



**UNIVERSITY OF RUHUNA  
FACULTY OF ENGINEERING  
HAPUGALA, GALLE**

**PROCUREMENT OF GOODS UNDER  
NATIONAL SHOPPING PROCEDURES**

**INVITATION FOR QUOTATIONS  
FOR PROCUREMENT OF**

**Supply, Delivering, Installation, Commissioning, Testing and Maintenance of  
Computer & Network Equipment for Administration  
Faculty of Engineering,  
University of Ruhuna,  
Hapugala,  
Galle.**

**RUH/ENG/F/C/Q/2024/03**

**12<sup>th</sup> March 2024**

**Assistant Bursar  
Faculty of Engineering  
University of Ruhuna  
Hapugala  
Galle.**

A handwritten signature in blue ink, likely belonging to the Assistant Bursar.

## 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. Options shall not be considered.</b></p>
<b>5. Prices and Discounts</b>	<p>5.1 Unless specifically stated in Data Sheet, all items must be priced separately 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 offered.</p> <p>5.3 The applicable VAT shall be indicated separately and NBT Shall not be paid by the University .</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 an 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 sixty (60) 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>10. Site visit</b>	
<b>D: Submission and Opening of Quotation</b>	
<b>11. Submission of Quotation</b>	<p>11.1 Vendors may submit their quotations by mail or by hand in sealed envelopes addressed to the Purchaser and bear the specific identification of the quotation number.</p> <p>11.2 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>12. Deadline for Submission of Quotation</b>	12.1 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>13. Late Quotations</b>	13.1 The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITV Clause 11.1 above.
<b>14. Opening of Quotations</b>	<p>14.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>14.2 A representative of the bidders may be present and mark his attendance.</p>

<b>E: Evaluation and Comparison of Quotations</b>	
<b>15. Clarifications</b>	<p>15.1 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>15.2 The Purchaser's request for clarification and the response shall be in writing.</p>
<b>16. Responsiveness of Quotations</b>	<p>16.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>16.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>
<b>17. Evaluation of quotations</b>	<p>17.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>17.2 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>17.3 The Purchaser's evaluation of a quotation may require the Consideration of other 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>
<b>18. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations</b>	<p>18.1 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>19. Acceptance of the Quotation</b>	19.1 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>20. Notification of acceptance</b>	20.1 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.
<b>21. Performance security</b>	21.1 Amount of performance security required is 10% of the Initial Contract Price and form acceptable is unconditional guarantee or bond given in the Standard Form of Performance Security valid for a period of 28 days beyond the one year from the date of award of contract.
<b>22. Payment</b>	22.1 Payment shall be made within one month after receiving the invoice for system supplied, installed, commissioned, tested and certified
<b>23. Liquidated Damages</b>	23.1 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 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.

## Section II: Data Sheet

ITV Clause Reference	
1.1	The Purchaser is : <b>Vice Chancellor, University of Ruhuna</b> Address: <b>University of Ruhuna, Wellamadama, Matara</b>
5.1	If the bidder is allowed to quote for lesser number of items than the total number of items specified, indicate the details: Bidders are allowed to quote for any item or all the items
7.3	Manufacturer's Authorization is required.
11.1	Address for submission of Quotations is " <b>RUH/ENG/F/C/Q/2024/03</b> " marked on the top left-hand corner of the envelope and addressed to <b>Assistant Bursar, Faculty of Engineering, University of Ruhuna, Hapugala, Galle.</b>  Deadline for submission of quotations is on or before <b>10.00 a.m. on 26<sup>th</sup> March 2024</b>
13	The quotations shall be opened at the following address: <b>AB Office, Faculty of Engineering, University of Ruhuna, Hapugala, Galle.</b>
16	Other factors that will be considered for evaluation are (List and describe the Methodology): Should satisfy the given requirements

### Section III: Schedule of Requirements

**Note:** I. Bidders may be quoted for any item or all items  
 Evaluation will be done separately for each item based on the price of individual item  
 All items should be delivered within 4 weeks after placing the order. No time extension will be considered.  
 NBT shall not be paid by the university

