



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

BIDDING DOCUMENT

NATIONAL COMPETITIVE BIDDING (NCB)

FOR

**Service Provider to Facilitate and Conduct System Admin Training for
Lanka Government Network 2.0 IT Administrators**

IFB NO: ICTA/SG2/GOSL/SER/NCB/2018/004

August 2018



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

Invitation for Bids (IFB)

Service Provider to Facilitate and Conduct System Admin Training for Lanka Government Network 2.0 IT Administrators

IFB No: ICTA/SG2/GOSL/SER/NCB/2018/004

1. Information and Communication Technology Agency of Sri Lanka (Pvt) Ltd (ICTA) a government owned company incorporated under the laws of Sri Lanka, functions under the purview of Ministry of Telecommunication and Digital Infrastructure.
2. The Chairman, Project Procurement Committee, on behalf of ICTA, now invites sealed Bids from eligible and qualified Service Providers to Facilitate and Conduct System Admin Training for Lanka Government Network (LGN) 2.0 IT Administrators.
3. The System Admin Training to be conducted for 860 LGN sites Administrators for 05 Days 35 training sessions in suitable locations throughout the country and 01 day Train the Trainer session in Colombo. Detailed descriptions of schedule of requirement is given in the Bidding Document.
4. Bidding will be conducted through the National Competitive Bidding (NCB) procedure as defined in Procurement Guidelines of Democratic Socialist Republic of Sri Lanka and is open to all eligible Bidders that meet the qualifications requirements specified in the Bidding Document.

To qualify for award of the Contract, bidders shall meet the following minimum qualifying criteria;

- Experience under contracts in the role of contractor, subcontractor, or management contractor for at least for the last **Three (3)** years prior to the submission deadline.
- Minimum average annual turnover of **Sri Lankan Rupees (LKR) 5 Million** calculated as total certified payments received for contracts in progress or completed, within the last **three (3)** years.

- Participation as a contractor, a management contractor or as a subcontractor for at least **one (1)** project of ICT or similar related Training, valued at least **LKR 1 Million** that have been successfully completed within the last **Three (3)** years.
5. Interested eligible Bidders may obtain further information from the Procurement Division, Segment 2, ICTA, No. 160/24, Kirimandala Mawatha, Colombo 05 and inspect the bidding documents free of charge during 09:00 hrs - 16:00 hrs on working days commencing from 19 August 2018. Contact Telephone: 0112369099 Extension: 298, E-mail: procurementsg2@icta.lk. Bidding documents are also available on <https://www.icta.lk/procurement/> only for reference 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 Five Thousand only (LKR 5, 000.00)** effective from **19 August 2018** during 09:00 hrs - 16:00 hrs on working days from the office of the ICTA at No. 160/24, Kirimandala Mawatha, Colombo 05. The method of payment will be by cash.
 7. A pre-Bid meeting which potential Bidders may attend will be held at **12:00 hrs on 29 August 2018** at the office of ICTA at the above address.
 8. Bids must be delivered to **Procurement Officer, Segment 2, C/o Chief Executive Officer, Information and Communication Technology Agency of Sri Lanka (Pvt) Ltd, No. 160/24, Kirimandala Mawatha, Colombo 05** at or before **1400 hrs on 11 September 2018**. Late Bids and Bids sent electronically will not be accepted and will be rejected.
 9. All Bids must be accompanied by a Bid Security in the form of a Bank Guarantee using the format given with the Bidding Document in the amount of **Sri Lankan Rupees Two Hundred Fifty Thousand only (LKR 250,000.00)**.
 10. Bids will be opened immediately after the deadline for submission of bids, in the presence of Bidders or their authorized representatives who choose to attend in person at the address stated above.

Chairman

Project Procurement Committee

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

No. 160/24, Kirimandala Mawatha, Colombo 05

Section 1

Instructions to Bidders

A. General

- 1. Scope of Bid**
 - 1.1 The Employer, as defined in the **Bidding Data Sheet (BDS)**, invites bids for the Services, as described in the Appendix A to the Contract. The name and identification number of this National Competitive Bidding (NCB) Contract is **provided in the BDS**.
 - 1.2 The successful Bidder will be expected to complete the performance of the Services by the Intended Completion Date **provided in the BDS**.
- 2. Source of Funds**
 - 2.1 Payments under this contract will be financed by the source **specified in the BDS**.
- 3. Corrupt or Fraudulent Practices**
 - 3.1 The attention of the bidders is drawn to the followings:
 - Parties associated with Procurement Actions, namely, suppliers / contractors and officials shall ensure that they maintain strict confidentiality throughout the process;
 - Officials shall refrain from receiving any personal gain from any Procurement Action. No gifts or inducement shall be accepted. Service providers/Suppliers/contractors are liable to be disqualified from the bidding process if found offering any gift or inducement which may have an effect of influencing a decision or impairing the objectivity of an official.
 - 3.2 The Employer requires the bidders, suppliers, service providers, and consultants to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy:
 - (a) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
 - (b) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
 - (c) “collusive practice” means a scheme or arrangement between two or more bidders, with or without the

knowledge of the Employer to establish bid prices at artificial, noncompetitive levels; and

- (d) “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

3.3 If the Employer found any unethical practices as stipulated under ITB Clause 3.2, the Employer will reject a bid, if it is found that a Bidder directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

4. Eligible Bidders

4.1 All bidders shall possess legal rights to supply the Services under this contract.

4.2 A Bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they:

- (a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the Employer to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services to be purchased under these Bidding Documents ; or
- (b) submit more than one bid in this bidding process.

4.3 A Bidder that is under a declaration of ineligibility by the Government of Sri Lanka (GOSL), at the date of submission of bids or at the date of contract award, shall be disqualified.

4.4 Foreign Bidder may submit a bid only if so stated in the BDS.

5. Qualification of the Bidder

5.1 All bidders shall provide in Section III, Bidding Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

5.2 In the event that prequalification of potential bidders has been undertaken **as stated in the BDS**, only bids from pre-qualified bidders shall be considered for award of Contract, in which case the provisions of sub-clauses 5.3 to 5.6 hereafter shall not apply. These qualified bidders should submit with their bids any information updating their original prequalification applications or, alternatively, confirm in their bids that the originally submitted prequalification information remains essentially correct as of the date of bid submission.

- 5.3 If the Employer has not undertaken prequalification of potential bidders, all bidders shall include the following information and documents with their bids, unless otherwise **stated in the BDS**:
- (a) copies of original documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the Bid to commit the Bidder;
 - (b) total monetary value of Services performed for each of the last two years;
 - (c) experience in Services of a similar nature and size for each of the last two years, and details of Services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts;
 - (d) list of major items of equipment proposed to carry out the Contract;
 - (e) qualifications and experience of key site management and technical personnel proposed for the Contract;
 - (f) reports on the financial standing of the Bidder, such as profit and loss statements and auditor's reports for the past Three years;
 - (g) evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resources);
 - (h) authority to the Employer to seek references from the Bidder's bankers; and
 - (i) information regarding any litigation, current or during the last two years, in which the Bidder is involved, the parties concerned, and disputed amount;
- 5.4 Bids submitted by a joint venture of two or more firms as partners shall comply with the following requirements, unless otherwise stated in the **BDS**:
- (a) the Bid shall include all the information listed in ITB Sub-Clause 5.3 above for each joint venture partner;
 - (b) the Bid shall be signed so as to be legally binding on all partners;
 - (c) the Bid shall include a copy of the agreement entered into by the joint venture partners defining the division of assignments to each partner and establishing that all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms; alternatively, a Letter of Intent to execute a joint venture agreement, prior to the signing of the Contract, in

the event of a successful bid shall be signed by all partners and submitted with the bid, together with a copy of the proposed agreement;

- (d) one of the partners shall be nominated as being in charge, authorized to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture; when a foreign partner/s is/are involved one of the local partners shall be nominated as being in charge; and
- (e) the execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.

5.5 To qualify for award of the Contract, bidders shall meet the following minimum qualifying criteria:

- (a) annual volume of Services of at least the amount **specified in the BDS;**
- (b) experience as prime contractor in the provision of at least two service contracts of a nature and complexity equivalent to the Services over the last 5 years (to comply with this requirement, Services contracts cited should be at least 70 percent complete) **as specified in the BDS;**
- (c) proposals for the timely acquisition (own, lease, hire, etc.) of the essential equipment **listed in the BDS;**
- (d) a Contract Manager with five years' experience in Services of an equivalent nature and volume, including no less than three years as Manager; and
- (e) liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, of no less than the amount specified in the **BDS.**

5.6 A history of litigation or arbitration awards against the bidder or any partner of a Joint Venture may result in disqualification of the bid.

5.7 The figures for each of the partners of a joint venture shall be added together to determine the Bidder's compliance with the minimum qualifying criteria of ITB Sub-Clause 5.5(a) and (e); however, for a joint venture to qualify the partner in charge must meet at least 75 percent of those minimum criteria for an individual Bidder and other partners at least 40 percent of the criteria. Failure to comply with this requirement will result in rejection of the joint venture's Bid.

- 6. One Bid per Bidder** 6.1 Each Bidder shall submit only one Bid, either individually or as a partner in a joint venture. A Bidder who submits or participates in more than one Bid will cause all the proposals with the Bidder's participation to be disqualified.
- 7. Cost of Bidding** 7.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Employer will in no case be responsible or liable for those costs.
- 8. Site Visit** 8.1 The Bidder, at the Bidder's own responsibility and risk, is encouraged to visit and examine the Site of required Services and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the Services. The costs of visiting the Site shall be at the Bidder's own expense.

B. Bidding Documents

- 9. Content of Bidding Documents** 9.1 The set of bidding documents comprises the documents listed in the table below and addenda issued in accordance with ITB Clause 11:
- | | |
|--------------|---|
| Section I | Instructions to Bidders |
| Section II | Bidding Data Sheet |
| Section III | Bidding Forms |
| Section IV | Eligible Countries – Not used |
| Section V | Activity Schedule |
| Section VI | General Conditions of Contract |
| Section VII | Special Conditions of Contract |
| Section VIII | Minimum Specifications and Compliance Sheet |
| Section IX | Contract Forms |
- 9.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid. Sections III, V, and IX should be completed and returned with the Bid in the number of copies specified in the **BDS**.
- 10. Clarification of Bidding Documents** 10.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Employer in writing or email / facsimile at the Employer's address indicated in the invitation to bid. The Employer will respond to any request for clarification received earlier than 10 days prior to the deadline for submission of bids. Copies of the Employer's response will be forwarded to

all Bidders of the bidding documents, including a description of the inquiry, but without identifying its source.

