



**PROCUREMENT OF GOODS  
UNDER  
NATIONAL SHOPPING PROCEDURES  
INVITATION OF QUOTATIONS  
FOR PROCUREMENT OF**

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**Bid Opening date: 2009.09.08  
Bid Opening Time: 1100 hrs**

**Contract No:- .....**

**Company Name :-.....**

**Government Factory - Kolonnawa**

**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(s)</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 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>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.</p>
<b>5. Price 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</p>

	responsive and may be rejected.
<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 bear 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 Quotation 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 Quotation</b>	<p>12.1 The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITV</p> <p>Clause 11.1 above.</p>
<b>13. Opening of Quotation</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>(a) 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>	<p>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.</p>
<b>19. Notification of Quotation</b>	<p>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.</p>

## Section II: Data Sheet

ITV Clause Reference	
1.1	The Purchaser is Factory Engineer, Government Factory Kolonnawa.
5.1	If the bidder is allowed to quote for less than the all the items specified, indicate the details.
7.3	Manufacture's Authorisation is / is not required.
11.1	Address for submission of Quotations is Supply Branch, Government Factory Kolonnawa.  Deadline for submission of quotations is .....
13	The quotations shall be opened at the following address:  Factory Engineer's Office Government Factory- Kolonnawa.
16	Other factors that will be considered for evaluation are (List and describe the methodology):
8	The bid shall be validity until .....( 60 Days)
BID SECURITY	i. Bid security is required / not required. (Bid security shall be in favour of Factory Engineer Government Factory Kolonnawa) ii. The amount of the Bid Security shall be Rs..... ii. The validity period of the Bid Security shall be until .....
PAYMENTS	<b>Advance Payment:</b> If the bidder requesting a advance payment should submit of a advance payment guarantee for equivalent amount valid until the Goods are delivered.
PERFORMANCE BOND	i. Performance Bond is required / not required. (Performance Bond shall be in favour of Factory Engineer Government Factory Kolonnawa) ii. The amount of the Performance Bond shall be Rs..... ii. The validity period of the Performance Bond shall be until .....
WARRANTY PERIOD	Minimum ..... manufacture's warranty is required

Supplies Engineer  
For Factory Engineer.

Contract No :

Section III: Schedule of Requirements

Line Item No	Description of Goods	Quantity	Unit	Final Destination	Transportation and any other services	Delivery Date	
						Latest Delivery Date	Bidder's offered Delivery date ( to be provided by the bidder

Name of Bidder:-

Signature of Bidder:-

Date:-

Contract No :

**Section IV: Technical Specification & Compliance**

<b>Item and Name</b>	<b>Component Description</b>	<b>Minimum Specifications</b>	<b>Bidder's Response (Yes/ No)</b>	<b>If “ No” comment/s on the offer</b>

Name of Bidder:-

Signature of Bidder:-

Date:-

## Section V

### Quotation Submission Form

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

**Contract No.** .....

**Date:**.....

To: Factory Engineer. Government Factory Kolonnawa.

We, the undersigned, declare that:

(a) We have examined and have no reservations to the document issued;

(b) We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods

.....  
.....  
.....  
.....

(c) The total price of our quotation including any discounts offered is:

[insert the total quoted price in words and figure];

.....  
.....  
Rs. ....

(d) The total price of our quotation with VAT including any discounts offered is:

[insert the total quoted price in words and figure];

.....  
.....  
Rs. ....

(e) Our quotation shall be valid for the period of time specified in ITV Sub-Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITV Sub-Clause 11.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(f) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.

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

Signed: .....

Seal :

Name: .....

Dated:



Contract No :

### Price Schedule

1	2	3	4	5	6	7	8	9	10	11
Line Item No	Description of Goods	Country of Origin	Quantity	Unit	Unit price (without VAT)	Sub Total (Without VAT) (4*6)	Inland transportati on and other services	Total Price for Item ( without VAT) (7+8)	Total Vat (9*12%)	Total Other Taxes
	<b>Total</b>									

Name of Bidder:-

Signature of Bidder:-

Date:-

## **Manufacturer's Authorization**

[If requested under ITV clause 7.3, the Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated.]

Date:

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 hereby authorize [insert complete name of Bidder] to submit a quotation 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 supply the goods.

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]

## 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: Factory Engineer, Government Factory, Kolonnawa**

**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)]*

## Bid 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:** Factory Engineer, Government Factory, Kolonnawa

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

**BID GUARANTEE No.:**..... *[insert (by issuing agency) number]*

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. .... *[insert IFB number]* ("the IFB").

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
- (c) 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.....

1. .... 2. ....  
3. .... 4. ....

*[signature(s) of authorized representative(s) and seal ]*

### Sample Purchase Order

Title of Procurement :						Date:			
Our Reference:						Your Reference			
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	Qty	Unit	Unit Price (without VAT)	Total Amount ( With VAT)	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:**