Item No.	Brief Description of the Goods	Specifications	Quantity	Delivery Period		Place of Delivery & installation	Installation and warranty Requirements if any
				Latest	Bidder's Offered		
1.	Desktop Computer (i5) Type I	<b>Please refer Section IV</b>	04	4 Weeks		Faculty of Engineering, Hapugala, Galle	Please Specify
2.	Desktop Computer (i5) Type II	<b>Please refer Section IV</b>	02	4 Weeks		Faculty of Engineering, Hapugala, Galle	Please Specify
3.	A3 Laser Jet Printer	<b>Please refer Section IV</b>	01	4 Weeks		Faculty of Engineering, Hapugala, Galle	Please Specify
4.	International Branded PoE Switch	<b>Please refer Section IV</b>	01	4 Weeks		Faculty of Engineering, Hapugala, Galle	Please Specify

# **Section IV: Technical Specification & Compliance**

**Supply, Delivering, Installation, Commissioning, Testing and Maintenance of Computer & Network Equipment for the Administration, Faculty of Engineering, University of Ruhuna, Hapugala, Galle.**



**Specification for Desktop Computer (i5) – Type I**  
**Qty – 04**

Specifications	Requirement	Bidder's Confirmation		If not, Bidder's offer
		Yes	No	
Brand	(Specify)			
Model	(Specify)			
Country of Origin	(Specify)			
Country of Manufacture / Assembled	(Specify) Must be internationally branded			
Processor	Intel® Core i5 13th Generation Processor or Later			
Base Frequency	3.6 GHz or Higher			
Cache	12 MB or Higher			
Video Controller	Intel UHD Graphics or Better			
Form Factor	Business Desktop			
Chassis	Mini ITX or Micro ATX Tower Casing with Locking Facility.			
Chipset	Intel Express B / H Business 400 Series Chipset or Higher			
Motherboard	Should be the same quoted brand (Serial number of the CPU should show in BIOS)			
Memory	8 GB DDR 4 2666MHz or Higher			
Maximum Memory	Upgradeable to Maximum of 16 GB RAM			
Memory DIMMs	2 DIMMs or Higher			
Hard Disk Drive	1TB Serial ATA Minimum + 256GB SSD			
Keyboard	128 Key Standard Keyboard to be as same brand in English			
Mouse	Two buttons with scroll wheel optical Mouse with Mouse Pad			

Optical Drive	SATA DVD Drive (+/-RW)			
Expansion Slots	Minimum 2 Expansion Slots including 1 Nos PCI x 16, (Specify)			
Network Interface	Gigabit Ethernet Network Interface Card (10/100/1000) Internal Wi-Fi Card			
I/O Ports	Minimum 6 USB Ports; from that at least 2 USB Ports should USB 3.2 Minimum 1 HDMI Port VGA Port			
Power Supply	250W PFC, auto-sensing, 80 PLUS# Platinum, or higher Power Supply			
Operating System	Windows 11 Pro			
Display	18.5" Widescreen Color LED Monitor supporting resolutions WXGA or better. Should be as the same brand of the Desktop			
Warranty	Comprehensive on-site manufacturer authorized warranty for 36 months (Labor & Parts) excluding consumes.  A suitable replacement should be provided if repairing time for any brake down during warranty period exceeds 72 hrs.			
Number of Free Services	Please specify number of free services carried out per year during the period of warranty			
Bidders Experience	The bidder should have successfully sold same similar product for last 3 years (Bidder should provide documentary evidence to support the above)			
Operational Environmental Condition	Should function without any defect under the climatic conditions prevailing in Sri Lankan environments			

