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றுණ පල்கலைக்கழகம்
UNIVERSITY OF RUHUNA

වෛද්‍ය පීඨය
மருத்துவ - பீடம்
Faculty of Medicine

කරාපිටිය, කදුල, 80000 ශ්‍රී ලංකාව කராපිටිය කැවි 80000 இலங்கை Karapitiya Galle 80000 Sri Lanka

මගේ අංකය
எனது எண்
My No.

RMF/GSQ/NS/2024/16

ඔබේ අංකය
உங்களுக்கு எண்
Your No.

BY E-Mail & Registered Post

02.09.2024

Sales Manager,

Supply, Installation, Commissioning, Testing and Maintenance of Furniture & Fittings for the Faculty of Medicine, University of Ruhuna, - RMF/GSQ/NS/2024/16

I kindly request you to submit your **sealed** quotation for Supply, Installation, Commissioning, Testing and Maintenance of Furniture & Fittings for Faculty of Medicine, University of Ruhuna, Karapitiya on or before at 2.00 p.m. on 12th of September 2024 by **registered post, courier or hand**.

Senior Assistant Bursar
Faculty of Medicine



UNIVERSITY OF RUHUNA

**PROCUREMENT OF GOODS UNDER
NATIONAL SHOPPING PROCEDURES**

**INVITATION FOR QUOTATIONS
FOR PROCUREMENT OF**

**Supply, Installation, Commissioning, Testing
and Maintenance of Furniture & Fittings for the
Faculty of Medicine, Karapitiya, Galle.**

RMF/GSQ/NS/2024/16

Bidder.....

.....
.....
.....

September 2024

Section I. Instructions to Vendors (ITV)

A: General	
1. Scope of Bid	1.1 The Purchaser named in the Data Sheet invites you to submit a sealed quotation for the supply of Goods as specified in Section III Schedule of Requirements.
B: Contents of Documents	
2. Contents of Documents	<p>2.1 The documents consist of the Sections indicated below.</p> <ul style="list-style-type: none"> • Section I. Instructions to Vendors (ITV) • Section II. Data Sheet • Section III. Schedule of Requirements • Section IV. Technical Specifications & Compliance with Specifications • Section V. Quotation submission Form(s)
C: Preparation of Quotation	
3. Documents Comprising your Quotation	<p>3.1 The Quotation shall comprise the following:</p> <ul style="list-style-type: none"> (a) Quotation Submission Form and the Price Schedules; (b) Technical Specifications & Compliance with Specifications
4. Quotation Submission Form and Price Schedules	<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 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.</p>
5. Prices and Discounts	<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.</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>

6. Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Goods	<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 & 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</p>
8. Period of Validity of quotation	8.1 Quotations shall remain valid for the period of sixty (60) days after the quotation submission deadline date.
9. Format and Signing of Quotation	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.
D: Submission and Opening of Quotation	
11. Submission of Quotation	<p>11.1 Vendors may submit their quotations by register mail, courier 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>
12. Deadline for Submission of Quotation	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.
13. Late Quotations	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.
14. Opening of Quotations	<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>

E: Evaluation and Comparison of Quotations	
15. Clarifications	<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>
16. Responsiveness of Quotations	<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>
17. Evaluation of quotations	<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"> (a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (c) price adjustment due to discounts offered. <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>
18. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	<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	
19. Acceptance of the Quotation	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.
20. Notification of acceptance	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.
21. Performance security	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 warrantee period from the date of award of contract.
22. Payment	22.1 Payment shall be made within One Month after receiving the invoice
23. Liquidated Damages	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 : Vice Chancellor, University of Ruhuna Address: Faculty of Medicine, Karapitiya
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 " RMF/GSQ/NS/2024/16 " marked on the top left-hand corner of the envelope and addressed to Senior Assistant Bursar, Faculty of Medicine, Karapitiya, Galle. Deadline for submission of quotations is on or before 02.00 p.m. on 12th September 2024
13	The quotations shall be opened at the following address: Senior Assistant Bursar's Office, Faculty of Medicine, Karapitiya, Galle.
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: 1. 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.

Item No.	Brief Description of the Goods	Specifications	Quantity	Delivery Period in Days from issue of Purchase Order	Place of Delivery & installation	Installation and warranty Requirements if any
1	Steel Cupboard	Please refer Section IV - 01	4 Nos	4 weeks	Faculty of Medicine, Karapitiya, Galle	Supply, Installation, Commissioning, Testing and Maintenance to be done by the Supplier.
2	High Back Chair	Please refer Section IV - 02	2 Nos	4 weeks	Faculty of Medicine, Karapitiya, Galle	Supply, Installation, Commissioning, Testing and Maintenance to be done by the Supplier.
3	Counter Table	Please refer Section IV - 03	1 Nos	4 weeks	Faculty of Medicine, Karapitiya, Galle	Supply, Installation, Commissioning, Testing and Maintenance to be done by the Supplier.
4	Low Back Chair	Please refer Section IV - 04	4 Nos	4 weeks	Faculty of Medicine, Karapitiya, Galle	Supply, Installation, Commissioning, Testing and Maintenance to be done by the Supplier.
5	Computer Table	Please refer Section IV - 05	1 Nos	4 weeks	Faculty of Medicine, Karapitiya, Galle	Supply, Installation, Commissioning, Testing and Maintenance to be done by the Supplier.

