



**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,  
Laptops, Tabs, Photo Copy Machines, Scanner Machines, Printer  
Machines, Multimedia Projectors, UPS and Smart Boards for Divisional  
Secretariats and Home Affairs Division**

**Contract No: HA/F/PRO/03/Divisional Secretariats/Second Stage/2026/Vol. I**

**Date of Closing: 26.05.2026**

**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 :**



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

**Home Affairs Division**

**Invitation Of Bids For Supply, Delivery, Installation and Configuration of Desktop  
Computers, Laptops, Tabs, Photo Copy Machines, Scanner Machines, Printer Machines,  
Multimedia Projectors, UPS and Smart Boards for Divisional Secretariats and Home  
Affairs Division – 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, Laptops, Tabs, Photo Copy Machines, Scanner Machines, Printer Machines, Multimedia Projectors, UPS and Smart Boards for Divisional Secretariats and Home Affairs Division – 2026.
2. The equipments to be purchased and the values of the bid securities are as follows:

<b>Lot No</b>	<b>Description</b>	<b>Bid Security (Rs.)</b>	<b>Non – Refundable fee (Rs.)</b>
Lot No 01	195 numbers of Desktop Computers with UPS	643,500.00	12,500.00
Lot No 02	202 numbers of Desktop Computers with UPS	666,600.00	12,500.00
Lot No 03	205 numbers of Desktop Computers with UPS	676,500.00	12,500.00
Lot No 04	75 numbers of Laptops	225,000.00	3,500.00
Lot No 05	82 numbers of Laptops	246,000.00	3,500.00
Lot No 06	77 numbers of Laptops	231,000.00	3,500.00
Lot No 07	268 numbers of Tablets	402,000.00	3,500.00
Lot No 08	313 numbers of Tablets	469,500.00	3,500.00
Lot No 09	298 numbers of Tablets	447,000.00	3,500.00
Lot No 10	32 numbers of Photo Copy Machines	144,000.00	3,500.00

Lot No 11	34 numbers of Photo Copy Machines	153,000.00	3,500.00
Lot No 12	30 numbers of Photo Copy Machines	135,000.00	3,500.00
Lot No 13	60 numbers of Scanners	90,000.00	1,000.00
Lot No 14	44 numbers of Scanners	66,000.00	1,000.00
Lot No 15	63 numbers of Scanners	94,500.00	1,000.00
Lot No 16	23 numbers of Printers	23,000.00	1,000.00
Lot No 17	27 numbers of Printers	27,000.00	1,000.00
Lot No 18	39 numbers of Printers	39,000.00	1,000.00
Lot No 19	38 numbers of Multimedia Projectors	57,000.00	1,000.00
Lot No 20	26 numbers of Smart Boards	104,000.00	3,500.00

A bidder can apply for either total no of 20 lots or even a single lot as per the capacity.

3. The bidding documents can be obtained by submitting the receipt of the payment of non - refundable fees applicable for each lot to the Shroff of Finance Division (16<sup>th</sup> Floor), to the Accountant (Procurement) until **3.00 p.m. on 25.05.2026**. 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. The Bidders shall also register themselves with Registrar of Public Contracts, Sri Lanka, in terms of Public Contract Act No.03 of 1987. The original certificate of registration (PCA 03) shall be submitted with the bid. A bidder who is not capable to submit PCA 03 certificate will consider as a major deviation. Except lot No 16, lot No 17 and lot No 18.
5. It has been decided to hold a pre-bid discussion on **07.05.2026 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.
6. Bids shall be valid for a period of 91 Days (25.08.2026) from the last date fixed for receiving of Bids or any extended period.
7. 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.
  - The supplier must deposit the total value of the bid security in the categories for which the bid submitted.
  - Valid up to 22.09.2026
  - Issued by one of the agencies indicated in Clause 11 of the ITB.

- If a bidder is bidding more than one lot, he should submit bid securities separately for each lot.
8. As per bid conditions, the completed and sealed bidding documents with the said bid security 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. **“Supply, Delivery, Installation and Configuration of Desktop Computers, Laptops, Tabs, Photo Copy Machines, Scanner Machines, Printer Machines, Multimedia Projectors, UPS and Smart Boards for Divisional Secretariats and Home Affairs Division – 2026”** should be mentioned at the top left corner of the envelope.
  9. The receipt of bids will close on 26.05.2026 at 10.00 a.m. The bids will be opened on 26.05.2026 at 10.15 a.m. at the Finance Section, 16<sup>th</sup> Floor, “Nila Madura” Building. 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)**

<b>A. General</b>	
1.Scope of Bid	<p>1.1 The Purchaser named in the Data Sheet invites you to submit a Bidding Documents for the supply of Goods and Related Services incidental thereto as specified in Schedule of Requirements. Upon receipt of this invitation you are requested to acknowledge the receipt of this invitation and your intention to submit a Bidding Documents. The Purchaser may not consider you for inviting Bidding Documents in the future, if you failed to acknowledge the receipt of this invitation or not submitting a Bidding Documents after expressing the intention as above.</p>
2. Ethics, Fraud and Corruption	<p>2.1 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.</p> <p>2.2 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:</p> <p>(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;</p> <p>(b) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;</p> <p>(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</p> <p>(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.</p>

	<p>2.3 If the Purchaser found any unethical practices as stipulated under ITB Clause 2.2, 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.</p>
<p>3. Eligible Bidders</p>	<p>3.1 All bidders shall possess legal rights to supply the Goods under this contract.</p> <p>3.2 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:</p> <p>(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</p> <p>(b) submit more than one bid in this bidding process. However, this does not limit the participation of bidders to bid in more than one lot.</p>

**B: Contents of Bidding Documents**

4.Contents of Bidding Documents	<p>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 6.</p> <p style="padding-left: 40px;">Volume 1</p> <ul style="list-style-type: none"><li>• Section I. Instructions to Bidders(ITB)</li><li>• Section VI. Conditions of Contract(CC)</li><li>• Section VIII. Contract Forms</li></ul> <p style="padding-left: 40px;">Volume 2</p> <ul style="list-style-type: none"><li>• Section II. Bidding Data Sheet(BDS)</li><li>• Section III. Evaluation and Qualification Criteria</li><li>• Section IV. Bidding Forms</li><li>• Section V. Schedule of Requirements</li><li>• Section VII. Contract Data</li><li>• Invitation For Bid</li></ul> <p>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.</p>
5. Clarification of Bidding Documents	<p>5.1 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 <b>specified in the BDS</b>. 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. The Purchaser should deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under ITB Clause 6.</p>
6. Amendment of Bidding Documents	<p>6.1 At any time prior to the deadline for submission of bids, the Purchaser may amend the Bidding Documents by issuing addendum.</p> <p>6.2 Any addendum issued shall be part of the Bidding Documents and shall be communicated in writing to all who have purchased the Bidding Documents.</p> <p>6.3 To give prospective Bidders reasonable time in which to take an</p>

	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 16.2.
<b>C: Preparation of Bid</b>	
7. Documents Comprising the Bid	<p>7.1 The Quotation shall comprise the following:</p> <ul style="list-style-type: none"> <li>(a) Bid Submission Form and the Price Schedules;</li> <li>(b) Bid Security;</li> <li>(c) Documentary evidence that the Goods and Related Services conform to the Bidding Documents;</li> <li>(d) Documentary evidence establishing the Bidder's qualifications to perform the contract if its bid is accepted; and</li> <li>(e) Technical Specifications &amp; Compliance with Specifications</li> <li>(f) Business Registration</li> <li>(g) Any other document required in the BDS.</li> </ul>
8. Bid Submission Form and Price Schedules	8.1 The bidder shall submit the Quotation Submission Form using the form furnished in Section IV. This form must be completed without any alterations to its format, and <b>no substitutes shall be accepted</b> . All blank spaces shall be filled in with the information requested.
9. Prices and Discounts	<p>9.1 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>9.2 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 an item the bidder may do so by indicating such amounts appropriately.</p> <p>9.3 If so indicated in ITB Sub-Clause 1.1, bids are being invited for individual contracts or for any combination of contracts. Unless otherwise indicated in the BDS, prices quoted shall correspond to 100 % of the items specified for each item and to 100% of the quantities specified for each item. Bidders wishing to offer any price reduction (discount) for the award of more than one Contract (lot) shall specify the applicable price reduction separately.</p> <ul style="list-style-type: none"> <li>(i) Prices indicated on the Price Schedule shall include all duties and sales and other taxes and Inland Transportation. <ul style="list-style-type: none"> <li>(a) on components and raw material used in the manufacture or assembly of goods quoted; or</li> </ul> </li> </ul>

	<p>(b) On the previously imported goods of foreign origin.</p> <p>(ii) However, VAT shall not be included in the price but shall be indicated separately;</p> <p>(iii) the price of other incidental services</p> <p>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 24.</p> <p>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.</p>
10. Currencies of Bid	10.1 Unless otherwise stated in Bidding Data Sheet, the Bidder shall quote in Sri Lankan Rupees and payment shall be payable only in Sri Lankan Rupees.
11. Documents to Establish the Conformity of the Goods and Related Services	<p>11.1 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 confirm to the technical specifications and standards specified in Section V, Schedule of Requirements.</p> <p>11.2 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.</p> <p>11.3 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 <b>specified in the BDS</b> following commencement of the use of the goods by the Purchaser.</p>
12. Documents Establishing the Qualifications of the Bidder	<p>12.1 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Purchaser's satisfaction:</p> <p>(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</p>

	<p>by the manufacturer or producer of the Goods to supply these Goods;</p> <p>(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</p> <p>(c) That the Bidder meets each of the qualification criteria specified in Section III, Evaluation and Qualification Criteria.</p>
13. Period of Validity of Bid	<p>13.1 Bids shall remain valid for the period of Ninety One (91) days after the Bid submission deadline date. A bid valid for a shorter date shall be rejected by the Purchaser as non-responsive.</p> <p>13.2 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 34, 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.</p>
14. Format and Signing of Bid	<p>14.1 The Bidder shall prepare one original of the documents comprising the bid as described and clearly mark it as “ORIGINAL.” In addition, the Bidder shall submit a copy of the bid and clearly mark it as “DUPLICATE”. In the event of any discrepancy between the original and the duplicate, the original shall prevail.</p> <p>14.2 The original and the duplicate 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.</p> <p>Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.</p>
<b>D: Submission and Opening of Bid</b>	
15. Submission, Sealing and Marking of Bids	<p>15.1 Bidders may always submit their bids by post or by hand.</p> <p>(a) Bidders submitting bids by mail or by hand, shall enclose the original and the duplicate of the Bid in separate sealed envelopes, duly marking the envelopes as “ORIGINAL” and “DUPLICATE.” These envelopes containing the original and the duplicate shall then be enclosed in one single envelope.</p>

