



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



BIDDING DOCUMENT (Volume 2)

National Competitive Bidding (NCB)

**Procurement of Supply, Delivery, Installation and Commissioning of All-in-One
Computers, UPS and Multifunction Photocopiers for Land Registries & Colombo
Municipal Council**

IFB No: ICTA/SG2/GOSL/GOODS/NCB/2018/002

July, 2018

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Invitation for Bids (IFB)

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

Procurement of Supply, Delivery, Installation and Commissioning of All-in-One Computers, UPS and Multifunction Photocopiers for Land Registries and Colombo Municipal Council

IFB No: ICTA/SG2/GOSL/GOODS/NCB/2018/002

1. Information and Communication Technology Agency (ICTA) facilitates the implementation of Ease of Doing Business Index in collaboration with the Ministry of Development Strategies and International Trade. As part of its objective, it is identified to improve the infrastructure facilities at the Land Registries and Colombo Municipal Council. In order to achieve this, it is intended to procure **All-in-One Computers, UPS and Multifunction Photocopiers for Land Registries and Colombo Municipal Council.**
2. The Chairman, Project Procurement Committee (PPC), on behalf of ICTA, now invites sealed Bids from eligible and qualified Bidders for **Procurement of Supply, Delivery, Installation and Commissioning of All-in-One Computers, UPS and Multifunction Photocopiers for Land Registries and Colombo Municipal Council.**

Package No:	Name of the Package	IFB Number	Amount of Bid Security (LKR)
01	Procurement of Supply, Delivery, Installation and Commissioning of All-in-One Computers and UPS for Land Registries & Colombo Municipal Council (105 Units)	ICTA/SG2/GOSL/GOODS /NCB/2018/002/PK1	200,000.00
02	Procurement of Supply, Delivery, Installation and Commissioning of Multifunction Photocopiers for Land Registries (5 Units)	ICTA/SG2/GOSL/GOODS /NCB/2018/002/PK2	20,000.00

Bidders may bid for one Package or both Packages and should furnish separate Bid Security for each Package.

3. The Bidders should meet the following minimum qualification criteria:

Package 01: Procurement of All-in-One Computers and UPS

- Minimum average annual turnover of LKR 30 Million calculated as total certified payments received for contracts in progress or completed, within the last three (3) years;
- The bidder must be an accredited agent or authorized representative of the manufacturer to submit bids on behalf of the manufacturer.
- Manufacture of the product shall separately demonstrate offered brand that has been sold to minimum of 1000 units in Sri Lanka.
- Participation as a contractor, a management contractor, or as a subcontractor, supplying and installation of a minimum of 100 units of Personal Computers that have been successfully completed within the last three (3) years in Sri Lanka.

Package 02: Procurement of Multifunction Photocopiers

- The bidder must be an accredited agent or authorized representative of the manufacturer to submit bids on behalf of the manufacturer.
 - Participation as a contractor, a management contractor, or as a subcontractor, should have sold minimum of 100 units of Multifunction Photocopiers (Same Brand) over the last three (3) years in Sri Lanka.
4. Bidding will be conducted using the **National Competitive Bidding (NCB) procedure as defined in Procurement Guidelines of Democratic Socialist Republic of Sri Lanka (GoSL)** and is open to all eligible Bidders that meet the qualifications requirements specified in the Bidding Documents.
5. Interested eligible Bidders may obtain further information from **Procurement Division, Segment 2, ICTA, No. 160/24, Kirimandala Mawatha, Colombo 05** and inspect the Bidding Documents free of charge during office hours (09:00 Hrs - 16:00 Hrs) on working days at the office of ICTA at the above address. Telephone: 011 2369099 Extension: 298 E-Mail: procurementsg2@icta.lk. Bidding documents are also available on ICTA Website (<https://www.icta.lk/procurement/>) only for inspection purposes.
6. A complete set of Bidding Documents in English Language may be purchased by Interested Bidders on submission of a written application and upon payment of a non-refundable fee of **Sri Lankan Rupees Seven Thousand (LKR 7,000.00)** during office hours on working days from the office of the ICTA at the address given in paragraph (5) above. The Method of payment will be by cash.

Invitation for Bids

7. Bids must be delivered to the address given in paragraph (5) at or before **1500 hrs, 16 August 2018**. Late bids will be rejected. Bids will be opened immediately after the deadline of bid submission in the presence of the bidders' representatives, who choose to attend. All Bids must be accompanied by a Bid Security in the form of a Bank Guarantee using the format given in the Bidding Document in the amounts indicated in para (2). **Bidders shall submit separate Bid Security for each Package.**

8. A pre-bid meeting which potential Bidders may attend will be held **11:00 hrs on 7 August 2018** at the office of ICTA at the address given in paragraph (5) above.

