



INFORMATION AND COMMUNICATION TECHNOLOGY AGENCY OF SRI LANKA

INVITATION FOR QUOTATION

**Service Provider for Providing Logistics for Training Workshops
for Government Officials on NSDI
ICTA/GOSL/SER/NS/2018/09**

September 2018

INVITATION FOR QUOTATION (IFQ)
Service Provider for Providing Logistics for Training Workshops for Government
Officials on NSDI
ICTA/GOSL/ SER/NS/2018/09

1. The Information and Communication Technology Agency of Sri Lanka (ICTA) that functions under the purview of Ministry of Telecommunication, Digital Infrastructure and Foreign Employment, is an agency established in 2003 under the Information and Communication Technology Act, No. 27 of 2003 and Amendment Act 33 of 2008. The agency is mandated to ICT development strategies and programmes, in both the government and private sector, including legal & policy reforms.
2. ICTA has initiated a programme for National Spatial Data Infrastructure (NSDI) and a series of workshops will be held to provide training for stakeholders and making awareness on the NSDI for end users. Therefore, ICTA has planned to have **eight training programs and one workshop** under National Spatial Data Infrastructure (NSDI) Project during the period commencing from September 2018 continuing through to 31st of December 2018 for which ICTA intends to engage a service provider to procure the services and logistics required for hosting workshops.
3. Service Providers are hereby invited to submit the most competitive quotation for providing services for hosting these training workshops as per the Schedule of Requirement (Annex1A) and Activity and Price Schedule (Annex 1B).

4. **Duration of workshop:**

September 2018 - December 2018 (Please refer the workshop schedule column of the table in scope of work.

5. **Bid Price:**

- a) Bidders are required to quote for providing the facilities for the training workshops as described in **Annex 1 - Activity and Price Schedule** per workshop. Evaluation shall be on the basis of the total price quoted. Partial quotations **will not** be accepted and will be treated as non-responsive.
- b) Total Price for all training workshops shall be given in **Annex 1C**. Corrections if any shall be made by crossing out, initialling, dating and re- writing. Submission of quotation shall be in the format (Annex 1 and Annex 2) given in the IFQ.
- c) Price offered shall include all sale and other taxes already paid or payable. However, VAT shall be indicated separately if applicable. The prices shall also include other associated costs whatsoever, if any.
- d) The price quoted shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The prices shall be quoted in Sri Lankan Rupees (LKR) only.
 - i. if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
 - ii. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

- iii. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

6. Submission of quotation:

Each bidder shall submit only one quotation. Alternative and partial bids shall not be Considered. The prices should be given in **Annex 1B and Annex 1C.**

7. Validity of Quotation:

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission of quotations.

8. Minimum Qualification requirement:

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

9. Evaluation of Quotations:

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

- a) are properly filled and signed; and
- b) conform to the terms and conditions, and requirements.
- c) Adhered to the payment process

10. Award of contract:

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

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

11. Payment:

Payment shall be made according to the payment schedule specified in **Annex 1A.**

12. Further information can be obtained from 0900 hrs to 1700 hrs on working days by contacting Senior Procurement Officer at the Office of the ICTA via Tel: +94-11-2369099/100 or by Fax: +94-11-2369091 or by E-mail: procurement@icta.lk

13. Bidders must submit quotation under a sealed cover to be received by Director-Procurement C/O Chairman, ICTA, 160/24, Kirimandala Mawatha, Colombo 05 at or before **1500hrs September 28, 2018**. Late quotations and quotations sent electronically and/or Fax will not be accepted.

14. Please indicate the contract Name and contract No **“Service Provider for Providing logistics for training workshops for Government Officials on NSDI - ICTA/GOSL/SER/NS/2018/09”** on the top left hand corner of the envelope.

We look forward to receiving your quotations.

Chairman
Information and Communication Technology Agency of Sri Lanka (2nd Floor)
160/24, Kirimandala Mawatha,
Colombo 05

September 19, 2018

ANNEX 1A: SCHEDULE OF REQUIREMENT

1. Background

ICTA has implemented a common platform to share spatial data in Sri Lanka (National Spatial Data Infrastructure) which will benefit to all citizens where government departments will get more benefit through this infrastructure. Therefore, we have planned to conduct a series of awareness programs and user training programs to government officials.