- 11. Amendment of Bidding Documents**
- 11.1 Before the deadline for submission of bids, the Employer may modify the bidding documents by issuing addenda.
- 11.2 Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing or by e-mail / facsimile to all Bidders of the bidding documents. Prospective bidders shall acknowledge receipt of each addendum by cable to the Employer.
- 11.3 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Employer shall extend, as necessary, the deadline for submission of bids, in accordance with ITB Sub-Clause 21.2 below.

C. Preparation of Bids

- 12. Language of Bid**
- 12.1 The Bid, as well as all correspondence and documents relating to the Bid (including supporting documents and printed literature) exchanged by the Bidder and the Employer, shall be written in English language.

- 13. Documents Comprising the Bid**
- 13.1 The Bid submitted by the Bidder shall comprise the following:
- (a) The Form of Bid (in the format indicated in Section III);
 - (b) Bid Security;
 - (c) Priced Activity Schedule;
 - (d) Qualification Information Form and Documents;
- and any other materials required to be completed and submitted by bidders, as **specified in the BDS**.

- 14. Bid Prices**
- 14.1 The Contract shall be for the Services, as described in Appendix A to the contract and in the Specifications, Section VIII, based on the priced Activity Schedule, Section V, submitted by the Bidder.
- 14.2 The Bidder shall fill in rates and prices for all items of the Services described in the in Specifications (or Terms of Reference), Section VIII and listed in the Activity Schedule, Section V. Items for which no rate or price is entered by the Bidder will not be paid for by the Employer when executed and shall be deemed covered by the other rates and prices in the Activity Schedule.

- 14.3 The Service Provider and its Personnel shall pay such taxes, duties, fees, and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price. However, VAT shall not be included in the price but shall be indicated separately.
- 14.4 The Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected
- 14.5 For the purpose of determining the remuneration due for additional Services, a breakdown of the lump-sum price shall be provided by the Bidder in the form of Appendix E to the Contract.
- 15. Currencies of Bid and Payment** 15.1 The Bidder shall quote in Sri Lankan Rupees and payment shall be payable only in Sri Lankan Rupees.
- 16. Bid Validity** 16.1 Bids shall remain valid until the date specified in the BDS. A bid valid for a shorter date shall be rejected by the Employer as non-responsive.
- 16.2 In exceptional circumstances, prior to the expiration of the bid validity date, the Employer may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB Clause 17, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its bid.
- 17. Bid Security** 17.1 The Bidder shall furnish as part of its bid, a Bid Security or a Bid-Securing Declaration, as specified in the BDS.
- 17.2 The Bid Security shall be in the amount specified in the BDS and denominated in Sri Lankan Rupees, and shall:
- (a) at the bidder's option, be in the form of either a bank draft, a letter of credit, or a bank guarantee from a banking institution;
 - (b) be issued by any commercial bank licensed by the Central Bank of Sri Lanka.
 - (c) be substantially in accordance with the form of Bid Security included in Section IX, Contract Forms,
 - (d) be payable promptly upon written demand by the Employer in case the conditions listed in ITB Sub-Clause 17.5 are invoked;

- (e) be submitted in its original form; copies will not be accepted;
- (f) remain valid for a period of 28 days beyond the validity period of the bids, as extended, if applicable, in accordance with ITB Sub-Clause 16.2;

17.3 If a Bid Security or a Bid- Securing Declaration is required in accordance with ITB Sub-Clause 17.1, any bid not accompanied by a substantially responsive Bid Security or Bid Securing Declaration in accordance with ITB Sub-Clause 17.1, shall be rejected by the Employer as non-responsive.

17.4 The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security pursuant to ITB Clause 35.

17.5 The Bid Security may be forfeited or the Bid Securing Declaration executed:

- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form, except as provided in ITB Sub-Clause 16.2; or
- (b) if the successful Bidder fails to:
 - (i) sign the Contract in accordance with ITB Clause 34;
 - (ii) furnish a Performance Security in accordance with ITB Clause 35.

17.6 The Bid Security or Bid- Securing Declaration of a JV must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Security or Bid-Securing Declaration shall be in the names of all future partners as named in the letter of intent to constitute the JV.

18. Alternative Proposals by Bidders

18.1 Alternative bids shall not be considered.

19. Format and Signing of Bid

19.1 The Bidder shall prepare one original of the documents comprising the Bid as described in ITB Clause 11 of these Instructions to Bidders, bound with the volume containing the Form of Bid, and clearly marked "ORIGINAL." In addition, the Bidder shall submit copies of the Bid, in the number **specified in the BDS**, and clearly marked as "COPIES." In the event of discrepancy between them, the original shall prevail.

19.2 The original and all copies of the Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder, pursuant to Sub-Clauses 5.3(a) or 5.4(b), as the case may be. All pages of the Bid

where entries or amendments have been made shall be initialed by the person or persons signing the Bid.

- 19.3 The Bid shall contain no alterations or additions, except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

D. Submission of Bids

20. Sealing and Marking of Bids

- 20.1 The Bidder shall seal the original and all copies of the Bid in two inner envelopes and one outer envelope, duly marking the inner envelopes as “ORIGINAL” and “COPIES”.
- 20.2 The inner and outer envelopes shall
- (a) bear the name and address of the Bidder;
 - (b) be addressed to the Employer at the address provided in the BDS
 - (c) **bear the name and identification number of the Contract as defined in the BDS and**
 - (d) provide a warning not to open before the specified time and date for Bid opening as **defined in the BDS**
- 20.3 In addition to the identification required in ITB Sub-Clause 20.2, the inner envelopes shall indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared late, pursuant to ITB Clause 22.
- 20.4 If the outer envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the Bid.

21. Deadline for Submission of Bids

- 21.1 Bids shall be delivered to the Employer at the address specified above no later than the time and date **specified in the BDS**.
- 21.2 The Employer may extend the deadline for submission of bids by issuing an amendment in accordance with ITB Clause 11, in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline will then be subject to the new deadline.

22. Late Bids

- 22.1 The Employer shall not consider any bid that arrives after the deadline for submission of bids. Any bid received by the Employer after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.

23. Modification and

- 23.1 Bidders may modify or withdraw their bids by giving notice in writing before the deadline prescribed in ITB Clause 21.

- Withdrawal of Bids**
- 23.2 Each Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with ITB Clauses 19 and 20, with the outer and inner envelopes additionally marked "MODIFICATION" or "WITHDRAWAL," as appropriate.
- 23.3 No Bid may be modified after the deadline for submission of Bids.
- 23.4 Withdrawal of a Bid between the deadline for submission of bids and the expiration of the period of Bid validity specified in the BDS or as extended pursuant to ITB Sub-Clause 16.2 may result in the forfeiture of the Bid Security pursuant to ITB Clause 17.
- 23.5 Bidders may only offer discounts to, or otherwise modify the prices of their bids by submitting Bid modifications in accordance with this clause, or included in the original Bid submission.

E. Bid Opening and Evaluation

- 24. Bid Opening**
- 24.1 The Employer will open the bids, including modifications made pursuant to ITB Clause 23, in the presence of the bidders' representatives who choose to attend at the time and in the place **specified in the BDS.**
- 24.2 Envelopes marked "WITHDRAWAL" shall be opened and read out first. Bids for which an acceptable notice of withdrawal has been submitted pursuant to ITB Clause 23 shall not be opened.
- 24.3 The bidders' names, the Bid prices, the total amount of each Bid and of any alternative Bid (if alternatives have been requested or permitted), any discounts, Bid modifications and withdrawals, the presence or absence of Bid Security, and such other details as the Employer may consider appropriate, will be announced by the Employer at the opening. No bid shall be rejected at bid opening except for the late bids pursuant to ITB Clause 22; Bids, and modifications, sent pursuant to ITB Clause 23 that are not opened and read out at bid opening will not be considered for further evaluation regardless of the circumstances. Late and withdrawn bids will be returned unopened to the bidders.
- 24.4 The Employer will prepare minutes of the Bid opening, including the information disclosed to those present in accordance with ITB Sub-Clause 24.3.
- 25. Process to Be Confidential**
- 25.1 Information relating to the examination, clarification, evaluation, and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful Bidder is notified of the award. Any effort by a Bidder

to influence the Employer's processing of bids or award decisions may result in the rejection of his Bid.

25.2 If, after notification of award, a bidder wishes to ascertain the grounds on which its bid was not selected, it should address its request to the Employer, who will provide written explanation. Any request for explanation from one bidder should relate only to its own bid; information about the bid of competitors will not be addressed.

26. Clarification of Bids

26.1 To assist in the examination, evaluation, and comparison of bids, the Employer may, at the Employer's discretion, ask any Bidder for clarification of the Bidder's Bid, including breakdowns of the prices in the Activity Schedule, and other information that the Employer may require. The request for clarification and the response shall be in writing, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the bids in accordance with ITB Clause 28.

26.2 Subject to ITB Sub-Clause 26.1, no Bidder shall contact the Employer on any matter relating to its bid from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Employer, he should do so in writing.

26.3 Any effort by the Bidder to influence the Employer in the Employer's bid evaluation or contract award decisions may result in the rejection of the Bidder's bid.

27. Examination of Bids and Determination of Responsiveness

27.1 Prior to the detailed evaluation of bids, the Employer will determine whether each Bid (a) meets the eligibility criteria defined in ITB Clause 4; (b) has been properly signed; (c) is accompanied by the required securities; and (d) is substantially responsive to the requirements of the bidding documents.

27.2 A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the bidding documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the Services; (b) which limits in any substantial way, inconsistent with the bidding documents, the Employer's rights or the Bidder's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.

27.3 If a Bid is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

28. Correction of Errors

- 28.1 Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Arithmetical errors will be rectified by the Employer on the following basis: if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected; 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; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail.
- 28.2 The amount stated in the Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited in accordance with ITB Sub-Clause 17.5(b).