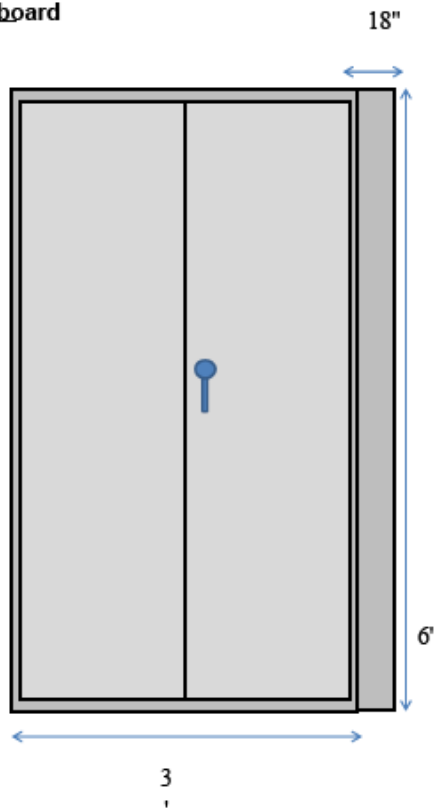
Section IV : Technical Specifications & Compliance with Specifications

01. Specifications for Steel Cupboard

SPECIFICATIONS	REQUIREMENTS	Bidders Compliance	
		Yes/No	If “No” indicate your offer
Material	Steel cupboard with two doors made of 0.7cr thicksteel		
Dimensions (approximate)	90cm(W)×45cm(D)×180cm(H)		
Shelves	4 shelves including the floor of the cupboard.		
Paint	Powder coated gray colour		
Handles and locks	Heavy duty lock (two keys)with electro plated handle in the right door		
Warranty	2 year s comprehensive warranty		

Note: Please complete the “Conformity” column, without which references to catalogues and data sheets will not be considered in the bid evaluation.

Steel Cupboard



02. Specifications for High Back Chair

Description	Requirements	Conformity		If No, Bidder's Response
		Yes	No	
Height (Floor to seat)	Adjustable			
Type of Back Rest	High Back			
Seat Pan Width	20"			
Seat Pan Depth	18"			
Back Rest Height	24"			
Back Rest Width	20"			
Material (Back and rear seat)	fabric - black or dark brown			
Wheels	5 feet on heavy duty wheels			
Arms	Heavy duty plastic/Fiber			
Warranty	At least 2 years warranty and life time services			

Note: Please complete the "Conformity" column, without which references to catalogues and data sheets will not be considered in the bid evaluation.