Chairman
Project Procurement Committee
Information and Communication Technology Agency of Sri Lanka
No. 160/24, Kirimandala Mawatha
Colombo 05

Section II. Bidding Data Sheet (BDS)

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

ITB Clause Reference	A. General									
ITB 1.1	The Purchaser is: Information & Communication Technology Agency of Sri Lanka.									
ITB 1.1	<p>The name and identification numbers of this procurement are:</p> <p style="text-align: center;">Procurement of Supply, Delivery, Installation and Commissioning of All-in-One Computers, UPS and Multifunction Photocopiers for Land Registries & Colombo Municipal Council <u>IFB No: ICTA/SG2/GOSL/GOODS/NCB/2018/002</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Package No:</th> <th style="text-align: center;">Name</th> <th style="text-align: center;">IFB Number</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">01</td> <td>Procurement of Supply, Delivery, Installation and Commissioning of All-in-One Computers and UPS for Land Registries & Colombo Municipal Council</td> <td style="text-align: center;">ICTA/SG2/GOSL/GOODS/NCB/2018/002/PK1</td> </tr> <tr> <td style="text-align: center;">02</td> <td>Procurement of Supply, Delivery, Installation and Commissioning of Multifunction Photocopiers for Land Registries</td> <td style="text-align: center;">ICTA/SG2/GOSL/GOODS/NCB/2018/002/PK2</td> </tr> </tbody> </table> <p style="text-align: center;">Bidders may bid for one Package or Both Packages. Partial bids shall be liable to be treated as “Non Responsive” and rejected.</p>	Package No:	Name	IFB Number	01	Procurement of Supply, Delivery, Installation and Commissioning of All-in-One Computers and UPS for Land Registries & Colombo Municipal Council	ICTA/SG2/GOSL/GOODS/NCB/2018/002/PK1	02	Procurement of Supply, Delivery, Installation and Commissioning of Multifunction Photocopiers for Land Registries	ICTA/SG2/GOSL/GOODS/NCB/2018/002/PK2
Package No:	Name	IFB Number								
01	Procurement of Supply, Delivery, Installation and Commissioning of All-in-One Computers and UPS for Land Registries & Colombo Municipal Council	ICTA/SG2/GOSL/GOODS/NCB/2018/002/PK1								
02	Procurement of Supply, Delivery, Installation and Commissioning of Multifunction Photocopiers for Land Registries	ICTA/SG2/GOSL/GOODS/NCB/2018/002/PK2								
ITB 2.1	The source of funding is: GOSL									
ITB 4.4	Foreign bidders are not allowed to participate in bidding.									
	B. Contents of Bidding Documents									
ITB 6	<p>Add the following to ITB 6:</p> <p>6.3 The Purchaser is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the Purchaser.</p>									

Section II. Bidding Data Sheet (BDS)

ITB 7.1	For <u>Clarification of bid purposes</u> only, the Purchaser's address is: Procurement Officer – Segment 02 Information and Communication Technology Agency of Sri Lanka No. 160/24, Kirimandala Mawatha, Colombo 05. Telephone: 011 2369099 - 298 Electronic mail address: <u>procurementsg2@icta.lk</u> pre-bid conference will be held: Date: 7 August 2018 Time : 11:00 hrs at the above address
	C. Preparation of Bids
ITB 11.1 (e)	The Bidder shall submit the following additional documents: <ul style="list-style-type: none">(i) written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB Clause 21;(ii) Documentary evidence in accordance with ITB Clause 16 establishing the Bidder's eligibility to bid;(iii) Documentary evidence in accordance with ITB Clause 17, that the Goods and Related Services to be supplied by the Bidder are of eligible origin.(iv) The bidder should furnish documentary evidence on all past supplies of comparable value as the bid, over the last three years, together with evidence of satisfactory performance, such as certificate of acceptance.(v) Copies of original documents defining the constitution or legal status, place of registration and principle place of business of the company, firm or partnership, etc.(vi) Details of service centers and information on service support facilities that would be provided after the warranty period.(vii) Reports on financial standing of the bidder such as Profit and Loss statements, Bankers certificates, balance sheets, auditor's reports, etc for the past three years.(viii) The bidder should furnish a brief write up explaining available capacity and experience for the manufacturing/ maintaining and supply of the equipment within the specified time.
ITB 14.1	Add the following to ITB 14.1 The price of the goods quoted Delivered Duty Paid (DDP) at the final destination given in the Schedule of Requirements. The term DDP shall be governed by the rules prescribed in the current edition of Incoterms published by the International Chamber of Commerce, Paris

Section II. Bidding Data Sheet (BDS)

