  |  |  |  |  |
| 129 |                      | Okewela                                   |  |  |  |  |  |  |
| 130 |                      | Suriyawewa                                |  |  |  |  |  |  |
| 131 |                      | Walasmulla                                |  |  |  |  |  |  |
| 132 | <b>Jaffna</b>        | Jaffna                                    |  |  |  |  |  |  |
| 133 |                      | Nallur                                    |  |  |  |  |  |  |
| 134 |                      | Thenmarachchi<br>(Chawakachcheri)         |  |  |  |  |  |  |
| 135 |                      | Wadamarachchi<br>North<br>(Peduruthuduwa) |  |  |  |  |  |  |
| 136 |                      | Walikamam West<br>(Wankayi)               |  |  |  |  |  |  |
| 137 |                      | Walikamam South<br>(Uduvil)               |  |  |  |  |  |  |
| 138 |                      | Walikamam East<br>(Kopayee)               |  |  |  |  |  |  |
| 139 |                      | Walikamam South<br>West (Sandilipayi)     |  |  |  |  |  |  |
| 140 |                      | Wadamarachchi<br>South West ( Karaweddi)  |  |  |  |  |  |  |
| 141 |                      | Divayina South ( Welaneyi)                |  |  |  |  |  |  |
| 142 |                      | Divayina North<br>(Kaits)                 |  |  |  |  |  |  |
| 143 |                      | Wadamarachchi East<br>( Maruthankarni)    |  |  |  |  |  |  |
| 144 |                      | Delft                                     |  |  |  |  |  |  |
| 145 |                      | Kareyinagar                               |  |  |  |  |  |  |
| 146 |                      | Walikamam North ( Thellippalayi)          |  |  |  |  |  |  |
| 147 | <b>Kilinochchiya</b> | Kandawalai                                |  |  |  |  |  |  |
| 148 |                      | Karachchi                                 |  |  |  |  |  |  |
| 149 |                      | Pachchilaipallai                          |  |  |  |  |  |  |
| 150 |                      | Poonakary                                 |  |  |  |  |  |  |

|     |                  |                          |  |  |  |  |  |  |
|-----|------------------|--------------------------|--|--|--|--|--|--|
| 151 | <b>Mannar</b>    | Madhu                    |  |  |  |  |  |  |
| 152 |                  | Mannar Town              |  |  |  |  |  |  |
| 153 |                  | Manthai West             |  |  |  |  |  |  |
| 154 |                  | Musali                   |  |  |  |  |  |  |
| 155 |                  | Nanattan                 |  |  |  |  |  |  |
| 156 | <b>Vavunia</b>   | Vavuniya                 |  |  |  |  |  |  |
| 157 |                  | Vavuniya North           |  |  |  |  |  |  |
| 158 |                  | Vavuniya South           |  |  |  |  |  |  |
| 159 |                  | Vengalacheddikulam       |  |  |  |  |  |  |
| 160 | <b>Mulathivu</b> | Maritime Pattu           |  |  |  |  |  |  |
| 161 |                  | Manthei East             |  |  |  |  |  |  |
| 162 |                  | Puthukkudiyiruppu        |  |  |  |  |  |  |
| 163 |                  | Oddusudan                |  |  |  |  |  |  |
| 164 |                  | Welioya                  |  |  |  |  |  |  |
| 165 |                  | Thunukkai                |  |  |  |  |  |  |
| 166 | <b>Ampara</b>    | Addalaichenai            |  |  |  |  |  |  |
| 167 |                  | Akkaraipattu             |  |  |  |  |  |  |
| 168 |                  | Alayadivembu             |  |  |  |  |  |  |
| 169 |                  | Ampara                   |  |  |  |  |  |  |
| 170 |                  | Damana                   |  |  |  |  |  |  |
| 171 |                  | Dehiaththakandiya        |  |  |  |  |  |  |
| 172 |                  | Irakkamam(Eragama )      |  |  |  |  |  |  |
| 173 |                  | Kalmuna                  |  |  |  |  |  |  |
| 174 |                  | Kalmunai North (sub)     |  |  |  |  |  |  |
| 175 |                  | Karathivu                |  |  |  |  |  |  |
| 176 |                  | Lahugala                 |  |  |  |  |  |  |
| 177 |                  | Mahaoya                  |  |  |  |  |  |  |
| 178 |                  | Navithanveli             |  |  |  |  |  |  |
| 179 |                  | Nindavur                 |  |  |  |  |  |  |
| 180 |                  | Padiyathalawa            |  |  |  |  |  |  |
| 181 |                  | Pothuwil                 |  |  |  |  |  |  |
| 182 |                  | Saindamarudu             |  |  |  |  |  |  |
| 183 |                  | Sammanthurai             |  |  |  |  |  |  |
| 184 |                  | Thirukkowil              |  |  |  |  |  |  |
| 185 |                  | Uhana                    |  |  |  |  |  |  |
| 186 | <b>Batticloa</b> | Eravur Town              |  |  |  |  |  |  |
| 187 |                  | Eravurpattu (Chenkalady) |  |  |  |  |  |  |
| 188 |                  | Kaththankudy             |  |  |  |  |  |  |
| 189 |                  | Koralaipattu             |  |  |  |  |  |  |