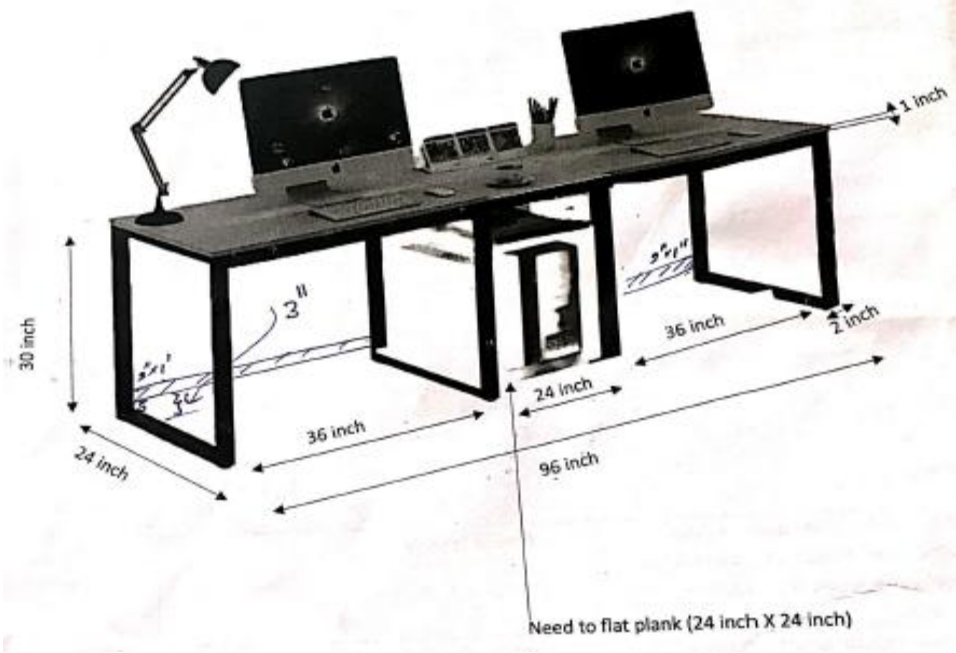


03. Specifications for Counter Table

Description	Requirements	Conformity		If No, Bidder's Response
		Yes	No	
All dimension should be as shown the diagram	Please Specify			
Finished thickness of timber should be as shown in the diagram	Please Specify			
Timber and nails	Timber should be Teak or Jack and nails should ne brass or wood			
Surfaces	All surfaces one coat of wood preservative and two coat water base stain should be applied.			
Polishing	All surfaces two coat of water base polishing should be applied with Mat finish			
A sample of the table made to the specification should be submitted for evaluation when supplier is informed	Please Specify			
Rate shall include polishing work specified above	Please Specify			
Warranty/ Defect rectification period is three years	Defect rectification period is at least three years			
Table should be supplied to the Faculty of Medicine as per the satisfaction of University Officers	Please Specify			

Note: Please complete the “Conformity” column, without which references to catalogues and data sheets will not be considered in the bid evaluation.

Counter Table



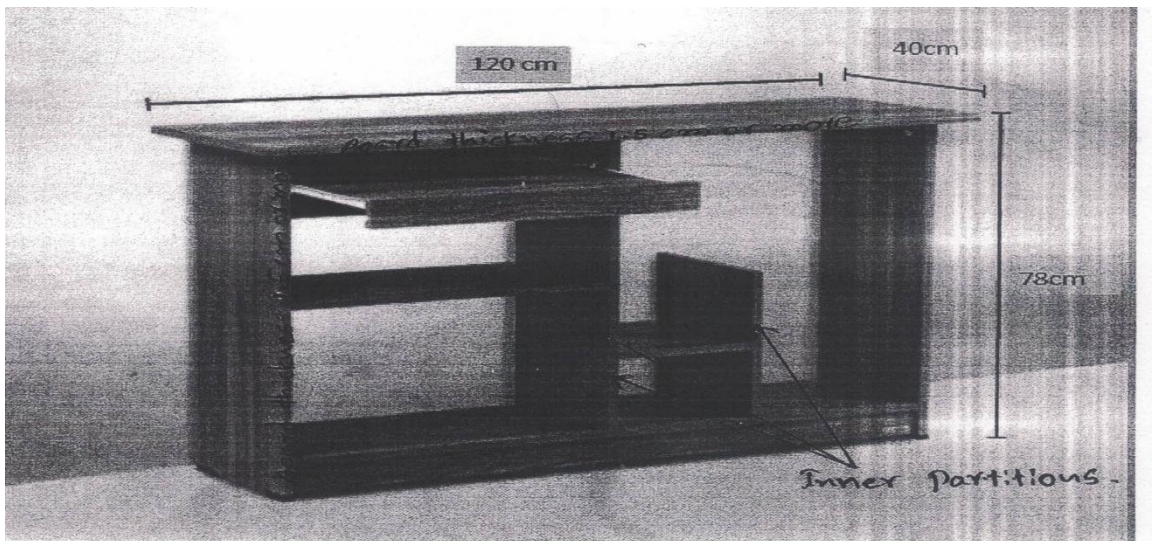
04. Specifications for Low Back Chair

Description	Requirements	Conformity		If No, Bidder's Response
		Yes	No	
Height (Floor to seat)	Adjustable			
Type of Back Rest	Low Back			
Seat Pan Width	20"			
Seat Pan Depth	18"			
Back Rest Height	18"			
Back Rest Width	20"			
Material (Back and rear seat)	fabric black or dark brown			
Wheels	5 feet on heavy duty wheels			
Arms	Heavy duty plastic /Fiber			
Warranty	At least 2 years warranty and life time services			



05. Specifications for Computer Table

Specification	Requirements	Bidders Compliance	
		Yes/No	If no indicate
Make	Please Specify		
Model	Please Specify		
Country of Origin	Please Specify		
Country of Manufacture	Please Specify		
Size	Approximately Length 120cm, Width 40cm, Height 78cm		
Color	Teak or Brown		
Finishing Material	MDF or PVC		
Board Thickness	1.5cm or more		
Keyboard Tray	Able to insert standard key board		
Inner Partitions	Inner partition sizes are not considered		
Warranty Period	2 years		



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,
Faculty of Medicine,
University of Ruhuna,
Karapitiya.

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, Installation, Commissioning, Testing and Maintenance of Furniture and Fittings for the Faculty of Medicine, University of Ruhuna, Karapitiya, 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 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]

Company Seal.....

Dated:.....

PRICE SCHEDULE

Item. No.	Description	Qty.	Unit Rate. (Rs. & Cts) Without VAT	Total Amount (Rs. & Cts.) Without VAT	VAT (Rs. & Cts)	Delivery period
1	Steel Cupboard	4 Nos				
2	High Back Chair	2 Nos				
3	Counter Table	1 Nos				
4	Low Back Chair	4 Nos				
5	Computer Table	1 Nos				
Total						

We agree to supply, installation, commissioning, testing and 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 warranty/guarantee specified shall apply to the offered goods.

.....

Signature of the Bidder

.....

Name of the Bidder & contact numbers

.....

Date

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]