ITB 14.3	The Bidders may quote following minimum quantities: Bidder is requested to quote 100% of the items of the each package. Bidders may bid for one Package or More Packages.								
ITB 15.1	The bidder shall quote the total bid price in Sri Lankan Rupees .								
ITB 17	Add the following to ITB 17: 17.4 Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Purchaser in the Schedule of Requirements, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Purchaser's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Schedule of Requirements. 17.5 To establish the eligibility of the Goods and Related Services in accordance with ITB Clause 5, Bidders shall complete the country of origin declarations in the Price Schedule Forms, included in Section IV, Bidding Forms.								
ITB 17.3	Period of time the Goods are expected to be functioning at least three years including warranty period . Supplier shall carry sufficient inventories to assure ex-stock supply of consumables and spares in Sri Lanka								
ITB 18.1(a)	Manufacturer's authorization letter is required for below items; All-in-One Computers, UPS and Multifunction Photocopiers								
ITB 18.1 (b)	After sales service is: required								
ITB 19.1	The bid shall be valid until: 15 November 2018 (91 days)								
ITB 20.1	The Bid shall include a Bid Security (issued by a bank or surety listed under the Central Bank of Sri Lanka) in format included in Section IV Bidding Forms. <i>Bidders shall furnish separate Bid Security for each Package.</i>								
ITB 20.2	The amount of the Bid Security shall be: <table border="1" data-bbox="483 1709 1353 2024"> <thead> <tr> <th data-bbox="483 1709 635 1798">Package No:</th> <th data-bbox="635 1709 906 1798">Name</th> <th data-bbox="906 1709 1098 1798">IFB Number</th> <th data-bbox="1098 1709 1353 1798">Amount of Bid Security/ LKR</th> </tr> </thead> <tbody> <tr> <td data-bbox="483 1798 635 2024">01</td> <td data-bbox="635 1798 906 2024">Procurement of Supply, Delivery, Installation and Commissioning of All-in-One Computers and</td> <td data-bbox="906 1798 1098 2024">ICTA/SG2/ GOSL/GOO DS/NCB/201 8/002/PK1</td> <td data-bbox="1098 1798 1353 2024">200,000.00</td> </tr> </tbody> </table>	Package No:	Name	IFB Number	Amount of Bid Security/ LKR	01	Procurement of Supply, Delivery, Installation and Commissioning of All-in-One Computers and	ICTA/SG2/ GOSL/GOO DS/NCB/201 8/002/PK1	200,000.00
Package No:	Name	IFB Number	Amount of Bid Security/ LKR						
01	Procurement of Supply, Delivery, Installation and Commissioning of All-in-One Computers and	ICTA/SG2/ GOSL/GOO DS/NCB/201 8/002/PK1	200,000.00						

Section II. Bidding Data Sheet (BDS)

		UPS for Land Registries & Colombo Municipal Council		
	02	Procurement of Supply, Delivery, Installation and Commissioning of Multifunction Photocopiers for Land Registries	ICTA/SG2/ GOSL/GOO DS/NCB/201 8/002/PK2	20,000.00
<p><i>Bidders shall furnish separate Bid security for each Package.</i> <i>The validity period of the bid security shall be until 15 December 2018</i></p>				
D. Submission and Opening of Bids				
ITB 22.2 (c)	<p>One copy of the bid shall be accompanied by the Original Bid. This should be in two separate envelopes, duly marking as “ORIGINAL” and “COPY”.</p> <p>Also the Name and number of the Bid :</p> <p>“ Package No..... Procurement of Supply, Delivery, Installation and Commissioning of All-in-One Computers, UPS and Multifunction Photocopiers for Land Registries & Colombo Municipal Council.” <i>should be stated in the top left hand corner of the envelopes</i></p>			
ITB 23.1	<p>For bid submission purposes, the Purchaser’s address is: Attention: Chairman, Project Procurement Committee Address: Information and Communication Technology Agency of Sri Lanka, Procurement Segment 2, 2nd Floor, No. 160/24, Kirimandala Mawatha, Colombo 05.</p> <p>The deadline for the submission of bids is: Date: 16 August 2018 Time: 15:00 hrs</p> <p>In the Event of the specified date for the submission of bids, being declared a holiday for the Purchaser, the bids will be received up to the appointed time on the next working day.</p>			
ITB 26.1	<p>The bid opening shall take place at: Address: Information and Communication Technology Agency of Sri Lanka, Procurement Segment 2, 2nd Floor, 160/24, Kirimandala Mawatha, Colombo 05.</p> <p>Date: 16 August 2018 Time: 15:00 hrs</p>			

Section II. Bidding Data Sheet (BDS)

	“Telex, Cable , E-mail or facsimile bids will be rejected”
	E. Evaluation and Comparison of Bids
ITB 34.1	Domestic preference <i>shall not be</i> a bid evaluation factor.
ITB 35.3(d)	The adjustments shall be determined using the following criteria, from amongst those set out in Section III, Evaluation and Qualification Criteria: (a) Deviation in Delivery schedule: No (b) Deviation in payment schedule: No (c) the cost of major replacement components, mandatory spare parts, and service: No
ITB 35.4	N/A
ITB 35.5	N/A

Section III. Evaluation and Qualification Criteria

This Section complements the Instructions to Bidders. It contains the criteria that the Purchaser use to evaluate a bid and determine whether a Bidder has the required qualifications. No other criteria shall be used.

Contents

1. Evaluation Criteria (ITB 35.3 {d})
2. Evaluation Criteria (ITB 35.4)
3. Multiple Contracts (ITB 35.5)
4. Domestic Preference (ITB 34.1)
5. Post qualification Requirements (ITB 37.2)

1. Evaluation Criteria (ITB 35.3 (d))

The Purchaser's evaluation of a bid may take into account, in addition to the Bid Price quoted in accordance with ITB Clause 14, one or more of the following factors as specified in ITB Sub-Clause 35.3(d) and in BDS referring to ITB 35.3(d), using the following criteria and methodologies.