2. Objective

A series of non-residential training workshops have planned categorizing as follows for government officials to create awareness about the National Spatial Data Infrastructure.

- Administrative level user trainings – One day
- Operational level user trainings – Half day
- CIO awareness workshop – Half day

It is expected to conduct two operational level user trainings, one administrative user training and one CIO awareness workshop within Colombo. Two operational level user trainings within Kandy and two operational level user trainings within Anuradhapura District.

These workshops will spread during a period of four months (September 2018 - December 2018).

The List of facilities required for these workshops are listed in the table below.

The prospective bidder is expected to provide Computer Laboratory facilities with other requirements listed below during the said period on hiring basis.

3. Scope of Services: Hosting Training Workshops

a) Venue

District	Workshop Schedule	Training/ Workshop	Quantity	No. of Participants	Venue
Colombo	One day	Administrative user training	1	20	With computer laboratory facilities within Colombo city limits
Colombo	Half day	Operational level user training	2	25*2	With computer laboratory facilities within Colombo city limits
Colombo	Half day	CIO awareness workshop	1	50	Workshop hall
Kandy	Half day sessions on the same day (Morning and Afternoon) including lab facilities	Operational level user training	2	25*2	With computer laboratory facilities
Anuradhapura	Half day sessions on the same day (Morning and Afternoon) including lab facilities	Operational level user training	2	25*2	With computer laboratory facilities

b) Number of Workshops

Eight (8) non-residential training workshops

c) Duration

From September 2018 to 31st of December 2018 (*Note: Workshop dates to be decided in consultation with the ICTA.*)

d) Facilities to be provided by ICTA

Participants list, Resource persons, presentations, conference materials and backdrops.

e) Payment Method

Payment will be made upon satisfactory completion report (softcopy & hardcopy) of each and every training workshop including the following:

-Participants attendance

-Participants and resource person's feedback on training

-Photographs during workshop

After acceptance of the same by ICTA

**ANNEX 1 B: ACTIVITY AND PRICE SCHEDULE:
Services for hosting workshops of NSDI Project**

Note: Please include per workshop price (non-residential). It is mandatory that bidders use this format for submission of quotations.

1. Table 1: Administrative Level User Training – Full day session within Colombo City Limits

No.	Item	Description	No. of Units for two days (a)	Compliance (Agreed/ Not Agreed)	Unit Price (LKR) Excluding VAT (b)	Total Price per workshop (LKR) Excluding VAT (a*b)	Remarks
1.1	Date	Date to be discussed with ICTA and Finalize after awarding the contract	-		-	-	
1.2	Venue	Air Conditioned Computer Laboratory facilities with 20 Computers/ laptops (core i3 or higher processor, 4GB RAM) Venue should be within Colombo City Limits <i>(Note: all the required software will be provided by ICTA and service provider should install it prior to the training workshops)</i>	Item				
		White board & sufficient number of marker pens	Item				
		Uninterrupted power supply during the workshop	Item				
		Uninterrupted Internet facility – Minimum bandwidth of 05Mbps (dedicated per person) for 20 persons (including resource person)	Item				
1.3	Multimedia projector with screen	Multimedia projector 5000 ANSI Lumens (overhead) - Projector screen - Necessary cabling	Item				
1.4	Sounds	Professional sound system with amplifiers & mixer - 01 Hand held FM Microphone	Item				

		- 01 Clip on Microphones - 02 Speakers with Stand						
1.5	Refreshments	Morning and evening refreshments with 2 snacks with tea and coffee	25					
1.6	Lunch	- Buffet lunch - Vegetable Fried rice, White rice and Red rice. - Fish, meat (Chicken) with 5 vegetable curries - Condiments with three desserts	25					
1.7	Water	water bottles (500ml) (Two bottles per day)	50					
1.8	Certificates	Design & Print certificates - A4 size - Four Color - Ivory Board - Single side printing Approval for the design should be obtained from ICTA before printing. Logo and content will be provided by ICTA	25					
Grand Total (Per Workshop)								