	<p>If a bidder is bidding more than one lot all Supporting documents (original) should submitted in one envelope.</p> <p>The inner and outer envelopes shall:</p> <p>(a) bear the name and address of the Bidder;</p> <p>(b) be addressed to the Purchaser in accordance with ITB Sub-Clause 16.1;</p> <p>(c) bear the specific identification of this bidding process as indicated in the BDS; and</p> <p>(d) bear a warning not to open before the time and date for bid opening, in accordance with ITB Sub-Clause 19.1</p> <p>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.</p>
<p>16. Deadline for Submission of Bid</p>	<p>16.1 Bids must be received by the Purchaser at the address notified and not later than the date and time specified in the BDS.</p> <p>16.2 The Purchaser may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB Clause 4, 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.</p>
<p>17. Late Bids</p>	<p>17.1 The Purchaser shall not consider any bid that arrives after the deadline for submission of bids, in accordance with ITB Clause 16. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.</p>
<p>18. Withdrawal, and Modification of Bids</p>	<p>18.1 A Bidder may withdraw or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 13, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITB Sub-Clause 14.2, (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:</p> <p>(a) submitted in accordance with ITB Clauses 14 and 15 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “Withdrawal,” or “Modification;” and</p> <p>(b) Received by the Purchaser prior to the deadline prescribed for submission</p>

	<p>of bids, in accordance with ITB Clause 16.</p> <p>Bids requested to be withdrawn in accordance with ITB Sub-Clause 18.1 shall be returned to the Bidders only upon notification of contract award to the successful bidder in accordance with sub clause 33.1.</p> <p>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.</p>
<p>19. Bid Opening</p>	<p>19.1 The Purchaser shall conduct the bid opening in public at the address, date and time specified in the BDS.</p> <p>19.2 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.</p> <p>19.3 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 a Bid opening except for late bids, in accordance with ITB Sub-Clause 17.1.</p> <p>19.4 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.</p>
<p><b>E: Evaluation and Comparison of Bid</b></p>	

20. Confidentiality	<p>20.1 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.</p> <p>20.2 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.</p> <p>20.3 Notwithstanding ITB Sub-Clause 20.2, 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.</p>
21. Clarification of Bids	<p>21.1 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 23.</p>
22. Responsiveness of Bids	<p>22.1 The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself.</p> <p>22.2 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:</p> <ul style="list-style-type: none"> <li>(a) affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or</li> <li>(b) Limits in any substantial way, inconsistent with the Bidding Documents, the Purchaser's rights or the Bidder's obligations under the Contract; or</li> <li>(c) If rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.</li> </ul> <p>22.3 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.</p>
23. Nonconformities, Errors and Omissions	<p>23.1 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.</p> <p>23.2 Provided that a bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or</p>

	<p>documentation, within a reasonable period of time, to rectify nonmaterial non-conformities 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.</p> <p>23.3 Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:</p> <p>(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;</p> <p>(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</p> <p>(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.</p> <p>23.4 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.</p>
<p>24. Preliminary Examination of Bids</p>	<p>24.1 The Purchaser shall examine the bids to confirm that all documents and technical documentation requested in ITB Clause 07 have been provided, and to determine the completeness of each document submitted.</p> <p>24.2 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.</p> <p>(a) Bid Submission Form, in accordance with ITB Sub-Clause 08.1;</p> <p>(b) Price Schedules, in accordance with ITB Sub-Clause 08;</p> <p>(c) Bid Security, in accordance with ITB Clause 34.</p>

<p>25. Examination of Terms and Conditions; Technical Evaluation</p>	<p>25.1 The Purchaser shall examine the Bid to confirm that all terms and conditions specified in the CC and the <b>Contract Data</b> have been accepted by the Bidder without any material deviation or reservation.</p> <p>25.2 The Purchaser shall evaluate the technical aspects of the Bid submitted in accordance with ITB Clause 12, 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.</p> <p>25.3 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 22, the Purchaser shall reject the Bid.</p>
<p>26. Conversion to Single Currency</p>	<p>26.1 If the bidders are allowed to quote in foreign currencies in accordance with sub clause 10.1, 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.</p>
<p>27. Domestic Preference</p>	<p>27.1 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.</p>
<p>28. Evaluation of Bids</p>	<p>28.1 The Purchaser shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.</p> <p>28.2 To evaluate a Bid, the Purchaser shall only use all the factors, methodologies and criteria defined in this ITB Clause 28.</p> <p>28.3 To evaluate a Bid, the Purchaser shall consider the following:</p> <ul style="list-style-type: none"> <li>(a) The Bid Price as quoted in accordance with clause 09;</li> <li>(b) Price adjustment for correction of arithmetic errors in accordance with ITB Sub-Clause 23.3;</li> <li>(C) Price adjustment due to discounts offered in accordance with ITB Sub-Clause 09.2; and 09.3</li> <li>(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;</li> <li>(e) Adjustments due to the application of a domestic preference, in accordance with ITB Clause 25 if applicable.</li> </ul> <p>28.4 The Purchaser's evaluation of a bid may require the consideration of other factors, in addition to the factors stated in ITB Sub-Clause 28.3, 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.</p> <p>28.5 If so specified in the BDS, these Bidding Documents shall allow Bidders</p>

	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.
29. Post qualification of the Bidder	<p>29.1 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>29.2 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 12.</p> <p>29.3 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>
30. Purchaser's Right to Accept any Bid, and to Reject any or all Bids	30.1 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.
<b>F: Award of Contract</b>	
31. Award Criteria	31.1 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.
32. Purchaser's Right to Vary Quantities at Time of Award	32.1 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 percentage (25%) or one unit whichever is higher and without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.
33. Notification of Award	<p>33.1 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>33.2 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.</p> <p>33.3 Upon the successful Bidder's furnishing of the signed Contract Form and performance security pursuant to ITB Clause 36, the Purchaser will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 34.4.</p>

<p>34. Bid Security</p>	<p>34.1 The Bidder shall furnish as part of its bid, a Bid Security or a Refundable Cash Deposit as specified in the BDS. The Bid Security shall be in the amount specified in the BDS and denominated in Sri Lanka Rupees, and shall:</p> <ul style="list-style-type: none"> <li>(a) A receipt, for payment in cash to the Ministry's shroff the form of or in a bank guarantee from a banking institution and the relevant original cash receipt should be attached to the bid;</li> <li>(b) Be issued by an institution acceptable to Purchaser. The acceptable institutes are published in the NPA website, <a href="http://www.npa.gov.lk">www.npa.gov.lk</a>.</li> <li>(c) be substantially in accordance with the form included in Section VII, Bidding Forms;</li> <li>(d) be payable promptly upon written demand by the Purchaser in case the conditions listed in ITB Clause 34.5 are invoked;</li> <li>(e) be submitted in its original form; copies will not be accepted;</li> <li>(f) Remain valid for the period specified in the BDS.</li> </ul> <p>34.2 Any bid not accompanied by a substantially responsive Bid Security or Refundable Cash Deposit in accordance with ITB Sub-Clause 34.1 and 34.2, may be rejected by the Purchaser as non-responsive.</p> <p>34.3 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 36.</p> <p>34.4 The Bid Security or Refundable Cash Deposit may be forfeited executed:</p> <ul style="list-style-type: none"> <li>(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 13.2; or</li> <li>(b) if a Bidder does not agree to correction of arithmetical errors in pursuant to ITB Sub-Clause 23.3</li> <li>(c) if the successful Bidder fails to: <ul style="list-style-type: none"> <li>(i) Sign the Contract in accordance with ITB Clause 35;</li> <li>(ii) Furnish a Performance Security in accordance with ITB Clause 36.</li> </ul> </li> </ul>
<p>35. Signing of Contract</p>	<p>35.1 Within Fourteen (14) days after notification, the Purchaser shall complete the Agreement, and inform the successful Bidder to sign it.</p> <p>35.2 Within Fourteen (14) days of receipt of such information, the successful Bidder shall sign the Agreement.</p>

<p>36. Performance Security</p>	<p>36.1 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 34.4.</p> <p>36.2 Failure of the successful Bidder to submit the above-mentioned 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 Bid-Securing 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.</p>
<p>37. Bidders Declaration</p>	<p>Bidders must submit a mandatory declaration with the bid containing the following information,</p> <ul style="list-style-type: none"> <li>I. That there is no conflict of interest,</li> <li>II. That only one bid will be submitted, and</li> <li>III. That there is no collusion</li> </ul>

## Section II: Data Sheet

ITB clause Reference	<b>A. General</b>
1.1	The purchaser is: Secretary, Home Affairs Division, Ministry of Public Administration, Provincial Councils and Local Government. Address : Nila Madura Building, Elvitigala Mawatha, Narahenpita, Colombo – 05
1.1	The name and identification number of the Contract is <b>“Supply, Delivery, Installation and Configuration of Desktop Computers, Laptops, Tabs, Photo Copy Machines, Scanner Machines, Printer Machines, Multimedia Projectors, UPS and Smart Boards for Divisional Secretariats and Home Affairs Division – 2026”</b>
	<b>B. Contents of Bidding Documents</b>
5.1	For <b><u>Clarification of bid purposes</u></b> only, the Purchaser’s address is: Attention: <b>Accountant (Procurement)</b> , Address: <b>Finance section (16<sup>th</sup> Floor), Home Affairs Division, Ministry of Public Administration, Provincial Councils and Local Government. Nila Madura Building, Elvitigala Mawatha, Narahenpita, Colombo – 05</b>  Telephone: <b>011-2050412</b> Fax number: <b>011-2369181</b> Email: <a href="mailto:procurement.ha@gmail.com">procurement.ha@gmail.com</a>
	<b>C: Preparation of Bid</b>
7.1	a. The Bidder shall submit documentary evidence to confirm statement indicated in Section III (Evaluation and Qualification Criteria) and <b>Common Documents</b>  1. Bidder should furnish certified copy of Business Registration. (a) Latest Form 15 (b) Related forms if any change for Form 15 2. Bid Submission form duly signed. 3. VAT Registration Certificate and VAT Clearance 4. Letter of Manufacturers Authorization 5. 3 Years Annual Financial Reports 6. 3 years relevant Experience in Import/Distribution/Computer Equipment, Sri Lanka. (Please include Client list 03 years Product of history) 7. Revenue Reports / Turnover Schedule