- (a) Delivery schedule: **Not Applicable**
- (b) Deviation in payment schedule: **Not Applicable**
- (c) Cost of major replacement components, mandatory spare parts, and service.

Not Applicable

- (d) Specific additional criteria Other specific additional criteria to be considered in the evaluation, and the evaluation method shall be detailed in BDS Sub-Clause 35.3(d)]

2. Evaluation Criteria (ITB 35.4)

Each Packages evaluate separately and selects the lowest Evaluated Bids.

3. Multiple Contracts (ITB 35.5)

Not Applicable

4. Post qualification Requirements (ITB 37.2)

After determining the lowest-evaluated bid in accordance with ITB Sub-Clause 36.1, the Purchaser shall carry out the post qualification of the Bidder in accordance with ITB Clause 37, using only the requirements specified. Requirements not included in the text below shall not be used in the evaluation of the Bidder's qualifications.

Package 01: Procurement of All-in-One Computers and UPS

- Minimum average annual turnover of LKR 30 Million calculated as total certified payments received for contracts in progress or completed, within the last three (3) years;
- The bidder must be an accredited agent or authorized representative of the manufacturer to submit bids on behalf of the manufacturer.
- Manufacture of the product shall separately demonstrate offered brand has been sold to minimum of 1000 in Sri Lanka.

- Participation as a contractor, a management contractor, or as a subcontractor, Supplying and Installation of a minimum of 100 units of Personal Computers that have been successfully completed within the last Three (3) years in Sri Lanka.

Package 02: Procurement of Multifunction Photocopiers

- The bidder must be an accredited agent or authorized representative of the manufacturer to submit bids on behalf of the manufacturer.
- Participation as a contractor, a management contractor, or as a subcontractor, at least should have sold a minimum of 100 units of Multifunction Photocopiers (Same Brand) over the last Three (3) years.

5. Domestic Preference (ITB 34.1)

Not Applicable

Section IV. Bidding Forms

Bid Submission Form

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

Date:

To: **Chief Executive Officer**

**Information and Communication Technology Agency of Sri Lanka,
No. 160/24, Kirimandala Mawatha,
Colombo 05,
Sri Lanka.**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.: *[insert the number and issuing date of each Addenda]*;
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Packages.

Package No:	Name of the Package
01	Procurement of Supply, Delivery, Installation and Commissioning of All-in-One Computers and UPS for Land Registries & Colombo Municipal Council
02	Procurement of Supply, Delivery, Installation and Commissioning of Multifunction Photocopiers for Land Registries

- (c) The total price of our Bid before VAT, including any discounts offered is: : *[insert the total bid price in figures]*;

Package No:	Name of the Package	Bid Price/ LKR (without VAT)
01	Procurement of Supply, Delivery, Installation and Commissioning of All-in-One Computers and UPS for Land Registries & Colombo Municipal Council	
02	Procurement of Supply, Delivery, Installation and Commissioning of Multifunction Photocopiers for Land Registries	

- (d) The total price of our Bids after VAT, and any discounts offered are:
[insert the total bid price in figures];

Package No:	Name of the Package	Bid Price/ LKR (with VAT)
01	Procurement of Supply, Delivery, Installation and Commissioning of All-in-One Computers and UPS for Land Registries & Colombo Municipal Council	
02	Procurement of Supply, Delivery, Installation and Commissioning of Multifunction Photocopiers for Land Registries	

- (e) Our bid shall be valid for the period of time specified in ITB Sub-Clause 19.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 23.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 43 and CC Clause 17 for the due performance of the Contract;
- (g) We have no conflict of interest in accordance with ITB Sub-Clause 4.2;
- (h) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by the Bank, under the Purchaser’s country laws or official regulations, in accordance with ITB Sub-Clause 4.3;
- (k) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (l) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: *[insert signature of person whose name and capacity are shown]*
 In the capacity of *[insert legal capacity of person signing the Bid Submission Form]*

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

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Price Schedule

*[The Bidder shall fill in these Price Schedule in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the List of Goods and Related Services specified by the Purchaser in the Schedule of Requirements.]*

PRICE SCHEDULE PACKAGE 01

Package 01: Procurement of Supply, Delivery, Installation and Commissioning of All-in-One Computers and UPS for Land Registries & Colombo Municipal Council [ICTA/SG2/GOSL/GOODS/NCB/2018/002/PK1]									
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>
Line Item No.	Description of Goods or related services	Country of Origin of the Goods	Unit	Quantity	Unit price (LKR) (DDP price) Excluding VAT	Total Price (LKR) Excluding VAT (Col 5*6)	Discounted Total price (LKR) (if any) excluding VAT	VAT (LKR)	Total Price (LKR) Including VAT (Col. r 8+9)
1.1	All-in-One Computers		Nos	105					
1.2	UPS		Nos	105					
Total bid price of Package 01 for All-in-One Computers and UPS									

Note: Bidders may bid for one Package or both Packages. Bidders are required to bid for the total quantity of the each Package. Partial bids shall be liable to be treated as “Non Responsive” and rejected.