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|-----|-----------------------|-----------------------------------------------|--|--|--|--|--|--|
|     |                       | (Valaichenai)                                 |  |  |  |  |  |  |
| 190 |                       | Koralaipattu Central                          |  |  |  |  |  |  |
| 191 |                       | Koralaipattu North (Vakarai)                  |  |  |  |  |  |  |
| 192 |                       | Koralaipattu South (Kiran)                    |  |  |  |  |  |  |
| 193 |                       | Koralaipattu West (Oddamavadi)                |  |  |  |  |  |  |
| 194 |                       | Manmunai North (Batticaloa)                   |  |  |  |  |  |  |
| 195 |                       | Manmunai South (Eruvilpattu)(Kalavan-chikudi) |  |  |  |  |  |  |
| 196 |                       | Manmunai South West (Paddippalai)             |  |  |  |  |  |  |
| 197 |                       | Manmunai West (Vavunativu)                    |  |  |  |  |  |  |
| 198 |                       | Manmunaipattu (Areipattu)                     |  |  |  |  |  |  |
| 199 |                       | Porativu Pattu (Vellavelly)                   |  |  |  |  |  |  |
| 200 | <b>Trincomalee</b>    | Gomarankadawala                               |  |  |  |  |  |  |
| 201 |                       | Kantale                                       |  |  |  |  |  |  |
| 202 |                       | Kinniya                                       |  |  |  |  |  |  |
| 203 |                       | Kuchchaweli                                   |  |  |  |  |  |  |
| 204 |                       | Morawewa                                      |  |  |  |  |  |  |
| 205 |                       | Muthur                                        |  |  |  |  |  |  |
| 206 |                       | Padavisripura                                 |  |  |  |  |  |  |
| 207 |                       | Seruwila                                      |  |  |  |  |  |  |
| 208 |                       | Thambalagamuwa                                |  |  |  |  |  |  |
| 209 |                       | Thoppur ( SUB)                                |  |  |  |  |  |  |
| 210 |                       | Trinkomalee (Town & Gravets)                  |  |  |  |  |  |  |
| 211 |                       | Verugal (Echchalampattu)                      |  |  |  |  |  |  |
| 212 | <b>Anuradhapuraya</b> | Galenbindunuwewa                              |  |  |  |  |  |  |
| 213 |                       | Galnewa                                       |  |  |  |  |  |  |
| 214 |                       | Horowpothana                                  |  |  |  |  |  |  |
| 215 |                       | Ipalogama                                     |  |  |  |  |  |  |
| 216 |                       | Kahatagasdigiliya                             |  |  |  |  |  |  |
| 217 |                       | Kebithigollewa                                |  |  |  |  |  |  |
| 218 |                       | Kekirawa                                      |  |  |  |  |  |  |
| 219 |                       | Mahawilachchiya                               |  |  |  |  |  |  |
| 220 |                       | Medawachchiya                                 |  |  |  |  |  |  |
| 221 |                       | Mihinthale                                    |  |  |  |  |  |  |
| 222 |                       | Nachchaduwa                                   |  |  |  |  |  |  |

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| 223 |                    | Nochchiyagama             |  |  |  |  |  |  |
| 224 |                    | Nuwaragam Palatha Central |  |  |  |  |  |  |
| 225 |                    | Nuwaragam Palatha East    |  |  |  |  |  |  |
| 226 |                    | Padaviya                  |  |  |  |  |  |  |
| 227 |                    | Palagala                  |  |  |  |  |  |  |
| 228 |                    | Palugaswewa               |  |  |  |  |  |  |
| 229 |                    | Rajanganaya               |  |  |  |  |  |  |
| 230 |                    | Rambewa                   |  |  |  |  |  |  |
| 231 |                    | Thalawa                   |  |  |  |  |  |  |
| 232 |                    | Thambutthegama            |  |  |  |  |  |  |
| 233 |                    | Thirappane                |  |  |  |  |  |  |
| 234 | <b>Polonnaruwa</b> | Dimbulagala               |  |  |  |  |  |  |
| 235 |                    | Elahera                   |  |  |  |  |  |  |
| 236 |                    | Hingurakgoda              |  |  |  |  |  |  |
| 237 |                    | Lankapura                 |  |  |  |  |  |  |
| 238 |                    | Madirigiriya              |  |  |  |  |  |  |
| 239 |                    | Thamankaduwa              |  |  |  |  |  |  |
| 240 |                    | Welikanda                 |  |  |  |  |  |  |
| 241 | <b>Kurunegala</b>  | Alawwa                    |  |  |  |  |  |  |
| 242 |                    | Ambanpola                 |  |  |  |  |  |  |
| 243 |                    | Bingiriya                 |  |  |  |  |  |  |
| 244 |                    | Bamunakotuwa              |  |  |  |  |  |  |
| 245 |                    | Ehetuwewa                 |  |  |  |  |  |  |
| 246 |                    | Galgamuwa                 |  |  |  |  |  |  |
| 247 |                    | Ganewatta                 |  |  |  |  |  |  |
| 248 |                    | Giribawa                  |  |  |  |  |  |  |
| 249 |                    | Ibbagamuwa                |  |  |  |  |  |  |
| 250 |                    | Kobeigane                 |  |  |  |  |  |  |
| 251 |                    | Kotawehera                |  |  |  |  |  |  |
| 252 |                    | Kuliyapitiya (East)       |  |  |  |  |  |  |
| 253 |                    | Kuliyapitiya (West)       |  |  |  |  |  |  |
| 254 |                    | Kurunegala                |  |  |  |  |  |  |
| 255 |                    | Mahawa                    |  |  |  |  |  |  |
| 256 |                    | Mallawapitiya             |  |  |  |  |  |  |
| 257 |                    | Maspotha                  |  |  |  |  |  |  |
| 258 |                    | Mawathagama               |  |  |  |  |  |  |
| 259 |                    | Narammala                 |  |  |  |  |  |  |
| 260 |                    | Nikaweratiya              |  |  |  |  |  |  |
| 261 |                    | Panduwasnuwara (West)     |  |  |  |  |  |  |
| 262 |                    | Panduwasnuwara (East)     |  |  |  |  |  |  |

