



**INFORMATION AND COMMUNICATION TECHNOLOGY  
AGENCY OF SRI LANKA**

**INVITATION FOR QUOTATION**

**FOR**

**PROCUREMENT OF SERVICE PROVIDER TO  
PROVIDE SERVICES FOR WORKSHOPS FOR  
GOVERNMENT OFFICIALS  
ICTA/GOSL/SER/NS/2017/01**

**AUGUST, 2017**

## INVITATION FOR QUOTATION

### PROCUREMENT OF SERVICE PROVIDER TO PROVIDE SERVICES FOR WORKSHOPS FOR GOVERNMENT OFFICIALS ICTA/GOSL/SER/NS/2017/01

Information and Communication Technology Agency of Sri Lanka (ICTA) a fully owned Government Agency mandated to implement ICT Development activities in the country. ICTA is the single apex body involved in ICT policy and direction for the nation.

1. ICTA has planned user Training programme known as User Training for Revamped Websites of District and Divisional Secretariats. Plan to conduct 11 Training programmes and the Training programmes will be held on between end of September, 2017 to mid of January, 2018 at a suitable 11 locations in the country with the engagement of around 358 participants from 25 District Secretariats and 332 Divisional Secretariats.
2. The user Training for Revamped Websites of District and Divisional Secretariats is a one day training programme and the participants are government officials of district secretariats and divisional secretariats. Purpose of this training programme is to give the Interactive Training for update procedure of revamped websites of district and divisional secretariats. It will help participants to get better understand of the revamped websites and how to update the web regularly.
3. Eleven (11) Numbers of Training Sessions are required to be delivered to cover all 25 districts in the island, trainings will conducting in the following districts.

Table 3.1

No of Sessions	District	No of participants	Total number of participants for each programme	Lab Location
1	Colombo	13	50	Colombo
	Gampaha	13		
	Kalutara	14		
2	Kandy	20	46	Kandy
	Matale	11		
	Nuwaraeliya	5		
3	Ampara	20	44	Ampara
	Batticaloa	14		
4	Kurunegala	30	56	Kurunegala
	Puttlam	16		

5	Jaffna	15	44	Jaffna
	Kilinochchi	4		
	Mannar	5		
	Mulaithivu	5		
	Vavuniya	5		
6	Kegalle	11	38	Rathnapura
	Rathnapura	17		
7	Galle	19	29	Galle
8	Hambantota	12	38	Hambantota
	Matara	16		
9	Badulla	15	36	Badulla
	Monaragala	11		
10	Anuradhapura	23	52	Polonnaruwa
	Polonnaruwa	7		
	Trincomalee	12		
11	All District officers	25	35	Colombo
<b>Total</b>		<b>358</b>	<b>468</b>	

Information and Communication Technology Agency of Sri Lanka (ICTA) intends to procure the services of a Service Provider to provide, organize and handle the logistics of the events, on site management of the event & other professional service.

The Schedule of Requirements (SOR) is specified in **Section III**

4. **Minimum Qualification requirement.**

a) The bidder should be a registered business who is in the business of providing services similar to the services specified in the schedule of requirement as part of the business and should have been in operation during the last two years as of date of deadline for submission of proposal. **Documentary evidence should be submitted in this regard (Business Registration).**

5. **Payment**

Payment shall be made according to the payment schedule in **Section V**

6. You are requested to **submit your quotation under a sealed cover at or before 1500 Hrs (3.00 p.m.) on September 01, 2017** to the address given below. Late quotations will not be accepted.

Envelope containing the quotation should be clearly marked **“Procurement of Service Provider to Provide Services for Workshops for Government Officials - ICTA/GOSL/SER/NS/2017/01”**

We look forward to receiving your quotations.