2. Table 2: Operational Level User Training (Colombo) – Two Half day sessions

No.	Item	Description	No. of Units for two days (a)	Compliance (Agreed/ Not Agreed)	Unit Price (LKR) Excluding VAT (b)	Total Price per workshop (LKR) Excluding VAT (a*b)	Remarks
1.1	Date	Dates to be discussed with ICTA and Finalize after awarding the contract	-		-	-	
1.2	Venue	Air Conditioned Computer Laboratory facilities with 25 Computers/ laptops (core i3 or higher processor, 4GB RAM) Venue should be within Colombo city limits <i>(Note: all the required software will be provided by ICTA and service provider should install it prior to the training workshops)</i>	Item				
		White board & sufficient number of marker pens	Item				
		Uninterrupted power supply during the workshop	Item				
		Uninterrupted Internet facility – Minimum bandwidth of 05Mbps (dedicated per person) for 25 persons (including resource person)	Item				
1.3	Multimedia projector with screen	Multimedia projector 5000 ANSI Lumens (overhead) - Projector screen - Necessary cabling	Item				
1.4	Sounds	Professional sound system with amplifiers & mixer - 01 Hand held FM Microphone - 01 Clip on Microphones - 02 Speakers with Stand	Item				
1.5	Refreshments	Morning or evening refreshments with 2 snacks (veg & non-veg) with tea and coffee	25				

1.6	Lunch	<ul style="list-style-type: none"> - Buffet lunch - Vegetable Fried rice, White rice and Red rice. - Fish, meat (Chicken) with 5 vegetable curries - Condiments with three desserts 	25					
1.7	Water	Water bottles (500ml)	25					
1.8	Design and print Certificates	<ul style="list-style-type: none"> - A4 size - Four Color - Ivory Board - Single side printing <p>Approval for the design should be obtained from ICTA before printing. Logo and content will be provided by ICTA</p>	25					
Grand Total (Per Workshop)								

1. Table 3:Operational Level User Training (Kandy) – 2 Half day trainings on a single day

No.	Item	Description	No. of Units for two days (a)	Compliance (Agreed/ Not Agreed)	Unit Price (LKR) Excluding VAT (b)	Total Price per workshop (LKR) Excluding VAT (a*b)	Remarks
1.1	Date	Dates to be discussed with ICTA and Finalize after awarding the contract	-		-	-	
1.2	Venue	Air Conditioned Computer Laboratory facilities with 25 Computers/ laptops (core i3 or higher processor, 4GB RAM) Venue should be within near to Kandy Town <i>(Note: all the required software will be provided by ICTA and service provider should install it prior to the training workshops)</i>	Item				
		White board & sufficient number of marker pens	Item				
		Uninterrupted power supply during the training workshop	Item				
		Uninterrupted Internet facility – Minimum bandwidth of 05Mbps (dedicated per person) for 25 persons (including resource person)	Item				
1.3	Multimedia projector with screen	Multimedia projector 5000 ANSI Lumens (overhead) - Projector screen - Necessary cabling	Item				
1.4	Sounds	Professional sound system with amplifiers & mixer - 01 Hand held FM Microphone - 01 Clip on Microphones - 02 Speakers with Stand	Item				

1.5	Refreshments	Morning and evening refreshments with 2 snacks (veg & non-veg) with tea and coffee for each day	25				
1.6	Lunch	- Buffet lunch - Vegetable Fried rice, White rice and Red rice. - Fish, meat (Chicken) with 5 vegetable curries - Condiments with three desserts	50				
1.7	Water	Water bottles (500ml)	50				
1.8	Certificates	- A4 size - Four Color - Ivory Board - Single side printing Approval for the design should be obtained from ICTA before printing. Logo and content will be provided by ICTA	50				
1.9	Transport.	Two way transport facility has to be provided ICTA – Training Location. Air conditioned Van with 10 - 16 seats. <i>(Note: Transport should be provided from ICTA to Kandy in the evening on the day before the training and back to ICTA immediately after the training program)</i>	1				
1.10	Accommodation	Three star or above hotel Rooms (half board – for 1 night with dinner and breakfast for ICTA & Resource persons)	-	-	-	-	(Mention the hotel name)
		Triple Room	1				
		Single Room	2				
Grand Total (Per Training Workshop)							