29. Currency for Bid Evaluation

- 29.1 Sri Lankan Rupees (LKR).

30. Evaluation and Comparison of Bids

- 30.1 The Employer will evaluate and compare only the bids determined to be substantially responsive in accordance with ITB Clause 27.
- 30.2 In evaluating the bids, the Employer will determine for each Bid the evaluated Bid price by adjusting the Bid price as follows:
- (a) making any correction for errors pursuant to ITB Clause 28;
 - (b) excluding provisional sums and the provision, if any, for contingencies in the Activity Schedule, Section V, but including Day work, when requested in the Specifications (or Terms of Reference) Section VIII;
 - (c) making appropriate adjustments to reflect discounts or other price modifications offered in accordance with ITB Sub-Clause 23.5.
- 30.3 The Employer reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, and alternative offers and other factors, which are in excess of the requirements of the bidding documents or otherwise result in unsolicited benefits for the Employer will not be taken into account in Bid evaluation.
- 30.4 The estimated effect of any price adjustment conditions under Sub-Clause 7.6 of the General Conditions of Contract, during the period of implementation of the Contract, will not be taken into account in Bid evaluation.

**31. Preference for
Domestic
Bidders**

31.1 Domestic bidders shall not be eligible for any margin of preference in Bid evaluation.

F. Award of Contract

- 32. Award Criteria**
- 32.1 The Employer shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
- Subject to ITB Clause 33, the Employer will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated Bid price, provided that such Bidder has been determined to be (a) eligible in accordance with the provisions of ITB Clause 4, and (b) qualified in accordance with the provisions of ITB Clause 5.
- 32.2 If, pursuant to ITB Sub-Clause 13.2 this contract is being let on a “slice and package” basis, the lowest evaluated Bid Price will be determined when evaluating this contract in conjunction with other contracts to be awarded concurrently. Taking into account any discounts offered by the bidders for the award of more than one contract.
- 32.3 At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Related Services originally specified in Appendix A – Description of services by 20% without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.
- 33. Employer’s Right to Accept any Bid and to Reject any or all Bids**
- 33.1 Notwithstanding ITB Clause 32, the Employer reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Employer’s action.
- 34. Notification of Award and Signing of Agreement**
- 34.1 Prior to the expiration of the period of bid validity, the Employer shall notify the successful Bidder, in writing, that its Bid has been accepted.
- 34.2 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.
- 34.3 Upon the successful Bidder’s furnishing of the signed Contract Form and performance security pursuant to ITB Clause 35, the Employer will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 17.4
- 35. Performance Security**
- 35.1 Within fourteen (14) days of the receipt of notification of award from the Employer, the successful Bidder, if required, shall furnish the Performance Security in accordance with the GCC,

using for that purpose the Performance Security Form included in Section IX Contract forms. The Employer shall promptly notify the name of the winning Bidder to each unsuccessful Bidder and discharge the Bid Securities of the unsuccessful bidders pursuant to ITB Sub-Clause 17.4. Refer BDS.

35.2 Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security or execution of the Bid-Securing Declaration. In that event the employer may award the Contract to the next lowest evaluated Bidder, whose offer is substantially responsive and is determined by the Employer to be qualified to perform the Contract satisfactorily.

**36. Advance
Payment and
Security**

36.1 The Employer will provide an Advance Payment on the Contract Price as stipulated in the Conditions of Contract, subject to the amount **stated in the BDS.**

Section II. Bidding Data Sheet

The following specific information relating to services to be procured and procurement procedure that will be used shall complement, supplement or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict the provisions in the Bid Data Sheet (BDS) shall prevail over those in the ITB.

Instructions to Bidders Clause Reference

A. General	
1.1	<p>The Employer is: ICTA Agency of Sri Lanka</p> <p>The name and identification number of the Contract is;</p> <p>Service provider to Conducting IT Admin Training Programme for LGN 2.0 Site Administrators</p> <p>IFB No: ICTA/SG2/GOSL/SER/NCB/2018/004</p> <p>To qualify for evaluation, bidders are required to bid for the total requirement and scope of work specified in the Bidding Documents. Partial bids shall be treated as non-responsive and shall be rejected.</p>
1.2	To provide the requested services for period of one (1) year from the Date of Signing the Contract.
2.1	The source of funding is: Government of Sri Lanka (GOSL)
Qualification of the Bidder	
5.2	Pre-qualification has not been undertaken for this present activity.
5.3	Pre-qualification of potential bidders has not undertaken. All bidders shall include all information and documents stated in ITB 5.3.
5.4	Joint ventures are not allowed.
5.5 (a)	Minimum average annual turnover of LKR 5 Million calculated as total certified payments received for contracts in progress or completed, within the last Three (3) years
5.5 (b)	Participation as a contractor, a management contractor or as a subcontractor in at least one (1) projects of ICT or similar related Training valued at least LKR 1 Million that have been successfully completed within the last Three (3) years
B. Bidding Documents	
9.2 and 19.1	The number of copies of the Bid to be completed and submitted shall be one in addition to the original bid.

10.1	<p>Pre-bid meeting shall be held at the office of the Information and Communication Technology Agency of Sri Lanka at 160/24, 2nd Floor, Kirimandala Mawatha, Colombo 05 on the following date and time</p> <p>Date: 29 August 2018</p> <p>Time: 12:00 noon</p> <p>Clarifications provided in response to the questions may also be published in the web (https://www.icta.lk/procurement/) without stating the source of the question.</p>
11.2	All addenda may also be published in web (https://www.icta.lk/procurement/)
C. Preparation of Bids	
13.1	<p>The documents required to be submitted are:</p> <ul style="list-style-type: none"> a) The Form of Bid (specified as Service Provider's Bid in the format indicated in Section III) b) Bid Security c) Priced Activity Schedule d) Qualification Information Form and Documents e) Audited financial statements for the last 3 years f) All other documents indicated in 5.3 of ITB <p>Any other additional materials to be submitted with the bid as required and specified in the Bidding Documents</p>
16.1	The period of Bid validity shall be 91 days after the deadline for Bid submission. Accordingly, bids should be valid till 11 December 2018
D. Submission of Bids	
20.2 (b)	<p>The Employer's address for the purpose of Bid submission is</p> <p>Attention: Chairman, Project Procurement Committee Information and Communication Technology Agency of Sri Lanka (Pvt) Ltd (ICTA), Procurement Segment 2, 2nd Floor, Kirimandala Mawatha Colombo 05</p>
20.2 (c)	<p>For identification of the bid the envelopes should indicate:</p> <p>Procurement of a Service Provider to Facilitate and Conduct System Admin Training for LGN 2.0 IT Administrators</p> <p>IFB NO: ICTA/SG2/GOSL/SER/NCB/2018/004</p>
21.1	The deadline for submission of bids shall be no later than 14:00hrs on 11 September 2018.

E. Bid Opening and Evaluation	
24.1	Bids will be opened immediately after the deadline for submission of bids at the following address: Information and Communication Technology Agency of Sri Lanka, 160/24, 2 nd Floor, Kirimandala Mawatha, Colombo 05.
29.1	The currency that shall be used for bid evaluation and comparison purposes is to convert all bid prices expressed in foreign currencies into a single currency, Sri Lankan Rupees. The source of exchange rate shall be daily indicative selling exchange rate of foreign currencies published by the Central Bank of Sri Lanka. The date of exchange rate shall be the date of deadline for submission of bids.
30.3	Alternative bids and options shall not be considered.
31.1	Not applicable
F. Award of Contract	
32	At the time the Contract is awarded, the Employer reserves the right to increase or decrease the scope, as originally specified in Annex A – (Description of Services) by 20% without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents. Service provider shall consider this variation when providing unit rates.
35.1	The Performance Security acceptable to the Employer shall be in the Standard Form of unconditional Bank Guarantee (as per the format given with the Bidding Document) issued by any commercial bank licensed by the Central Bank of Sri Lanka and the amount shall be 5% of the total contract price. Performance security shall be submitted within 14 working days of the date of notification of award from the employer.
36.1	Advance payment shall not be applicable
37.1	Employer will appoint Adjudicator as required.

Section III. Bidding Forms

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Form of Contract	27
Bid Security (Bank Guarantee)	29

Service Provider's Bid

[date]

To: Chief Executive Officer
Information and Communication Technology Agency of Sri Lanka,
No. 160/24, Kirimandala Mawatha, Colombo 5.

Having examined the bidding documents including addenda No, we offer to execute the [name and identification number of Contract] in accordance with the Conditions of Contract, specifications, drawings and activity schedule accompanying this Bid for the Contract Price of [amount in numbers], [amount in words] [names of currencies].

We accept the appointment of [name proposed in the Bidding Data Sheet] as the Adjudicator.

This Bid and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Bid you receive.

We hereby confirm that this Bid complies with the Bid validity and Bid Security required by the bidding documents and specified in the Bidding Data Sheet.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(if none, state "none")		

Authorized Signature:

Name and Title of Signatory:

Name of Bidder:

VAT registration Number:

Address:

Qualification Information

1. Individual Bidders or Individual Members of Joint Ventures

1.1 Constitution or legal status of Bidder: *[attach copy]*

Place of registration: *[insert]*

Principal place of business: *[insert]*

Power of attorney of signatory of Bid: *[attach]*

1.2 The annual turnover of the last three years, *[insert]*

1.3 Services performed as prime Service Provider on the provision of Services of a similar nature and complexity over the last three years. Also list details of work under way or committed, including expected completion date.

Project name and country	Name of employer and contact person	Type of Services provided and year of completion	Value of contract
(a)			
(b)			

1.4 Major items of Service Provider's Equipment proposed for carrying out the Services. List all information requested below. Refer also to ITB Sub-Clause 5.5(c).

Item of equipment	Description, make, and age (years)	Condition (new, good, poor) and number available	Owned, leased (from whom?), or to be purchased (from whom?)
(a)			
(b)			

1.5 Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach biographical data and valid certificates should be submitted. Refer also to ITB Sub-Clause 5.5(d) and GCC Clause 4.1.