	<p>8. Bidders must submit a Non-Collusion Declaration as per the Procurement Guideline 1.5.</p> <p>9. The written confirmation of authorization to sign on behalf of the Bidder shall consist of:</p> <ol style="list-style-type: none"> <li>I. Bids submitted by a limited liability Company or a Corporation: A Power of Attorney (either notarized or attested to by an appropriate authority in the Proposer's home Country), or a Board resolution certified by a Company Secretary.</li> <li>II. Bids submitted by a single Proprietor: Signature of the Proprietor or Power of Attorney.</li> <li>III. Bids submitted by a Partnership: Power of Attorney (either notarized or attested to buy an appropriate authority in the Bidders' home Country). A Copy of the partnership agreement shall be submitted with the power of Attorney.</li> <li>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.</li> </ol> <p><b>Separately submit by each lot</b></p> <ol style="list-style-type: none"> <li>1. Brochures for the quoted items in the respective item.</li> <li>2. Warranty Certificate.</li> <li>3. Bid Security as per the format given in section IV and section II.</li> <li>4. Duly filled Specification forms for Item.</li> <li>5. Compliance to the Technical Specification.</li> <li>6. Bid price and discount offered.</li> <li>7. Delivery Requirement as per the Delivery Schedule.</li> <li>8. Services provided after receiving the goods</li> <li>9. PCA 3 certificate.</li> </ol> <p>b. Please indicate successfully completed contracts of scope of supply and complexity comparable to the proposed Contract, over a three-year period ending on the deadline for bid submission as per bellow format. (Section IV)</p>
9.1	<p>Bidders may quote for one or more lots. Also bidder shall quote for 100% quantity of the quoted lot. 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. For each lot group, bidders are required to quote a single model only. Multiple or different models within the same lot group shall not be accepted.( Lot 1,2,3- Computers; Lot 4,5,6- Laptops; Lot 7,8,9- Tablets; Lot 10,11,12- Photocopy Machines; Lot 13,14,15- Scanner Machines; Lot 16,17,18- Printer Machines; Lot 19- Multimedia Projectors; Lot 20- Smart Boards )</p>
10.1	<p>The bidder shall quote in <b>Sri Lankan Rupees</b> and payment shall be made same</p>
11.3	<p>Spare parts should be available for minimum of 2 years after warranty period. The relevant item prices should be included in the table specified in page No. 74 in this document.</p>

	Though the Entity is calling such prices, the final decision will be depend on the Entity's requirement.
13.1	The bid shall be valid until <b>25<sup>th</sup> August 2026</b> .
	<b>D: Submission and Opening of Quotation</b>
15.1	The inner and outer envelopes shall bear the following identification marks: <b>“Supply, Delivery, Installation and Configuration of Desktop Computers, Laptops, Tabs, Photo Copy Machines, Scanner Machines, Printer Machines, Multimedia Projectors, UPS and Smart Boards for Divisional Secretariats and Home Affairs Division – 2026”</b>
19.1	The bid opening shall take place at: Address: <b>Finance section (16<sup>th</sup> Floor), Home Affairs Division, Ministry of Public Administration, Provincial Councils and Local Government. Nila Madura Building, Elvitigala Mawatha, Narahenpita, Colombo – 05</b>  <b>Date: 26<sup>th</sup> May 2026 on Time: 10.15 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:  (a) Deviation in Delivery Schedule: <b>Not Applicable</b>  (b) Deviation in payment schedule: <b>Not Applicable</b>
29	Bidder must have their own branch network or dealership relevant to the lots 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			
	<b>Lot No</b>	<b>Description</b>	<b>Bid Security (Rs.)</b>	<b>Non – Refundable fee (Rs.)</b>
	Lot No 01	195 numbers of Desktop Computers with UPS	643,500.00	12,500.00
	Lot No 02	202 numbers of Desktop Computers with UPS	666,600.00	12,500.00
	Lot No 03	205 numbers of Desktop Computers with UPS	676,500.00	12,500.00
	Lot No 04	75 numbers of Laptops	225,000.00	3,500.00
	Lot No 05	82 numbers of Laptops	246,000.00	3,500.00

Lot No 06	77 numbers of Laptops	231,000.00	3,500.00
Lot No 07	268 numbers of Tablets	402,000.00	3,500.00
Lot No 08	313 numbers of Tablets	469,500.00	3,500.00
Lot No 09	298 numbers of Tablets	447,000.00	3,500.00
Lot No 10	32 numbers of Photo Copy Machines	144,000.00	3,500.00
Lot No 11	34 numbers of Photo Copy Machines	153,000.00	3,500.00
Lot No 12	30 numbers of Photo Copy Machines	135,000.00	3,500.00
Lot No 13	60 numbers of Scanners	90,000.00	1,000.00
Lot No 14	44 numbers of Scanners	66,000.00	1,000.00
Lot No 15	63 numbers of Scanners	94,500.00	1,000.00
Lot No 16	23 numbers of Printers	23,000.00	1,000.00
Lot No 17	27 numbers of Printers	27,000.00	1,000.00
Lot No 18	39 numbers of Printers	39,000.00	1,000.00
Lot No 19	38 numbers of Multimedia Projectors	57,000.00	1,000.00
Lot No 20	26 numbers of Smart Boards	104,000.00	3,500.00

The Bid Securities shall be valid up to **22<sup>nd</sup> September 2026**.

## **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**

- Business Registration certificate
  - (a). Latest Form 15
  - (b). Related Forms if any changes for Form 15
- Bid Security
- Bid Submission form
- VAT Registration Certificate and VAT Clearance
- Duly filled Specification forms for lot
- Letter of Manufacturers Authorization
- 3 Years Annual Financial Reports
- Experience during past 3 years
- Net Assets (50 Mn Plus)
- Revenue Reports / Turnover Schedule
- Compliance to the Technical Specification.
- Bid price schedule
- Bidders offered Delivery period
- Power of Attorney's License / Board Resolution
- Services provided after delivering the goods
- Non-Collusion Declaration
- PCA 3 certificate.

The Bidder shall also register themselves in terms of Public Contract Act No.03 of 1987. The original certificate of registration (PCA 03) shall be submitted with the bid.

The procurement shall not be awarded to any bidder unless such bidder had submitted the PCA3 certificate.

## **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 Laptops, Desktops, Tabs, Printers, photocopy Machines, Scanner Machines, Projectors, UPS and Smart Board for last 3 years (Bidder should provide document evidence to support the above)

(b). Bidder should have technical support facility relevant to the lots 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/03/Divisional Secretariats/Second Stage/2026/Vol. I**

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 195 Desktop Computers with UPS** 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 195 Desktop Computers with UPS** 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 202 Desktop Computers with 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 202 Desktop Computers with 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 205 Desktop Computers with UPS** 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 205 Desktop Computers with UPS** price of our Bid after VAT, including any discounts offered is:

.....

.....

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

**iv) Lot No 04 – No of 75 Laptops** price of our Bid before VAT, including any discounts offered is:

.....

.....

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

**Lot No 04 – No of 75 Laptops** price of our Bid after VAT, including any discounts offered is:

.....

.....

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

**v) Lot No 05 – No of 82 Laptops** price of our Bid before VAT, including any discounts offered is:

.....

.....

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

**Lot No 05 – No of 82 Laptops** price of our Bid after VAT, including any discounts offered is:

.....

.....

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

**vi) Lot No 06 – No of 77 Laptops** price of our Bid before VAT, including any discounts offered is:

.....  
.....

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

**Lot No 06 – No of 77 Laptops** price of our Bid after VAT, including any discounts offered is:

.....  
.....

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

**vii) Lot No 07 – No of 268 Tablets** price of our Bid before VAT, including any discounts offered is:

.....  
.....

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

**Lot No 07 – No of 268 Tablets** price of our Bid after VAT, including any discounts offered is:

.....  
.....

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

**viii) Lot No 08 – No of 313 Tablets** price of our Bid before VAT, including any discounts offered is:

.....  
.....

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

**Lot No 08 – No of 313 Tablets** price of our Bid after VAT, including any discounts offered is:

.....  
.....

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

**ix) Lot No 09 – No of 298 Tablets** price of our Bid before VAT, including any discounts offered is:

.....  
.....

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

**Lot No 09 – No of 298 Tablets** price of our Bid after VAT, including any discounts offered is:

.....  
.....

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

**x) Lot No 10 – No of 32 Photo Copy Machines** price of our Bid before VAT, including any discounts offered is:

.....  
.....

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

**Lot No 10 – No of 32 Photo Copy Machines** price of our Bid after VAT, including any discounts offered is:

.....  
.....

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

**xi) Lot No 11 – No of 34 Photo Copy Machines** price of our Bid before VAT, including any discounts offered is:

.....  
.....

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

**Lot No 11 – No of 34 Photo Copy Machines** price of our Bid after VAT, including any discounts offered is:

.....  
.....

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

**xii) Lot No 12 – No of 30 Photo Copy Machines** price of our Bid before VAT, including any discounts offered is:

.....  
.....

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

**Lot No 12 – No of 30 Photo Copy Machines** price of our Bid after VAT, including any discounts offered is:

.....  
.....

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

**xiii) Lot No 13 – No of 60 Scanner Machines** price of our Bid before VAT, including any discounts offered is:

.....

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

**Lot No 13 – No of 60 Scanner Machines** price of our Bid after VAT, including any discounts offered is:

.....

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

**xiv) Lot No 14 – No of 44 Scanner Machines** price of our Bid before VAT, including any discounts offered is:

.....

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

**Lot No 14 – No of 44 Scanner Machines** price of our Bid after VAT, including any discounts offered is:

.....

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

**xv) Lot No 15 – No of 63 Scanner Machines** price of our Bid before VAT, including any discounts offered is:

.....

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

**Lot No 15 – No of 63 Scanner Machines** price of our Bid after VAT, including any discounts offered is:

.....

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

**xvi) Lot No 16 – No of 23 Printer Machines** price of our Bid before VAT, including any discounts offered is:

.....

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

**Lot No 16 – No of 23 Printer Machines** price of our Bid after VAT, including any discounts offered is:

.....