.....
Signature and the Company Seal

PRICE SCHEDULE PACKAGE 02

Package 02: Procurement of Supply, Delivery, Installation and Commissioning of Multifunction Photocopiers for Land Registries [ICTA/SG2/GOSL/GOODS/NCB/2018/002/PK2]									
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>
Line Item No.	Description of Goods or related services	Country of Origin of the Goods	Unit	Quantity	Unit price (LKR) (DDP price) Excluding VAT	Total Price (LKR) Excluding VAT (Col 5*6)	Discounted Total price (LKR) (if any) excluding VAT	VAT (LKR)	Total Price (LKR) Including VAT (Col. r 8+9)
1.1	Multifunction Photocopiers		Nos	5					
Total bid price of Package 02 for Multifunction Photocopiers									

Note: Bidders may bid for one Package or both Packages. Bidders are required to bid for the total quantity of the each Package. Partial bids shall be liable to be treated as “Non Responsive” and rejected.

.....
 Signature and the Company Seal

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: Chief Executive Officer,
Information and Communication Technology Agency of Sri Lanka,
160/24 , Kirimandala Mawatha,
Colombo 05,
Sri Lanka.

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 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 the 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. _____

[signature(s) of authorized representative(s)]

Manufacturer's Authorization

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the BDS.]

Date:

{IFB No: ICTA/SG2/GOSL/GOODS/NCB/2018/002}

To:

**Chief Executive Officer,
Information and Communication Technology Agency of Sri Lanka,
160/24, Kirimandala Mawatha,
Colombo 05,
Sri Lanka.**

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 bid 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 sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 27 of the Conditions of Contract, 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]*

Bidder Information Form

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

Date: _____

IFB No: ICTA/SG2/GOSL/GOODS/NCB/2018/002

Page _____ of _____ pages

1. Bidder's Legal Name <i>[insert Bidder's legal name]</i>
2. In case of JV, legal name of each party: <i>[insert legal name of each party in JV]</i>
3. Bidder's actual or intended Country of Registration: <i>[insert actual or intended Country of Registration]</i>
4. Bidder's Year of Registration: <i>[insert Bidder's year of registration]</i>
5. Bidder's Legal Address in Country of Registration: <i>[insert Bidder's legal address in country of registration]</i>
6. Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 1, above, in accordance with ITB Sub-Clauses 4.1 and 4.2. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB Sub-Clause 4.1. <input type="checkbox"/> In case of government owned entity from the Purchaser's country, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 4.5.

Joint Venture Partner Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below].

Date: _____

IFB No: ICTA/SG2/GOSL/GOODS/NCB/2018/002

Page _____ of _____ pages

1. Bidder's Legal Name: <i>[insert Bidder's legal name]</i>
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>
4. JV's Party Year of Registration: <i>[insert JV's Party year of registration]</i>
5. JV's Party Legal Address in Country of Registration: <i>[insert JV's Party legal address in country of registration]</i>
6. JV's Party Authorized Representative Information Name: <i>[insert name of JV's Party authorized representative]</i> Address: <i>[insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[insert email address of JV's Party authorized representative]</i>
7. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with ITB Sub-Clauses 4.1 and 4.2. <input type="checkbox"/> In case of government owned entity from the Purchaser's country, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 4.5.

9. Names and addresses of the Independent Inspecting Authorities in country of origin (for approval and selection by Purchaser)

1.
2.
3.

10. Name and address of Air Carrier proposed to be used by supplier:

.....
.....

11. The Bidder shall affirm the following:

I hereby swear that no individual or partner or stockholder or officer or director associated with this Bid is in any way associated or interested in any other Bid being submitted for this contract to the Purchaser.

.....
Signature of person authorized to sign

.....
(Name and title of person authorized to sign)

List below the supplementary supporting documentary evidence attached.

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

Section V. Schedule of Requirements

- 5.1 LIST OF GOODS AND DELIVERY SCHEDULE
- 5.2 TECHNICAL SPECIFICATIONS
- 5.3 INSPECTIONS AND TESTS

5.1 List of Goods and Delivery Schedule

Package 01: All-in-One Computers and UPS for Land Registries & Colombo Municipal Council [ICTA/SG2/GOSL/GOODS/NCB/2018/002/PK1]					
Item No	Description	Quantity / Nos	Final (Project Site) Destination as specified in BDS		Delivery Date
1.1	All-in-One Computers	20	Awissawella	Land Registry Office, Station Road, Awissawella	Within 6 Weeks from the date of signing the contract
		20	Homagama	Land Registry Office, 3rd & 4th Floor, Seylan Bank Building, No.94/5,Highlevel Road, Homagama	
		20	Horana	Land Registry Office, Ratnapura Road, Horana	
		20	Negombo	Land Registry Office, Main Street, Negombo	
		20	Panadura	Land Registry Office, Gunathilake Mawatha, Panadura	
		5	Colombo	Colombo Municipal Council C.W.W. Kannangara Mawatha. Colombo 7	
1.2	UPS	20	Awissawella	Land Registry Office, Station Road, Awissawella	
		20	Homagama	Land Registry Office, 3rd & 4th Floor, Seylan Bank Building, No.94/5,Highlevel Road, Homagama	
		20	Horana	Land Registry Office, Ratnapura Road, Horana	
		20	Negombo	Land Registry Office, Main Street, Negombo	
		20	Panadura	Land Registry Office, Gunathilake Mawatha, Panadura	
		5	Colombo	Colombo Municipal Council C.W.W. Kannangara Mawatha. Colombo 7	