Position	Name	Years of experience (general)	Years of experience in proposed position
(a)			
(b)			

-
- 1.6 Audited Financial statements for the last three years: balance sheets, profit and loss statements, auditors' reports, etc. List below and attach copies.
 - 1.7 Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of support documents.
 - 1.8 Name, address, and telephone, telex, and facsimile numbers of banks that may provide references if contacted by the Employer.
 - 1.9 Information regarding any litigation, current or within the last three years, in which the Bidder is or has been involved.

Other party(ies)	Cause of dispute	Details of litigation award	Amount involved
(a)			
(b)			

1.10 We certify/confirm that we comply with eligibility requirements as per ITB Clause 4.

1.11 Statement of compliance with the requirements of ITB Sub-Clause 4.2.

1.12 Proposed Program (service work method and project schedule). Descriptions, drawings, and charts, as necessary, to comply with the requirements of the bidding documents.

3. Additional Requirements

3.1 Bidders should provide any additional information required in the BDS and to fulfill the requirements of ITB Sub-Clause 5.1, if applicable.

Letter of Acceptance
[letterhead paper of the Employer]

[date]

To: *[name and address of the Service provider]*

This is to notify you that your Bid dated *[date]* for execution of the *[name of the Contract and identification number, as given in the Special Conditions of Contract]* for the Contract Price of the equivalent of *[amount in numbers and words]*, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by our agency.

You are hereby instructed to proceed with the execution of the said contract for the provision of Services in accordance with the Contract documents.

Please return the attached Contract dully signed.

Authorized Signature:

Name and Title of Signatory:

Name of Agency:

Attachment: Contract

Form of Contract

[letterhead paper of the Employer]

LUMP-SUM REMUNERATION

This CONTRACT (hereinafter called the “Contract”) is made the *[day]* day of the month of *[month]*, *[year]*, between, on the one hand, *[name of Employer]* (hereinafter called the “Employer”) and, on the other hand, *[name of Service Provider]* (hereinafter called the “Service Provider”).

[Note: In the text below text in brackets is optional; all notes should be deleted in final text. If the Service Provider consist of more than one entity, the above should be partially amended to read as follows: “...(hereinafter called the “Employer”) and, on the other hand, a joint venture consisting of the following entities, each of which will be jointly and severally liable to the Employer for all the Service Provider’s obligations under this Contract, namely, [name of Service Provider] and [name of Service Provider] (hereinafter called the “Service Provider”).]

WHEREAS

- (a) the Employer has requested the Service Provider to provide certain Services as defined in the General Conditions of Contract attached to this Contract (hereinafter called the “Services”);
- (b) the Service Provider, having represented to the Employer that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of.....;
- (c) the Employer has received the financial allocation from the Government of Democratic Socialist Republic of Sri Lanka(Hereinafter called as “GOSL”) to eligible payments under this Contract.

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, and the priority of the documents shall be as follows:

- (a) the Letter of Acceptance;
- (b) the Service Provider’s Bid
- (c) the Special Conditions of Contract;
- (d) the General Conditions of Contract;
- (e) the Specifications
- (f) the Priced Activity Schedule
- (g) And the following Appendices

Appendix A: Description of the Services

Appendix B: Schedule of Payments

Appendix C: Key Personnel

Appendix D: Breakdown of Contract Price in Foreign Currency-Not used

Appendix E: Breakdown of Contract Price in Local Currency

Appendix F: Services and Facilities Provided by the Employer

Appendix G: Performance Incentive Compensation-Not used

Appendix H: Service Level Agreement

2. The mutual rights and obligations of the Employer and the Service Provider shall be as set forth in the Contract, in particular:

- (a) the Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
- (b) the Employer shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *[name of Employer]*

.....
[Authorized Representative]

Seal

For and on behalf of *[name of Service Provider]*

[Authorized Representative]

.....
Seal

[Note: If the Service Provider consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]

For and on behalf of each of the Members of the Service Provider

[name of member]

[Authorized Representative]

[name of member]

[Authorized Representative]

Bid Security (Bank Guarantee)

[The Bank shall fill in this Bank Security (Bank Guarantee) Form in accordance with the instructions indicated.]

Beneficiary: _____

Date: _____

BID SECURITY (BANK GUARANTEE) No.: _____

We have been informed that _____ (hereinafter called "the Bidder") has submitted to you its bid dated (hereinafter called "the Bid") for the execution of _____ under Invitation for Bids No. _____ ("the IFB").

Furthermore, we understand that, according to your conditions, bids must be supported by a Bid Security (Bank Guarantee).

At the request of the Bidder, we _____ hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of _____ (_____) 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 by the Bidder in the Form of Bid; or
- (b) having been notified of the acceptance of its Bid by the Employer during the period of bid validity, (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of 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 of the name of the successful bidder; or (ii) thirty days (30) after the expiration of the Bidder's Bid.

Consequently, any demand for payment under this guarantee must be received by us at the office by _____ (date Month year).

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[signature(s)]

Section IV. Eligible Countries
Not used

Section V. Activity Schedule

1. Price Schedule

1.1 LGN 2.0 Admin Training (in 35 locations, 5 days' workshop for 25 participants)

Item Number	Description (Specification Required)	No of Units Required	Unit Price (LKR) Excluding VAT	Total Price (LKR) Excluding VAT
1. Event Management				
	Providing event management services and coordination of all other activities related to the training	Item		
2. Training Venue (Hotel)				
1	<ul style="list-style-type: none"> - Hotel (3 Star or above(Banquet hall)) in City Limits of the cities mentioned in table 01 However, for Colombo nine (9) sessions required to be held in a hotel of 4 star or above (Banquet hall). - Each training should be conducted in 5 days between 9.00 am to 4.00 Pm. - Should be able to accommodate the corresponding participants in Annex 3: - laptops (Core i5 or above, , 4GB RAM or above, Wi-Fi and Ethernet port) - Minimum 30 Laptops (Per day) - White board facility, Flip Chart and writing materials - Note books and Pens adequate no.s - Uninterrupted power supplies for each training sessions 	35		

Item Number	Description (Specification Required)	No of Units Required	Unit Price (LKR) Excluding VAT	Total Price (LKR) Excluding VAT
	<ul style="list-style-type: none"> - Uninterrupted Internet with WiFi facility (Dedicated leased line with unlimited Bandwidth) - 5000 ANSI Lumens Projector, with projection screen, Video distributors and necessary caballing - Venue should be Air-conditioned - Seating capacity for 30 trainees 30 Stackable Banquet Chairs with Round tables with table cloths (maximum 5 chairs per table) - Professional sound system with amplifier, mixer and 2 Speakers with stand, 02 Hand held FM Microphones, 01 Clip on Microphone - A registration desk with a table cloth and 2 typist chairs with armrest <p>Seating capacity for 30 trainees Round tables with table cloths (maximum 5 chairs per table) (Lunch Room)</p>			
Seminar Package for the participants				
3	<ul style="list-style-type: none"> - Welcome Drink - Morning Tea & Coffee with minimum 2 Snacks - Buffet lunch with dessert - Evening Tea & Coffee with minimum 2 Snacks - Water bottles (500ml) available thorough out all days – adequately <p>(Adequate amount of Food and beverages requirement is mentioned in Annexure 3)</p>	4375 (35(courses)*25(participants*5(days))		
Designing printing and delivering training materials				
	Designing and Printing of Training Manual	900		

Item Number	Description (Specification Required)	No of Units Required	Unit Price (LKR) Excluding VAT	Total Price (LKR) Excluding VAT
	<ul style="list-style-type: none"> Cover : 4 Colours, A4 Size, 250 GSM, Art Board, Matt Laminated Inner Pages : 4 Colours, A4 Size, 100 GSM, Art Paper, Gloss – Maximum 100 pages			
	Design and Print a Docket with Pocket to fitting A4 Papers (300 GSM, Art Board, Matt Laminated, 4 Colours)	900		
	Design and Print a Certificate in 4 Colours of a A4 size 280 GSM Ivory Board	900		
	Feedback forms (One side Black and White print on 80 GSM A4 Paper)	900		
	RJ45, Cat5e, Cat6 Cable Tester (Test RJ45 and RJ11 network cables) , Crimping Tool Set (CAT6 CABLE CRIMPER Suitable for Cat5 and Cat5e cable with 8P8C plugs)	900		
Total cost for LGN 2.0 Admin Training Exclusive of VAT				
Cost for				

1.2 Train the Trainer (1 day for 20 persons in Colombo)

Item Number	Description	No of Units Required	Unit Price (LKR) Excluding VAT	Total Price (LKR) Excluding VAT
1. Event Management				
	Providing event management services and coordination of all other activities of the training	Item		
2. Training Venue (Hotel)				
	<p>Suitable venue (4 star or above Hotel) in Colombo city limits to cater the requirement mentioned in 3.11</p> <ul style="list-style-type: none"> - Round Tables and comfortable chairs to accommodate all trainers - laptops (Core i5 or above, , 4GB RAM or above, Wi-Fi and Ethernet port) - Minimum 15 laptops - Air Conditioned - Podium - Flipcharts/white board / makers - writing materials – notebooks/ pens/pencils - uninterrupted power and internet facility (Dedicated leased line with unlimited Bandwidth) - 5000 ANSI Lumens Projector, with projection screen, Video distributors and necessary caballing - Venue should be Air-conditioned - Professional Sound System with amplifiers mixer , 2 Handheld FM mikes, 2 Clip on mikes, 4 Speakers, 1 Podium fitted mike 	1		
Seminar Package for the participants				
2	<p>Welcome Drink</p> <ul style="list-style-type: none"> - Lunch, - Morning and Evening Tea/Coffee with 2 snacks - Water bottle available thorough out all days - 5000 ANSI Lumens 	30		

Item Number	Description	No of Units Required	Unit Price (LKR) Excluding VAT	Total Price (LKR) Excluding VAT
	Projector, with projection screen, Video distributors and necessary caballing - Venue should be Air-conditioned - 30 Stackable Banquet Chairs and Tables with Table Clothes			
Designing printing and delivering training materials				
3	Lecture guides – Course manual (A4 size 50 pages booklet with full color back cover)	30		
Total Cost for Train the Trainer excluding VAT				

1.3 Grand Summary

Description	Amount
1.1 Total cost for LGN 2.0 Admin Training Exclusive of VAT	
1.2 Total Cost for Train the Trainer excluding VAT	
Total Bid Price excluding VAT	