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

**xvii) Lot No 17 – No of 27 Printer Machines** price of our Bid before VAT, including any discounts offered is:

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

**Lot No 17 – No of 27 Printer Machines** price of our Bid after VAT, including any discounts offered is:

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

**xviii) Lot No 18 – No of 39 Printer Machines** price of our Bid before VAT, including any discounts offered is:

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

**Lot No 18 – No of 39 Printer Machines** price of our Bid after VAT, including any discounts offered is:

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

**xix) Lot No 19 – No of 38 Multimedia Projectors** price of our Bid before VAT, including any discounts offered is:

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

**Lot No 19 – No of 38 Multimedia Projectors** price of our Bid after VAT, including any discounts offered is:

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

**xx) Lot No 20 – No of 26 Smart Boards** price of our Bid before VAT, including any discounts offered is:

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

**Lot No 20 – No of 26 Smart Boards** 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.) Excluding VAT (Rs.)	Total Price for Item (Rs.)	Discounted Total price (if any ) before VAT	VAT (Rs.)	Total Price Including VAT (Rs.)
Lot No 01	Desktop Computers with UPS		195					
Lot No 02	Desktop Computers with UPS		202					
Lot No 03	Desktop Computers with UPS		205					
Lot No 04	Laptops		75					
Lot No 05	Laptops		82					
Lot No 06	Laptops		77					

Lot No 07	Tablets		268					
Lot No 08	Tablets		313					
Lot No 09	Tablets		298					
Lot No 10	Photo Copy Machines		32					
Lot No 11	Photo Copy Machines		34					
Lot No 12	Photo Copy Machines		30					
Lot No 13	Scanner Machines		60					
Lot No 14	Scanner Machines		44					
Lot No 15	Scanner Machines		63					

Lot No 16	Printer Machines		23					
Lot No 17	Printer Machines		27					
Lot No 18	Printer Machines		39					
Lot No 19	Multimedia Projectors		38					
Lot No 20	Smart Boards		26					
<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/03/Divisional Secretariats/Second Stage/2026/Vol. I**

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

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(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	<b>Colombo</b>	Kotte						
2		Seethawaka						
3	<b>Gampaha</b>	Meerigama						
4		Gampaha						
5	<b>Kalutara</b>	Panadura						
6		Bulathsinghala						
7	<b>Galle</b>	Akmeemana						
8		Galle Four Gravets						
9	<b>Matara</b>	Matara						
10		Mulatiyana						
11	<b>Hambantota</b>	Walasmulla						
12		Ambalantota						
13	<b>Jaffna</b>	Karaveddi						
14		Velanai (Island South)						
15	<b>Mannar</b>	Nanattan						
16		Manthai West						
17	<b>Vavuniya</b>	Vengalcheddikulam						
18		Vavuniya North						
19	<b>Mullathivu</b>	Manthai East						
20		Maritaimpattu						
21	<b>Killinochchi</b>	Poonakari						
22		Kandawalai						
23	<b>Batticaloa</b>	Koralaipattu						
24		Manmune South						
25	<b>Ampara</b>	Ampara						
26		Karathivu						
27	<b>Trincomalee</b>	Thambalagamuwa						
28		Trincomalee Town & Four Gravets						
29	<b>Kurunegala</b>	Mawathagama						
30		Pannala						
31	<b>Anuradhapura</b>	Nuwaragampalatha Central						
32		Rajanganaya						
33	<b>Polonnaruwa</b>	Dimbulagala						
34		Hingurakgoda						
35	<b>Rathnapura</b>	Opanayaka						
36		Niwithigala						

37	<b>Kegalle</b>	Kegalle						
38		Aranayaka						
39	<b>Matale</b>	Matale						
40		Ambangangakorale						
41		Yatawatta						
42		Dambulla						
43		Galewela						
44		Laggala Pallegama						
45		Naula						
46		Pallepola						
47		Rattota						
48		Wilgamuwa						
49	<b>Nuwaraeliya</b>	Ambagamuwakorale						
50		Hanguranketha						
51		Nuwaraeliya						
52		Kothmale West (Thispane)						
53		Norwood						
54		Thalawakale						
55		Walapane						
56		Nildandahinna						
57	Mathurata							
58	<b>Monaragala</b>	Buttala						
59		Siyambalanduwa						
60		Badalkumbura						
61		Bibile						
62		Madulla						
63		Madagama						
64		Thanamalwila						
65		Wallawaya						
66		Monaragala						
67		Sewanagala						
68	<b>Kandy</b>	Gangaihalakorale						
69		Akurana						
70		Udunuwara						
71		Harispattuwa						
72		Gangawatakorale - Four Gravets						
73		Madadumbara						
74		Minipe						
75		Panwila						
76		Pasbagekorale						
77		Pathadumbara						
78		Pathahewahata						
79		Poojapitiya						
80		Thumpane						

81		Ududumbara						
82		Yatinuwara						
83		Doluwa						
84		Delthota						
85		Udupalatha						
86		Hatharaliyadda						
87	<b>Badulla</b>	Mahiyanganaya						
88		Haliela						
89		Bandarawela						
90		Ella						
91		Haldaummulla						
92		Haputale						
93		Kandaketiya						
94		Meegahakiula						
95		Passara						
96		Rideemaliyadda						
97		Soranathota						
98		Uwaparanagama						
99		Welimada						
100		Lunugala						
101	<b>Puttalama</b>	Wanathawilluwa						
102		Chilaw						
103		Anamaduwa						
104		Arachchikattuwa						
105		Dankotuwa						
106		Karuwalagaswewa						
107		Madampe						
108		Mahakubukkadawala						
109		Mahawewa						
110		Mundalama						
111		Naththandiya						
112		Nawagaththegamuwa						
113		Pallama						
114		Puttalama						
115		Wennappuwa						

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 with UPS	195	Provide by the bidder	From of the awarding 10 to 14 weeks	
2	Desktop Computer with UPS	202			
3	Desktop Computer with UPS	205			
4	Laptops	75			
5	Laptops	82			
6	Laptops	77			
7	Tablets	268			
8	Tablets	313			
9	Tablets	298			
10	Photo Copy Machines	32			
11	Photo Copy Machines	34			
12	Photo Copy Machines	30			
13	Scanner Machines	60			
14	Scanner Machines	44			
15	Scanner Machines	63			
16	Printer Machines	23			
17	Printer Machines	27			
18	Printer Machines	39			
19	Multimedia Projectors	38			
20	Smart Boards	26			

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

Date:  
*[Insert date]*

# Lot No. 01

District	Divisional Secretariat	Number of Divisional Secretariats	Desktops with UPS
Colombo	Kotte	2	5
	Seethawaka		6
Gampaha	Meerigama	2	5
	Gampaha		7
Kalutara	Panadura	2	5
	Bulathsinghala		5
Kegalle	Kegalle	2	6
	Aranayaka		6
Galle	Akmeemana	2	5
	Galle Four Gravets		5
Matara	Matara	2	7
	Mulatiyana		5
Rathnapura	Opanayaka	2	5
	Niwithigala		5
Kurunegala	Mawathagama	2	6
	Pannala		6
Kandy	Gangaihalakorale	19	6
	Akurana		5
	Udunuwara		5
	Harispattuwa		5
	Gangawatakorale - Four Gravets		5
	Madadumbara		6
	Minipe		5
	Panwila		5
	Pasbagekorale		5
	Pathadumbara		5
	Pathahewahata		6
	Poojapitiya		5
	Thumpane		5
	Ududumbara		5
	Yatinuwara		5
	Doluwa		5
	Delthota		5
Udupalatha	5		
Hatharaliyadda	7		
Home Affairs Division			6
<b>Total</b>		<b>35</b>	<b>195</b>

## Lot No. 02

District	Divisional Secretariat	Number of Divisional Secretariats	Desktops with UPS
Jaffna	Karaveddi	2	5
	Velanai (Island South)		5
Mannar	Nanattan	2	5
	Manthai West		5
Vavuniya	Vengalcheddikulam	2	5
	Vavuniya North		6
Mullaitivu	Manthai East	2	5
	Maritaimpattu		5
Kilinochchi	Poonakari	2	5
	Kandawalai		5
Trincomalee	Thambalagamuwa	2	4
	Trincomalee Town & Four Gravets		5
Anuradhapura	Nuwaragampalatha Central	2	5
	Rajanganaya		5
Polonnaruwa	Dimbulagala	2	6
	Hingurakgoda		6
Puttalama	Wanathawilluwa	14	5
	Chilaw		5
	Anamaduwa		1
	Arachchikattuwa		6
	Dankotuwa		5
	Karuwalagaswewa		1
	Madampe		6
	Mahakubukkadawala		0
	Mahawewa		7
	Mundalama		6
	Naththandiya		5
	Nawagaththegama		1
	Pallama		5
	Puttalama		5
Wennappuwa	5		
Matale	Matale	10	5
	Ambangangakorale		6
	Yatawatta		5
	Dambulla		6
	Galewela		5
	Laggala Pallegama		6
	Naula		5
	Pallepola		9
	Rattota		5
	Wilgamuwa		5
<b>Total</b>		<b>40</b>	<b>202</b>

## Lot No. 03

District	Divisional Secretariat	Number of Divisional Secretariats	Desktops with UPS
Ampara	Ampara	2	5
	Karathivu		5
Batticaloa	Koralaipattu	2	5
	Manmune South		8
Hambantota	Walasmulla	2	6
	Ambalantota		2
Nuwaraeliya	Ambagamuwakorale	9	5
	Hanguranketha		5
	Nuwaraeliya		6
	Kothmale West (Thispane)		6
	Norwood		5
	Thalawakale		5
	Walapane		5
	Nildandahinna		5
	Mathurata		5
Monaragala	Buttala	10	6
	Siyambalanduwa		6
	Badalkumbura		6
	Bibile		6
	Madulla		5
	Madagama		5
	Thanamalwila		5
	Wallawaya		5
	Monaragala		5
	Sewanagala		5
Badulla	Mahiyanganaya	14	6
	Haliela		5
	Bandarawela		5
	Ella		5
	Haldummulla		5
	Haputale		5
	Kandaketiya		5
	Meegahakiula		5
	Passara		5
	Rideemaliyadda		5
	Soranathota		5
	Uwaparanagama		7
	Welimada		5
Lunugala	5		
<b>Total</b>		<b>39</b>	<b>205</b>

## Lot No. 04

District	Divisional Secretariat	Number of Divisional Secretariats	Laptops
Colombo	Kotte	2	2
	Seethawaka		2
Gampaha	Meerigama	2	2
	Gampaha		2
Kalutara	Panadura	2	2
	Bulathsinghala		2
Kegalle	Kegalle	2	2
	Aranayaka		2
Galle	Akmeemana	19	2
	Galle Four Gravets		2
Matara	Matara		2
	Mulatiyana		2
Rathnapura	Opanayaka		2
	Niwithigala		2
Kurunegala	Mawathagama		2
	Pannala		2
Kandy	Gangaihalakorale		2
	Akurana		2
	Udunuwara		2
	Harispattuwa		2
	Gangawatakorale - Four Gravets		2
	Madadumbara		2
	Minipe		2
	Panwila		2
	Pasbagekorale		2
	Pathadumbara		2
	Pathahewahata		2
	Poojapitiya		2
	Thumpane	2	
	Ududumbara	2	
	Yatinuwara	2	
	Doluwa	2	
	Delthota	2	
Udapalatha	2		
Hatharaliyadda	2		
Home Affairs Division			5
<b>Total</b>		<b>35</b>	<b>75</b>