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| 263 |                   | Pannala            |  |  |  |  |  |  |
| 264 |                   | Polgahawela        |  |  |  |  |  |  |
| 265 |                   | Polpithigama       |  |  |  |  |  |  |
| 266 |                   | Rasnayakapura      |  |  |  |  |  |  |
| 267 |                   | Rideegama          |  |  |  |  |  |  |
| 268 |                   | Udubaddawa         |  |  |  |  |  |  |
| 269 |                   | Wariyapola         |  |  |  |  |  |  |
| 270 |                   | Weerambugedara     |  |  |  |  |  |  |
| 271 | <b>Puttalama</b>  | Arachchikattuwa    |  |  |  |  |  |  |
| 272 |                   | Anamaduwa          |  |  |  |  |  |  |
| 273 |                   | Dankotuwa          |  |  |  |  |  |  |
| 274 |                   | Chilaw             |  |  |  |  |  |  |
| 275 |                   | Kalpitiya          |  |  |  |  |  |  |
| 276 |                   | Karuwalagaswewa    |  |  |  |  |  |  |
| 277 |                   | Madampe            |  |  |  |  |  |  |
| 278 |                   | Mahawewa           |  |  |  |  |  |  |
| 279 |                   | Mahakumbukkadawala |  |  |  |  |  |  |
| 280 |                   | Mundalama          |  |  |  |  |  |  |
| 281 |                   | Naththandiya       |  |  |  |  |  |  |
| 282 |                   | Nawagaththegama    |  |  |  |  |  |  |
| 283 |                   | Pallama            |  |  |  |  |  |  |
| 284 |                   | Puttalam           |  |  |  |  |  |  |
| 285 |                   | Wanathavilluwa     |  |  |  |  |  |  |
| 286 |                   | Wennappuwa         |  |  |  |  |  |  |
| 287 | <b>Monaragala</b> | Badalkumbura       |  |  |  |  |  |  |
| 288 |                   | Bibile             |  |  |  |  |  |  |
| 289 |                   | Buththala          |  |  |  |  |  |  |
| 290 |                   | Kataragama         |  |  |  |  |  |  |
| 291 |                   | Madulla            |  |  |  |  |  |  |
| 292 |                   | Medagama           |  |  |  |  |  |  |
| 293 |                   | Monaragala         |  |  |  |  |  |  |
| 294 |                   | Sewanagala         |  |  |  |  |  |  |
| 295 |                   | Siyambalanduwa     |  |  |  |  |  |  |
| 296 |                   | Thanamalwila       |  |  |  |  |  |  |
| 297 |                   | Wellawaya          |  |  |  |  |  |  |
| 298 | <b>Badulla</b>    | Badulla            |  |  |  |  |  |  |
| 299 |                   | Bandarawela        |  |  |  |  |  |  |
| 300 |                   | Ella               |  |  |  |  |  |  |
| 301 |                   | Haldummulla        |  |  |  |  |  |  |
| 302 |                   | Haliela            |  |  |  |  |  |  |
| 303 |                   | Haputale           |  |  |  |  |  |  |
| 304 |                   | Kandaketiya        |  |  |  |  |  |  |

|     |                  |                  |  |  |  |  |  |  |
|-----|------------------|------------------|--|--|--|--|--|--|
| 305 |                  | Lunugala         |  |  |  |  |  |  |
| 306 |                  | Mahiyanganaya    |  |  |  |  |  |  |
| 307 |                  | Meegahakiula     |  |  |  |  |  |  |
| 308 |                  | Passara          |  |  |  |  |  |  |
| 309 |                  | Rideemaliyadda   |  |  |  |  |  |  |
| 310 |                  | Soranathota      |  |  |  |  |  |  |
| 311 |                  | Uva Paranagama   |  |  |  |  |  |  |
| 312 |                  | Welimada         |  |  |  |  |  |  |
| 313 |                  | Aranayake        |  |  |  |  |  |  |
| 314 |                  | Bulathkohupitiya |  |  |  |  |  |  |
| 315 |                  | Dehiowita        |  |  |  |  |  |  |
| 316 |                  | Deraniyagala     |  |  |  |  |  |  |
| 317 |                  | Galigamuwa       |  |  |  |  |  |  |
| 318 | <b>Kegalle</b>   | Kegalle          |  |  |  |  |  |  |
| 319 |                  | Mawanella        |  |  |  |  |  |  |
| 320 |                  | Rambukkana       |  |  |  |  |  |  |
| 321 |                  | Ruwanwella       |  |  |  |  |  |  |
| 322 |                  | Warakapola       |  |  |  |  |  |  |
| 323 |                  | Yatiantota       |  |  |  |  |  |  |
| 324 |                  | Ayagama          |  |  |  |  |  |  |
| 325 |                  | Balangoda        |  |  |  |  |  |  |
| 326 |                  | Eheliyagoda      |  |  |  |  |  |  |
| 327 |                  | Elapatha         |  |  |  |  |  |  |
| 328 |                  | Embilipitiya     |  |  |  |  |  |  |
| 329 |                  | Godakawela       |  |  |  |  |  |  |
| 330 |                  | Imbulpe          |  |  |  |  |  |  |
| 331 |                  | Kahawatta        |  |  |  |  |  |  |
| 332 | <b>Rathnapur</b> | Kalawana         |  |  |  |  |  |  |
| 333 | <b>a</b>         | Kiriella         |  |  |  |  |  |  |
| 334 |                  | Kolonna          |  |  |  |  |  |  |
| 335 |                  | Kuruwita         |  |  |  |  |  |  |
| 336 |                  | Niwithigala      |  |  |  |  |  |  |
| 337 |                  | Opanayaka        |  |  |  |  |  |  |
| 338 |                  | Pelmadulla       |  |  |  |  |  |  |
| 339 |                  | Ratnapura        |  |  |  |  |  |  |
| 340 |                  | Weligepola       |  |  |  |  |  |  |
| 341 |                  | Kalthota         |  |  |  |  |  |  |

