



**University of Ruhuna**

**Wellamadama  
Matara.**

28.08.2023

**The Manager**

**Invitation for Bids (IFB)**

**Contract: Supply, Delivery, Installation, Commissioning and Testing of Laptop Computers i7.  
IFB No: RUH/SUP/C/2022/S2/008**

The Chairman, Department Procurement Committee on behalf of the University of Ruhuna now invites sealed bid from you for **Supply, Delivery, Installation, Commissioning and Testing of Laptop Computers i7.**

01. Indicated in the annexed bid document.
02. Bidding will be conducted through national Shopping method of procurement.
03. You may obtain further information if any from the **Deputy Bursar/Supplies**, University of Ruhuna, Wellamadama, Matara. (T/P 041- 2227027/ Fax No. 041 – 2227027/ e-mail : [sabs@admin.ruh.ac.lk](mailto:sabs@admin.ruh.ac.lk))
04. Bids must be delivered by Registered post in sealed envelopes addressed to **Deputy Bursar (Supplies)**, University of Ruhuna ,Wellamadama, Matara before **02.00p.m on 11.09.2023** Late bids will be rejected.

.....  
Deputy Bursar (Supplies)  
University of Ruhuna,  
Wellamadama,  
Matara.  
2023.08.28

Assistant Bursar (Supplies)  
University of Ruhuna  
Matara, Sri Lanka  
011-2227002 Ext:2111





**UNIVERSITY OF RUHUNA**

**PROCUREMENT OF GOODS UNDER  
NATIONAL SHOPPING PROCEDURES**

**INVITATION FOR QUOTATIONS  
FOR**

**SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING,  
TESTING AND MAINTENANCE OF LAPTOP COMPUTERS I7**

**IFQ No: RUH/SUP/C/2023/S2/008**

## Section I. Instructions to Vendors (ITV)

<b>A: General</b>	
<b>1. Scope of Bid</b>	1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Goods as specified in Section III Schedule of Requirements.
<b>B: Contents of Documents</b>	
<b>2. Contents of Documents</b>	<p>2.1 The documents consist of the Sections indicated below.</p> <ul style="list-style-type: none"> <li>• Section I. Instructions to Vendors (ITV)</li> <li>• Section II. Data Sheet</li> <li>• Section III. Schedule of Requirements</li> <li>• Section IV. Technical Specifications &amp; Compliance with Specifications</li> <li>• Section V. Quotation submission Form(s)</li> </ul>
<b>C: Preparation of Quotation</b>	
<b>3. Documents Comprising your Quotation</b>	<p>3.1 The Quotation shall comprise the following:</p> <ul style="list-style-type: none"> <li>(a) Quotation Submission Form and the Price Schedules;</li> <li>(b) Technical Specifications &amp; Compliance with Specifications</li> </ul>
<b>4. Quotation Submission Form and Price Schedules</b>	<p>4.1 The vendor shall submit the Quotation Submission Form using the form furnished in Section V. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.</p> <p>4.2 <b>Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.</b></p>
<b>5. Prices and Discounts</b>	<p>5.1 Unless specifically stated in Data Sheet, all items must be priced separate in the Price Schedules.</p> <p>5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts</p>

	<p>5.3 The applicable VAT shall be indicated separately.</p> <p>5.4 Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Quotation submitted with adjustable price shall be treated as non-responsive and may be rejected.</p>
<b>6. Currency</b>	6.1 The vendors shall quote only in Sri Lanka Rupees.
<b>7. Documents to Establish the Conformity of the Goods</b>	<p>7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications and standards specified in Section IV, "Technical Specifications &amp; Compliance with Specifications".</p> <p>7.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial responsiveness of the Goods to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.</p> <p>7.3 If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Sri Lanka.</p>
<b>8. Period of Validity of quotation</b>	8.1 Quotations shall remain valid for the period of <b>ninety (90)</b> days after the quotation submission deadline date.
<b>9. Format and Signing of Quotation</b>	9.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor.
<b>D: Submission and Opening of Quotation</b>	
<b>10. Submission of Quotation</b>	<p>10.1 Vendors may submit their quotations by sealed envelopes addressed to the Purchaser and bear the specific identification of the quotation number.</p> <p>10.2 If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.</p>
<b>11. Deadline for Submission of</b>	11.1 Quotation must be received by the Purchaser at the address set out in Section II, "Data Sheet", and not later than the date and time as specified in the Data Sheet.
<b>12. Late Quotations</b>	12.1 The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITV Clause 11.1 above.

