



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

**INVITATION FOR QUOTATION  
(ICTA/GOSL/SER/NS/2018/04A)**

**Service Provider for Providing Logistics to Host  
e-Swabhimani Grand Jury 2018**

**June, 2018**

## INVITATION FOR QUOTATION

### Service Provider for Providing Logistics to Host e-Swabhimani Grand Jury 2018 (ICTA/GOSL/ SER/NS/2018/04A)

1. Information and Communication Technology Agency (ICTA) of Sri Lanka has been mandated by the Government of Sri Lanka (GOSL) to create a Digitally Inclusive Sri Lanka in 2018.
2. ICTA has decided to host the e-Swabhimani awards for the 8<sup>th</sup> year to recognize applications & ICT solutions that has a positive social impact.
3. ICTA intends to procure the services to host the eSwabhimani 2018 Grand Jury at a suitable location with required services.  
The Schedule of Requirements (SOR) is specified in **Annex 1**.
4. The Grand Jury Period – 18<sup>th</sup> & 19<sup>th</sup> of August 2018
5. Locations/Venues: A five-star Hotel within 80 km outside of Colombo city limits.

#### 6. Quotation Price

- a) Service Providers are required to submit quotations for providing the services as described in **Annex 1**.
- b) The prices shall be given in **Annex 2 - Price Schedule**.
- c) Price offered shall include all sales and other taxes already paid or payable. However, VAT shall be indicated separately if applicable. The prices shall also include other associated costs whatsoever, if any.
- d) The price quoted shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The prices shall be quoted in Sri Lankan Rupees (LKR) only.
  - i. if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail, and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
  - ii. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and
  - iii. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

#### 7. Submission of quotation:

Each bidder shall submit only one quotation. Partial quotations will not be accepted and will be treated as non-responsive.

#### 8. Validity of Quotation:

Quotation shall remain valid for 60 days from date of submission.

**9. Minimum Qualification requirement.**

The bidder should be a registered firm engaged in the business of providing similar services as part of their business and should have minimum of 3 years' experience. Documentary evidence should be submitted along with the quotation. (i.e. Company Registration Document and proof of previous experience for last 3 years.)

**10. Evaluation of Quotations**

The Purchaser, ICTA will evaluate and compare the quotations determined to be substantially responsive i.e. which:

- (a) are properly filled and signed; and
- (b) conform to the terms and conditions, and requirements.

**11. Award of contract**

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated price.

- i. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- ii. The bidder whose bid is accepted will be notified of the award of contract prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- iii. Purchaser reserves the right to cancel/terminate the purchase order, if the services are not satisfactory to the Purchaser, ICTA.

**12. Payment**

Payment shall be made according to the payment schedule specified in **Annex 3**.

**13. Bidders are requested to submit quotations under sealed cover on or before 1500 hours on 13<sup>th</sup> July 2018 to the address given below. Late quotations will not be accepted.**

Envelope containing the quotation should be clearly marked "Service Provider for Providing Logistics to Host e-Swabhimani Grand Jury 2018" (ICTA/GOSL/SER/NS/2018/04)"

**14. Quotations shall be opened immediately after the deadline for submission for quotations in the presence of those bidders or their representative who wish to be present at the opening.**

We look forward to receiving your quotations.

Chairman  
Information and Communication Technology Agency of Sri Lanka  
160/24, Kirimandala Mawatha, Colombo 05.

June 30, 2018


## ANNEX 1: SCHEDULE OF REQUIREMENTS (SOR)

### OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is to get all the required services to host the eSwabhmani 2018 Grand Jury. The vender should achieve the targets given in the Schedule of requirements.

**DURATION OF THE ASSIGNMENT** – 18<sup>th</sup> & 19<sup>th</sup> August 2018

### TASKS TO BE CARRIED OUT;

No.	ITEM	DESCRIPTION	QTY
1.1	Date	<b>18<sup>th</sup> &amp; 19<sup>th</sup> August 2018</b>	-
1.2	Venue	A five-star Hotel within 80 km outside of Colombo city limits.	-
1.3	Accommodation	18 single rooms Bread & breakfast (B/B) for 1 night, 18 <sup>th</sup> August 2018	18 pax
		2 double rooms Bread & breakfast (B/B) for 1 night, 18 <sup>th</sup> August 2018	2 pax
		18 <sup>th</sup> Breakfast 19 <sup>th</sup> Dinner	23 pax 23 pax
		18 <sup>th</sup> Dinner (Networking dinner) at a separate location other than the buffet	27 pax
1.4	Conference package	Refreshment- 18 <sup>th</sup> and 19 <sup>th</sup> August Mid-Morning and evening 2 snacks with tea /coffee	23 pax
		Lunch on 18 <sup>th</sup> & 19 <sup>th</sup>	23 pax
		Drinking water, cookies/biscuits, tea/ coffee making facilities to be made available throughout the day during Grand Jury sessions on 18 <sup>th</sup> and 19 <sup>th</sup> August 2018. Jury sessions will go on after dinner each day.	Item
	Conference facilities	Flip charts, Marker Pens, Note book, Pens,	-
	-Jury Location	A single spacious location with adequate furniture to enable each reviewer to sit at his own computer terminal. Suitable furniture adequate for 16 Jurors (one table for 4 Jurors) and furniture for 5 support staff.	-
	-Projector & Screen	-2000 ANSI Lumens Projector, 8'x 6' front projection.	1
	-Internet connectivity	Uninterrupted Internet connectivity for 21 laptops with minimum <b>three(3) 4G</b> connections throughout the two days	Item
-Uninterrupted power supply	Uninterrupted power supply throughout the two days. Extension codes should be supplied to each table. (Backup generator)	Item	
1.5	Jurors Transport from ICTA to the Hotel and back	AC Bus sufficient for 20 passengers to leave Colombo on 18 <sup>th</sup> August 2018 at 5.30 am to drop and to return from the Hotel to Colombo on 19 <sup>th</sup> August at 10.00 pm	Item
1.6	Mementos for Jurors	Mementos for Jurors each at a maximum value of 9,000/- in consultation with ICTA.	17
1.7	Moderator payment	A payment of Rs.100,000 for moderating the session for two days.	Item
1.8	Backdrop 	Design, print and fix a backdrop (10' x 4') with standing frame in flex material. Matt finishing. Branded with ICTA and other logos and necessary texts provided by ICTA.	1