Company Seal:.....

Signature of the authorized person:.....

## **Section V. Schedule of Requirement**

### **Contents**

- 1. List of Goods and Delivery Schedule**
- 2. List of Related Services and Compliance Schedule**
- 3. Technical Specifications**
- 4. Services Provided after Delivering the Goods**
- 5. Check the list for Bidder**

### **List of Goods and Delivery Schedule**

| <b>Lot no</b> | <b>Description of goods</b> | <b>Quantity</b> | <b>Transportation and any other services</b> | <b>Delivery Date</b>          | <b>Remarks</b> |
|---------------|-----------------------------|-----------------|----------------------------------------------|-------------------------------|----------------|
| 1             | Desktop Computer            | 341             | Provide by the bidder                        | From of the awarding 08 weeks |                |
| 2             | UPS                         | 341             |                                              |                               |                |
| 3             | Scanner Machines            | 341             |                                              |                               |                |

Signature of Bidder: .....  
*[Signature of person signing the Bid]*

Date:  
*[Insert date]*

## 2. Technical Specification & Compliance

| No | Description of the item | Minimum Specifications | Bidder's Response (Yes / No) | If "No" comment/s on the offer |
|----|-------------------------|------------------------|------------------------------|--------------------------------|
| 1  | Desktop Computers       | <i>Annexure – 01</i>   |                              |                                |
|    |                         |                        |                              |                                |
|    |                         |                        |                              |                                |
| 2  | UPS                     | <i>Annexure – 02</i>   |                              |                                |
|    |                         |                        |                              |                                |
|    |                         |                        |                              |                                |
| 3  | Scanner Machines        | <i>Annexure – 03</i>   |                              |                                |
|    |                         |                        |                              |                                |
|    |                         |                        |                              |                                |

Signature of Bidder: .....

*[Signature of person signing the Bid]*

Date:

*[Insert date]*

**01. Personal Desktop Specification**

| <b>No</b> | <b>Description</b>                | <b>Minimum Requirement</b>                                                                                     | <b>Bidder's Offer</b> | <b>Compliance (Yes/No)</b> | <b>Technical Reference (Section No &amp; Page Number/s)</b> |
|-----------|-----------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------|-------------------------------------------------------------|
| 01.       | Brand                             | Should be specified                                                                                            |                       |                            |                                                             |
| 02.       | Model                             | Should be specified                                                                                            |                       |                            |                                                             |
| 03.       | Country of Origin/<br>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 770 or higher                                                                                |                       |                            |                                                             |
| 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                                                                                        |                       |                            |                                                             |
|           |                                   | 1 x RJ 45                                                                                                      |                       |                            |                                                             |
| 15.       | Expansion slots                   | 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        | 250 W internal power supply, up to 90% efficiency<br>Type 13A Power Cable should be included                                                               |  |  |  |
| 23. | Energy Efficiency   | Energy Star certified or equivalent                                                                                                                        |  |  |  |
| 24. | Documentation       | <ul style="list-style-type: none"> <li>- Manufacturer datasheet</li> <li>- Technical brochure</li> </ul>                                                   |  |  |  |

|     |                            |                                                                                                                                                                                                                |  |  |  |
|-----|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| 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. (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 <ul style="list-style-type: none"> <li>• Supplier name</li> <li>• Contact Numbers</li> <li>• Date of Commissioning of Hardware</li> <li>• Warranty Period (Starting Date – End Date)</li> </ul> |  |  |  |

