



**INFORMATION AND COMMUNICATION TECHNOLOGY  
AGENCY OF SRI LANKA (PRIVATE) LTD**

**INVITATION FOR QUOTATION**

**FOR**

**Purchase of Office Automation and Information Technology Equipment**

**(Procurement of All in One Printers for Infrastructure Facilities for Lanka Government Infrastructure)**

**IFQ : ICTA/SG2/GOSL/GOODS/NS/2017/004 A**

**September 2017**

## Section I. Instructions to Vendors (ITV)

<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 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.</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 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> <li>• Section VI. Credentials &amp; Financial Statements</li> </ul>
<b>C: Preparation of Quotation</b>	
3. Documents Comprising your Quotation	<p>3.1. The Quotation shall comprise the following:</p> <ul style="list-style-type: none"> <li>(a) Quotation Submission Form and the Price Schedules;</li> <li>(b) Technical Specifications &amp; Compliance with Specifications</li> </ul>
4. Quotation Submission Form and Price Schedules	<p>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> <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>

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> <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>
6. Currency	6.1. The vendors shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Goods	<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>
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 vendor.
<b>D: Submission and Opening of Quotation</b>	
10. Submission of Quotation	<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>

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 ITV 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 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>
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 Goods.</p>
17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	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.

**F: Award of Contract**

18. Acceptance of the Quotation	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.
19. Notification of acceptance	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

ITV Clause Reference	
1.1	<p>The Purchaser is :  <b>Chairperson</b>  <b>Information and Communication Technology Agency of Sri Lanka (Pvt) Ltd</b>  <b>160/24, Kirimandala Mawatha</b>  <b>Colombo 05.</b></p>
5.1	<p>If the bidder is allowed to quote for less than the all the items specified, indicate the details</p>
7.3	<p>Manufacture's Authorization and/or Authorized Dealer Authorization letter is required</p>
11.1	<p>Address for submission of Quotations is:  <b>Chairperson</b>  <b>Information and Communication Technology Agency of Sri Lanka (Pvt) Ltd</b>  <b>160/24, Kirimandala Mawatha</b>  <b>Colombo 05</b></p> <p>Deadline for submission of quotations is <b><u>at or before 15:00 hrs on 21 September 2017</u></b> to the address given below</p> <p>Envelope containing the quotation should be clearly marked "Procurement of All in One Printers, <b>ICTA/GOSL/GOODS/NS/2017/004 A</b>"</p>
13	<p>The quotations shall be opened at the following address:  <b>Information and Communication Technology Agency of Sri Lanka (Pvt) Ltd</b>  <b>160/24, Kirimandala Mawatha,</b>  <b>Colombo 05.</b></p> <p>The quotations shall be opened at <b><u>15:00 hrs on 21 September 2017</u></b></p>
17	<p>Purchaser reserves the right to increase or decrease the quantity by 20% without any change in the unit price or other terms of the contract.</p>

### Section III: Schedule of Requirements

Information and Communication Technology Agency of Sri Lanka (Pvt) Ltd that functions under the purview of the Ministry of Telecommunication and Digital Infrastructure, now invites quotations from eligible and qualified bidders for supply, delivery and installation of the items specified below.

Item No	Description of Goods	Quantity	Unit	Final Destination	Transportation and any other services	Delivery Details
1.	All in one printers	2	Each	Lanka Government Information Infrastructure (LGII) 3G-17, BMICH, Bauddhaloka Mawatha, Colombo 07, Sri Lanka	Yes	(a) Supply & delivery

## Section IV. Technical Specifications & Compliance with Specifications

Bidders are required to state their compliance to specifications/requirements against each and every criterion of the specification sheets. Incomplete specification sheets will strongly lead to disqualify the bidder without getting any clarifications.