Managing Director  
Information and Communication Technology Agency of Sri Lanka  
160/24, Kirimandala 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 quotation for the supply of Non Consultancy 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.</p>
<b>B: Contents of Documents</b>	
2. Contents of Documents	<p>2.1. The documents consist of the Sections indicated below.</p> <ul style="list-style-type: none"> <li>• Section I. Instructions to Bidders(ITB)</li> <li>• Section II. Data Sheet</li> <li>• Section III. Schedule of Requirements</li> <li>• Section IV. Quotation Submission Form(s)</li> <li>• Section V. Payment Schedule</li> <li>• Section VI. Credentials &amp; Experience</li> </ul>
<b>C: Preparation of Quotation</b>	
3. Documents Comprising your Quotation	<p>3.1. The Quotations shall comprise the following:</p> <ol style="list-style-type: none"> <li>(a) Quotation Submission Form and the Price Schedules</li> <li>(b) Other Credentials as required by the Purchaser</li> </ol>
4. Quotation Submission Form and Price Schedules	<p>4.1. 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 no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.</p> <p>4.2. Alternative offers shall not be considered, The Bidders are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.</p>
5. Prices and Discounts	<p>5.1. Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules.</p> <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>

6. Currency	6.1. The Bidders shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Non Consultancy	7.1. The documentary evidence may be in the form of literature, data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Non Consultancy, demonstrating substantial responsiveness of the Non Consultancy to the technical specifications.
8. Period of Validity of quotation	8.1. Quotations shall remain valid for the period of Thirty (30) days after the quotation submission deadline date.
9. Format and Signing of Quotation	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 Bidder.
<b>D: Submission and Opening of Quotation</b>	
10. Submission of Quotation	<p>10.1. Bidders may submit their quotations by hand or Registered Post 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>
11. Deadline for Submission of Quotation	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.
12. Late Quotation	12.1. The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITB Clause 11.1 above.
13. Opening of Quotations	<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>	
14. Clarifications	<p>14.1. To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any Bidder for a clarification of its quotation. Any clarification submitted by a Bidder 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>

15. Responsiveness of Quotations	<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>
16. Evaluation of quotation	<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 Non Consultancy.</p>
17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	<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>	
18. Acceptance of the Quotation	<p>18.1. The Purchaser will accept the quotation of the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.</p>
19. Notification of acceptance	<p>19.1. Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful Bidder, in writing, that its quotation has been accepted.</p>
20. No Breach of Contract	<p>20.1. The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event.</p> <p>20.2. (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and</p> <p>20.3. (b) Has informed the other Party as soon as possible about the occurrence of such an event.</p>

## Section II: Data Sheet

ITB Clause Reference	
1.1	<p>The Purchaser is :  <b>Information and Communication Technology Agency of Sri Lanka</b>  <b>160/24, Kirimandala Mawatha,</b>  <b>Colombo 05.</b></p>
5.1	Quote for all specified in the section III (Schedule of Requirements)
11.1	<p>Address for submission of Quotations is:</p> <p><b>Director/Procurement,</b>  <b>Information and Communication Technology Agency of Sri Lanka,</b>  <b>160/24,</b>  <b>Kirimandala Mawatha, Colombo 05</b></p> <p>Deadline for submission of quotations; on <b><u>or before 1500 Hrs (3.00 p.m.) on September 01 , 2017</u></b> to the address given above</p> <p>Envelope containing the quotation should be clearly marked “<b>Procurement of Service Provider to Provide Services for Workshops for Government Officials</b>”  <b>ICTA/ GOSL/SER/NS/2017/01</b></p> <p><b>Electronic submission is not acceptable</b></p>
13	<p>The quotations shall be opened at the following address:  <b>Director/Procurement,</b>  <b>Information and Communication Technology Agency of Sri Lanka,</b>  <b>160/24,</b>  <b>Kirimandala Mawatha, Colombo 05.</b></p> <p>The quotations shall be opened soon after the deadline</p>
16.3	<p>The Bidder is required to submit performance information of awareness activities conducted within the past 02 years in the format given in Section VI along with the documentary evidence.</p>

## Section III: Schedule of Requirements

Important note:

- Information and Communication Technology Agency of Sri Lanka (ICTA) under this invitation requires bidders to quote for all of the following items.