2. Delivery Schedule

	Task	Timeline	Deliverable
1	Submission of inception report and work plan	Commencement date + 1 week	Inception report
2	Finalized training material, Finalized training plan, including class schedules, resources, M&E systems.	Commencement date + 3 weeks	Training plan report , training schedules ,
3	Completion of TOT programme	Commencement date + 4 weeks	Report on TOT programme, M&E report , attendance and proof documents
4	Completion of 10 training programs	Commencement date + 16 weeks	Report on completion of up to maximum of 10 training programmes , M&E report attendance and proof and relevant documents
5	Completion of 25 training programs	Commencement date + 32 weeks	Report on completion of up to maximum of 35 training programmes , M&E report attendance and proof and relevant documents
6	Submission of final report	Commencement date + 34 weeks	Submission of training completion final report

3. Deliverables and Payment Schedule

	Task	Timeline	Deliverable	Payment
1	Submission of inception report and work plan	Commencement date + 1 week	Inception report	NA
2	Finalized training material, Finalized training plan, including class schedules, resources, M&E systems.	Commencement date + 3 weeks	Training plan report , training schedules ,	NA
3	Completion of TOT programme	Commencement date + 4 weeks	Report on TOT programme, M&E report , attendance and proof documents	10%
4	Completion of 10 training programs	Commencement date + 16 weeks	Report on completion of up to maximum of 10 training programmes , M&E report attendance and proof and relevant documents	25%
5	Completion of 25 training programs	Commencement date + 32 weeks	Report on completion of up to maximum of 35 training programmes , M&E report attendance and proof and relevant documents	35%
6	Submission of final report	Commencement date + 34 weeks	Submission of training completion final report	30%

4. Description of Services

3.1. Background

The Information and Communication Technology Agency of Sri Lanka (ICTA) is the apex body in implementing the Government Information and Communication Technology (ICT) policy and making recommendations for policies required for ICT based development in Sri Lanka aligning with the national development agenda.

As part of the above agenda, ICTA is in the process of formulation and driving national level initiatives towards developing and empowering all sectors through the intervention of digital technologies. In this regard, ICT for Government sector has been considered as one of the key development areas to be addressed.

Scope of the LGN 2.0 Project

Lanka Government Network: One of the key activities of 'Re-engineering Government' component is the establishment of a 'Lanka Government Network'. The 'Lanka Government Network' (LGN) is a Wide Area Computer Network which is linking government establishments, implemented in several stages. LGN is the highly available, secure and reliable underlying information infrastructure backbone that aims to connect all the government organizations of GOSL in a cost-effective and secure manner to provide Internet, Email and IP based government-to-government voice services. The project addresses the basic hardware and LAN network needs of the connecting government organizations including providing WAN connectivity to the LGN Hub, Help Desk, Desk Side support and IT Training.

Currently, the Lanka Government Network (LGN 2.) has been established across 800+ government organizations island wide. Also, ICTA intends to launch number of e-services and applications through this network and several other infrastructure projects will be implemented for Government organizations.

The aim of this assignment is to procure a vendor for delivering IT administrator training for 860 LGN sites Administrators in order to develop the following basic competencies and enhance the ICT skill levels.

-
- PC hardware
 - Operating Systems & software
 - Installing Software Packages & Virus Guards.
 - Local Area (LAN) / Wide Area (WAN) Networking Concepts.
 - Introduction to Network Hardware Components, Topologies & Protocols.
 - Operate and maintaining overall activities in LGN2.0 Network
 - Security and best practices
 - Maintain a Floor/Network Diagram
 - Maintain an IT asset inventory
 - Maintain an IP plan
 - Maintain service and warranty records
 - Maintain an e-mail list
 - Maintaining user accounts and monitoring users in LGN2.0
 - Help users to Back up and manage their data, Virus scanning of PC's
 - Help users to configure their PC's and install necessary HW/SW
 - Help users to run e services applications and other LGN2.0 related applications
 - Knowledge transfer if decided to resign/transfer from the Organization
 - Operate and maintaining overall activities in LGN2.0 Network

3.2. Scope of Service

- 3.2.1 Service provider shall facilitate 5 days hands-on network and systems administration training for 860 site Administrators as per the course content attached in Annex 1.
- 3.2.2 Service provider shall provide simulated lab Environment for above trainings, all lab environments should be setup as per the specifications attached in Annex 2.
- 3.2.3 Service provider shall;
 - 3.4.1 Facilitating in planning, organizing and delivering the program.
 - 3.4.2 Develop training program plans according to the modules provided in the annexures.
 - 3.4.3 Develop the training manual, course materials accordingly the course content attached in Annex 1
 - 3.4.4 Identify and provide qualified lectures/trainers and instructors to deliver training.
 - 3.4.5 Arrange necessary infrastructure and other facilities specified in the scope.

-
- 3.4.6 Provide necessary course materials as mentioned in the scope.
- 3.4.7 Conduct assignment, examinations and evaluate trainees according to the course structure.
- 3.4.8 Develop required evaluation, feedback forms and necessary assessment criteria.
- 3.4.9 Designing, printing and delivery of participatory certificates. The design of the certificate should be made and send for ICTA approval before bulk printing.
- 4 Training courses are required to deliver at selected locations in all over the country, to cover 25 District and 36 Training programmes. Proper number of participant allocation for each district and the number of training sessions allocated for each district with the no. of participants are listed in Annex 3.
- 5 The modules are expected to be delivered in at least two languages, i.e. based on the language competencies of each batch (Sinhala or Tamil and English).
- 6 Training programmes can be delivered in parallel in order to complete within the given time duration.
- 7 Service provider shall provide services and consultancies listed in scope of the assignment, during the appointed period in hiring basis.
- 8 Service provider shall provide 2 staff members to ICTA for the coordination and handling operational activities of the training. This members should fulltime located and reported to ICTA until all training programmes completed.
- 9 Training provider should select a suitable venue with mentioned infrastructure and other facilities as described in Table 1.

Item	Description/Configurations
Venue	- Hotel (3 Star or above) in City Limits of the cities mentioned in 3.4 But, for Colombo nine (9) sessions required to be held in a hotel of 4 star or above.
Computer Laboratory Environment	<ul style="list-style-type: none"> - laptops (Core i5 or above, , 4GB RAM or above, Wi-Fi and Ethernet port) - Minimum 60 laptops (30 per one training) - White board facility, Flip Chart and writing materials - Note books and Pens adequate no.s - Uninterrupted power supplies for each training sessions - Uninterrupted Internet with WiFi facility (Dedicated leased line with unlimited Bandwidth) - 5000 ANSI Lumens Projector, with projection screen, Video distributors and necessary caballing - Venue should be Air-conditioned - 30 Stackable Banquet Chairs and Tables with Table Clothes
Food and beverages (Seminar Package)	<ul style="list-style-type: none"> - Welcome Drink - Morning Tea & Coffee with minimum 2 Snacks - Buffet lunch with dessert - Evening Tea & Coffee with minimum 2 Snacks - Water bottles (500ml) available thorough out all days –adequately (Adequate amount of Food and beverages requirement is mentioned in Annexure 3)
Lunch Room Facility	<ul style="list-style-type: none"> - Seating capacity for 30 trainees - Round tables with table cloths (maximum 5 chairs per table)
Printing	<p>Designing and Printing of Training Manual</p> <ul style="list-style-type: none"> • Cover : 4 Colours, A4 Size, 250 GSM, Art Board, Matt Laminated • Inner Pages : 4 Colours, A4 Size, 100 GSM, Art Paper, Gloss – Maximum 100 pages <p>Design and Print a Docket with Pocket to fitting A4 Papers (300 GSM, Art Board, Matt Laminated, 4 Colours)</p> <p>Design and Print a Certificate in 4 Colours of a A4 size 280 GSM Ivory Board</p> <p>Feedback forms (One side Black and White print on 80 GSM A4 Paper)</p>
Network Toolkit	RJ45, Cat5e, Cat6 Cable Tester (Test RJ45 and RJ11 network cables) , Crimping Tool Set (CAT6 CABLE CRIMPER Suitable for Cat5 and Cat5e cable with 8P8C plugs)
Sounds	Professional sound system with amplifier, mixer and 2 Speakers with stand, 02 Hand held FM Microphones, 01 Clip on Microphone

3.10 The participants shall be given a training manual at the beginning of the training to cover all the contents as per Annex 1. The manual content should be prepared in English Language.

3.11 Availability of necessary infrastructure facilities including Air Conditioned Laboratory Environment with uninterrupted power and Internet connectivity for the Lab facility.. Adequate facilities for participants to have their meals should be provided within the same premises where training is conducted.

3.12 The service provider should facilitate one day TOT (Training of Trainer) and instruction session for all the trainers, lecturers and instructors of training programme. This session will be held at a suitable venue where all the trainers and ICTA consultants (max 5) can be accommodated. The service provider should facilitate for following.

Table 2 - TOT

Item	Description/Configurations
Venue	<ul style="list-style-type: none"> - Suitable venue (4 star or above Hotel) in Colombo city limits to cater the requirement mentioned in 3.11 - Round Tables and comfortable chairs to accommodate all trainers - laptops (Core i5 or above, , 4GB RAM or above, Wi-Fi and Ethernet port) - Minimum 15 laptops - Air Conditioned - Podium - Flipcharts/white board / makers - writing materials – notebooks/ pens/pencils - uninterrupted power and internet facility (Dedicated leased line with unlimited Bandwidth) - 5000 ANSI Lumens Projector, with projection screen, Video distributors and necessary caballing - Venue should be Air-conditioned
Food and beverages (Seminar Package)	<ul style="list-style-type: none"> - Welcome Drink - Lunch, - Morning and Evening Tea/Coffee with 2 snacks - Water bottle available thorough out all days
Printing	Lecture guides – Course manual
Sounds	Professional Sound System with amplifiers mixer
	Handheld FM mikes
	Clip on mikes
	Speakers
	Podium fitted mike

3.13. The consultant should firmly coordinate with ICTA officials

3.14. The consultant should conduct the project monitoring and evaluation process as specified in 6.3.

TRAINING PROGRAMME STRUCTURE

4.1 System Administration Training

This phase (Phase I) is aimed at training up to 860 LGN Network administrators to uplift the technical, operational knowledge and ICT skills of them who are responsible for maintaining and operating a network system with minimum issues and trouble-shooting.