Specification for Printer 4 in 1

Item	Specification	Bidders Compliance	
		Yes/No	If "No", Your offer
Brand	Specify		
Model	Specify		
Country of Origin & Country of Manufacture/Assembly	Specify		
Year of manufacture	Specify		
Printer Technology	Laser		
Multifunction Features	Scan , Fax , Copier, Print		
OS compatibility	Windows vista,7,8, 10 & Linux		
Connectivity	USB 2.0, Wi-Fi 802.11b/g/n , NIC		
Number of Trays	Specify		
Colour	Black		
<b>Printer</b>			
Print quality	Min 1200 x 1200 dpi		
Print resolution	600 x 600 dpi		
First Print Out Time	6 secs or less		
Toner saver mode	Yes		
Max Paper Size	A3		
Minimum Print Speed	20+ ppm		
<b>Copier</b>			
Copy resolution	Min 600 x 600 dpi		
Copy modes	Text, Text/Photo, Text/Photo+, Photo		
Multiple copy	Up to 99 copies		
Reduction/Enlargement	25-400%		
<b>SCANNER</b>			
Type	Colour		
Scan resolution	Optical: Up to 600 x 600 dpi Enhanced: Up to 9600 x 9600 dpi		
Scan file format	JPEG, PDF, PNG		
<b>FAX</b>			
Fax memory	Up to 300 pages		
Fax resolution	Up to 200 x 200 dpi		



Warranty	3 years comprehensive manufacturer authorized warranty for full system (labour, parts and other Incidentals). Replacement Printer should be provided with same brand & configuration during the repair period		
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## 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.]*

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 Goods *[insert a brief description of the Goods]*;
- (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 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;
- (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.

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

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

Dated:

## Price Schedule

<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>
Line Item No.	Description of Goods or related services	Country of Origin of the Goods	Unit	Quantity	Unit price (DDP price) Excluding VAT	Total Price Excluding VAT (Col 5*6)	Discounted Total price (if any) excluding VAT	VAT	Total Price Including VAT (Col. r 9+10)
1	All in One Printers		Nos	2					

Note 1 : NBT and any other taxes shall be included into the price

**Payment Terms:** shall be made within 30 days against completion of delivery and upon receipt of your Original invoice along with the acceptance certificate.

## 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]*

## Section VI:

### CREDENTIALS & FINANCIAL STATEMENTS

Schedule A – Experience in similar Assignments last three years				
Period	Employer	Description of Services	Amount	Bidder Responsibility (%)
		Total		

Annual Turnover Information (Last Two Years)		
Year	Turnover	Remarks
1		Attach Audited Reports
2		

\* 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 one year as of date of deadline for submission of proposal. Documentary evidence should be submitted in this regard.

# Sample Purchase Order

PURCHASE ORDER
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Our Ref: ICTA/SG2/GOSL/GOODS/NS/2017/004 A

....., 2017

Mr/Mrs. XXXXXXXXXXXX  
XXXXXXXXXX,  
XXXXXXXXXX,  
XXXXXXXXXX,  
XXXXXXXXXX.

Dear Sir / Madam,

**Procurement of All in One Printers for Infrastructure Facilities for Lanka Government Infrastructure (LGII).-ICTA/SG2/GOSL/GOODS/NS/2017/004 A**

This has reference to your quotation submitted on the tender closed on ..... 2017 for **Procurement of All in One Printers for Infrastructure Facilities for Lanka Government Infrastructure (LGII)** and Purchase Order issued on xxxxxxxxxxxxxxxx on same.

ICTA has decided to obtain your service for **Procurement of All in One Printers for Infrastructure Facilities for Lanka Government Infrastructure (LGII)**, you are kindly instructed to make necessary arrangements to deliver the goods according to requirements specified in our Invitation for Quotation-Schedule of Requirements and as per the prices stated in your submission and attached herewith.

Payment shall be effected as per the payment schedule included in the Invitation for Quotation-Payment Schedule and attached herewith.

Thank you,

Yours faithfully,  
Information and Communication Technology Agency of Sri Lanka (Pvt) Ltd

Chairperson  
cc: Project Manager/ICTA