Package 02: Multifunction Photocopiers for Land Registries [ICTA/SG2/GOSL/GOODS/NCB/2018/002/PK2]

Item No	Description	Quantity / Nos	Final (Project Site) Destination as specified in BDS		Delivery Date
2.1	Multifunction Photocopiers	1	Awissawella	Station Road, Awissawella	Within 6 Weeks from the date of signing the contract
		1	Homagama	3rd & 4th Floor, Seylan Bank Building, No.94/5, Highlevel Road, Homagama	
		1	Horana	Ratnapura Road, Horana.	
		1	Negombo	Main Street, Negombo	
		1	Panadura	Gunathilake Mawatha, Panadura	

5.2 Functional and Technical Specifications

The bidder shall fill the columns 3 and 4. Bidder's failure to provide the information requested in the columns 3 and 4 may be a reason for the rejection of the bid. If any discrepancy is observed between the information provided by the bidder in the columns 3 and 4 and the other technical information attached to the bid, the information provided herein shall take precedence.

Bidder's failure to provide the information requested under columns (3) and (4) will become a reason for the rejection of the bid

1.1 All-in-One Computers (Package 01)

Item No	Item	Minimum Specification	Bidder's Offer		Reference (Section No and Page No's)
			Yes/ No	If "No" Bidder's Response	
1.1.1	Brand	(Specify)			
1.1.2	Model	(Specify)			
1.1.3	Country of Origin / Manufacture	(Specify)			
1.1.4	Year of manufacture	(Specify)			
1.1.5	Processor	Intel Core i5 7th Generation			
1.1.6	Processor speed	2.0 GHz or better			
1.1.7	Chipset	Compatible (Specify)			
1.1.8	Cache	8 MB Cache or Better			
1.1.9	Memory	8 GB of 1867MHz LPDDR3 upgradable to 16GB			
1.1.10	Hard disk	1TB (5400 rpm)			
1.1.11	Display	21.5 diagonal LED-backlit			
1.1.12	Resolution	1920 x 1080 Widescreen or higher			
1.1.13	Graphics	Intel HD Graphics 6000 or higher			
1.1.14	Audio	HD audio, Integrated stereo speakers			
1.1.15	Video	Support for extended desktop and video mirroring modes			
1.1.16	Webcam	HD camera			
1.1.17	Network	10/100/1000BASE-T Gigabit Ethernet			
1.1.18	Wireless	Built in 802.11 b/g/n/ac			
		Bluetooth 4.0			

Section VII. Contract Data

1.1.19	Details of I/O (Input / Output) ports	4 x USB 3 ports			
		1 x RJ 45 port			
		1 x integrated digital microphone Stereo headphone /line out			
1.1.20	Keyboard	Trilingual Keyboard with Numeric Keypad			
1.1.21	Mouse	USB wired mouse			
1.1.22	Operating system	Latest Stable Mac / Windows 10 Pro			
1.1.23	Productivity software	Microsoft Office 365 Business (1 Year Subscription)			
		Adobe Acrobat Reader			
1.1.24	Input power supply	AC 220 -240V			
1.1.25	Power consumption	(Specify)			
1.1.26	Energy star qualified	Required			
1.1.27	Install and Configuration	The Technical team should install and configure the All in One Desktop Computer as per the purchasers' request and to other systems simultaneously.			
		The equipment installation process should collaborate with other (WLAN, UPS and IT accessories) equipment installations.			
1.1.28	Manufactured authorization	Manufacture authorization Documents shall be provided.			
1.1.29	Compliance	Standard compliance certificate to be provided from a suitably qualified third-party authority.			
1.1.30	Product experience	All in One Desktop Computer brand shall be produced under the same brand for at least for last 5 years.			

Section VII. Contract Data

1.1.31	Warranty	3 years comprehensive on-site manufacturer authorized warranty, inclusive of replacement of all defective parts free of charge.			
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1.2 UPS (Package 01)

Item No	Item	Minimum Specification	Bidder's Offer		Reference (Section No and Page No's)
			Yes/ No	If "No" Bidder's Response	
1.2.1	Brand	(Specify)			
1.2.2	Model	(Specify)			
1.2.3	Country of Origin / Manufacture	(Specify)			
1.2.4	Power Rating	750 VA			
1.2.5	Type	Line Interactive			
1.2.6	Input/ Supply	230 Volt AC			
1.2.7	Input frequency	50Hz – 60Hz auto sensing			
1.2.8	Input Connections	IEC-320 C14			
1.2.9	Cord Length	1.8 meters or better			
1.2.10	Output Supply Voltage	230 V			
1.2.11	Output wattage	500 Watts			
1.2.12	Output Frequency	50Hz			
1.2.13	Output Connections	6 IEC 320 C13 (Battery Backup)			
1.2.14	Battery	Maintenance free lead acid battery			
1.2.15	Backup type	Maintenance-free, Sealed Lead – Acid Battery, Leak Proof			
1.2.16	Recharge time	3 hours			
1.2.17	Product certifications and standards	ISO 9001			
1.2.18	Protection	Over voltage protection, Lightning, Short circuit and surge protection			
1.2.19	Manufactured authorization	Manufacture authorization letter shall be provided.			
1.2.20	Warranty	3 years comprehensive on-site manufacturer authorized warranty, inclusive of replacement of all defective parts free of charge.			