The Service provider should organize the TOT (Training of Trainers) programme prior to the trainings as the project training kick-off.

4.2 Training Methodology

Training provider is expected to develop a training programme to cover the course contents specified in Annex 01 and should not be less than Thirty (30) hours per participant. Training provider is expected to complete four modules with theory and practical work with necessary tools giving preference for learning by doing as described in Annex 01.

Training provider is expected to develop and setup a Training lab similar to the employee real office environment (as a Simulator) according to the given specifications by ICTA. Assistance and instructions for Initial setup of lab environment which will be given by ICTA. Training provider should replicate the same in rest of the training sessions.

This will be a hands-on training assisted by trainer and instructors. Minimum 2 instructors should be available at a time and the consultant is expected to maintain the ratio of students: instructors as 8:1. Training provider is expected to use advanced / interactive training methodologies when delivering course modules.

Training provider is also encouraged to include any other value additions. The training manual developed should cover the training content described below and make this available to all individual participants as take home material in English language.

ICTA expects LGN2.0 Network Administration training to improve efficiency and effectiveness of using ICT applications and infrastructure whereby government employees would be able to maintain their own networks, computers hardware and software in their respective organizations.

05. KEY STAFF QUALIFICATIONS

	Minimum Academic Qualification	Experience
Team leader / Project Manager	Degree from a recognized university	Minimum 3 years' experience in handling ICT cooperate training projects

5.1 Phase I – LGN2.0 Network Administration Training

	Minimum Academic Qualification	Experience
Trainer	Bsc in Information communications or related + Industry Recognized Certification in System Administration (A+, CCNA, Linux + etc.)	Minimum 3 years' experience in ICT technical training
Instructor*	Higher Diploma in ICT or equivalent + Industry Recognized Certification in System Administration (A+, CCNA, Linux + etc.)	Minimum 1 year experience in ICT technical training

*Training providers should maintain a participant to instructor ratio of 8:1

5.2 Qualifications and Experience of other staff

- 5.3.1 Training providers should propose experienced exam moderators and other technical staff to ensure smooth functionality of the project.
- 5.3.2 Demonstrate ability to deliver training immediately upon award of contract and capability of conducting the Evaluations of the trainees and provide report to ICTA.

-
- 5.3.3 Proven ability to deliver training programmes in 3 languages (Sinhala, Tamil and English) immediately upon award of contract.

6. FINAL OUTPUTS

Tasks are split into four distinct phases: (1) Planning, (2) Implementation, (3) Monitoring and Evaluation and (4) Report to produce relevant outputs.

6.1 Planning

- 6.1.1 Based on the above described course requirements, develop the training programmes, preparing course materials and training methodologies and provide details of any value additions that could be provided.
- 6.1.2 Based on the training programme prepare a comprehensive training plan for all trainings , identifying number of batches, training schedule, resource allocations, monitoring and performance evaluation systems.
- 6.1.3 Training provider to provide content, resources and deliver training as per the scope, objectives, training methodologies, implementation methodology and certification requirements.
- 6.1.4 Training providers are expected to provide the print proofs (edited) to the ICTA of manuals, training guides, trainer guides, assessments, evaluations, and any other printed matter generated for the project together with the proposal. Each training manuals should cover relevant topics described above.
- 6.1.5 ICTA logo should be prominently featured on the covers and inside pages of the training material given to trainees. Ownership of training materials shall be transferred to ICTA.

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- 6.1.6 Prepare training completion report for the training programs, which include details that went to plan, and deviations from original plan, report on the evaluations measuring its efficiency of delivery, achievement of intended results and identifying lessons learned. This report should be submitted in both hard and soft copies with relevant data bases.
- 6.1.7 Training providers are expected to provide the details of their facilities and services that are available for this assignment.
- 6.1.8 Selected Training provider should be in a position to receive and adhere to requests from the ICTA for improvements during the course of the training program based on shortcomings observed by the ICTA which are not in accordance with required standards. ICTA will maximize the quality of training through a continuous mentoring and monitoring programme defined and supervised by ICTA.
- 6.1.9 Training providers are expected to use advanced training methodologies when delivering course modules in a comfortable learning environment. Training providers are expected to appoint a project manager to coordinate the project and to communicate with both ICTA and the government organizations.

6.2 Implementation

- 6.2.2 Developing, planning and delivering technical and system administration training for 860 Site Administrators.

6.3 Monitoring and Evaluation

- 6.3.1 Conduct module examinations in System Administration upon completion of each module up to modules 1-4. Provide certificates after completion of the modules based on their competency levels. To all the others who fail to get through the examination a participatory certificate should be awarded. This certificate should be given based on their attendance (Minimum 80%) at the training course.

6.3.2 Training provider should monitor the daily attendance of participants and escalate /take action against any issues with the participation.

6.3.3 Monitor training programmes and sessions, providing comprehensive monitoring and evaluation reports, reporting on progress being made, issues faced, etc. ICTA expects the consultants to work closely with ICTA's Monitoring and Evaluation (M and E) team in gathering M and E data generated through project activities to make sure the Delivering Quality of the training.

6.4 Reports

6.4.1 Initial reports which contains the training plan, allocation of resources, and Monitoring and Evaluation systems at the beginning of the trainings.

6.4.3 Report on participant's attendance and feedback, escalations and suggestions for improvement after completion of each training programme.

6.4.3 Completion reports at the end of batch training completion for each group of batches including evaluation of training performance and achievement of course objectives. Report should also include detailed information on participants, attendance, exam results, summary of feedback and consultant's suggestions/comments for future training programmes.

6.4.4 Project completion reports at the end of all training programmes. This report may include details that went to plan, and deviations from original plan, report on the evaluations measuring its efficiency of delivery, achievement of intended results and identifying lessons learned. These reports should be submitted in both hard and soft copies with relevant data bases.

6.4.5 Provide ICTA with a complete evaluation report at the end of the training programs outlining activities conducted, achievement of results, identifying lessons learned and recommendations etc.

CLIENTS INPUTS

List of participants and their contact details according to the selected districts.
Relevant text, logos for course materials.

07. PROCEDURE FOR REVIEWING OUTPUTS

All outputs will be reviewed by a review committee appointed by ICTA.

Section VI. General Conditions of Contract

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General Conditions of Contract

1. General Provisions

1.1 Definitions

- 1.1 The following words and expressions shall have the meanings hereby assigned to them:
- (a) “Contract” means the Contract Agreement signed by the Parties, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
 - (b) “Contract Documents” means the documents listed in the Contract Agreement, including any amendments thereto.
 - (c) “Contract Price” means the price payable to the Supplier as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
 - (d) “Day” means calendar day.
 - (e) “Completion Date” means the date of completion of the Services by the Service Provider as certified by the Employer
 - (f) “GCC” means the General Conditions of Contract.
 - (g) “Services” means the work to be performed by the Service Provider pursuant to this Contract, as described in Appendix A; and in the Specifications and Schedule of Activities included in the Service Provider’s Bid.
 - (h) “Employer” means the entity who employs the Service Provider
 - (i) “Subcontractor” means any natural person, private or government entity, or a combination of the above, to whom any part of the Services is subcontracted by the Supplier.
 - (j) “Service Provider” means the natural person, private or government entity, or a combination of the above, whose bid to provide the Services has been accepted by the Employer and is named as such in the Contract Agreement.
 - (k) “Service Provider’s Bid” means the completed bidding document submitted by the Service Provider to the Employer
 - (l) “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

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- (m) “Specifications” means the specifications of the service included in the bidding document submitted by the Service Provider to the Employer
 - (n) “The Project Site,” where applicable, means the place named in the SCC.
 - (o) “Activity Schedule” is the priced and completed list of items of Services to be performed by the Service Provider forming part of his Bid;
 - (p) “Member,” in case the Service Provider consist of a joint venture of more than one entity, means any of these entities; “Members” means all these entities, and “Member in Charge” means the entity specified in the SSC to act on their behalf in exercising all the Service Provider’ rights and obligations towards the Employer under this Contract;
 - (q) “Party” means the Employer or the Service Provider, as the case may be, and “Parties” means both of them;
 - (r) “Personnel” means persons hired by the Service Provider or by any Subcontractor as employees and assigned to the performance of the Services or any part thereof;

- 1.2 Applicable Law** The Contract shall be interpreted in accordance with the laws of the Democratic Socialist Republic of Sri Lanka.
- 1.3 Language** This Contract has been executed in the language **specified in the SCC**, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.
- 1.4 Notices**
- 1.4.1 Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, or facsimile to such Party at the address specified in the SCC.
- 1.4.2 A notice shall be effective when delivered or on the notice’s effective date, whichever is later.
- 1.5 Location** The Services shall be performed at such locations as are specified in Appendix A, in the specifications and, where the location of a particular task is not so specified, at such locations, whether in the Government’s country or elsewhere, as the Employer may approve.
- 1.6 Authorized Representatives** Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Employer or the Service Provider may be taken or executed by the officials **specified in the SCC**.

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- 1.7 Inspection and Audit by the GOSL** The Service Provider shall permit the GOSL to inspect its accounts and records relating to the performance of the Services and to have them audited by auditors appointed by the GOSL, if so required by the GOSL.
- 1.8 Taxes and Duties** The Service Provider and its Personnel shall pay such taxes, duties, fees, and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

2. Commencement, Completion, Modification, and Termination of Contract

- 2.1 Effectiveness of Contract** This Contract shall come into effect on the date the Contract is signed by both parties or such other later date as may be **stated in the SCC**.
- 2.2 Commencement of Services**
- 2.2.1 Program** Before commencement of the Services, the Service Provider shall submit to the Employer for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.
- 2.2.2 Starting Date** The Service Provider shall start carrying out the Services thirty (30) days after the date the Contract becomes effective, or at such other date as may be **specified in the SCC**.
- 2.3 Intended Completion Date** Unless terminated earlier pursuant to Sub-Clause 2.6, the Service Provider shall complete the activities by the Intended Completion Date, as is **specified in the SCC**. If the Service Provider does not complete the activities by the Intended Completion Date, it shall be liable to pay liquidated damage as per Sub-Clause 3.8. In this case, the Completion Date will be the date of completion of all activities.
- 2.4 Modification** Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties.
- 2.5 Force Majeure**
- 2.5.1 Definition** For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

2.5.2 No Breach of Contract

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 (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 (b) has informed the other Party as soon as possible about the occurrence of such an event.

