



# **Procurement of Goods Under National Shopping Procedures**

**Invitation of Quotations For  
Supply, Delivery & Installation of Air Conditioners**

**Invitation No: RUH/SUP/FLQ/2020/06**



**University of Ruhuna  
Faculty of Engineering,  
Hapugala , Galle , Sri Lanka.**

## Section I. Instructions to Vendors (ITV)

<b>A: General</b>	
<b>1. Scope of Bid</b>	1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Goods as specified in Section III Schedule of Requirements. Upon receipt of this invitation you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation. The Purchaser may not consider you for inviting quotations in the future, if you failed to acknowledge the receipt of this invitation or not submitting a quotation after expressing the intention as above.
<b>B: Contents of Documents</b>	
<b>2. Contents of Documents</b>	2.1 The documents consist of the Sections indicated below: <ul style="list-style-type: none"> <li>• Section I. Instructions to Vendors (ITV)</li> <li>• Section II. Data Sheet</li> <li>• Section III. Schedule of Requirements</li> <li>• Section IV. Technical Specifications &amp; Compliance with Specifications</li> <li>• Section V. Quotation submission Form</li> </ul>
<b>C: Preparation of Quotation</b>	
<b>3. Documents Comprising your Quotation</b>	3.1 The Quotation shall comprise the following: <p>(a) Quotation Submission Form and the Price Schedules;</p> <p>(b) Technical Specifications &amp; Compliance with Specifications</p>
<b>4. Quotation Submission Form and Price Schedules</b>	4.1 The vendor shall submit the Quotation Submission Form using the form furnished in Section V. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested. <p><b>4.2 Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.</b></p>
<b>5. Prices and Discounts</b>	5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules. <p>5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered</p>

	<p>5.3 The applicable VAT shall be indicated separately.</p> <p>5.4 Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non-responsive and may be rejected.</p>
<b>6. Currency</b>	6.1 The vendors shall quote only in Sri Lanka Rupees.
<b>7. Documents to Establish the Conformity of the Goods</b>	<p>7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications and standards specified in Section IV, "Technical Specifications &amp; Compliance with Specifications".</p> <p>7.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial responsiveness of the Goods to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.</p> <p>7.3 If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Sri Lanka.</p>
<b>8. Period of Validity of Quotation</b>	8.1 Quotations shall remain valid for the period of sixty (60) days after the quotation submission deadline date.
<b>9. Format and Signing of Quotation</b>	9.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor.
<b>D: Submission and Opening of Quotation</b>	
<b>10. Submission of Quotation</b>	<p>10.1 Vendors may submit their quotations by mail or by hand in sealed envelopes addressed to the Purchaser bearing the specific identification of the contract number.</p> <p>10.2 If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.</p>
<b>11. Deadline for Submission of Quotation</b>	11.1 Quotations must be received by the Purchaser at the address set out in Section II, "Data Sheet", and no later than the date and time as specified in the Data Sheet.
<b>12. Late</b>	12.1 The Purchaser shall reject any quotation that arrives after the

<b>Quotation</b>	deadline for submission of quotations, in accordance with ITV Clause 11.1 above.
<b>13. Opening of Quotations</b>	<p>13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>13.2 A representative of the bidders may be present and mark its attendance.</p>
<b>E: Evaluation and Comparison of Quotation</b>	
<b>14. Clarifications</b>	<p>14.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its quotation which is not in response to a request by the Purchaser shall not be considered.</p> <p>14.2 The Purchaser's request for clarification and the response shall be in writing.</p>
<b>15. Responsiveness of Quotations</b>	<p>15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>15.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>
<b>16. Evaluation of Quotation</b>	<p>16.1 The Purchaser shall evaluate each quotation that has been determined to be substantially responsive.</p> <p>16.2 To evaluate a quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"> <li>(a) the Price as quoted;</li> <li>(b) price adjustment for correction of arithmetical errors;</li> <li>(c) price adjustment due to discounts offered.</li> </ul> <p>16.3 The Purchaser's evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods.</p>
<b>17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations</b>	<p>17.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.</p>

<b>F: Award of Contract</b>	
<b>18. Acceptance of the Quotation</b>	18.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.
<b>19. Notification of acceptance</b>	19.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that its quotation has been accepted.

## Section II: Data Sheet

<b>ITV Clause Reference</b>	
1.1	The Purchaser is: Address:
5.1	If the bidder is allowed to quote for less than all the items specified, indicate the details.
7.3	Manufacturer's Authorisation is/is not required.
11.1	Deadline for submission of quotations is:
13	The quotations shall be opened at the following address:
16 <sup>1</sup>	Other factors that will be considered for evaluation are (List and describe the methodology):

<sup>1</sup> Insert only if additional factors other than price is considered for evaluation.

### Section III: Schedule of Requirements

[illegible]

## Section IV: Technical Specification & Compliance

[illegible]

### Price Schedule

1	2	3	4	5	6	7	8	9	10
Line Item No	Description of Goods	Country of Origin	Quantity	Unit	Unit price	Sub Total	Inland transportation and other services	Total Price for Item	VAT
<i>[insert number of item]</i>	<i>[insert name of Goods]</i>	<i>[insert country of origin of the Good]</i>	<i>[insert no of units to be supplied]</i>	<i>[insert unit]</i>	<i>[insert price per unit]</i>	<i>[(7) = (4) x (6)]</i>	<i>[insert total cost of line item for inland transportation and other services required]</i>	<i>[(9) = (7) x (8)]</i>	<i>[insert total VAT of line item]</i>
Total									

Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]*



## Sample Purchase Order

(Purchaser may modify this form to suit the requirements)

<b>Title of Procurement:</b> .. (Name of Procurement) .....				<b>Date:</b> ..... (Date of this purchase Order) .....					
Our Reference: ..... (Quotation Number) .....				Your Reference: ..... (Quotation submitted by you with your cover letter dated ....)					
We are pleased to inform you that we have accepted your quotation for the supply of following goods as detailed below:									
Item #	Description	Model Number & Specification reference	Unit	Qty	Unit price	Amount	Delivery Date	Delivery Location	Remarks

Other Conditions of this supply are as follows:

1. The Goods supplied under this Contract shall conform to the technical specifications and standards mentioned above;
2. The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, free from defects and that they incorporate all recent improvements in design and materials;
3. The warranty shall remain valid for the period given above, after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated;
4. If the Supplier fails to deliver any or all of the Goods by the Date(s) specified above, the Purchaser may without prejudice to all its other remedies, deduct from the payments due to the Supplier, as liquidated damages, a sum equivalent to the .... % per each day, of the delivered price of the delayed Goods;
5. Upon the Supplier's fulfillment of all the obligations stipulated above and making a request for payment to the Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered payments shall be made by the Purchaser.

Signature Name and Address of Purchaser:

---

Attach specifications