**Specification for Desktop Computer (i5) – Type II**  
**Qty – 02**

Specifications	Requirement	Bidder's Confirmation		If not, Bidder's offer
		Yes	No	
Brand	(Specify)			
Model	(Specify)			
Country of Origin	(Specify)			
Country of Manufacture / Assembled	(Specify) Must be internationally branded			
Processor	Intel® Core i5 13th Generation Processor or Later			
Base Frequency	3.6 GHz or Higher			
Cache	12 MB or Higher			
Video Controller	Intel UHD Graphics or Better			
Form Factor	Business Desktop			
Chassis	Mini ITX or Micro ATX Tower Casing with Locking Facility.			
Chipset	Intel Express B / H Business 400 Series Chipset or Higher			
Motherboard	Should be the same quoted brand (Serial number of the CPU should show in BIOS)			
Memory	8 GB DDR 4 2666MHz or Higher			
Maximum Memory	Upgradeable to Maximum of 16 GB RAM			
Memory DIMMs	2 DIMMs or Higher			
Hard Disk Drive	1TB Serial ATA Minimum + 256GB SSD			
Keyboard	128 Key Standard Keyboard to be as same brand in English			
Mouse	Two buttons with scroll wheel optical Mouse with Mouse Pad			

Optical Drive	SATA DVD Drive (+/-RW)			
Expansion Slots	Minimum 2 Expansion Slots including 1 Nos PCI x 16, (Specify)			
Network Interface	Gigabit Ethernet Network Interface Card (10/100/1000) Internal Wi-Fi Card			
I/O Ports	Minimum 6 USB Ports; from that at least 2 USB Ports should USB 3.2 Minimum 1 HDMI Port VGA Port			
Power Supply	250W PFC, auto-sensing, 80 PLUS# Platinum, or higher Power Supply			
Operating System	Windows 11 Pro			
Display	24" Widescreen Color LED Monitor supporting resolutions WXGA or better. Should be as the same brand of the Desktop			
Warranty	Comprehensive on-site manufacturer authorized warranty for 36 months (Labor & Parts) excluding consumes.  A suitable replacement should be provided if repairing time for any brake down during warranty period exceeds 72 hrs.			
Number of Free Services	Please specify number of free services carried out per year during the period of warranty			
Bidders Experience	The bidder should have successfully sold same similar product for last 3 years (Bidder should provide documentary evidence to support the above)			
Operational Environmental Condition	Should function without any defect under the climatic conditions prevailing in Sri Lankan environments			

## Specification of A3 LaserJet Printer

Qty - 01

Description	Specifications	Conformity		If No. Bidder's response
		Yes	No	
Printer Technology	A3 Monochrome Laser printer			
Brand	(Specify)			
Model	(Specify)			
Country of Origin	(Specify)			
Country of Manufacture/Assembled	(Specify)			
Year of Manufacture	(Specify)			
Type	Laser jet			
Color	Monochrome Laser Printer			
Daily duty cycle	Up to 5000 sheets			
Speed setting	Up to 40 ppm (simplex) /Up to 28ppm (Duplex) or above			
Resolution	1200 x 1200 dpi or better			
Processor	Dual core			
Memory	2 GB or better			
Number of paper trays (Standard)	2 (Paper cassettes: 1 , MP tray: 1)			
Stranded paper capacity	Up to 600 sheets (100 sheets MP Tray, 500 sheets Standard Cassette)			
Output paper capacity	Up to 500 sheets (face down, 80g/m2 )			
Two side printing	Automatically two side printing (Duplex printing)			
Additional Technical Specifications	Please Specify			
Supported Paper Size Paper Cassettes	A6 (SEF), A5 (SEF/LEF), A4 (SEF/LEF), A3 (SEF), B5 (LEF), B4 (SEF), HLT (SEF), LT (LEF), EXE (SEF), LGL (SEF), 8 x 10.5 in (SEF), 8.27 x 13 in (SEF), 8.5 x 13 in (SEF), US B (SEF), SP1 (SEF), SP2 (LEF), SP4 (SEF), Custom: 105 x 148 mm - 297 x 431.8 mm			
MP Tray	A6 (SEF), A5 (SEF/LEF), A4 (SEF/LEF), A3 (SEF), B5 (LEF), B4 (SEF), HLT (SEF), LT (LEF), EXE (SEF), LGL (SEF), 8 x 10.5 in			