## Lot No. 05

District	Divisional Secretariat	Number of Divisional Secretariats	Laptops
Jaffna	Karaveddi	2	2
	Velanai (Island South)		2
Mannar	Nanattan	2	2
	Manthai West		2
Vavuniya	Vengalcheddikulam	2	2
	Vavuniya North		2
Mullaithivu	Manthai East	2	2
	Maritaimpattu		2
Kilinochchi	Poonakari	2	2
	Kandawalai		2
Trincomalee	Thambalagamuwa	2	3
	Trincomalee Town & Four Gravets		2
Anuradhapura	Nuwaragampalatha Central	2	2
	Rajanganaya		2
Polonnaruwa	Dimbulagala	2	2
	Hingurakgoda		2
Puttalama	Wanathawilluwa	15	2
	Chilaw		2
	Anamaduwa		2
	Arachchikattuwa		2
	Dankotuwa		2
	Karuwalagaswewa		2
	Madampe		2
	Mahakumbukkadawala		2
	Mahawewa		2
	Mundalama		2
	Naththandiya		2
	Nawagaththegama		2
	Pallama		3
	Puttalama		2
Wennappuwa	2		
Matale	Matale	10	2
	Ambangankorale		2
	Yatawatta		2
	Dambulla		2
	Galewela		2
	Laggala Pallegama		2
	Naula		2
	Pallepola		0
	Rattota		2
	Wilgamuwa		2
<b>Total</b>		<b>41</b>	<b>82</b>

## Lot No. 06

District	Divisional Secretariat	Number of Divisional Secretariats	Laptops
Ampara	Ampara	2	2
	Karathivu		2
Batticaloa	Koralaipattu	2	2
	Manmune South		0
Hambantota	Walasmulla	2	2
	Ambalantota		2
Nuwaraeliya	Ambagamuwakorale	9	3
	Hanguranketha		2
	Nuwaraeliya		2
	Kothmale West (Thispane)		2
	Norwood		2
	Thalawakale		2
	Walapane		2
	Nildandahinna		2
	Mathurata		2
Monaragala	Buttala	10	2
	Siyambalanduwa		2
	Badalkumbura		2
	Bibile		2
	Madulla		2
	Madagama		2
	Thanamalwila		2
	Wallawaya		2
	Monaragala		2
	Sewanagala		2
Badulla	Mahiyanganaya	14	2
	Haliela		2
	Bandarawela		2
	Ella		2
	Haldummulla		2
	Haputale		2
	Kandaketiya		2
	Meegahakiula		2
	Passara		2
	Rideemaliyadda		2
	Soranathota		2
	Uwaparanagama		2
	Welimada		2
Lunugala	2		
<b>Total</b>		<b>39</b>	<b>77</b>

## Lot No. 07

District	Divisional Secretariat	Number of Divisional Secretariats	Tablets	
Colombo	Kotte	2	7	
	Seethawaka		7	
Gampaha	Meerigama	2	8	
	Gampaha		6	
Kalutara	Panadura	2	8	
	Bulathsinghala		7	
Kegalle	Kegalle	2	7	
	Aranayaka		8	
Galle	Akmeemana	19	7	
	Galle Four Gravets		7	
Matara	Matara		8	
	Mulatiyana		7	
Rathnapura	Opanayaka		8	
	Niwithigala		7	
Kurunegala	Mawathagama		8	
	Pannala		6	
Kandy	Gangaihalakorale		8	
	Akurana		9	
	Udunuwara		7	
	Harispattuwa		9	
	Gangawatakorale - Four Gravets		8	
	Madadumbara		6	
	Minipe		8	
	Panwila		8	
	Pasbagekorale		8	
	Pathadumbara		8	
	Pathahewahata		7	
	Poojapitiya		2	8
	Thumpane		7	
	Ududumbara		2	8
	Yatinuwara		8	
	Doluwa		2	7
	Delthota	8		
	Udupalatha	8		
	Hatharaliyadda	2	7	
	Home Affairs Division			5
<b>Total</b>		<b>35</b>	<b>268</b>	

# Lot No. 08

District	Divisional Secretariat	Number of Divisional Secretariats	Tablets
Jaffna	Karaveddi	2	7
	Velanai (Island South)		9
Mannar	Nanattan	2	8
	Manthai West		8
Vavuniya	Vengalcheddikulam	2	7
	Vavuniya North		7
Mullaithivu	Manthai East	2	8
	Maritaimpattu		7
Kilinochchi	Poonakari	2	7
	Kandawalai		7
Trincomalee	Thambalagamuwa	2	6
	Trincomalee Town & Four Gravets		8
Anuradhapura	Nuwaragampalatha Central	2	7
	Rajanganaya		8
Polonnaruwa	Dimbulagala	2	8
	Hingurakgoda		8
Puttalama	Wanathawilluwa	15	8
	Chilaw		7
	Anamaduwa		7
	Arachchikattuwa		8
	Dankotuwa		8
	Karuwalagaswewa		7
	Madampe		8
	Mahakumbukkadawala		9
	Mahawewa		9
	Mundalama		8
	Naththandiya		8
	Nawagaththegama		7
	Pallama		6
	Puttalama		8
	Wennappuwa		9
Matale	Matale	10	8
	Ambangankorale		8
	Yatawatta		8
	Dambulla		8
	Galewela		7
	Laggala Pallegama		7
	Naula		8
	Pallepola		6
	Rattota		8
	Wilgamuwa		8
<b>Total</b>		<b>41</b>	<b>313</b>

## Lot No. 09

District	Divisional Secretariat	Number of Divisional Secretariats	Tablets
Ampara	Ampara	2	6
	Karathivu		8
Batticaloa	Koralaipattu	2	7
	Manmune South		6
Hambantota	Walasmulla	2	7
	Ambalantota		18
Nuwaraeliya	Ambagamuwakorale	9	6
	Hanguranketha		8
	Nuwaraeliya		8
	Kothmale West (Thispane)		8
	Norwood		8
	Thalawakale		7
	Walapane		7
	Nildandahinna		7
	Mathurata		7
Monaragala	Buttala	10	7
	Siyambalanduwa		8
	Badalkumbura		8
	Bibile		8
	Madulla		8
	Madagama		7
	Thanamalwila		7
	Wallawaya		7
	Monaragala		7
	Sewanagala		8
Badulla	Mahiyanganaya	14	7
	Haliela		8
	Bandarawela		7
	Ella		7
	Haldummulla		8
	Haputale		7
	Kandaketiya		7
	Meegahakiula		8
	Passara		8
	Rideemaliyadda		8
	Soranathota		7
	Uwaparanagama		7
	Welimada		8
Lunugala	8		
<b>Total</b>		<b>39</b>	<b>298</b>

## Lot No. 10

District	Divisional Secretariat	Number of Divisional Secretariats	Photo Copy Machines
Colombo	Kotte	2	1
	Seethawaka		1
Gampaha	Meerigama	2	1
	Gampaha		0
Kalutara	Panadura	2	1
	Bulathsinghala		1
Kegalle	Kegalle	2	1
	Aranayaka		1
Galle	Akmeemana	19	1
	Galle Four Gravets		1
Matara	Matara		1
	Mulatiyana		1
Rathnapura	Opanayaka		1
	Niwithigala		1
Kurunegala	Mawathagama		0
	Pannala		1
Kandy	Gangaihalakorale		0
	Akurana		1
	Udunuwara		1
	Harispattuwa		1
	Gangawatakorale - Four Gravets		1
	Madadumbara		1
	Minipe		1
	Panwila		1
	Pasbagekorale		1
	Pathadumbara		1
	Pathahewahata		1
	Poojapitiya		2
	Thumpane	1	
	Ududumbara	2	1
	Yatinuwara	1	
	Doluwa	2	1
	Delthota	1	
	Udawalatha	2	1
	Hatharaliyadda	0	
	Home Affairs Division		
<b>Total</b>		<b>35</b>	<b>32</b>

# Lot No. 11

District	Divisional Secretariat	Number of Divisional Secretariats	Photo Copy Machines
Jaffna	Karaveddi	2	1
	Velanai (Island South)		1
Mannar	Nanattan	2	1
	Manthai West		1
Vavuniya	Vengalcheddikulam	2	1
	Vavuniya North		1
Mullaithivu	Manthai East	2	1
	Maritaimpattu		1
Kilinochchi	Poonakari	2	1
	Kandawalai		1
Trincomalee	Thambalagamuwa	2	2
	Trincomalee Town & Four Gravets		1
Anuradhapura	Nuwaragampalatha Central	2	1
	Rajanganaya		1
Polonnaruwa	Dimbulagala	2	1
	Hingurakgoda		0
Puttalama	Wanathawilluwa	15	1
	Chilaw		1
	Anamaduwa		1
	Arachchikattuwa		0
	Dankotuwa		1
	Karuwalagaswewa		1
	Madampe		0
	Mahakumbukkadawala		1
	Mahawewa		0
	Mundalama		0
	Naththandiya		1
	Nawagaththegama		1
	Pallama		1
	Puttalama		1
Wennappuwa	1		
Matale	Matale	10	1
	Ambangangakorale		0
	Yatawatta		1
	Dambulla		0
	Galewela		1
	Laggala Pallegama		1
	Naula		1
	Pallepola		0
	Rattota		1
	Wilgamuwa		1
<b>Total</b>		<b>41</b>	<b>34</b>

## Lot No. 12

District	Divisional Secretariat	Number of Divisional Secretariats	Photo Copy Machines
Ampara	Ampara	2	1
	Karathivu		1
Batticaloa	Koralaipattu	2	1
	Manmune South		1
Hambantota	Walasmulla	2	0
	Ambalantota		0
Nuwaraeliya	Ambagamuwakorale	9	1
	Hanguranketha		1
	Nuwaraeliya		0
	Kothmale West (Thispane)		0
	Norwood		1
	Thalawakale		1
	Walapane		1
	Nildandahinna		1
	Mathurata		1
Monaragala	Buttala	10	0
	Siyambalanduwa		0
	Badalkumbura		0
	Bibile		0
	Madulla		1
	Madagama		1
	Thanamalwila		1
	Wallawaya		1
	Monaragala		1
	Sewanagala		1
Badulla	Mahiyanganaya	14	1
	Haliela		1
	Bandarawela		1
	Ella		1
	Haldummulla		1
	Haputale		1
	Kandaketiya		1
	Meegahakiula		1
	Passara		1
	Rideemaliyadda		1
	Soranathota		1
	Uwaparanagama		0
	Welimada		1
Lunugala	1		
<b>Total</b>		<b>39</b>	<b>30</b>

# Lot No. 13

District	Divisional Secretariat	Number of Divisional Secretariats	Scanner Machines
Colombo	Kotte	2	2
	Seethawaka		1
Gampaha	Meerigama	2	2
	Gampaha		2
Kalutara	Panadura	2	2
	Bulathsinghala		2
Kegalle	Kegalle	2	0
	Aranayaka		0
Galle	Akmeemana	19	2
	Galle Four Gravets		2
Matara	Matara		2
	Mulatiyana		2
Rathnapura	Opanayaka		2
	Niwithigala		2
Kurunegala	Mawathagama		2
	Pannala		2
Kandy	Gangaihalakorale		2
	Akurana		1
	Udunuwara		2
	Harispattuwa		1
	Gangawatakorale - Four Gravets		2
	Madadumbara		1
	Minipe		2
	Panwila		1
	Pasbagekorale		2
	Pathadumbara		2
	Pathahewahata		1
	Poojapitiya		2
	Thumpane	2	
	Ududumbara	2	
	Yatinuwara	2	
	Doluwa	2	
	Delthota	2	
	Udawalpaya	2	
	Hatharaliyadda	1	
Home Affairs Division			1
<b>Total</b>		<b>35</b>	<b>60</b>