## ANNEX 2: PRICE SCHEDULE

No.	ITEM	DESCRIPTION	QTY	UNIT PRICE (LKR) excl. VAT	TOTAL PRICE (LKR) excl. VAT
1.1	Date	<b>18<sup>th</sup> &amp; 19<sup>th</sup> August 2018</b>	-		
1.2	Venue	A five-star Hotel within 80 km outside of Colombo city limits.	-		
1.3	Accommodation	18 single rooms Bread & breakfast (B/B) for 1 night, 18 <sup>th</sup> August 2018	18 pax		
		2 double rooms Bread & breakfast (B/B) for 1 night, 18 <sup>th</sup> August 2018	2 pax		
		18 <sup>th</sup> Breakfast 19 <sup>th</sup> Dinner	23 pax 23 pax		
		18 <sup>th</sup> Dinner (Networking dinner) at a separate location other than the buffet	27 pax		
1.4	Conference package	Refreshment- 18 <sup>th</sup> and 19 <sup>th</sup> August Mid-Morning and evening 2 snacks with tea /coffee	23 pax		
		Lunch on 18 <sup>th</sup> & 19 <sup>th</sup>	23 pax		
		Drinking water, cookies/biscuits, tea/ coffee making facilities to be made available throughout the day during Grand Jury sessions on 18 <sup>th</sup> and 19 <sup>th</sup> August 2018. Jury sessions will go on after dinner each day.	Item		
	Conference facilities	Flip charts, Marker Pens, Note book, Pens,	-		
	-Jury Location	A single spacious location with adequate furniture to enable each reviewer to sit at his own computer terminal. Suitable furniture adequate for 16 Jurors (one table for 4 Jurors) and furniture for 5 support staff.	-		
	-Projector & Screen	-2000 ANSI Lumens Projector, 8'x 6' front projection.	1		
-Internet connectivity	Uninterrupted Internet connectivity for 21 laptops with minimum <b>three(3) 4G</b> connections throughout the two days	Item			
- Uninterrupted power supply	Uninterrupted power supply throughout the two days. Extension codes should be supplied to each table. (Backup generator)	Item			
1.5	Jurors Transport from ICTA to the Hotel and back	AC Bus sufficient for 20 passengers to leave Colombo on 18 <sup>th</sup> August 2018 at 5.30 am to drop and to return from the Hotel to Colombo on 19 <sup>th</sup> August at 10.00 pm	Item		
1.6	Mementos for Jurors	Mementos for Jurors each at a maximum value of 9,000/- in consultation with ICTA.	17		153,000 (Provisional sum)
1.7	Moderator payment	A payment of Rs.100,000 for moderating the session for two days.	Item		100,000 (Provisional sum)
1.8	Backdrop	Design, print and fix a backdrop (10' x 4') with standing frame in flex material. Matt finishing. Branded with ICTA and other logos and necessary texts provided by ICTA.	1		
<b>TOTAL</b>					

**ANNEX 3: PAYMENT SCHEDULE**

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	<b>Deliverable</b>	<b>Payment</b>
1	Proof of submitting the following; -Hotel reservation confirmation and advance payment receipt' -Submitting the backdrop design -Submitting suggested mementoes for Jurors & -Submitting event management schedule; After acceptance of the same by ICTA	30% of the total contract price
2	After satisfactory completion of the Grand Jury fulfilling all requirements.	70% of the total contract price

We agree to provide the goods/items and services stipulated in the Annex 1: Schedule of Requirement in accordance with the requirements within the period specified in the Invitation for Quotations.

The total value of the assignment is Sri Lanka Rupees.....  
 .....excluding VAT (Amount in words ) LKR  
 ..... (Amount in numbers).

Authorized Signature : ..... Date : .....

Name and Title of Signatory : .....

Name of the Company : .....

Company Seal

Address and Contact Details of the Company;

Address: .....  
 .....

Contact Number: Mobile : .....

Office : .....

Email : .....