**\* 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:.....

**02. UPS 650VAC Specification**

| <b>Item No</b> | <b>Item Description</b> | <b>Minimum Requirement</b>                                                              | <b>Bidder's Offer</b> | <b>Compliance (Yes/No)</b> | <b>Technical Reference (Section No &amp; Page Number/s)</b> |
|----------------|-------------------------|-----------------------------------------------------------------------------------------|-----------------------|----------------------------|-------------------------------------------------------------|
| 01             | Brand                   | Should be specified                                                                     |                       |                            |                                                             |
| 02             | Model                   | Should be specified                                                                     |                       |                            |                                                             |
| 03             | Country of Origin       | Should be specified                                                                     |                       |                            |                                                             |
| 04             | Country of Manufacture  | Should be specified                                                                     |                       |                            |                                                             |
| 05             | Year of manufacturing   | Should be specified                                                                     |                       |                            |                                                             |
| 06             | Capacity                | Minimum 650 VA (Line Interactive UPS)                                                   |                       |                            |                                                             |
| 07             | Input Voltage           | 160-270 Volts, 50/60Hz                                                                  |                       |                            |                                                             |
| 08             | Output Voltage          | 230VAC +/- 10%, 50Hz                                                                    |                       |                            |                                                             |
| 09             | Output Wave form        | Simulated Sine Wave (Battery Mode)<br>Sine Wave (AC Mode)                               |                       |                            |                                                             |
| 10             | Transfer Time           | < 6ms                                                                                   |                       |                            |                                                             |
| 11             | Audible Alarm           | Battery Mode, Low Battery, Overload etc.                                                |                       |                            |                                                             |
| 12             | Indicators              | LED indicators for power status, battery status, fault condition                        |                       |                            |                                                             |
| 13             | Voltage AVR Mode        | Should be available                                                                     |                       |                            |                                                             |
| 14             | Battery type            | Sealed & Maintenance free                                                               |                       |                            |                                                             |
| 15             | Backup Time             | Minimum 10 minutes at 50% Load                                                          |                       |                            |                                                             |
| 16             | Recharge Time           | Recharge to 90% within 6 - 8 hours                                                      |                       |                            |                                                             |
| 17             | Working Temperature     | Please Specify                                                                          |                       |                            |                                                             |
| 18             | Output Sockets          | Minimum 2×13A (UK Type G) sockets                                                       |                       |                            |                                                             |
| 19             | Protection              | Overload protection, Short circuit protection, Overcharge protection, Surge protection. |                       |                            |                                                             |
| 20             | Battery availability    | Battery availability in local market for minimum 3 years                                |                       |                            |                                                             |

|    |                           |                                                                                                                                                                                                          |  |  |  |
|----|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| 21 | Documentation             | <ul style="list-style-type: none"> <li>- Manufacturer datasheet</li> <li>- Technical brochure</li> </ul>                                                                                                 |  |  |  |
| 23 | Manufacture Authorization | Manufacture Authorization certificate should be provided. (Originals should be provided on request)                                                                                                      |  |  |  |
| 24 | 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) |  |  |  |
| 25 | Warranty                  | Minimum 2 years comprehensive for UPS and Battery (parts, labor and on-site backup);                                                                                                                     |  |  |  |
| 26 | Warranty Information      | A sticker with<br>Supplier name<br>Contact number<br>Date of commissioning of Hardware<br>Warranty period                                                                                                |  |  |  |

**\* 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:.....

### 03. Document Scanner Machine Specification

|     | Description                | Minimum Specification                                        | 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          | Should be specified                                          |                |                      |                                                  |
| 04. | Country of Manufacture     | Should be specified                                          |                |                      |                                                  |
| 05. | Year of Manufacture        | Should be specified                                          |                |                      |                                                  |
| 06. | Scanner Type               | ADF (Automatic Document Feeder) with duplex and Flatbed      |                |                      |                                                  |
| 07. | Daily Duty Cycle           | Minimum 1500 pages per day                                   |                |                      |                                                  |
| 08. | Paper Size                 | A4, A5, Legal                                                |                |                      |                                                  |
| 09. | Paper Type                 | Plain Papers, books, magazines                               |                |                      |                                                  |
| 10. | ADF Capacity               | Minimum 40 sheets                                            |                |                      |                                                  |
| 11. | Optical Resolution         | Minimum 600 dpi                                              |                |                      |                                                  |
| 12. | Scanning Speed             | Minimum 30 ppm (A4 – B/W, Color)<br>Minimum 60 ipm (duplex ) |                |                      |                                                  |
| 13. | Scan Mode                  | Single-pass duplex scanning                                  |                |                      |                                                  |
| 14. | Scan to Editor (OCR)       | Genuine OCR software included (supports searchable PDF)      |                |                      |                                                  |
| 15. | Color Depth                | 24-bit color, 8-bit gray scale, 1-bit monochrome             |                |                      |                                                  |
| 16. | Files Formats              | PDF, Searchable PDF, JPEG, TIFF, PNG                         |                |                      |                                                  |
| 17. | Interface                  | USB 2.0 or more                                              |                |                      |                                                  |
| 18. | Supported Operating System | Microsoft Window 10/11                                       |                |                      |                                                  |
| 19. | Light Source               | LED light source                                             |                |                      |                                                  |
| 20. | Image Sensor Type          | Should be specified                                          |                |                      |                                                  |

|     |                                             |                                                                                                                                                                                                          |  |  |  |
|-----|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| 21. | Power Requirements                          | AC 100 to 240 V± 10%                                                                                                                                                                                     |  |  |  |
| 22. | Power Consumption – Operating Mode          | Should be specified                                                                                                                                                                                      |  |  |  |
| 23. | Power Consumption – Auto Standby (Off) Mode | Should be specified                                                                                                                                                                                      |  |  |  |
| 24. | Environmental Compliance                    | Energy Star certified or equivalent                                                                                                                                                                      |  |  |  |
| 25. | Dimensions (Width × Depth × Height)         | Should be specified                                                                                                                                                                                      |  |  |  |
| 26. | Weight                                      | Should be specified                                                                                                                                                                                      |  |  |  |
| 27. | Documentation                               | <ul style="list-style-type: none"> <li>- Manufacture datasheet</li> <li>- Technical brochure</li> </ul>                                                                                                  |  |  |  |
| 28. | Manufacture Experience                      | Manufacturer should have minimum 5 years of experience in manufacturing of the same brand.                                                                                                               |  |  |  |
| 29. | Manufacturer Authorization                  | Manufacturer Authorization Certificate should be provided. (Original should be provided on request.)                                                                                                     |  |  |  |
| 30. | 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) |  |  |  |
| 31. | Warranty                                    | Minimum 03 year comprehensive warranty (parts, Labor and on-site backup);                                                                                                                                |  |  |  |
| 32. | Warranty Information                        | A Sticker with<br>Supplier name<br>Contact Numbers<br>Date of Commissioning of Hardware<br>Warranty Period                                                                                               |  |  |  |