	(SEF), 8.27 x 13 in (SEF), 8.5 x 13 in (SEF), US B (SEF), SP1 (SEF), SP2 (LEF), SP3 (SEF), SP4 (SEF), Custom: 70 x 148 mm - 297 x 450 mm Envelopes: Monarch (SEF), #10 (SEF), DL (SEF), C6 (SEF), C5 (LEF), B5 (LEF)			
Supported Paper Weight	60 - 220 g/m2 (Standard & Optional Cassettes: 60 - 120 g/m2 )			
Maximum Paper Size	297 x 431.8mm			
Paper Type (Standard Cassette)	Plain paper / Letterhead / Recycled / Colour / Preprinted / Semi-thick / Thin / Special			
Paper Type (MP Tray)	1 Plain paper / Letterhead / Recycled / Colour / Preprinted / Semi-thick / Thin / Thick paper 1 / Thick paper 2 / Thick paper 3 / Labels / Transparency / Envelope / Special			
Connectivity interface	USB USB 3.0, Network Ethernet (1000Base-T / 100Base-TX / 10Base-T) (RJ45)			
Network Protocol	TCP/IPv4, TCP/IPv6, IPSec, LPD, IPP, PORT9100, WSD			
Network Management Protocols	SNMP, HTTP, DHCP, BOOTP, APIPA, PING, DDNS, mDNS, SNTP, SSDP, SLP, WSD, LLTD, 802.1X			
Operating system Compatibility	Windows XP SP3 or later / Vista / 7 / 8 / 8.1 / 10 Windows Server 2003 / 2008 / 2012 / 2016 / 2019 Mac OS X 10.6.8, Linux			
Rated Voltage	AC 220 - 240 V			
Rated Frequency	50 - 60 Hz			
Cost Per Page	Please specify the Price of the toner & the Yield Certified by the Manufactures			
Manufacturer Experience	Manufacturer should have minimum of ten years' experience in manufacturing of the same brand. (Proof document should be attached)			
Bidders Experience	The bidder should have successfully sold same similar product for last 3 years (Bidder should provide documentary evidence to support the above)			
Manufacturer Authorization Certificate	Manufacturer Authorization Certificate should be provided (Originals should be provided on request)			
Warranty	Comprehensive on-site manufacturer authorized warranty for 36 months (Labor & 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			

	<p>bidders' name. (a) Address, Contact Details &amp; Date of Commencement of each branch/regional office (Should have completed minimum of 5 years from the Date of Commencement of each branch/regional)</p> <p>(Please specify the number of free services carried out per year during the period of warranty.</p> <p>A suitable replacement should be provided if repairing time for any brake down period exceeds 72hrs during warranty.</p>			
Warranty Information	<p>A sticker with</p> <ul style="list-style-type: none"> <li>-Supplier name</li> <li>-Contact Numbers</li> <li>-Date of Commissioning of Hardware</li> <li>-Warranty period</li> </ul> <p>on all printers</p>			
Brochure	Supplier should provide brochure of make/model quoted as per above specification			

**Specification for Internationally Branded PoE Switch**  
**Qty – 01 No.**

SPECIFICATIONS	REQUIREMENTS	CONFORMITY		IF NO, BIDDER'S RESPONSE
		YES	NO	
Switch ports	24 - Gigabit Ethernet PoE+ ports			
Uplinks	2 dual purpose uplinks (each dual-purpose uplink port should have one 10/100/1000 Ethernet port and one SFP-based Gigabit Ethernet port) or 2 - 10/100/1000 Ethernet uplinks and 2 SFP-based Gigabit Ethernet uplinks			
Mount	Rack mount kit – 1U			
Switching capacity	56 Gbps or higher			
PoE Power	370 W PoE+			
Management console port	RJ-45-to-DB-9 cable for PC connections			
Configuration mode	All configurations should be supported on Command Line Interface or web based GUI			
Duplex mode	Auto negotiating on all ports automatically selects half- or full-duplex transmission mode to optimize bandwidth.			
DHCP	IP DHCP pool support			
VLAN	Should be able to configure VLANs			
Warranty	All inclusive 3 years comprehensive warranty is required. A suitable replacement should be provided if repairing time for any breakdown exceeds 72 hrs during warranty period.			
Country of Manufacture	Please Specify			
Brand & Model	Cisco brand preferred. Please Specify			
Availability of after sale service	Please Specify			
Conditions of service agreement and fee after warranty	Please Specify			
Availability of spare parts for minimum 3 years	Please Specify			
Additional Technical specification	Please Specify			
Operational Environmental Condition	Should function without any defect under the climatic conditions prevailing in Sri Lanka.			