# Lot No. 14

District	Divisional Secretariat	Number of Divisional Secretariats	Scanner Machines
Jaffna	Karaveddi	2	2
	Velanai (Island South)		0
Mannar	Nanattan	2	2
	Manthai West		2
Vavuniya	Vengalcheddikulam	2	2
	Vavuniya North		1
Mullaithivu	Manthai East	2	2
	Maritaimpattu		2
Kilinochchi	Poonakari	2	2
	Kandawalai		2
Trincomalee	Thambalagamuwa	2	0
	Trincomalee Town & Four Gravets		2
Anuradhapura	Nuwaragampalatha Central	2	2
	Rajanganaya		2
Polonnaruwa	Dimbulagala	2	0
	Hingurakgoda		2
Puttalam	Wanathawilluwa	15	0
	Chilaw		0
	Anamaduwa		0
	Arachchikattuwa		0
	Dankotuwa		0
	Karuwalagaswewa		0
	Madampe		0
	Mahakumbukkadawala		0
	Mahawewa		0
	Mundalama		0
	Naththandiya		0
	Nawagaththegama		0
	Pallama		0
	Puttalam		0
Wennappuwa	0		
Matale	Matale	10	2
	Ambangankorale		2
	Yatawatta		2
	Dambulla		2
	Galewela		2
	Laggala Pallegama		1
	Naula		2
	Pallepola		2
	Rattota		2
	Wilgamuwa		2
<b>Total</b>		<b>41</b>	<b>44</b>

# Lot No. 15

District	Divisional Secretariat	Number of Divisional Secretariats	Scanner Machines
Ampara	Ampara	2	2
	Karathivu		2
Batticaloa	Koralaipattu	2	2
	Manmune South		0
Hambantota	Walasmulla	2	2
	Ambalantota		1
Nuwaraeliya	Ambagamuwakorale	9	2
	Hanguranketha		2
	Nuwaraeliya		2
	Kothmale West (Thispane)		1
	Norwood		2
	Thalawakale		2
	Walapane		2
	Nildandahinna		2
	Mathurata		2
Monaragala	Buttala	10	0
	Siyambalanduwa		2
	Badalkumbura		0
	Bibile		0
	Madulla		2
	Madagama		0
	Thanamalwila		2
	Wallawaya		2
	Monaragala		0
	Sewanagala		2
Badulla	Mahiyanganaya	14	1
	Haliela		2
	Bandarawela		2
	Ella		2
	Haldummulla		2
	Haputale		2
	Kandaketiya		2
	Meegahakiula		2
	Passara		2
	Rideemaliyadda		2
	Soranathota		2
	Uwaparanagama		2
	Welimada		2
	Lunugala		2
<b>Total</b>		<b>39</b>	<b>63</b>

## Lot No. 16

District	Divisional Secretariat	Number of Divisional Secretariats	Printer Machines
Colombo	Kotte	2	1
	Seethawaka		0
Gampaha	Meerigama	2	1
	Gampaha		1
Kalutara	Panadura	2	1
	Bulathsinghala		1
Kegalle	Kegalle	2	0
	Aranayaka		0
Galle	Akmeemana	19	1
	Galle Four Gravets		0
Matara	Matara		0
	Mulatiyana		1
Rathnapura	Opanayaka		1
	Niwithigala		1
Kurunegala	Mawathagama		2
	Pannala		0
Kandy	Gangaihalakorale		1
	Akurana		1
	Udunuwara		0
	Harispattuwa		1
	Gangawatakorale - Four Gravets		1
	Madadumbara		0
	Minipe		0
	Panwila		0
	Pasbagekorale		1
	Pathadumbara		0
	Pathahewahata		0
	Poojapitiya		2
	Thumpane	1	
	Ududumbara	2	0
	Yatinuwara	1	
	Doluwa	2	1
	Delthota	1	
Udupalatha	2	0	
Hatharaliyadda	1		
Home Affairs Division			1
<b>Total</b>		<b>35</b>	<b>23</b>

# Lot No. 17

District	Divisional Secretariat	Number of Divisional Secretariats	Printer Machines
Jaffna	Karaveddi	2	1
	Velanai (Island South)		1
Mannar	Nanattan	2	1
	Manthai West		1
Vavuniya	Vengalacheddikulam	2	1
	Vavuniya North		0
Mullaithivu	Manthai East	2	0
	Maritaimpattu		1
Kilinochchi	Poonakari	2	1
	Kandawalai		1
Trincomalee	Thambalagamuwa	2	0
	Trincomalee Town & Four Gravets		1
Anuradhapura	Nuwaragampalatha Central	2	1
	Rajanganaya		1
Polonnaruwa	Dimbulagala	2	0
	Hingurakgoda		1
Puttalama	Wanathawilluwa	15	1
	Chilaw		0
	Anamaduwa		0
	Arachchikattuwa		1
	Dankotuwa		1
	Karuwalagaswewa		0
	Madampe		1
	Mahakumbukkadawala		0
	Mahawewa		0
	Mundalama		1
	Naththandiya		1
	Nawagaththegama		0
	Pallama		1
	Puttalama		1
Wennappuwa	1		
Matale	Matale	10	0
	Ambangankorale		1
	Yatawatta		1
	Dambulla		1
	Galewela		1
	Laggala Pallegama		0
	Naula		1
	Pallepola		0
	Rattota		0
	Wilgamuwa		1
<b>Total</b>		<b>41</b>	<b>27</b>

## Lot No. 18

District	Divisional Secretariat	Number of Divisional Secretariats	Printer Machines
Ampara	Ampara	2	1
	Karathivu		1
Batticaloa	Koralaipattu	2	0
	Manmune South		3
Hambantota	Walasmulla	2	2
	Ambalantota		1
Nuwaraeliya	Ambagamuwakorale	9	1
	Hanguranketha		1
	Nuwaraeliya		1
	Kothmale West (Thispane)		1
	Norwood		1
	Thalawakale		0
	Walapane		1
	Nildandahinna		1
	Mathurata		1
Monaragala	Buttala	10	1
	Siyambalanduwa		1
	Badalkumbura		1
	Bibile		2
	Madulla		1
	Madagama		1
	Thanamalwila		1
	Wallawaya		1
	Monaragala		1
	Sewanagala		1
Badulla	Mahiyanganaya	14	0
	Haliela		1
	Bandarawela		1
	Ella		1
	Haldummulla		1
	Haputale		1
	Kandaketiya		1
	Meegahakiula		1
	Passara		1
	Rideemaliyadda		1
	Soranathota		1
	Uwaparaganagama		0
	Welimada		1
	Lunugala		1
<b>Total</b>		<b>39</b>	<b>39</b>

## Lot No. 19

District	Divisional Secretariat	Number of Divisional Secretariats	Multi Media Machines
Colombo	Kotte	1	1
Kalutara	Bulathsinghala	1	1
Galle	Akmeemana	2	1
	Galle Four Gravets		1
Matara	Mulatiyana	1	1
Hambantota	Walasmulla	1	1
Jaffna	Karaveddi	2	1
	Velanai (Island South)		1
Vavuniya	Vengalcheddikulam	1	1
Mullaithivu	Maritaimpattu	1	1
Kilinochchi	Poonakari	2	1
	Kandawalai		1
Batticaloa	Koralaipattu	1	1
Ampara	Ampara	1	1
Anuradhapura	Nuwaragampalatha Central	1	1
Rathnapura	Niwithigala	1	1
Kegalle	Kegalle	1	1
Matale	Galewela	1	1
Nuwaraeliya	Kothmale West (Thispane)	5	1
	Thalawakale		1
	Walapane		1
	Nildandahinna		1
	Mathurata		1
Monaragala	Buttala	5	1
	Bibile		1
	Madagama		1
	Thanamalwila		1
	Wallawaya		1
Kandy	Udunuwara	4	1
	Panwila		1
	Thumpane		1
	Doluwa		1
Badulla	Bandarawela	5	1
	Ella		1
	Haputale		1
	Kandaketiya		1
	Soranathota		1
Home Affairs Division			1
<b>Total</b>		<b>37</b>	<b>38</b>

## Lot No. 20

District	Number of Divisional Secretariats	Smart Board
Colombo	1	1
Gampaha	1	1
Kalutara	1	1
Galle	1	1
Matara	1	1
Hambantota	1	1
Jaffna	1	1
Mannar	1	1
Vavuniya	1	1
Mullaithivu	1	1
Kilinochchi	1	1
Batticaloa	1	1
Ampara	1	1
Trincomalee	1	1
Kurunegala	1	1
Anuradhapura	1	1
Polonnaruwa	1	1
Rathnapura	1	1
Kegalle	1	1
Matale	1	1
Nuwaraeliya	1	1
Monaragala	1	1
Kandy	1	1
Badulla	1	1
Puttalama	1	1
Home Affairs Division	1	1
<b>Total</b>	<b>26</b>	<b>26</b>

## 2. Technical Specification & Compliance

No	Description of the item	Lot No	Minimum Specifications	Bidder's Response (Yes / No)	If "No" comment/s on the offer
1	Desktop Computers	Lot no 01	<i>Annexure – 01</i>		
		Lot no 02			
		Lot no 03			
2	UPS	Lot no 01	<i>Annexure – 02</i>		
		Lot no 02			
		Lot no 03			
3	Laptops	Lot no 04	<i>Annexure – 03</i>		
		Lot no 05			
		Lot no 06			
4	Tablets	Lot no 07	<i>Annexure – 04</i>		
		Lot no 08			
		Lot no 09			
5	Photo Copy Machines	Lot no 10	<i>Annexure – 05</i>		
		Lot no 11			
		Lot no 12			
6	Scanner Machines	Lot no 13	<i>Annexure – 06</i>		
		Lot no 14			
		Lot no 15			
7	Printer Machines	Lot no 16	<i>Annexure – 07</i>		
		Lot no 17			
		Lot no 18			
8	Multimedia Projectors	Lot no 19	<i>Annexure – 08</i>		
9	Smart Board	Lot no 20	<i>Annexure – 09</i>		

Signature of Bidder: .....