**\* 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:.....

| Services Provided after Delivering the Goods |                      |          |                              |                                                               |                                  |         |
|----------------------------------------------|----------------------|----------|------------------------------|---------------------------------------------------------------|----------------------------------|---------|
| Lot no                                       | Description of goods | Quantity | warranty Period<br>(Yes /No) | Prices for 2 years of service after the warranty period (Rs.) |                                  | Remarks |
|                                              |                      |          |                              | Specify the 1 <sup>st</sup> Year                              | Specify the 2 <sup>nd</sup> Year |         |
| 1                                            | Desktop Computers    | 341      |                              |                                                               |                                  |         |
| 2                                            | UPS                  | 341      |                              |                                                               |                                  |         |
| 3                                            | Scanner Machines     | 341      |                              |                                                               |                                  |         |

Signature of Bidder: .....

*[Signature of person signing the Bid]*

Date:

*[Insert date]*

## **Check List for Bidders and Apply right Mark.**

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.
9. Brochures for the quoted lots in the respective item.
10. Bid Security as per the format given in section IV.
11. Compliance to the Technical Specification.
12. Duly filled and signed price schedule.
13. Delivery Requirement as per the Delivery Schedule.
14. Services provided after receiving the goods

## **Section VI. General Conditions of Contract**

### **• Definitions**

1.1 The following words and expressions shall have the meanings hereby assigned to them:

- “Contract” means the Contract Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- “Contract Documents” means the documents listed in the Contract Agreement, including any amendments thereto.
- “Contract Price” means the price payable to the Supplier as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
- “Day” means calendar day.
- “Completion” means the fulfilment of the supply of Goods to the destination specified and completion of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
- “CC” means the Conditions of Contract.
- “Goods” means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract.
- “Purchaser” means the entity purchasing the Goods and Related Services, as specified in the Contract Data.
- “Related Services” means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other such obligations of the Supplier under the Contract.
- “Subcontractor” means any natural person, private or government entity, or a combination of the above, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier.
- “Supplier” means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Contract Agreement.

(l) “The Project Site,” where applicable, means the place named in the Contract Data.

### **2. Contract Documents**

2.1 Subject to the order of precedence set forth in the Contract Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole.

### **3. Fraud and Corruption**

- The Government of Sri Lanka requires the Purchaser as well as bidders, suppliers, contractors, and consultants to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy:

- “Corrupt practice” means offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;

- “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;

- “Collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the Purchaser to establish bid prices at artificial, non-competitive levels; and

- “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

#### **4. Interpretation**

- If the context so requires it, singular means plural and vice versa.

- Entire Agreement

The Contract constitutes the entire agreement between the Purchaser and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of the parties with respect thereto made prior to the date of Contract.

- Amendment

No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.

- Severability

If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

#### **5. Language**

- The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Purchaser, shall be written in English language. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified, in which case, for purposes of interpretation of the Contract, this translation shall govern.

5.2 The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation, for documents provided by the Supplier.

#### **6. Joint Venture, Consortium or Association**

6.1 If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Purchaser for the fulfilment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition

or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Purchaser.

## **7. Eligibility**

7.1 All goods supplied under this contract shall be complied with applicable standards stipulated by the Sri Lanka Standards Institute. In the absence of such standards, the Goods supplied shall be complied with other internationally accepted standards, such as British Standards.

## **8. Notices**

- Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the **Contract Data**. The term “in writing” means communicated in written form with proof of receipt.

8.2 A notice shall be effective when delivered or on the notice’s effective date, whichever is later.

## **9. Governing Law**

9.1 The Contract shall be governed by and interpreted in accordance with the laws of the Democratic Socialist Republic of Sri Lanka.

## **10. Settlement of Dispute**

- The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with the Arbitration Act No: 11 of 1995.
- Notwithstanding any reference to arbitration herein,
- the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and

(b) The Purchaser shall pay the Supplier any monies due the Supplier.

## **11. Scope of Supply**

- The Goods and Related Services to be supplied shall be as specified in the Schedule of Requirements.

## **12. Delivery and Documents**

12.1 Subject to CC Sub-Clause 32.1, the Delivery of the Goods and Completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the Schedule of Requirements. Where applicable the details of shipping and other documents to be furnished by the Supplier are specified in the Contract Data.

## **13. Supplier’s Responsibilities**

13.1 The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with CC Clause 11, and the Delivery and Completion Schedule, as per CC Clause 12.

#### **14. Contract Price**

14.1 Prices charged by the Supplier for the Goods supplied and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid.

#### **15. Terms of Payment**

15.1 The Contract Price shall be paid as specified in the Contract Data.

15.2 The Supplier's request for payment shall be made to the Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered and Related Services performed, and by the documents submitted pursuant to CC Clause 12 and upon fulfilment of all other obligations stipulated in the Contract.

