



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

**INVITATION FOR QUOTATION
(ICTA/GOSL/SER/NS/2018/12A)**

**Procurement of Services of a Service Provider for Providing Logistics for a
Launching Event of NSDI System**

November, 2018

INVITATION FOR QUOTATION

Procurement of Services of a Service Provider for Providing Logistics for a Launching Event of NSDI System (ICTA/GOSL/SER/NS/2018/12A)

1. The Information and Communication Technology Agency of Sri Lanka (ICTA) 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 implementing National Spatial Data Infrastructure (NSDI) in Sri Lanka as a national initiative for effective decision making based on available geographical data scattered with many government organizations. At present, ICTA has developed the NSDI platform in collaboration with multiple government agencies and ICTA has planned to launch the system during the year 2018.
3. Service Providers are hereby invited to submit the most competitive quotation for providing services for launching the NSDI as per the Price and Activity Schedule given in **Annex 1**.
4. The Date of the Launch 19th December 2018
5. Location/Venue: Four-star or above hotel within Colombo City Limits. (tentatively ICTA has booked Taj Samudra Hotel)

1. Quotation Price

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

2. Submission of quotation:

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

3. Validity of Quotation:

Quotation shall remain valid for 30 days from date of submission.

4. 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) Bidder shall have an annual average turnover of LKR 2 Million for the last three years.
- (c) Documentary evidence should be submitted along with the quotation. (i.e. Company Registration Document and proof of previous experience for last 3 years with videos (CD) or URLs.)
- (d) Bidder shall have a team of qualified and experienced staff in the field of event management.

5. 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.

6. Award of contract

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

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

7. Payment

Payment shall be made according to the payment schedule specified in **Annex 2**.

- 8.** Bidders are requested to submit quotations under sealed cover on or before **1500 hours on November 23, 2018** to the address given below. Late quotations will not be accepted. Envelope containing the quotation should be clearly marked "Service Provider for Providing Logistics - NSDI Launch Event (ICTA/GOSL/SER/NS/2018/12A)"

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

We look forward to receiving your quotations.

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

November 15, 2018

ANNEX 1: PRICE AND ACTIVITY SCHEDULE

Objective of the Assignment:

The objective of the assignment is to get all the required services to host the NSDI Launch. The vender should achieve the targets given in the Activity and Price Schedule.

Date: 19th December 2018

Venue – Hotel Taj Samudra, Colombo. Service provider may obtain competitive quotations from the Hotel. (Service providers may propose other hotels with 4 or 5 star grading within Colombo city limits if available.)

The following tasks/requirements are required to be carried out/supplied by the service provider for the launch of NSDI.

ITEM	DESCRIPTION
1. Project planning	Preparation of work schedule for project plan including timelines. Note: Agenda Preparation with consultation of ICTA.
2. Venue & design layout	Contract best price negotiation, define selection criteria in consultation with ICTA, negotiate and secure best rates for meal arrangements, venue layout including signage, Implement venue layout with assistance of 3 rd party suppliers with approval of ICTA.
3. On site event management	On site management during the NSDI launch.

	ITEM	DESCRIPTION	NO OF UNITS REQUIRED	UNIT PRICE (LKR) excl. VAT	Total PRICE (LKR) excl. VAT
1	Event management	Managing the event	Item		
2	Venue required from 3.30 pm to 6.30pm. for 210 participants.	A four star or above hotel within Colombo City Limits. Specify the hotel suggesting. <ul style="list-style-type: none"> • A hall without pillars obstructing the view and there should be no disturbance from outside. • 210 seating capacity -round table (max 8 persons per table) 	210 pax		

		<ul style="list-style-type: none"> • 2 Glass Podiums with flower décor & branding • Registration desks with simple flower décor at the entrance. • A separate location for VIP lounge 			
3	Refreshments	<p>Welcome drink at the tables and walking dinner for the participants including following items:</p> <ul style="list-style-type: none"> • COLD (BUFFET STYLE) with 2 meat items, 1 fish item and 2 vegetable items. • HOT (BUFFET STYLE) with 3 meat items, 3 fish item and 2 vegetable items. • ACTION MENUS with hopper, kottu and meat item action stations. • ASSORTED MINI FRENCH PASTRIES (BUFFET STYLE) with 2 meat items, 2 fish items and 1 vegetable item. • SOFT DRINKS with mocktail. 	210 pax		
4	Oil Lamp and Garlands	Oil Lamp with Flower decoration Two Garlands	Item		
5	Digital Video Wall as a back drop with stage and a person to manage the videos and screen cutout on either side. Live video coverage	<p>Indoor digital video wall with switchers, stands, cabling video distributors and other related equipment. Size: 30 ft long, 10 ft height.</p> <p>Branded with ICTA and other relevant logos and necessary content will be provided by ICTA</p> <p>The stage should be of sufficient size with the staircase from the front of the stage.</p> <p><i>Note: Proposed stage design including video panel arrangement</i></p>	Item		

		<i>should be submitted along with the bid.</i>			
6	Launching Panel	42" Launching panel with touch screen for the VIP to launch the system.			
7	Sounds and communication equipment (make available at the venue of the event on rental basis)	Professional sound system with amplifiers & mixer, 02 No. of FM Microphones, 02 Podium fitted microphones & flower arrangements. Video of the National anthem with the flag light music until commencement of the event	Item		
8	Announcers required for the event	One announcer to announce the event in Sinhala and English medium (Specify name)	item		
9	Invitations with envelopes	Design & Print in Four colour A6, Ice gold paper, in English. 250 gsm or above. NSDI logo to be printed on the envelope (a light coloured envelope) (card design and paper should be submitted to the client for prior approval)	220 invitations		
10	Cultural & thematic entertainment item and a traditional welcome dance	A 3 minute cultural item and a traditional dance to welcome the chief guest. Visuals for the dance in the background. (Dance items and songs to be approved by the client)	Item		
11	Lighting (make available on rental basis at the venue of the event)	Professional lighting set up with colour wash effects.	Item		
12	Professional videography	Service of a Professional videographers with two cameras to cover the entire event	Item		

	coverage of the event				
14	Connectivity	Uninterrupted Internet facility – Minimum bandwidth of 05Mbps for 10 persons	Item		
TOTAL					

ANNEX 2: PAYMENT SCHEDULE

	Deliverable	Payment
1	On submission of work schedule including timeline and documentary evidence for reservation of the venue (Advance payment receipt for venue booking) and, Producing the designs of Invitation; Upon acceptance of same by the ICTA	30% of the total contract price
3	After satisfactory completion of the services of the event with high performance as per the services required in the Schedule of Requirement; Upon submission & acceptance of the report with documentary evidence by the ICTA	70% of the total contract price

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

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

Authorized Signature : Date :

Name and Title of Signatory :

Name of the Company :

Company Seal

Address and Contact Details of the Company;

Address:

Contact Number: Mobile :

Office :

Email :