*[Signature of person signing the Bid]*

Date:

*[Insert date]*

**01. Personal Desktop Specification**

No	Description	Minimum Requirement	Bidder's Offer	Compliance (Yes /No)	Technical Reference (Section No & Page Number/s)
01.	Brand	Should be specified			
02.	Model	Should be specified			
03.	Country of Origin/ Manufacture	Should be specified			
04.	Year of Manufacture	Should be specified			
05.	Form Factor	Tower/ Mini Tower			
06.	Processor	Intel(R) core i5 12th Generation or Higher with minimum of 6 Cores/ 10 threads and 16MB Cache memory or higher			
07.	Base Frequency	2.0 GHz or better performance			
08.	Cache	16 MB or higher			
09.	Chipset	Integrated chipset with fully compatible the above – specified processor.			
10.	Graphics	Intel UHD Graphic 770 or higher			
11.	Memory	16 GB DDR4 or above			
12.	Memory Slots	2 DIMM or more Expandable up to 32 GB or higher			
13.	Internal Storage	512 GB PCIe® NVMe™ SSD			
14.	Motherboard	Should be the same quoted brand (Serial number of the System unit should show in BIOS)			
15.	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			

16.	Expansion slots	1×M.2 2230 or more 1×PCIe or more			
17.	Internal drive bays	Minimum 1×3.5" HDD			
18.	Operating System	Windows 11 Pro (64 bit) genuine licence (digitally activated)			
19.	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			
20.	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.			
21.	Keyboard	Full-size Branded USB keyboard (Same brand as PC). With function keys and numeric keypad.			
22.	Mouse	2-Button Optical Scroll Mouse (Same brand)			
23.	Power Supply	250 W internal power supply, up to 90% efficiency Type 13A Power Cable should be included			
24.	Energy Efficiency	Energy Star certified or equivalent			
25.	Documentation	<ul style="list-style-type: none"> <li>- Manufacturer datasheet</li> <li>- Technical brochure</li> </ul>			
26.	Manufacturer Experience	Manufacturer should have minimum 10 years of experience in manufacturing of the same brand.			
27.	Manufacturer Authorization	Manufacturer Authorization			

		Certificate should be provided. (Original should be provided on request.)			
28.	Bidders Experience	Bidder should have minimum of 03 years' experience in selling the quoted Similar Products in Sri Lanka (Bidder should provide the evidence documents support above.)			
29.	Warranty	Minimum 03 years comprehensive warranty (parts, Labor and on-site backup);			
30.	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) 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	- Manufacturer datasheet - Technical brochure			

22	Manufacture Experience	Manufacture should have minimum 05 years' experience in manufacturing of the same brand.			
23	Manufacture Authorization	Manufacture Authorization certificate should be provided. (Originals should be provided on request)			
24	Bidders Experience	Bidder should have minimum 3 years' experience in selling the quoted Similar Products in Sri Lanka (Bidder should provide the evidence documents support above.)			
25	Warranty	Minimum 2 years comprehensive for UPS Minimum 1 year warranty for Battery (parts, labor and on-site backup);			
26	Warranty Information	A sticker with Supplier name Contact number Date of commissioning of Hardware 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:.....

*Annexure – 03*

### 03. Laptop Specification

	Description	Minimum Specification	Bidder's Offer	Compliance (Yes /No)	Technical Reference (Section No & Page Number/s)
1.	Brand	Should be specified			
2.	Model	Should be specified			
3.	Country of Origin/ Manufacture	Should be specified			
4.	Year of Manufacture	Should be specified			
5.	Color	Should be specified			
6.	Processor	Intel Core i5 (13th Generation or higher) Minimum 6 cores / 10 threads Base frequency 2.0 GHz or better performance			
7.	Memory	16GB DDR4 or DDR5 Expandable up to 32GB			
8.	Internal Storage	1 TB NVMe M.2 SSD			
9.	OS	Windows 11 Pro (64 bit) genuine licence (digitally activated)			
10.	Display	15.6" FHD (1920×1080) Anti-glare panel			
11.	Audio Chip	High Definition (HD) Audio			
12.	Camera	Integrated HD or FHD webcam with microphone			
13.	WLAN + Bluetooth	WiFi 6, 11ax 2×2 + BT 5.0			
14.	Speakers	Integrated stereo speakers			
15.	Keyboard	Full-size keyboard with numeric keypad			
16.	I/O Ports	1×USB 2.0 1×USB 3.2 Gen 1 1×USB-C 3.2 Gen 1 1×HDMI 1.4 or higher			

		1×Headphone/mic ophone combo jack (3.5mm)			
17.	Battery	Minimum 45Wh or higher Battery life minimum 6–8 hours under normal usage			
18.	Power Adapter	65W or above USB-C or standard adapter (as per manufacturer) Support fast charging (optional but preferred)			
19.	Chassis	Business-grade durable build			
20.	Laptop Carrying Case	Original (as per manufacturer)			
21.	Documentation	- Manufactur er datasheet - Technical brochure			
22.	Manufacturer Experience	Manufacturer should have minimum 10 years of experience in manufacturing of the same brand.			
23.	Manufacturer Authorization	Manufacturer Authorization Certificate should be provided. (Original should be provided on request.)			
24.	Bidders Experience	Bidder should have minimum of 03 years’ experience in selling the quoted Similar Products in Sri Lanka (Bidder should provide the evidence documents support above.)			

25.	Warranty	Minimum 03 years comprehensive warranty (parts, Labor and on-site backup);			
26.	Warranty Information	A Sticker with Supplier name Contact Numbers Date of Commissioning of Hardware 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:.....

#### 04. Tab Specification

	Description	Minimum Specification	Bidder's Offer	Compliance (Yes /No)	Technical Reference (Section No & Page Number/s)
01.	Brand	(Specify)			
02.	Model	(Specify)			
03.	Country of Origin	(Specify)			
04.	Country of Manufacture	(Specify)			
05.	Year of Manufacture	(Specify)			
06.	Memory Storage Capacity	128 GB Internal Storage			
07.	RAM	Minimum 8 GB			
08.	Processor	Octa-core processor with minimum 2.0 GHz Performance (latest generation chipset)			
09.	Operating System	Android 13 or higher Must support security updates for minimum 3 years			
10.	Display	Minimum 10" IPS LCD or better			
11.	Resolution	Full HD (1920×1200) or higher			
12.	Graphics Coprocessor	Should be specified			
27.	Chipset Brand	Should be specified			
28.	Rear Camera	8MP or more			
29.	Front Camera	5MP or more (for video conferencing)			
30.	Sound	Stereo speakers Stereo Sound 3.5mm jack			
31.	SIM Type	Should be specified			

32.	Mobile Network	GSM/ HSPA/ LTE 2G, 3G, 4G, (5G- Optional) Detail should be specified			
33.	Comms	Wi-Fi 802.11 a/b/g/n/ac, dual-band (WiFi 5 or higher) Wi-Fi Direct, Hotspot Bluetooth 5.0, USB Type-C 2.0			
34.	Battery	Minimum 7000 mAh (10000 mAh preferred) Battery life minimum 8–10 hours			
35.	Power Adapter	USB Type-C fast charging support			
36.	Item Weight	Should be specified			
37.	Item Dimensions L×W×H	Should be specified			
38.	Color	Should be specified			
39.	Documentation	<ul style="list-style-type: none"> <li>- Manufacturer datasheet</li> <li>- Technical brochure</li> </ul>			
40.	Manufacturer Experience	Manufacturer should have minimum 10 years of experience in manufacturing of the same brand.			
41.	Manufacturer Authorization	Manufacturer Authorization Certificate should be provided. (Original should be provided on request.)			
42.	Bidders Experience	Bidder should have minimum of 03 years' experience in selling the quoted Similar Products in Sri Lanka (Bidder			

		should provide the evidence documents support above.)			
43.	Warranty	Minimum 01 years comprehensive warranty (parts, Labor and on-site backup);			
44.	Warranty Information	A Sticker with Supplier name Contact Numbers Date of Commissioning of Hardware 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:.....

**05. Photo Copy Machine Specification**

	<b>Description</b>	<b>Minimum Specification</b>	<b>Bidder's Offer</b>	<b>Compliance (Yes /No)</b>	<b>Technical Reference (Section No &amp; Page Number/s)</b>
1.	Brand	Should be specified			
2.	Model	Should be specified			
3.	Country of Origin	(Specify)			
4.	Country of Manufacture	(Specify)			
5.	Year of Manufacture	(Specify)			
6.	Type	Monochrome copier with Network printer and Color scanner			
7.	Print/Copy Speed	(A4) 30 PPM or higher			
8.	Print Resolution	Minimum 600 × 600			
9.	Scanning	Color and B&W scanning Scan to Email, USB, Network Folder (SMB) File formats: PDF, JPEG, TIFF			
10.	Scanning speed	50 PPM (color and B & W) or above			
11.	Memory	Minimum 4GB			
12.	Paper Size	A3, A4, A5, Letter, Legal, Envelope			
13.	Paper Capacity	500 Sheets x 1 cassette 100 sheets bypass tray (A3-A5)			
14.	Paper weight	65- 90gsm (Cassette) 65-150gsm (by pass tray)			
15.	Multiple copies	1-999			
16.	Zoom Range	25% - 400%			
17.	Electronic sorting/Rotate sorting	Must be Available			
18.	Duplex Printing/copying	Automatic duplex printing and copying			
19.	Reversing Automatic Document Feeder or	Should be Available with feeding capacity 100 sheets or above			

	better (RADF)				
20.	Warm-up Time	Less than 16 Second			
21.	Time To First Page	Less than 6 seconds			
22.	Power supply	AC 220-240V, 50Hz			
23.	Network Interface	Fast Ethernet 10/100/1000 (Should support TCP/IP printing)			
24.	Supported OS	Window 11 and 10			
25.	Software	Printer/Scanner Management drivers should be available.			
26.	User Control Panel	Color Touch panel with on screen visual support			
27.	Weight	Should be specified			
28.	Dimensions	Should be specified			
29.	Energy Efficiency:	Energy Star certified or equivalent			
30.	Documentation	- Manufacturer datasheet - Technical brochure			
31.	Manufacturer Experience	Manufacturer should have minimum 10 years of experience in manufacturing of the same brand.			
32.	Manufacturer Authorization	Manufacturer Authorization Certificate should be provided. (Original should be provided on request.)			
33.	Bidders Experience	Bidder should have minimum of 03 years' experience in selling the quoted Similar Products in Sri Lanka (Bidder should provide the evidence documents support above.)			
34.	Warranty	Minimum 03 year comprehensive warranty (parts, Labor and on-site backup);			
35.	Warranty Information	A Sticker with Supplier name Contact Numbers Date of Commissioning			

		of Hardware Warranty Period			
36.	Starter Toner	Must be supplied with initial toner cartridge			
37.	Availability	Toner and consumables must be readily available in Sri Lanka for minimum 5 years			

Consumable Details:

(i)	Toner Part No	
(ii)	Toner Yield (A4 5% coverage)	
(iii)	Current Market Price (exclusive VAT)	
(iv)	Drum Part No	
(v)	Drum Yield	
(vi)	Drum Current Market Price (exclusive VAT)	
(vii)	Developer Part No	
(viii)	Developer Yield	
(ix)	Developer Current Market Price (exclusive VAT)	

**\* 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:.....

## 06.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 2500 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) 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 3.0			
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 –	Should be specified			

	Operating Mode				
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	Bidder should have minimum of 03 years’ experience in selling the quoted Similar Products in Sri Lanka (Bidder should provide the evidence documents support above.)			
31.	Warranty	Minimum 03 year comprehensive warranty (parts, Labor and on-site backup);			
32.	Warranty Information	A Sticker with Supplier name Contact Numbers Date of Commissioning of Hardware 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:.....