<p><b>13. Opening of Quotations</b></p>	<p>13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>13.2 A representative of the bidders may be present and mark his attendance.</p>
<p><b>E: Evaluation and Comparison of Quotations</b></p>	
<p><b>14. Clarifications</b></p>	<p>14.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of his quotation. Any clarification submitted by a vendor in respect to his quotation which is not in response to a request by the Purchaser shall not be considered.</p> <p>14.2 The Purchaser's request for clarification and the response shall be in writing.</p> <p>14.3 Bids were submitted by Public Enterprise will be given a 15% special preference.</p>
<p><b>15. Responsiveness of Quotations</b></p>	<p>15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>15.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>
<p><b>16. Evaluation of quotations</b></p>	<p>16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>16.2 To evaluate a quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"> <li>(a) the Price as quoted;</li> <li>(b) price adjustment for correction of arithmetical errors;</li> <li>(c) price adjustment due to discounts offered.</li> </ul> <p>16.3 The Purchaser's evaluation of a quotation may require the consideration of the factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods. .</p>
<p><b>17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations</b></p>	<p>17.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.</p>

**F: Award of Contract**

<b>18. Acceptance of the Quotation</b>	18.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.
<b>19. Notification of acceptance</b>	19.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that his quotation has been accepted.

## Section II: Data Sheet

ITV Clause Reference	
1.1	The Purchaser is: <b>Vice Chancellor</b> Address : University of Ruhuna, Wellamadama Matara.
5.1	If the bidder is allowed to quote for lesser number of items than the total number Of items specified, indicate the details.
7.3	Manufacturer's Authorization is required.
11.1	Address for submission of Quotations is Supplies Branch, University of Ruhuna, Wellamadama, Matara.  Deadline for submission of Quotations is at <b>2.00 p. m. on 11.09.2023</b>
13	The Quotations shall be opened at the following address: Supplies Branch, University of Ruhuna, Wellamadama, Matara.
16	Other factors that will be considered for evaluation are (List and describe the methodology):
<b>Additional Clause</b>	
17. Payment	Payment shall be made within four weeks after receiving the invoice for each item supplied.
18. Liquidated Damages	The supplier should deliver the items within the delivery period stipulated in the schedule of requirements. The supplier should make payment to the purchaser for <b>each week of delay in delivery, at the rate of 0.5% of the contract sum per each week of delay, up to a maximum of 10% of the contract sum.</b>

### Section III: Schedule of Requirements

*Note:*

1. **Bidders** a) May quote whole items

Item Number	Brief Description of the Goods	Specification and Requirements	Quantity	Delivery Period in Days from issue of Purchase Order	Place of Delivery	Installation and warranty Requirements if any
01	<b>Laptop Computers I7</b>	Annex 01	01	02 weeks	University of Ruhuna, Wellamadama, Matara	Warranty required

Please mention your delivery period - .....  
 If you not mentioned the delivery period, earliest delivery period 02 weeks is accepted.