	ITEM	DESCRIPTION	NO OF UNITS REQUIRED	UNIT PRICE (LKR) Excluding VAT	Total Price (LKR) Excluding VAT
	Event venue & Conference Package	<ul style="list-style-type: none"> <li>- Suitable Training Labs in selected locations mentioned in Table 3.1 Lab Locations (11 Labs)</li> <li>- Should be able to accommodate number of people mentioned in the Table 3.1 for each workshop</li> <li>- Computers/ laptops for each participants (core i3 processor, 4GB RAM) for rental basis for each programme</li> <li>- White board facility and writing materials</li> <li>- Air Condition</li> <li>- Uninterrupted power supplies for each computer</li> <li>- Uninterrupted Internet facility – minimum speed of 04 Mbps (dedicated), Wi-Fi facilities throughout the programmes</li> <li>- Note books and Pencils or Pens for 360 participants</li> <li>- Other available facilities</li> </ul>	Unit		
		<ul style="list-style-type: none"> <li>- Welcome Drink for all participants mentioned in Table 3.1 for each programme (For 11 training programmes)</li> <li>- Lunch for all participants mentioned in Table 3.1 for each programme (Within 11 Training Programmes)</li> <li>- Morning and Evening Tea and Coffee with Snacks (min 2 snacks - One savory snacks and one sweet) for participants on each programme (For 11 training programmes)</li> </ul>	Unit		



		- Water bottles (500ml) available throughout the day (For 11 training programmes)			
2	Printed Training Materials	<b>Training Manual</b> Design & print - Front & Back cover - 4 colour, Artboard, 260gsm - Matt laminated - A4 size - Pages - Art paper - 80gsm, A4 size - 4 colour - 50 pages, matt - Perfect bound Content for the book will be provided by ICTA	400		
		<b>Certificates</b> A4 size Art board 250 gsm, Four colour, Single side printing -Description that should be displayed on the certificates would be provided by ICTA	380		
3	Sounds	Professional sound system for each training programmes (with Amplifiers and Mixers) - 02 Hand held FM mikes - 02 Speakers with Stand	Unit		
<b>Sub Total</b>					

We agree to provide the Goods/items and Services stipulated in the Schedule of Requirement in accordance with the specifications / requirements for a total contract price of LKR. ....(amount in figures) (LKR. .... amount in words), excluding VAT within the period specified in the Invitation for Quotations.

Signature of Supplier :

Address :

Name of Company:

Contact Number:

Email Address:

## Section IV: QUOTATION SUBMISSIONFORM

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

Date:

To: *[insert complete name of Purchaser]*

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 Non Consultancy*[insert a brief description of the Non Consultancy]*;
- (c) The total price of our quotation including any discounts offered is: *[insert the total quoted price in words and figure]*;
- (d) Our quotation shall be valid for the period of time specified in ITB Sub-Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITB Sub-Clause 11.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.
- (g) We understand that we are bound to provide the services **up to 11 events** within the time period of 6 months based on the actual number of event and the units prices quoted in our submission.

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

Name: *[insert complete name of person signing the Bid Submission Form]*

Dated:

## Section V: PAYMENT SCHEDULE

<b>Deliverable</b>	<b>Payment</b>	<b>Due Date</b>
<b><u>Payment for Each Workshop</u></b> After satisfactory completion of each event with supply and making available of all items required and performing the services and awareness required in the Schedule of Requirement	100% of the cost of each workshop	Within 30 working days after the completion of the workshop.

Note

- (1) Amounts paid for the items based on reimbursable basis.
- (2) Payment will be made upon satisfactory completion of services and receipt of invoice for each event along with and deliverable submission Certificate.

## **Section VI: CREDENTIALS & EXPERIENCE**

Schedule A – Experience in similar Assignments last two years		
Year/Period	Employer	Description of Services