**07. Monochrome Laser Printer Specification**

	<b>Description</b>	<b>Minimum Specification</b>	<b>Bidder's Offer</b>	<b>Compliance (Yes /No)</b>	<b>Technical Reference (Section No &amp; Page Number/s)</b>
1.	Brand	Should be specified			
2.	Model	Should be specified			
3.	Country of Origin	(Specify)			
4.	Country of Manufacture	(Specify)			
5.	Year of Manufacture	(Specify)			
6.	Printing Method	Monochrome Laser Beam Printing			
7.	Printer Language	Support PCL6 / PostScript or equivalent			
8.	Print Speed (A4)	30 ppm			
9.	Duplex Printing	Automatic duplex printing			
10.	Print Resolution	1200 ×1200 dpi or higher			
11.	First Print Out Time (A4, ready)	Less than 8 sec.			
12.	Memory	Minimum 512 MB or higher			
13.	Duty Cycle	Up to 15,000 pages per month			
14.	Paper Type	Plain Paper, Recycled Paper, Label, Postcard, Envelope			
15.	Paper Size	A4, Letter, Legal, Envelope			
16.	Paper Input Capacity	150 sheets or higher			
17.	Paper Output Capacity	100 sheets			
18.	Interface	USB 2.0 or higher, Fast Ethernet 10/100/1000 Wi-Fi			
19.	Power Source	220 – 240V AC 50/60 Hz			

20.	Weight	Should be specified			
21.	Energy Efficiency	Energy Star certified or equivalent			
22.	Supported OS	Windows 11 and 10			
23.	Documentation	<ul style="list-style-type: none"> <li>- Manufacturer datasheet</li> <li>- Technical brochure</li> </ul>			
24.	Manufacturer Experience	Manufacturer should have minimum 10 years of experience in manufacturing of the same brand.			
25.	Manufacturer Authorization	Manufacturer Authorization Certificate should be provided. (Original should be provided on request.)			
26.	Bidders Experience	Bidder should have minimum of 03 years' experience in selling the quoted Similar Products in Sri Lanka (Bidder should provide the evidence documents support above.)			
27.	Warranty	Minimum 03 year comprehensive warranty (parts, Labor and on-site backup);			
28.	Warranty Information	A Sticker with Supplier name Contact Numbers Date of Commissioning of Hardware Warranty Period			
29.	Starter Toner	Printer must be supplied with initial toner cartridge			
30.	Availability	Toner and consumables must be readily available in Sri Lanka			

Consumable Details :

(i)	Toner Part No	
(ii)	Toner Yield (A4 5% coverage)	
(iii)	Current Market Price (exclusive VAT)	
(iv)	Photoconductor Part No	
(v)	Photoconductor Yield	
(vi)	Current Market Price (exclusive VAT)	

**\* 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:.....

## 08. Multimedia Projector 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.	Projection System Technology	DLP or 3 LCD			
07.	Resolution Native	Minimum WXGA (1280 x 800) or Full HD (1920 x 1080)			
08.	Aspect Ratio	Native aspect ratio as per resolution			
09.	Contrast Ratio	Minimum 15,000:1			
10.	Displayable Colors	1.07 Billion Colors			
11.	Brightness	Minimum 3,500 ANSI Lumens			
12.	Projection Lens	Should be Specified			
13.	Projection Size	Mini (Diagonal) 300"			
14.	Throw Ratio	Should be specified			
15.	Keystone Correction	Vertical $\pm 30^\circ$ minimum Horizontal correction preferred			
16.	Lamp Type	Lamp-based or LED/Laser (LED/Laser preferred)			
17.	Lamp Life	Minimum 4,000 Hours (Normal), Minimum 10,000 Hours (Eco)			
18.	Projection Mode	Front, Rear, Front-Ceiling, Rear-Ceiling			
19.	Remote Control	A remote controller must be available.			
20.	Digital Zoom	1X or Above			
21.	Power Supply	AC input 100~240V auto-switching power supply			
22.	Power Consumption	Please specify			

23.	Noise Level	Below 35 dB (Standard)			
		Below 30 dB (ECO)			
24.	Input Interface	Minimum 2× HDMI ports USB port (for medial or power) VGA (optional) Wireless projection support (optional)			
25.	Standard Accessories AC power cord	AC power cord Battery for remote control Carrying case User's guide			
26.	Energy Efficiency	Energy-saving mode available			
27.	Auto Shutdown	Should be Available			
28.	Documentation	- Manufacturer datasheet - Technical brochure			
29.	Manufacture Experience	Manufacturers should have a minimum of 05 years' experience in manufacturing of the same brand.			
30.	Manufacturer Authorization Certificate	Manufacturer Authorization Certificate should be provided (Originals should be provided on request)			
31.	Bidders Experience	The bidder should have successfully sold the same similar product for the last 3 years (Bidder should provide documentary evidence to support the above)			
32.	Warranty	Minimum 03 years comprehensive warranty (parts, labor and on-site backup);			
33.	Warranty Information	A sticker with -Supplier name -Contact Numbers			

		-Date of Commissioning of Hardware -Warranty Period			
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**\* 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:.....

**09. Digital Smart Interactive Display Specification**

	<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	Should be specified			
04.	Country of Manufacture	Should be specified			
05.	Year of Manufacture	Should be specified			
06.	Panel type	Minimum 65 inches			
07.	Backlight type	D-LED			
08.	Panel Resolution	3840*2160 (4K)			
09.	Brightness	400cd/m <sup>2</sup> or better			
10.	Contrast Ratio	5000:1			
11.	Response Time	8ms			
12.	Aspect Ratio	16:9			
13.	View angle	178°			
14.	Life Time	50,000 hrs.			
15.	Display area	1209.6(H)×680.4(V)			
16.	Display Colors	1.07B (10bit)			
17.	Touch technology	Advanced Infra-red Touch frame			
18.	Tempered Glass	4.0mm Tempered Glass MoHS 7 - Anti glare			
19.	Touch points	20 Points			
20.	Touch Accuracy	High precision touch (manufacturer standard)			
21.	Processor	Quad-core or higher processor suitable for smooth interactive performance			
22.	RAM	8GB or higher			
23.	Storage	Minimum 128 GB (should be expandable)			
24.	OS	Android 14 or higher			
25.	Compatible system	Windows 11/10, Linux, MAC OS, Android			
26.	Speakers	15W x2 or Better			

27.	Ports	Minimum: - 2 x HDMI - 2 x USB - 1 x USB Touch - 1 x Type-C (preferred) - 1 x RJ45			
28.	WIFI Standard	802.11 ac or better			
29.	Bluetooth	5.0 or better			
30.	Camera	Built-in camera (optional)			
31.	Microphone	Built-in microphone array (optional)			
32.	Voltage	100 ~ 240 V/AC, 50/60 Hz			
33.	Maximum (Watt)	≤250W			
34.	Product Size (mm) (W x D x H)	Please Specify			
35.	Net weight	Please Specify			
36.	Accessory	Capacitive styles Pen - 2pcs USB (touch cable) - 1pcs HDMI cable - 1pcs Remote Control- 1pcs Power Cable 1pcs Wall mounting Bracket			
37.	OPS Slot	Should support OPS (Open Pluggable Specification) for external PC integration			
38.	Compatibility	Should support connection with external PC (Windows/Linux)			
39.	Documentation	- Manufacturer datasheet - Technical brochure			
40.	Manufacturer Experience	Manufacturer should have minimum 5 years of experience in manufacturing of the same brand.			
41.	Manufacturer Authorization	Manufacturer Authorization Certificate should be provided. (Original should be provided on request.)			
42.	Bidders Experience	Bidder should have minimum of 03 years'			

		experience in selling the quoted Similar Products in Sri Lanka (Bidder should provide the evidence documents support above.)			
43.	Warranty	Minimum 03 year comprehensive warranty (parts, Labor and *on-site backup);			
44.	Warranty Information	A Sticker with Supplier name Contact Numbers Date of Commissioning of Hardware Warranty Period			
45	Movable Stand should be required	Should be specified			

**\* 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 (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 with UPS	195				
2	Desktop Computers with UPS	202				
3	Desktop Computers with UPS	205				
4	Laptops	75				
5	Laptops	82				
6	Laptops	77				
7	Tablets	268				
8	Tablets	313				
9	Tablets	298				
10	Photo Copy Machines	32				
11	Photo Copy Machines	34				
12	Photo Copy Machines	30				
13	Scanner Machines	60				
14	Scanner Machines	44				
15	Scanner Machines	63				
16	Printer Machines	23				
17	Printer Machines	27				
18	Printer Machines	39				
19	Multimedia Projectors	38				
20	Smart Boards	26				

Signature of Bidder: .....

*[Signature of person signing the Bid]*

Date:

*[Insert date]*

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

- Duly Filled Specification Forms for Lots
- Price Shedule for each Lots
- Letter of Manufactures Authorization
- Experience during past 3 years
- Bid Submission Form
- Bid Security
- Business Registration Certificate
  - a. Latest Form 15
  - b. Related Forms if any changes for Form 15
- VAT Registration Certificate and VAT Clearance
- Power of Attorney's License / Board Resolution
- Revenue Reports/ Turnover Schedule
- 3 Years Annual Financial Reports
- Compliance to the Technical Specification
- Bidder offered Delivery period
- Services provided after delivering the goods
- Non-Collusion Declaration
- PCA 3 certificate

## **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.

(1) “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>,  Address: <b>Finance section (16<sup>th</sup> Floor)</b>,  <b>Home Affairs Division</b>,  <b>Ministry of Public Administration, Provincial Councils and Local Government</b>.  <b>Nila Madura Building</b>,  <b>Elvitigala Mawatha</b>,  <b>Narahenpita</b>,    <b>Colombo – 05</b></p> <p>Telephone:       <b>011-2050412</b>  Fax number:       <b>011 –2369181</b>  Email:               <b><a href="mailto:procurement.ha@gmail.com">procurement.ha@gmail.com</a></b></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>  <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>Payment shall be made 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)]