.....  
 Signature

.....  
 Date

.....  
 Rubber Stamp

## Section V

# Quotation Submission Form

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

Date:

To: Vice Chancellor, University of Ruhuna

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;
- (b) We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements, the following Goods [supply, delivery, installation, commissioning, testing and maintenance of ammeter & others];
- (c) The total price of our quotation including any discounts offered is:  
Rupees.....  
.....(LKR) excluding VAT
- (d) Our quotation shall be valid for the period of time specified in ITV Sub-Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITV Sub-Clause 11.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

Signed:.....  
[insert signature of Person whose name and capacity are shown]

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

Dated:

## Minimum Technical Specifications for Laptop - Core i7

Features	Minimum Requirement	Yes/No	Bidder' Offer	
			Page number (Please indicate the page number of the bid document wherever necessary)	Remarks
Make	Should be indicated by the vendor			
Model	Should be indicated by the vendor			
Country of origin	Should be indicated by the vendor			
Type	Business Laptop (Manufacturer Confirmation must be attached)			
Processor	Type	12th Generation Intel® Core i7 12700H Processor or Later (H series processor required)		
	Speed	4.20 GHz Max Turbo Frequency		
	Architecture	64 Bit Processing		
Main memory	16 GB DDR4 3200 MHz upgradeable up to 32GB			
Internal storage	1 TB PCIe® NVMe™ M.2SSD Max Sequential Reads/Writes speeds 3000 MBps or above (Please mention brand and model)			
Graphics	4GB Dedicated (Please mention brand and model of graphics)			
Display	15.6" HD LED/LCD Widescreen anti-glare Display			
Audio	Integrated sound with internal speakers and built-in microphone. and compatible headphone set.			
Connectivity	Gigabit Ethernet with RJ45 Port,(100/1000 mbps) Wireless (IEEE 802.11 b/g/n/ac) and Bluetooth 5.0			
Web Camera	Built-in HD webcam			
Ports	2 x USB 3.0 1 x Type C 1 x HDMI 1 x RJ-45 1 x 3.5mm Audio Jack 1 x SDTM Card Reader			
Input Devices				
Keyboard	Built-in spill resistant full size			
Pointing devices	In-built touch pad and Wireless (Laser or Optical OEM Product) mini-mouse should be provided			
Electrical Specification				
Power	AC adapter for power of 230 ± 10% V AC 50 Hz. Vendor should supply all necessary cables with appropriate connectors and			

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 Welimadama, Matara.

Battery	power cords with BS1363 plugs 3-cell Li-ion battery with AC Power pack. 5Hrs. or more backup time is required			
Device Weight	Less than 2.5Kg			
Accessories	Carrying case			
Software	Pre-installed Microsoft Windows 10 Pro 64-bit with OEM License(Manufacturers Confirmation required for the license along with Serial Numbers of the Machine)			
Warranty	Comprehensive on-site manufacturer authorized warranty for 36 months (Labor and Parts) excluding consumes. Bidder or its parent company or its subsidiary should have Island wide owned branch network. Documentary evidence to be provided of the following under bidders' name. (a) Address, Contact Details and Date of Commencement of each branch/regional office (Should have completed minimum of 5 years from the Date of Commencement of each branch/regional)			
<del>Additional Warranty</del>	<del>1-year warranty for Battery and Power Adapter</del>			
Manufacturer Authorization	Manufacturer Authorization Certificate should be provided (Originals should be provided on request)			
Manuals	Bidder should include all necessary manuals and documentation related to the product including original product brochure			
Product certifications of the quoted Model	Energy Star or any other equal certificate to Energy Star, issued by authorized body who has the authority to do so, Documentary evidence must be provided. Valid ISO 9001: 2015, and ISO 14001:2015			
Warranty Information	A sticker with -Supplier name -Contact Numbers -Date of Commissioning of Hardware -Warranty period in all Laptops			
Brochure Supplier should provide original	Brochure Supplier should provide original			

## PRICE SCHEDULE

Package Name:

Item No.	Description	Qty.	Unit Rate. (Without VAT) (Rs.)	VAT (Rs.)	Total Amount (With VAT) (Rs.)
01	Laptop Computers I7	01			

We agree to supply, delivery, installation & maintenance the above goods in accordance with the technical specifications for a total contract price of Rupees.....*(amount in figures)* .....*(amount in words)* within the period specified in the Invitation for Quotations.

We also confirm that the warrantee/ guarantee specified shall apply to the offered goods.

.....

Signature of the Bidder

Name of the Bidder

Date