2.1 Multifunction Photocopiers (Package 02)

Item No	Item	Minimum Specification	Bidder's Offer		Reference (Section No and Page No's)
			Yes/ No	If "No" Bidder's Response	
2.1.1	Brand	(Specify)			
2.1.2	Model	(Specify)			
2.1.3	Country of origin	(Specify)			
2.1.4	Country of manufacture	(Specify)			
2.1.5	Year of manufacture	(Specify)			
2.1.6	Type	Desktop			
2.1.7	Printing technology	Laser dry electrostatic transfer system			
Print Specifications					
2.1.8	Paper per minute print/ copy speed (standard)	A4: Simplex - 25 ppm / Duplex - 15 ppm or better			
		A3: Simplex - 15 ppm / Duplex - 10 ppm or better			
2.1.9	First print out time	05 seconds or less			
2.1.10	Warm up time	20 seconds or less			
2.1.11	Resolution	2400 x 600 dpi or better			
2.1.12	Multiple copies	Up to 999 copies			
2.1.13	Duplex	Automatic			
2.1.14	Paper cassette one capacity (A4 Paper)	Standard 500 sheets or higher			
		Stack Bypass 100 sheets or higher			
2.1.15	Paper cassette two capacity (A3 Paper)	Standard 300 sheets or higher			
		Stack Bypass 100 sheets or higher			
2.1.17	Paper media size cassette one	A4, A5, B5, Legal, Letter, Executive			
		Other sizes (Specify)			
2.1.18	Paper media size cassette two	A3			
		Other sizes (Specify)			
2.1.19	Paper media type	Paper, envelopes, labels, transparencies			

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Duplex Automatic Document Feeder (DADF)					
2.1.20	Paper capacity	100 sheets or better			
2.1.21	Original paper sizes	A4, A3, A5, B5, Legal, Letter, Executive			
Copy Specifications					
2.1.22	Document scanner	From platen glass and Duplex automatic document feeder			
2.1.23	First copy out time	7 seconds or less			
2.1.24	Quantity	1 to 999 or better			
2.1.25	Maximum copy resolution	2400 x 600 dpi or better			
Scan Specifications					
2.1.26	Scan modes	Color, Greyscale and Monochrome			
2.1.27	Scan image per minute speed	Duplexing Automatic Document Feeder (DADF)			
		Duplex: Up to 240IPM (Greyscale and Monochrome)			
		Simplex: Up to 120IPM (Greyscale and Monochrome)			
2.1.28	Scan resolution	100,200,300,400,600 dpi			
2.1.29	Scan file output format	PDF (formatted Text and Graphics, normal with images, searchable image over text, MRC, PDF/A), JPG, BMP, PNG, DOC			
2.1.30	Scan features	Network scan			
		Scan to e-mail			
		Local scan (via USB, TWAIN, ISIS, WIA)			
Device Specifications					
2.1.31	Control functional panel	Touch Display			
2.1.32	Page Description	PCL, PS3, PDF, XPS, JPEG			

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2.1.33	Network Protocols	TCP/IP (IPV4, IPV6), Ether Talk other (Specify)			
2.1.34	Security feature	User Authentication, IP Address Filtering, Network Service Control, Network Port Control, SSL, Password Policy, Password Lock, Password Expiration (Specify)			
2.1.35	Interface / Connectivity	High Speed USB 2.0			
		Build in Ethernet (10/100/100 Base-T) port			
		Wireless 802.11 ac/n/g/b port			
2.1.36	Compatible operating systems	Mac OS			
		Microsoft Windows Family (7/8.1/10 (32 & 64 Bit))			
2.1.37	Account control	Up to 100 users on device for print, scan and copy or better			
2.1.38	Monthly duty cycle	Up to 50,000 pages or higher			
2.1.39	Monthly print volume	10000 pages or higher			
2.1.40	Print toner color	Black			
2.1.41	Toner model	(Specify)			
2.1.42	Toner paper yield	Minimum 15000 pages or better			
2.1.43	Processor	1 GHz or better			
2.1.44	Memory	4 GB or better			
2.1.45	Control panel	(Specify)			
2.1.46	Require accessories for printer should give with the box	Operating and user manuals			
		Driver software for printer			
		Two set of paper cassettes (A4 & A3) with full set			
		ADF full set			
		Document tray and other parts full set			

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		One set of toners with full set should be supplied with the printer			
		Power and other connectivity cables set			
		Other (Specify)			
2.1.47	Power consumption	(Specify)			
2.1.48	Dimensions (W x D x H)	(Specify)			
2.1.49	Weight	(Specify)			
2.1.50	Power supply type	Internal (Built-in)			
2.1.51	Input power supply	AC 220 -240V			
2.1.52	Energy star qualified	Required (Specify)			
2.1.53	Install and configuration	The Technical team should install and configure the Black & White Multifunction Printer as per the purchasers' request and to other systems simultaneously.			
2.1.54	Manufacturer authorization	Manufacturer authorization letter shall be provided.			
2.1.55	Warranty	3 years comprehensive on-site manufacturer authorized warranty, inclusive of replacement of all defective parts free of charge.			