2. Table 4: Operational Level User Training (Anuradhapura) – Two Half day trainings on a single day

No.	Item	Description	No. of Units for two days (a)	Compliance (Agreed/ Not Agreed)	Unit Price (LKR) Excluding VAT (b)	Total Price per training workshop (LKR) Excluding VAT (a*b)	Remarks
1.1	Date	Dates to be discussed with ICTA and Finalize after awarding the contract	-		-	-	
1.2	Venue	Air Conditioned Computer Laboratory facilities with 25 Computers/ laptops (core i3 or higher processor, 4GB RAM) <i>(Note: all the required software will be provided by ICTA and service provider should install it prior to the training workshops)</i>	Item				
		White board & sufficient number of marker pens	Item				
		Uninterrupted power supply during the training workshop	Item				
		Uninterrupted Internet facility – Minimum bandwidth of 05Mbps (dedicated per person) for 25 persons (including resource person)	Item				
1.3	Multimedia projector with screen	Multimedia projector 5000 ANSI Lumens (overhead) - Projector screen - Necessary cabling	Item				
1.4	Sounds	Professional sound system with amplifiers & mixer - 01 Hand held FM Microphone - 01 Clip on Microphones - 02 Speakers with Stand	Item				

1.5	Refreshments	Morning and evening refreshments with 2 snacks (veg & non-veg) with tea and coffee for each day	25				
1.6	Lunch	- Buffet lunch - Vegetable Fried rice, White rice and Red rice. - Fish, meat (Chicken) with 5 vegetable curries - Condiments with three desserts	50				
1.7	Water	Water bottles (500ml)	50				
1.8	Certificates	- A4 size - Four Color - Ivory Board - Single side printing Approval for the design should be obtained from ICTA before printing. Logo and content will be provided by ICTA	50				
1.9	Transport	Two way transport facility has to be provided From ICTA – Training Location. Air conditioned Van with 16 seats. <i>(Note: Transport should be provided from ICTA to Anuradhapura in the evening on the day before the training and back to ICTA immediately after the training program)</i>	1				
1.10	Accommodation	Three star or above hotel Rooms (half board – for 1 night with dinner and breakfast for ICTA & Resource persons)	-	-	-	-	(Mention the hotel name)
		Triple Room	1				
		Single Room	2				
Grand Total (Per Training Workshop)							

3. Table 5: CIO Awareness Workshop – Half day session within Colombo City Limits

No.	Item	Description	No. of Units for two days (a)	Compliance (Agreed/ Not Agreed)	Unit Price (LKR) Excluding VAT (b)	Total Price per workshop (LKR) Excluding VAT (a*b)	Remarks
1.1	Date	Dates to be discussed with ICTA and Finalize after awarding the contract	-		-	-	
1.2	Venue	<ul style="list-style-type: none"> - Should be within Colombo City Limits - Should be able to accommodate 50 people - Table arrangements should be as per Annex 2 - 50 Stackable Banquet Chairs - 50 Note books and 50 Pens - Workshop area should be fully covered and sound proof - Head Table and seating arrangement for 3 Persons - A registration desk with a table cloth and two chairs 	Item				
		White board & sufficient number of marker pens	Item				
		Uninterrupted power supply during the workshop	Item				
		4G-Uninterrupted Internet facility – for 50 persons	Item				
1.3	Multimedia projector with screen	Multimedia projector 5000 ANSI Lumens (overhead) <ul style="list-style-type: none"> - Projector screen - Necessary cabling 	Item				
1.4	Sounds	Professional sound system with amplifiers & mixer <ul style="list-style-type: none"> - 01 Hand held FM Microphone - 01 Clip on Microphones - 02 Speakers with Stand 	Item				