- Payments shall be made promptly by the Purchaser, but in no case later than twenty eight (28) days after submission of an invoice or request for payment by the Supplier, and after the Purchaser has accepted it.

#### **16. Taxes and Duties**

16.1 The Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.

#### **17. Performance Security**

- If required as specified in the **Contract Data**, the Supplier shall, within fourteen (14) days of the notification of contract award, provide a performance security of Ten percent (10%) of the Contract Price for the performance of the Contract.
- The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- As specified in the **Contract Data**, the Performance Security, if required, shall be in Sri Lanka Rupees and shall be in the format stipulated by the Purchaser in the **Contract Data**, or in another format acceptable to the Purchaser.

17.4 The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than twenty-eight (28) days following the date of Completion of the Supplier's performance obligations under the Contract, including any warranty obligations.

#### **18. Copyright**

18.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party.

#### **19. Confidential Information**

- The Purchaser and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Subcontractor such documents, data, and other information it receives

from the Purchaser to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier under CC Clause 19.

- The Purchaser shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to the contract. Similarly, the Supplier shall not use such documents, data, and other information received from the Purchaser for any purpose other than the performance of the Contract.
- The above provisions of CC Clause 19 shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof.

19.4 The provisions of CC Clause 19 shall survive completion or termination, for whatever reason, of the Contract.

## **20. Subcontracting**

- The Supplier shall notify the Purchaser in writing of all subcontracts awarded under the Contract if not already specified in the bid. Such notification, in the original bid or later shall not relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.

20.2 Subcontracts shall comply with the provisions of CC Clauses 3 and 7.

## **21. Specifications and Standards**

- Technical Specifications and Drawings
  - The Goods and Related Services supplied under this Contract shall conform to the technical specifications and standards mentioned in Section V, Schedule of Requirements and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Goods' country of origin.
  - The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser.
- (c) Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Schedule of Requirements. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with CC Clause 32.

## **22. Packing and Documents**

22.1 The Supplier shall pack the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.

## **23. Insurance**

23.1 Unless otherwise specified in the **Contract Data**, the Goods supplied under the Contract shall be fully insured against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery.

## **24. Transportation**

24.1 Unless otherwise specified in the **Contract Data**, responsibility for arranging transportation of the Goods shall be a responsibility of the supplier.

## **25. Inspections and Tests**

- The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Goods and Related Services as are specified in the **Contract Data**.
- The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the Goods' final destination, or in another place as specified in the **Contract Data**. Subject to CC Sub-Clause 25.3, if conducted on the premises of the Supplier or its Subcontractor, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.
- The Purchaser or its designated representative shall be entitled to attend the tests and/or inspections referred to in CC Sub-Clause 25.2, provided that the Purchaser bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.
- Whenever the supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Purchaser. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Purchaser or its designated representative to attend the test and/or inspection.
- The Purchaser may require the Supplier to carry out any test and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the Goods comply with the technical specifications codes and standards under the Contract, provided that the Supplier's reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and/or inspection impedes the progress of manufacturing and/or the Supplier's performance of its other obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.
- The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection.
- The Purchaser may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser, and shall repeat the test and/or inspection, at no cost to the Purchaser, upon giving a notice pursuant to CC Sub-Clause 25.4.
- The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Purchaser or its representative, nor the issue of any report pursuant to CC Sub-Clause 25.6, shall release the Supplier from any warranties or other obligations under the Contract.

## **26. Liquidated Damages**

26.1 Except as provided under CC Clause 31, if the Supplier fails to deliver any or all of the Goods by the Date(s) of delivery or perform the Related Services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the **Contract Data** of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in those **Contract Data**. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to CC Clause 34.

## **27. Warranty**

- The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.
- Subject to CC Sub-Clause 21.1(b), the Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.
- The Purchaser shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.
- Upon receipt of such notice, the Supplier shall, within the period specified in the **Contract Data**, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.

27.6 If having been notified, the Supplier fails to remedy the defect within the period specified in the **Contract Data**, the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

## 28. Patent Indemnity

- The Supplier shall, subject to the Purchaser's compliance with CC Sub-Clause 28.2, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:
  - The installation of the Goods by the Supplier or the use of the Goods in the country where the Site is located; and
  - The sale in any country of the products produced by the Goods.
- Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract.
- If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in CC Sub-Clause 28.1, the Purchaser shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.
- If the Supplier fails to notify the Purchaser within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.

- The Purchaser shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.

28.5 The Purchaser shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser.

## **29. Limitation of Liability**

29.1 Except in cases of criminal negligence or wilful misconduct,

(a) the Supplier shall not be liable to the Purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser and

(b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the purchaser with respect to patent infringement

## **30. Change in Laws and Regulations**

30.1 Unless otherwise specified in the Contract, if after the date of 28 days prior to date of Bid submission, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in Sri Lanka that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with CC Clause 14.

