



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

INVITATION FOR QUOTATIONS

Procurement of Services
Under
National Shopping Procedures

FOR

**Procuring an event manager to organize and facilitate workshops for
identifying most viable eServices and mobile applications for
Government organizations.**

**INVITATION FOR QUOTATION NO:
ICTA/SG2/GOSL/SER/NS/2017/006**

September 2017

Section I. Instructions to Bidders (ITB)

| A: General | |
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| 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: Contents of Documents | |
| 2. Contents of Documents | <p>2.1. The documents consist of the Sections indicated below.</p> <ul style="list-style-type: none"> • Section I. Instructions to Bidders (ITB) • Section II. Data Sheet • Section III. Schedule of Requirements • Section IV. Quotation Submission Form(s) • Section V. Payment Schedule • Section VI. Credentials & Financial Statements |
| C: Preparation of Quotation | |
| 3. Documents Comprising your Quotation | <p>3.1. The Quotations shall comprise the following:</p> <ol style="list-style-type: none"> (a) Quotation Submission Form and the Price Schedules (b) Other Credentials as required by the Purchaser |
| 4. Quotation Submission Form and Price Schedules | <p>4.1. The Bidder 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 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> |

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| 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. |
| D: Submission and Opening of Quotation | |
| 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> |
| E: Evaluation and Comparison of Quotation | |
| 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> |

| | |
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| 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"> (a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (c) Price adjustment due to discounts offered. <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> |
| F: Award of Contract | |
| 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 : Chairperson Information and Communication Technology Agency of Sri Lanka (Pvt) Ltd 160/24, Kirimandala Mawatha Colombo 05.</p> |
| 5.1 | <p>Quote for all specified in the section III (Schedule of Requirements)</p> |
| 10.2 | <p>Envelope containing the quotation should be clearly marked “Event Manager for organize and facilitate workshops for identifying most viable eServices and mobile applications for government Organizations”, ICTA/SG2/GOSL/SER/NS/2017/006</p> |
| 11.1 | <p>Address for submission of Quotations is: Procurement Officer – (Segment-2) 3rd Floor Information and Communication Technology Agency of Sri Lanka (Pvt) Ltd 160/24, Kirimandala Mawatha Colombo 05.</p> <p>Deadline for submission of quotations; on <u>or before 1500 hours on 26 September 2017</u> to the address given below</p> <p>Electronic submission is not acceptable</p> |
| 13 | <p>The quotations shall be opened at the following address: Information and Communication Technology Agency of Sri Lanka (Pvt) Ltd 160/24, Kirimandala Mawatha Colombo 05. The quotations shall be opened at <u>1500 hours on 26 September 2017</u></p> |
| 16.3 | <p>The Bidder is required to submit performance information of at least 03 events/ awareness activities conducted within the past 02 years</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.
- The Schedule of Requirements below is indicative for three (03) workshops.
- The maximum number of participants for each workshop would be 50 and the exact number will be informed before 03 weeks for each workshop.
- The payment shall be made on the basis of the actual use of items describe below.
- Tentative contract duration shall be October, 2017 - January, 2018

| | ITEM | DESCRIPTION | NO OF UNITS REQUIRED (1) | UNIT PRICE (LKR) Excluding VAT (2) | TOTAL PRICE (LKR) Excluding VAT (3) = (1)*(2) |
|--|----------------------------------|--|--------------------------|------------------------------------|---|
| Organize and facilitate 03 workshops – 50 Participants Each | | | | | |
| 1 | Event Management | Onsite event management including technical and supporting staff at the venue | N/A | N/A | N/A |
| 2 | Registration Desk | For Single Workshop - A registration desk with a table cloth - 2 Typist Chairs with Armrest | 03 | | |
| 3 | Event venue & Conference Package | - Location should be within Colombo metropolitan and easily accessible via public transport - 4 Star or above should be able to accommodate 50 - Should be able to accommodate parking space for approx. 20 vehicles Single Workshop Shall Include Below (shall facilitate to 50 attendees) - Round tables with table clothes (should accommodate 06 chairs in a single table) - Comfortable Chairs - Hall Decoration - Air Condition and uninterrupted Power Supply - Note books and Pens - Cardboard Files (50) - A4 packets (01) - White board with stand (6 Ft x 4 Ft with relevant equipment including at least 4 different colour white board pens) - Flip charts with Stands (07) - Marker Pens 14 (Two Different Colours) | 03 | | |