1.5	Refreshments	Morning refreshments with 2 snacks (veg & non-veg) with tea and coffee	50				
1.6	Lunch	- Buffet lunch - Vegetable Fried rice, White rice and Red rice. - Fish, meat (Chicken) with 5 vegetable curries - Condiments with three desserts	50				
1.7	Water	water bottles (500ml) (Two bottles per day)	50				
	Grand Total (Per Workshop)						

ANNEX 1C: TOTAL PRICE FOR TRAINING WORKSHOPS

No.	Item	Price per training workshop (LKR) Excluding VAT (As per Annex 1B) (a)	No of workshops (b)	Total Price (LKR) for five workshops Excluding VAT (a*b)
1	Table 1: Administrative Level User Training – Full day session		1	
2	Table 2: Operational Level User Training (Colombo) – Half day session		2	
3	Table 3:Operational Level User Training (Kandy) – Two Half day sessions on a single day		1	
4	Table 4:Operational Level User Training (Anuradhapura) – Two Half day session		1	
5	Table 5:CIO Awareness Workshop in Colombo – Half day session		1	
Grand Total for all training workshops (Excluding VAT)				

We agree to provide the Goods/items and Services stipulated in the Schedule of Requirement in accordance with the requirements for a total contract price of LKR.(amount in figures) (LKR. amount in words), excluding VAT within the period specified in the Invitation for Quotations.

Authorized Signature : Date :

Name and Title of Signatory :

Name of the Company :

Company Seal

Address and Contact Details of the Company;

Address:

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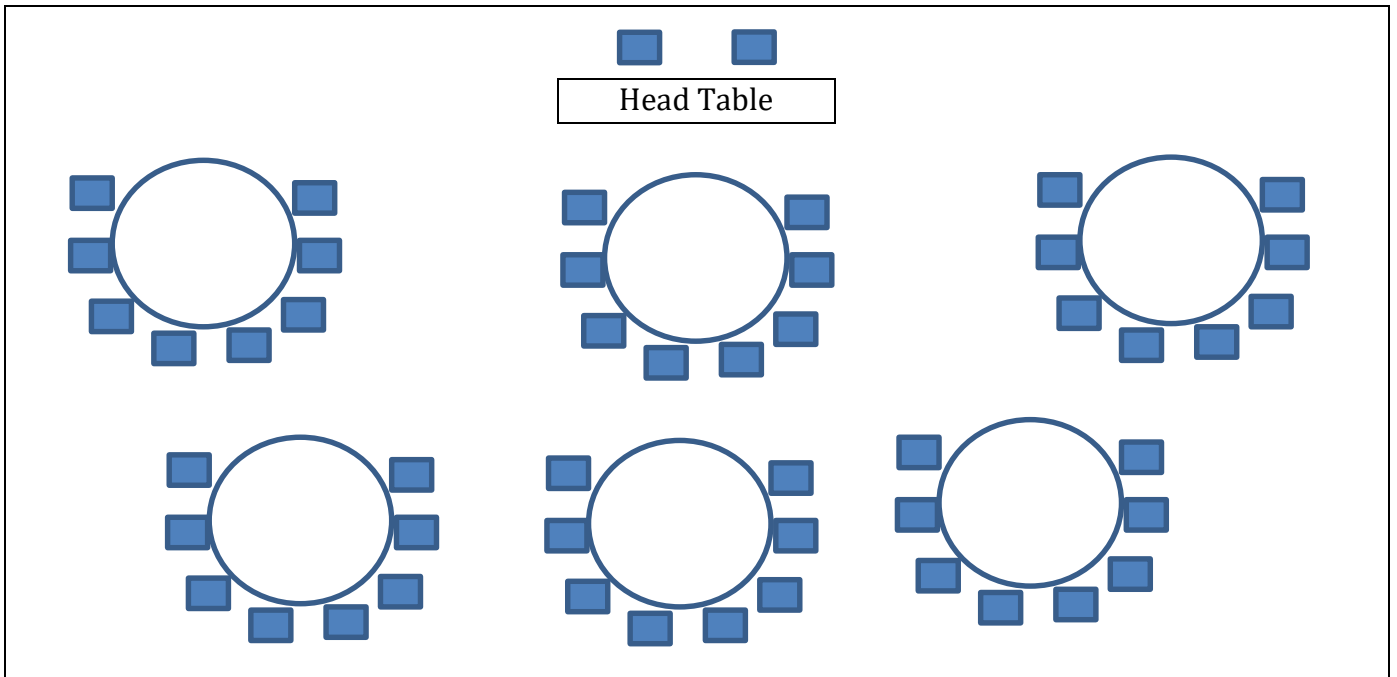
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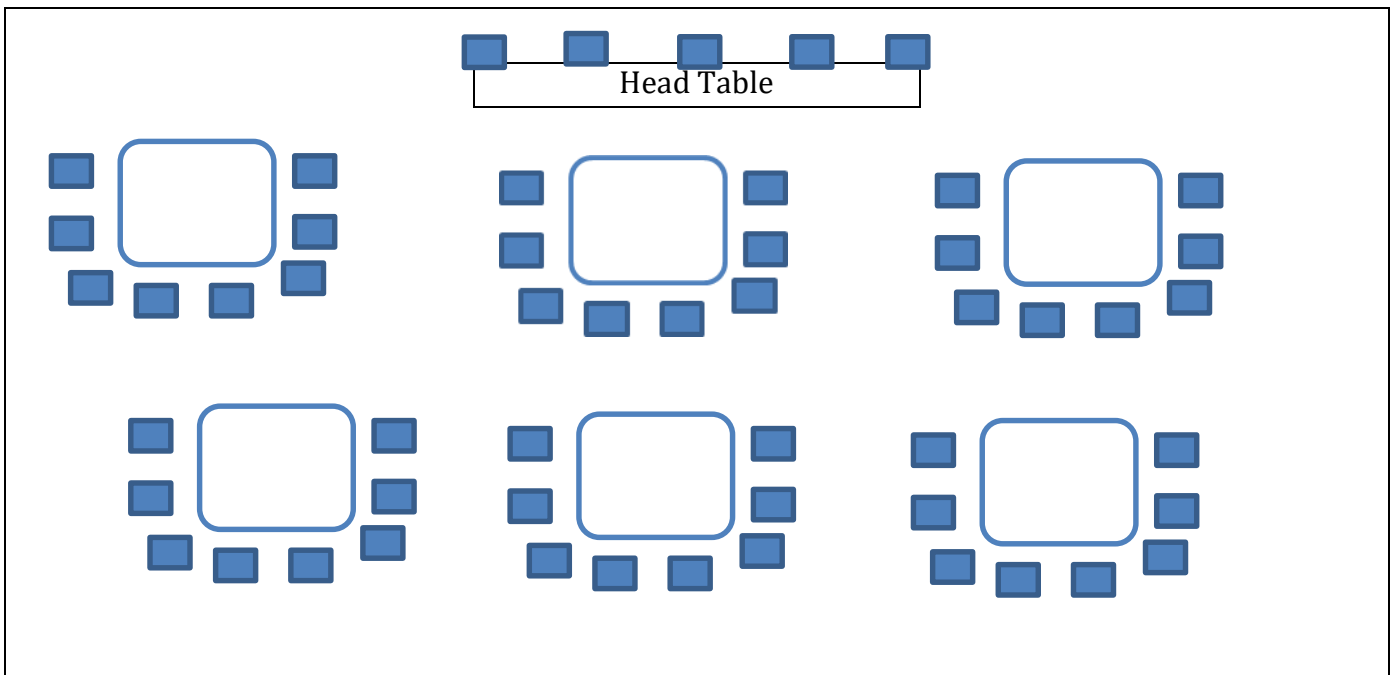
ANNEX 2: TABLE ARRANGEMENTS FOR WORKSHOP

Figure 1



or

Figure 2



Note: These tables could be arranged according to your location.