## **31. Force Majeure**

- The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that is delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

• For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

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

## **32. Change Orders and Contract Amendments**

- The Purchaser may at any time order the Supplier through notice in accordance CC Clause 8, to make changes within the general scope of the Contract in any one or more of the following:

- Drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
- (b) The method of shipment or packing;
- (c) The place of delivery; and
- (d) The Related Services to be provided by the Supplier.
- If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery/Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within twenty-eight (28) days from the date of the Supplier's receipt of the Purchaser's change order.
- Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

32.4 Subject to the above, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

### **33. Extensions of Time**

- If at any time during performance of the Contract, the Supplier or its subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services pursuant to CC Clause 12, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.
- Except in case of Force Majuro, as provided under CC Clause 31, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to CC Clause 26, unless an extension of time is agreed upon, pursuant to CC Sub-Clause

### **34. Termination**

#### **Termination for Default**

- The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:
- if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to CC Clause 33;
- if the Supplier fails to perform any other obligation under the Contract; or
- if the Supplier, in the judgment of the Purchaser has engaged in fraud and corruption, as defined in CC Clause 3, in competing for or in executing the Contract.
- In the event the Purchaser terminates the Contract in whole or in part, pursuant to CC Clause 34.1(a), the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for

any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

#### **Termination for Insolvency**

- The Purchaser may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser

#### **Termination for Convenience**

- The Purchaser, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.
- (a) The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:
  - to have any portion completed and delivered at the Contract terms and prices; and/or
  - (ii) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier.

#### **35. Assignment**

- Neither the Purchaser nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party

## **Section VII. Contract Data/Special Condition of Contract**

The following Contract Data shall supplement and / or amend the Conditions of Contract (CC). Whenever there is a conflict, the provisions herein shall prevail over those in the CC.

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CC 1.1(i)</b>  | The Purchaser is: Secretary, Ministry of Public Administration, Provincial Councils and Local Government, Colombo 05.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>CC 1.1 (m)</b> | Destinations: As per the Delivery Schedule in Section V                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>CC 8.1</b>     | <p>For <b><u>notices</u></b>, the Purchaser's address shall be:</p> <p>Attention: <b>Accountant (Procurement),</b></p> <p>Address: <b>Finance section (16<sup>th</sup> Floor),</b><br/> <b>Home Affairs Division,</b><br/> <b>Ministry of Public Administration, Provincial Councils and Local Government.</b><br/> <b>Nila Madura Building,</b><br/> <b>Elvitigala Mawatha,</b><br/> <b>Narahenpita,</b><br/> <b>Colombo – 05</b></p> <p>Telephone:       <b>011-2050412</b></p> <p>Fax number:       <b>011 –2369181</b></p> <p>Email:             <a href="mailto:procurement.ha@gmail.com">procurement.ha@gmail.com</a></p> |
| <b>CC 12.1</b>    | <p><b>Detail of shipping and other documents to be furnished by the supplier are; not applicable</b></p> <p><b>(a) <u>Orders to be issued in writing</u> - All orders connected with the contract will be issued in writing by the Secretary or his representatives.</b></p> <p><b>(b) <u>Quality and Quantity of item and time of delivery</u> – Items supplied should be according to the specification and required quantities ordered for, and should be delivered to the required station on time.</b></p>                                                                                                                 |
| <b>CC 15.1</b>    | <p>15.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:</p> <p>A: For Goods offered within Sri Lanka</p> <p>20% of Advance Payment shall be made upon submission of advance bond and balance will be paid in Sri Lanka Rupees within thirty (30) days of presentation of claim supported by a certificate from the Purchaser declaring that the Goods have been delivered and that all other contracted Services have been performed.</p>                                                                                                                              |
| <b>CC 17.1</b>    | A Performance Security shall be 10% of the bid value and it shall be valid up to 12 months from the date of delivery.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>CC 25.1</b>    | The inspections and tests shall be conducted by the supplier to ensure compliance of the goods supplied to the laid down specifications.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>CC 25.2</b>    | Inspections and the tests shall be conducted at: <b>Supplier's stores and Final Destination.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>CC 26.1</b>    | The liquidated damages or delay damages shall be: 1% per week and the maximum amount of liquidated damages shall be: 10%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

## **Section VIII. Contract Forms**

### **Table of Forms**

1. Contract Agreement
2. Performance Security

# 1. Contract Agreement

THIS CONTRACT AGREEMENT is made

The *[insert: number]* day of *[insert: month]*, *[insert: year]*.

BETWEEN

- (1) *[insert complete name of Purchaser]*, a *[insert description of type of legal entity, for example, an agency of the Ministry of ... ..or Corporation]* and having its principal place of business at *[insert address of Purchaser]* (hereinafter called “the Purchaser”), and
- (2) *[insert name of Supplier]*, a corporation incorporated under the laws of *[insert: country of Supplier]* and having its principal place of business at *[insert: address of Supplier]* (Hereinafter called “the Supplier”).

WHEREAS the Purchaser invited bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency(ies)]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSE THAS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:
  - (a) This Contract Agreement
  - (b) Contract Data
  - (c) Conditions of Contract
  - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications)
  - (e) The Supplier’s Bid and original Price Schedules
  - (f) The Purchaser’s Notification of Award
  - (g) *[Add here any other document(s)]*

3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.
4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS where of the parties hereto have caused this Agreement to be executed in accordance with the laws of *Democratic Socialist Republic of Sri Lanka* on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed: *[insert signature]*

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert identification of official witness]*

For and on behalf of the Supplier

Signed: *[insert signature of authorized representative(s) of the Supplier]*

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert identification of official witness]*

## 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 date, 28 days beyond  
the scheduled completion date including the warranty period] and any demand for payment under  
it must be received by us at this office on or before that date.

\_\_\_\_\_  
[signature(s)]