| | | | | | |
|---|----------------------------------|---|----|--|--|
| | | <ul style="list-style-type: none"> - Sticky notes-minimum four colours (20 from each colour) - Wi-Fi facilities throughout the programme (with a separate account for event) - Adequate 500 ml water bottles throughout the day - Welcome Drink - Morning Tea and Coffee with Snacks (minimum 3 items inclusive of 1 veg item) - Evening Tea and Coffee with Snacks (minimum 3 items inclusive of 1 veg item) - Buffet Lunch - Other available facilities | | | |
| 4 | Multimedia Projector with Screen | <ul style="list-style-type: none"> - Multi – media projector 5000 ANSI Lumens with Back Projection Capability - Back Projection Screens (8Ft X 6Ft) - Necessary caballing (Single Workshop) | 03 | | |
| 5 | Sounds | <ul style="list-style-type: none"> - Professional sound system with amplifiers & mixer, 03 Hand held FM mikes, 02 Speakers with Stand - Decorated podium with podium fitted mikes For Single Workshop | 03 | | |
| 6 | Backdrop banner with Frame | <ul style="list-style-type: none"> - Designing, Printing, Transporting and Fixing (Size of 10 Ft * 16 Ft, Flex, 4 Colour Digital Print on Fex(Matt)) - With Frame - The design should be made and sent for approval to ICTA before printing - Description & logos that should be displayed would be provided by ICTA - Backdrop needs to be re-used in all 03 workshops <p>Final output shall be as per the sample below</p>  <ul style="list-style-type: none"> - <i>White area (Back Projection Slot)</i> | 01 | | |

| | | | | | |
|--------------|-----------|---|-----|--|--|
| | | - <i>Outer area (Flex matt)</i> | | | |
| 7 | Pen Drive | - Branded Wristband type 8GB Pen Drive with 1 Year Warranty. - Wristband shall be branded by ICTA logo – 4 Colour - Sample shall be submitted to and approved by ICTA before printing | 150 | | |
| Total | | | | | |

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 03 events** within year 2017 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

| Deliverable | Payment | Due Date |
|--|--|--|
| Workshop Plan/ Proposal | 50 % of the total cost from the assignment | 1 week before the assignment start |
| After satisfactory completion of the assignment with supply and making available of all items required and performing the services and awareness required in the Schedule of Requirement | 50% of the total cost from the assignment | Within 30 working days after the completion of the assignment. |

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 (**Refer Annexure - A**).

Section VI:

EXPERIENCE

Minimum Qualification requirement.

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 such as Business Registration.

| Schedule A – Experience in similar Assignments last two years | | | | |
|---|----------|-------------------------|--------|---------------------------|
| Period | Employer | Description of Services | Amount | Bidder Responsibility (%) |
| | | | | |
| | | | | |
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Sample Purchase Order

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|----------------|
| PURCHASE ORDER |
|----------------|

Our Ref: ICTA/SG2/GOSL/SER/NS/2017/006

....., 2017

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

Dear Sir / Madam,

Event Manager to organize and facilitate workshops for identifying most viable eServices and mobile applications for Government organizations
Contract No. ICTA/SG2/GOSL/SER/NS/2017/006

This has reference to your quotation submitted on the tender closed on XXXXX for **Event Manager to organize and facilitate workshops for identifying most viable eServices and mobile applications for Government organizations** and Purchase Order issued on xxxxxxxxxxxxxxxx on same.

ICTA has decided to obtain your service for **Event Manager for organize and facilitate workshops for identifying most viable eServices and mobile applications for government organizations**, you are kindly instructed to make necessary arrangements to deliver the services 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

Annexure - A

< Print on vendor Letter Head >

<Date>

Deliverable Submission Certificate

Attention : Mr. Muhunthan Canagey, Managing Director of ICT Agency of Sri Lanka

Project Name/ Contract No

PO no and Date

Attached

Invoice No

Attached

Contract Amount LKR

Deliverable set / Phase & No

We hereby confirm that <Service Provider Name> has completed the below deliverables of the <Contract name>

Deliverables :

- 1.
- 2.
- 3.

Authorized Signatory :

Name :

Designation :