2.5.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.6 Termination

2.6.1 By the Employer

The Employer may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this Sub-Clause 2.6.1:

- (a) if the Service Provider does not remedy a failure in the performance of its obligations under the Contract, within thirty (30) days after being notified or within any further period as the Employer may have subsequently approved in writing;
- (b) if the Service Provider become insolvent or bankrupt;
- (c) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- (d) if the Service Provider, in the judgment of the Employer has engaged in corrupt practices, collusive practices, coercive practices, obstructive practices or fraudulent practices in competing for or in executing the Contract.

For the purposes of this Sub-Clause:

- (i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- (ii) "fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (iii) "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose,

including to influence improperly the actions of another party;

- (iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- (v) “obstructive practice” is
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a GOSL investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
 - (bb) acts intended to materially impede the exercise of the GOSL’s inspection and audit rights

2.6.2 By the Service Provider

The Service Provider may terminate this Contract, by not less than thirty (30) days’ written notice to the Employer, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Sub-Clause 2.6.2:

- (a) if the Employer fails to pay any monies due to the Service Provider pursuant to this Contract and not subject to dispute pursuant to Clause 7 within forty-five (45) days after receiving written notice from the Service Provider that such payment is overdue; or
- (b) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

2.6.3 Suspension of Loan or Credit

In the event that the GOSL suspends the funds to the Employer, from which part of the payments to the Service Provider are being made:

- (a) The Employer is obligated to notify the Service Provider of such suspension within 7 days of having received the GOSL’s suspension notice.
- (b) If the Service Provider has not received sums due to by the due date stated in the SCC in accordance with Sub-Clause 6.5 the Service Provider may immediately issue a 14 day termination notice.

2.6.4 Payment upon Termination Upon termination of this Contract pursuant to Sub-Clauses 2.6.1 or 2.6.2, the Employer shall make the following payments to the Service Provider:

- (a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to paragraphs (a), (b), (d) of Sub-Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel.

3. Obligations of the Service Provider

3.1 General

The Service Provider shall perform the Services in accordance with the Specifications and the Activity Schedule, and carry out its obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Service Provider shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the Employer, and shall at all times support and safeguard the Employer's legitimate interests in any dealings with third parties.

3.2 Conflict of Interests

3.2.1 Service Provider Not to Benefit from Commissions and Discounts.

The remuneration of the Service Provider pursuant to Clause 6 shall constitute the Service Provider's sole remuneration in connection with this Contract or the Services, and the Service Provider shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Service Provider shall use their best efforts to ensure that the Personnel and its agents similarly shall not receive any such additional remuneration.

3.2.2 Prohibition of Conflicting Activities

Neither the Service Provider nor its Personnel shall engage, either directly or indirectly, in any of the following activities:

- (a) during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;
- (b) after the termination of this Contract, such other activities as may be **specified in the SCC**.

3.3 Confidentiality

The Service Provider, and its Personnel shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the

Project, the Services, this Contract, or the Employer's business or operations without the prior written consent of the Employer.

3.4 Insurance to be taken Out by the Service Provider

The Service Provider (a) shall take out and maintain, at its own cost but on terms and conditions approved by the Employer, insurance against the risks, and for the coverage, as shall be **specified in the SCC**; and (b) at the Employer's request, shall provide evidence to the Employer showing that such insurance has been taken out and maintained and that the current premiums have been paid.

3.5 Service Provider's Actions Requiring Employer's Prior Approval

The Service Provider shall obtain the Employer's prior approval in writing before taking any of the following actions:

- (a) appointing such members of the Personnel not listed by name in Appendix C ("Key Personnel"),
- (b) changing the Program of activities; and
- (c) any other action that may be **specified in the SCC**.

3.6 Reporting Obligations

The Service Provider shall submit to the Employer the reports and documents specified in Appendix B in the form, in the numbers, and within the periods set forth in the said Appendix.

3.7 Documents Prepared by the Service Provider to Be the Property of the Employer

All plans, drawings, specifications, designs, reports, and other documents and software submitted by the Service Provider in accordance with Sub-Clause 3.6 shall become and remain the property of the Employer, and the Service Provider shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Employer, together with a detailed inventory thereof. The Service Provider may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be **specified in the SCC**.

3.8 Liquidated Damages

3.8.1 Payments of Liquidated Damages

The Service Provider shall pay liquidated damages to the Employer at the rate per day **stated in the SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount **defined in the SCC**. The Employer may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's liabilities.

3.8.2 Correction for Over-payment

If the Intended Completion Date is extended after liquidated damages have been paid, the Employer shall correct any overpayment of liquidated damages by the Service Provider by adjusting the next payment certificate. The Service Provider shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in Sub-Clause 6.5.

3.8.3 Lack of performance penalty

If the Service Provider has not corrected a Defect within the time specified in the Employer's notice, a penalty for Lack of performance will be paid by the Service Provider. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as described in Sub-Clause 7.2 and **specified in the SCC.**

3.9 Performance Security

The Service Provider shall provide the Performance Security to the Employer no later than the date specified in the Letter of acceptance. The Performance Security shall be issued in an amount and form and by a bank acceptable to the Employer, and denominated in the types and proportions of the currencies in which the Contract Price is payable. The performance Security shall be valid until a date 28 days from the Completion Date of the Contract in case of a bank guarantee.

4. Service Provider's Personnel

4.1 Description of Personnel

The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider's Key Personnel are described in Appendix C. The Key Personnel listed by title as well as by name in Appendix C are hereby approved by the Employer.

4.2 Removal and/or Replacement of Personnel

- (a) Except as the Employer may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as a replacement a person of equivalent or better qualifications.
- (b) If the Employer finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at the Employer's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Employer.
- (c) The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

5. Obligations of the Employer

- 5.1 Assistance and Exemptions** The Employer shall use its best efforts to ensure that the Government shall provide the Service Provider such assistance as **specified in the SCC**.
- 5.2 Change in the Applicable Law** If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provider, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Sub-Clauses 6.2 (a) or (b), as the case may be.
- 5.3 Services and Facilities** The Employer shall make available to the Service Provider the Services and Facilities listed under Appendix F.

6. Payments to the Service Provider

- 6.1 Lump-Sum Remuneration** The Service Provider's remuneration shall not exceed the Contract Price and shall be a fixed lump-sum and all other costs incurred by the Service Provider in carrying out the Services described in Appendix A. Except as provided in Sub-Clause 5.2, the Contract Price may only be increased above the amounts stated in Sub-Clause 6.2 if the Parties have agreed to additional payments in accordance with Sub-Clauses 2.4 and 6.3.
- 6.2 Contract Price** The price payable in Sri Lankan Rupees
- 6.3 Payment for Additional Services, and Performance Incentive Compensation**
- 6.3.1 For the purpose of determining the remuneration due for additional Services as may be agreed under Sub-Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D and E.
- 6.3.2 **If the SCC so specify**, the service provider shall be paid performance incentive compensation as set out in the Performance Incentive Compensation appendix.
- 6.4 Terms and Conditions of Payment** Payments will be made to the Service Provider according to the payment schedule **stated in the SCC**. **Unless otherwise stated in the SCC**, the advance payment (Advance for Mobilization, Materials and Supplies) shall be made against the provision by the Service Provider of a bank guarantee for the same amount, and shall be valid for the period **stated in the SCC**. Any other payment shall be made after the conditions **listed in the SCC** for such payment have been met, and the Service Provider have submitted an invoice to the Employer specifying the amount due.

6.5 Period allocated for Payments

Payments shall be made within the period specified in the **SCC**

6.6 Day works

6.6.1 If applicable, the Day work rates in the Service Provider's Bid shall be used for small additional amounts of Services only when the Employer has given written instructions in advance for additional services to be paid in that way.

6.6.2 All work to be paid for as Day works shall be recorded by the Service Provider on forms approved by the Employer. Each completed form shall be verified and signed by the Employer representative as indicated in Sub-Clause 1.6 within two days of the Services being performed.

6.6.3 The Service Provider shall be paid for Day works subject to obtaining signed Day works forms as indicated in Sub-Clause 6.6.2

7. Quality Control

7.1 Identifying Defects

The principle and modalities of Inspection of the Services by the Employer shall be as **indicated in the SCC**. The Employer shall check the Service Provider's performance and notify him of any Defects that are found. Such checking shall not affect the Service Provider's responsibilities. The Employer may instruct the Service Provider to search for a Defect and to uncover and test any service that the Employer considers may have a Defect. Defect Liability Period is as **defined in the SCC**.

7.2 Correction of Defects, and Lack of Performance Penalty

(a) The Employer shall give notice to the Service Provider of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

(b) Every time notice of a Defect is given, the Service Provider shall correct the notified Defect within the length of time specified by the Employer's notice or specified in the Service Level Agreement (SLA).

(c) If the Service Provider has not corrected a Defect within the time specified in the Employer's notice, the Employer will assess the cost of having the Defect corrected, the Service Provider will pay this amount, and a Penalty for Lack of Performance calculated as described in Sub-Clause 3.8.

8. Settlement of Disputes

8.1 Amicable Settlement

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

8.2 Dispute Settlement

- 8.2.1 If any dispute arises between the Employer and the Service Provider in connection with, or arising out of, the Contract or the provision of the Services, whether during carrying out the Services or after their completion, the matter shall be referred to the Adjudicator within 14 days of the notification of disagreement of one party to the other.
- 8.2.2 The Adjudicator shall give a decision in writing within 28 days of receipt of a notification of a dispute.
- 8.2.3 The Adjudicator shall be paid by the hour at the rate **specified in the BDS and SCC**, together with reimbursable expenses of the types **specified in the SCC**, and the cost shall be divided equally between the Employer and the Service Provider, whatever decision is reached by the Adjudicator. Either party may refer a decision of the Adjudicator to an Arbitrator within 28 days of the Adjudicator's written decision. If neither party refers the dispute to arbitration within the above 28 days, the Adjudicator's decision will be final and binding.
- 8.2.4 The arbitration shall be conducted in accordance with the arbitration procedure published by the institution named and in the place **shown in the SCC**.
- 8.2.5 Should the Adjudicator resign or die, or should the Employer and the Service Provider agree that the Adjudicator is not functioning in accordance with the provisions of the Contract, a new Adjudicator will be jointly appointed by the Employer and the Service Provider. In case of disagreement between the Employer and the Service Provider, within 30 days, the Adjudicator shall be designated by the Appointing Authority **designated in the SCC** at the request of either party, within 14 days of receipt of such request.