Section VII. Contract Data

The following Contract Data shall supplement and / or amend the Conditions of Contract (CC). Whenever there is a conflict, the provisions herein shall prevail over those in the CC.

CC 1.1(i)	The Purchaser is: Information & Communication Technology Agency of Sri Lanka.
CC 1.1 (l)	The Project Site/Final Destination is: Information & Communication Technology Agency of Sri Lanka. No. 160/24, Kirimandala Mawatha, Colombo-05, Sri Lanka
CC 8.1	For notices , the Purchaser’s address shall be: Attention: Chief Executive Officer Address: Information & Communication Technology Agency of Sri Lanka. No. 160/24, Kirimandala Mawatha, Colombo-05, Sri Lanka, Telephone: 0112369099 Electronic mail address: <u>procurementsg2@icta.lk</u> The Supplier's address is:
CC 12.1	Details of Shipping and other Documents to be furnished by the Supplier are. I. Manufacturer’s/ Supplier’s warranty certificate with 02 copies II. Supplier’s factory inspection report with 02 copies. III. Certificate of origin with 02 copies
CC 15.1	CC 15.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows: Payment shall be made in Sri Lanka Rupees within thirty (30) days of presentation of claim supported by a certificate from the Purchaser declaring that the Goods have been delivered and that all other contracted Services have been performed.

	<p>Package 01:</p> <p>I. Advance Payment : Ten (10) percent of the Contract Price after signing of the Contract. Payment shall be made provided the Supplier presents a request for payment accompanied by an Advance Payment Security in the form of a bank guarantee.</p> <p>II. On Delivery : Up to a maximum of Seventy (70) percent of the Contract Price, shall be paid after the supply and installations of item specified in the Price Schedule.</p> <p>III. On User Acceptance: The remaining Twenty (20) percent of the Contract Price shall be paid to the Supplier within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Purchaser.</p> <p>Package 02:</p> <p>I. On Delivery : Up to a maximum of Eighty (80) percent of the Contract Price, shall be paid after the supply and installations of item specified in the Price Schedule.</p> <p>II. On User Acceptance: The remaining Twenty (20) percent of the Contract Price shall be paid to the Supplier within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Purchaser.</p>
<p>CC 17.1</p>	<p>A Performance Security shall be required.</p> <p>17.4 After delivery and acceptance of the Goods, the performance security shall be reduced to five (5) percent of the Contract Price and valid up to 60 days beyond the Supplier’s warranty obligations.</p>
<p>CC 25.1</p>	<p>The inspections and tests shall be as follows:</p> <p>Package 01:</p> <p>(i) The supplier shall get all All-in-One Computers and UPS Case inspected and also submit guarantee/warranty certificate that the equipment conforms to laid down specifications.</p> <p>(ii) The acceptance test will be conducted by the Purchaser, their consultant or any other person nominated by the Purchaser at its option at the point of delivery as indicated in the Schedule of Requirements.</p> <p>(iii) If the Equipment fails to meet the laid down specifications, the supplier shall take immediate steps to remedy the deficiency or replace all defective equipment to the satisfaction of the Purchaser</p>

	<p>Package 02:</p> <p>(i) The supplier shall get all Multifunction Photocopiers Case inspected and also submit guarantee/warranty certificate that the equipment conforms to laid down specifications.</p> <p>(ii) The acceptance test will be conducted by the Purchaser, their consultant or any other person nominated by the Purchaser at its option at the point of delivery as indicated in the Schedule of Requirements.</p> <p>(iii) If the Equipment fails to meet the laid down specifications, the supplier shall take immediate steps to remedy the deficiency or replace all defective equipment to the satisfaction of the Purchaser</p>
<p>CC 26.1</p>	<p>The liquidated damage shall be 0.5% per week</p>
<p>CC 26.1</p>	<p>The maximum amount of liquidated damages shall be 10%</p>
<p>CC 27</p>	<p>27.3 The warranty period shall be Thirty Six months (36 months) for Computers, UPS and Multifunction Photocopiers {3 year comprehensive }</p> <p>27.5 & 27.6 - The period for correction of defects in the warranty period is 1 days.</p> <p>CC 27.7 MAINTENANCE SERVICE</p> <p>27.7- Four (4) preventive maintenance services shall be provided for Multifunction Photocopiers by the supplier during the period of warranty.</p> <p>Note: All charges with regard to the supply of spare parts, labour, travel, per diem and accommodation to supplier's staff etc; shall be borne by the supplier during the period of warranty.</p> <p>Client shall not pay any additional expenditure for services rendered during the above period.</p>