## 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: The Vice- Chancellor,  
University of Ruhuna,  
Wellamadama,  
Matara.

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, Testing, Commissioning and Maintenance of Computer & Network Equipment for the Administration, Faculty of Engineering, University of Ruhuna, Hapugala, Galle.
- (c) The total price of our quotation including any discounts offered is: [insert the total quoted price in words and in figures];.....  
.....  
(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 bindingg 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]

Company Seal.....

Dated:.....

## PRICE SCHEDULE

Item. No.	Description	Qty.	Unit Rate. (Rs. & Cts) Without VAT	Total Amount (Rs. & Cts.) Without VAT	VAT (Rs. & Cts)	Total Amount (Rs. & Cts.) With VAT
1.	Desktop Computer (i5) Type I	04				
2.	Desktop Computer (i5) Type II	02				
3.	A3 Laser Jet Printer	01				
4.	International Branded PoE Switch	01				
<b>Total</b>						

Total amount for the separate items excluding VAT (Column 1-4) in words:

Item 01. ....

Item 02. ....

Item 03. ....

Item 04. ....

***Note: In case of discrepancy between unit price and total, the unit price shall prevail.***

We agree to supply and maintenance the above goods in accordance with the technical specifications for a total contract price of Rupees  
 ..... (amount in figures)

[ ..... (amount in words) ] **(for Item No. 01-04)**  
 within the period specified in the Invitation for Quotations.

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

.....	.....	.....
<b>Signature of the Bidder</b>	<b>Name of the Bidder and official seal</b>	<b>Date</b>

**Telephone No:** .....

**Mobile No (if available) :**.....

**Fax:** .....

# Manufacturer's Authorization

[If requested under ITV clause 7.3, the Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated.]

Date:

## WHEREAS

We [insert complete name of Manufacturer], who are official manufacturers of [insert type of goods manufactured], having factories at [insert full address of Manufacturer's factories], do hereby authorize [insert complete name of Bidder] to submit a quotation the purpose of which is to provide the following Goods, manufactured by us [insert name and or brief description of the Goods], and to subsequently negotiate and supply the goods.

We hereby extend our full guarantee and warranty with respect to the Goods offered by the above firm.

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

Name: [insert complete name(s) of authorized representative(s) of the Manufacturer]

Title: [insert title]

Duly authorized to sign this Authorization on behalf of: [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]

# Contract Agreement

THIS CONTRACT AGREEMENT is made

the [ insert: number ] day of [ insert: month ], [ insert: year ].

BETWEEN

(1) [ insert complete name of Purchaser ], a [ insert description of type of legal entity, for example, an agency of the Ministry of ..... or corporation and having its principal place of business at [ insert address of Purchaser ] (hereinafter called “the Purchaser”), and

(2) [ insert name of Supplier ], a corporation incorporated under the laws of [ insert: country of Supplier ] and having its principal place of business at [ insert: address of Supplier ] (hereinafter called “the Supplier”).

WHEREAS the Purchaser invited bids for certain Goods and ancillary services, viz., [insert brief description of Goods and Services] and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of [insert Contract Price in words and figures, expressed in the Contract currency (ies)] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:

(a) This Contract Agreement

(b) Contract Data

(c) Conditions of Contract

(d) Technical Requirements (including Schedule of Requirements and Technical Specifications)

(e) The Supplier’s Bid and original Price Schedules

(f) The Purchaser’s Notification of Award

(g) [Add here any other document(s)]

3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Democratic Socialist Republic of Sri Lanka on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed: [insert signature]

in the capacity of [ insert title or other appropriate designation ]

in the presence of [insert identification of official witness]

For and on behalf of the Supplier

Signed: [insert signature of authorized representative(s) of the Supplier]

in the capacity of [ insert title or other appropriate designation ]

in the presence of [ insert identification of official witness]