Section VII. Special Conditions of Contract

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1(a)	<p>The contract name is :</p> <p>The contract number :</p>
1.1(h)	The Employer is ; ICTA Agency of Sri Lanka
1.1(j)	The Service Provider is; _____
1.1(p)	The Member in Charge is: _____
1.3	The language is English
1.4	Notices shall be given to the Authorized Representative stated in SCC.
1.6	<p>The Authorized Representatives are:</p> <p>For the Employer:</p> <p>For the Service Provider:</p> <p>The parties may amend the above on notifications in writing signed by the Chief Executive of the respective institution.</p>
2.1	The date on which this Contract shall come into effect is; the date the contract is signed by both parties (Effective date).
2.2.2	The Starting Date for the commencement of Services is;
2.3	The Intended Completion Date is as specified in the Scope of Services.
3.2.2 (b)	No other activities
3.4	Not Applicable
3.5(c)	No other actions
3.7	Restrictions on use of documents prepared by the Service Provider are: None
3.8.1	<p>The liquidated damages rate is 0.10 percent (0.10%) per day</p> <p>The maximum amount of liquidated damages for the whole contract is Ten percent (10%) of the Contract Price.</p>
5.1	The assistance and exemptions provided to the Service Provider are: None
6.2	The total contract amount in Sri Lankan Rupees is _____.
6.3.2	The performance incentive paid to the Service Provider shall be: Not applicable

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
6.4	Payments shall be made according to the schedule given in– Schedule of Payments (Appendix B)
6.5	Payment shall be made within 30 days of receipt of the invoice and the relevant documents specified in Sub-Clause 6.4, and within 45 days in the case of the final payment.
7.1	The principle and modalities of inspection of the Services by the Employer are as follows:
8.2.1	The Adjudicator will be appointed as and when required.
8.2.4	<p>The arbitration proceedings will be carried out in the following manner:</p> <p>The following rules of procedure for mediation and arbitration shall be applicable (i) <u>if the Service Provider is foreign</u> or (ii) <u>if the Service Provider is a national of the Purchaser’s country</u></p> <ul style="list-style-type: none"> i) Dispute for resolution by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force. ii) The arbitration shall be heard in Sri Lanka before an arbitrator mutually agreeable to the parties; provided, that if the parties cannot agree on the choice of arbitrator within 10 days after the first party seeking arbitration has given written notice, then the arbitration shall be heard by three arbitrators, one chosen by each party, and the third chosen by those two arbitrators. The arbitrators will be selected from a panel of persons having experience with and knowledge of information technology and at least one of the arbitrators selected will be an attorney. A hearing on the merits of all claims for which arbitration is sought by either party shall be commenced not later than 60 days from the date demand for arbitration is made by the first party seeking arbitration. The arbitrator(s) must render a decision within 10 days after the conclusion of such hearing. Any award in such arbitration shall be final and binding upon the parties and the judgment thereon may be entered in any court of competent jurisdiction <p>The arbitrators shall apply the substantive laws of Sri Lanka, without reference to provisions relating to conflict of laws. The arbitrators shall not have the power to alter, modify, amend, add to, or subtract from any term or provision of this Agreement, nor to rule upon or grant any extension, renewal, or continuance of this Agreement. The arbitrators shall have the authority to grant any legal remedy available had the parties submitted the dispute to a judicial proceeding.</p>
8.2.5	The appointing authority for the purpose of this provision is the Employer

Section VIII. Minimum Specifications and Compliance Sheet

Item	Description/Configurations	No of Units Required	Bidders Response Yes/No
Venue	<ul style="list-style-type: none"> - Hotel (3 Star or above) in City Limits of the cities mentioned in 3.4 But, for Colombo nine (9) sessions required to be held in a hotel of 4 star or above. 	Item	
Computer Laboratory Environment	<ul style="list-style-type: none"> - laptops (Core i5 or above, , 4GB RAM or above, Wi-Fi and Ethernet port) - Minimum 60 laptops (30 per one training) - White board facility, Flip Chart and writing materials - Note books and Pens adequate no.s - Uninterrupted power supplies for each training sessions - Uninterrupted Internet with WiFi facility (Dedicated leased line with unlimited Bandwidth) - 5000 ANSI Lumens Projector, with projection screen, Video distributors and necessary caballing - Venue should be Air-conditioned - 30 Stackable Banquet Chairs and Tables with Table Clothes 	Item	
Food and beverages (Seminar Package)	<ul style="list-style-type: none"> - Welcome Drink - Morning Tea & Coffee with minimum 2 Snacks - Buffet lunch with dessert - Evening Tea & Coffee with minimum 2 Snacks - Water bottles (500ml) available thorough out all days –adequately (Adequate amount of Food and beverages requirement is mentioned in Annexure 3) 	Item	
Lunch Room Facility	<ul style="list-style-type: none"> - Seating capacity for 30 trainees - Round tables with table cloths (maximum 5 chairs per table) 	Item	
Printing	Designing and Printing of Training Manual	900	

Item	Description/Configurations	No of Units Required	Bidders Response Yes/No
	<ul style="list-style-type: none"> Cover : 4 Colours, A4 Size, 250 GSM, Art Board, Matt Laminated Inner Pages : 4 Colours, A4 Size, 100 GSM, Art Paper, Gloss – Maximum 100 pages 		
	Design and Print a Docket with Pocket to fitting A4 Papers (300 GSM, Art Board, Matt Laminated, 4 Colours)	900	
	Design and Print a Certificate in 4 Colours of a A4 size 280 GSM Ivory Board	900	
	Feedback forms (One side Black and White print on 80 GSM A4 Paper)	900	
Network Toolkit	RJ45, Cat5e, Cat6 Cable Tester (Test RJ45 and RJ11 network cables) , Crimping Tool Set (CAT6 CABLE CRIMPER Suitable for Cat5 and Cat5e cable with 8P8C plugs)	900	
Sounds	Professional sound system with amplifier, mixer and 2 Speakers with stand, 02 Hand held FM Microphones, 01 Clip on Microphone	Item	

3.10 The participants shall be given a training manual at the beginning of the training to cover all the contents as per Annex 1. The manual content should be prepared in English Language.

3.11 Availability of necessary infrastructure facilities including Air Conditioned Laboratory Environment with uninterrupted power and Internet connectivity for the Lab facility.. Adequate facilities for participants to have their meals should be provided within the same premises where training is conducted.

3.12 The service provider should facilitate one day TOT (Training of Trainer) and instruction session for all the trainers, lecturers and instructors of training programme. This session will be held at a suitable venue where all the trainers and ICTA consultants (max 5) can be accommodated. The service provider should facilitate for following.

Item	Description/Configurations	No of Units Required	Bidders Response Yes/No
Venue	<ul style="list-style-type: none"> - Suitable venue (4 star or above Hotel) in Colombo city limits to cater the requirement mentioned in 3.11 - Round Tables and comfortable chairs to accommodate all trainers - laptops (Core i5 or above, , 4GB RAM or above, Wi-Fi and Ethernet port) - Minimum 15 laptops - Air Conditioned - Podium - Flipcharts/white board / makers - writing materials – notebooks/ pens/pencils - uninterrupted power and internet facility (Dedicated leased line with unlimited Bandwidth) - 5000 ANSI Lumens Projector, with projection screen, Video distributors and necessary caballing - Venue should be Air-conditioned 	Item	
Food and beverages (Seminar Package)	<ul style="list-style-type: none"> - Welcome Drink - Lunch, - Morning and Evening Tea/Coffee with 2 snacks - Water bottle available thorough out all days 	No. of trainers + 5	
Printing	Lecture guides – Course manual	No. of trainers +5	
Sounds	Professional Sound System with amplifiers mixer	Item	
	Handheld FM mikes	2	
	Clip on mikes	2	
	Speakers	Item	
	Podium fitted mike	1	

3.13. The consultant should firmly coordinate with ICTA officials

3.14. The consultant should conduct the project monitoring and evaluation process as specified in 6.3.

Section IX. Contract Forms

Performance Bank Guarantee (Unconditional)

To: _____

Whereas _____ (hereinafter called "the Service Provider") has undertaken, in pursuance of Contract No. _____ dated _____ to execute _____ (hereinafter called "the Contract");

And whereas it has been stipulated by you in the said Contract that the Service Provider shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

And whereas we have agreed to give the Service Provider such a Bank Guarantee;

Now therefore we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Service Provider, up to a total of _____, _____, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of _____/ as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Services to be performed there under or of any of the Contract documents which may be made between you and the Service Provider shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall be valid until a date 28 days from the date of issue of the Certificate of Completion.

Signature and seal of the Guarantor _____

Name of Bank _____

Address _____

Date _____

Advanced Payment Bank Guarantee

_____ [Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: _____ [Name and Address of Client]

Date: _____

ADVANCE PAYMENT GUARANTEE No.: _____85_____

We have been informed that [name of Service Provider] (hereinafter called "the Service Provider") has entered into Contract No. [reference number of the contract] dated [insert date] with you, for the provision of [brief description of Services] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of [amount in figures] ([amount in words]) is to be made against an advance payment guarantee.

At the request of the Service Provider, we [name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [amount in figures] ([amount in words])¹ upon receipt by us of your first demand in writing accompanied by a written statement stating that the Service Provider is in breach of their obligation under the Contract because the Service Provider has used the advance payment for purposes other than toward providing the Services under the Contract.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Service Provider on their account number _____ at [name and address of Bank].

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Service Provider as indicated in copies of certified monthly statements which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of the monthly payment certificate indicating that the Consultants have made full repayment of the amount of the advance payment, or on the __ day of _____, __,² whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[signature(s)]

Note: All italicized text is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.

² Insert the expected expiration date. In the event of an extension of the time for completion of the Contract, the Client would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Client might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months][one year], in response to the Client's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."

