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றுණා පල்கலைக்கழகம்  
UNIVERSITY OF RUHUNA

සම සෞඛ්‍ය විද්‍යා

Faculty of Allied Health Sciences

විදුලි අංශය, පරිපාලන සේවාව, ගොඩකන්ද පාර, කරපිටිය, ගාල්ල Finance Divisio, Admin Building Godakanda road, Karapitiya, Galle

මගේ අංකය  
எனது எண்  
My No.

RAHS/FIN/PROC/CAP/2024/09  
CAPAGE

ඔබේ අංකය  
உங்களது எண்  
Your No.

**BY E-Mail & Registered Post**

03.09.2024

Sales Manager,

**Supplying, Installation, Commissioning, Testing & Maintenance of Laboratory Equipment for the Faculty of Allied Health Sciences, Godakanda Road, Karapitiya, Galle. RAHS/FIN/PROC/CAP/2024/09 - CAPAGE**

I kindly request you to submit your **sealed** quotation for Supplying, Installation and Commissioning of Laboratory Equipment for Faculty of Allied Health Sciences, University of Ruhuna, Godakanda Road, Karapitiya on or before at 2.00 p.m on 18<sup>th</sup> September 2024 by **registered post, courier or hand.**

Assistant Bursar  
Faculty of Allied Health Sciences  
University of Ruhuna

Assistant Bursar,

Faculty of Allied Health Sciences,

Godakanda Road, Karapitiya,

Galle.



**UNIVERSITY OF RUHUNA  
WELLAMADAMA, MATARA**

**PROCUREMENT OF GOODS UNDER  
NATIONAL SHOPPING PROCEDURES**

**INVITATION FOR QUOTATIONS  
FOR PROCUREMENT OF**

**Supplying, Installation, Commissioning, Testing & Maintenance of  
Laboratory Equipment**

**For The Faculty of Allied Health Sciences,  
Godakanda Road, Karapitiya, Galle.**

**RAHS/FIN/PROC/CAP/2024/09 - CAPAGE**

**03<sup>rd</sup> September 2024**



## 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 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>
<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.</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 ninety (90) 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>	10.1 A site visit to the Faculty of Allied Health Sciences may be done to make yourself clear about installation conditions etc. if necessary before pricing.
<b>D: Submission and Opening of Quotation</b>	
<b>11. Submission of Quotation</b>	<p>11.1 Vendors may submit their quotations by registered post/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>
<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>



**E: Evaluation and Comparison of Quotations**

<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. Signing of Contract</b>	21.1 Within Seven (07) days after notification, the Purchaser shall complete the Agreement, and inform the successful Bidder to sign it. 21.2 Within Seven (07) days of receipt of such information, the successful Bidder shall sign the Agreement.
<b>22. Performance security</b>	22.1 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 warranty period from the date of award of contract.
<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>Faculty of Allied Health Sciences, Godakanda Road, Karapitiya, Galle.</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>"RAHS/FIN/PROC/CAP/2024/09 - CAPAGE"</b> marked on the top left-hand corner of the envelope and addressed to <b>Assistant Bursar, Faculty of Allied Health Sciences, Godakanda Road, Karapitiya, Galle.</b>  Deadline for submission of quotations is on or before <b>2.00 p.m. on 18<sup>th</sup> September 2024</b>
13	The quotations shall be opened at the following address: <b>Assistant Bursar's Office, Faculty of Allied Health Sciences, Karapitiya, 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:** 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 weeks from issue of Purchase Order	Place of Delivery & Installation	Installation and warranty Requirements if any
1	Action Research arm Test Tool kit	Please refer Section IV	01	4 weeks	Department of Nursing	Supplying, Installation, Commissioning, Testing & Maintenance to be done by the Supplier.
2	Pat Pressure Injury staging model		01			
3	Geriatric Sensory Impairment Kit		01			
4	Geriatric Trainer (TERi or a mannequin with the same features)		01			



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

### **Technical Specification for Supplying, Installation, Commissioning & Testing Maintenance of Laboratory Equipment**

**Special Condition:** The supplier should provide the total cost for “supply and installation” of those items without providing additional condition which may differ the total cost after approving the bid by the procurement committee.

**Note:** You may visit the site before the bidding process.

**Please find the last page for specifications**

**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, Installation, and Maintenance Laboratory Equipment for the, Faculty of Allied Health Sciences, University of Ruhuna, Godakanda Road, 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 g up on 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
01	Action Research arm Test Tool kit	01				
02	Pat Pressure Injury staging model	01				
03	Geriatric Sensory Impairment Kit	01				
04	Geriatric Trainer (TERi or a mannequin with the same features)	01				
<b>Total</b>						

Total amount for the separate items excluding VAT (Column 5) in words:  
Item 01. ....

**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 Items No. 1 )  
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 and official seal**

**Date**

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

**Fax:** .....

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

**Email:** .....



## 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]

## Performance Security

To: Vice Chancellor  
University of Ruhuna  
Wellamadama  
Matara

[The issuing agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated] ----- [Issuing Agency's Name, and Address of Issuing Branch or Office]----- \*

Beneficiary: ----- [Name and Address of Employer] -----

Date: .....

PERFORMANCE GUARANTEE No.: -----

We have been informed that ----- [name of Supplier] (hereinafter called "the Supplier") has entered into Contract No. ----- [reference number of the contract] dated ----- with you, for the ----- Supply of -----  
--- [name of contract and brief description] (hereinafter called "the Contract").


Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required. At the request of the Supplier, we [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- [amount in figures] (-----) [amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein. This guarantee shall expire, no later than the .... day of ....., 20.. [insert date, 28 days beyond the scheduled completion date including the warranty period] and any demand for payment under it must be received by us at this office on or before that date.

[Signature(s)]



## 1. Action Research arm Test Tool kit – 01 Qty


Specifications	Requirements	Bidders' compliance		
		Yes	No	If no, Bidder's response
Brand	Please Specify			
Model	Please Specify			
Country of Origin	Please Specify			
Size (Dimensions)	56cm*32cm*34cm Wooden block of different sizes			
Material	<b>Wooden</b> - blocks  <b>Cover</b> - hard, protective plastic carry case, together with the light weight,  <b>Aluminium testing table</b> - shelf and the roll up equipment layout mat			
Colour	Multi colour			
Features	Portable and supplied complete with all of the components and resources required to conduct a valid, reliable and reproducible outcome- measure assessment of upper extremity motor status in accordance with established protocols.			

	<p>Sharpening stone</p> <p>Cricket ball</p> <p>Alloy tubes</p> <p>Washer and bolt</p> <p>2 glasses</p> <p>Marble ball bearing tin lid</p>			
Warranty	01 Year			
Image				



## 2. Pat Pressure Injury staging model – 01 Qty


Specifications	Requirements	Bidders' compliance		
		Yes	No	If no, Bidder's response
Brand	Please Specify			
Model	Please Specify			
Country of Origin	Please Specify			
Size (Dimensions)	14*11*3 cm			
Weight	4.30 lbs			
Material	Plastic			
Colour	Multi colour			
Features	A unique, compact, comprehensive and realistic model displaying pressure ulcers such as : an unstageable eschar/slough wound, stage I (in both darkly and lightly pigmented skin), stage II, stage III with undermining, tunnelling and slough, a shallow stage Iv over the malleolus with exposed bone, tendon, muscle and undermining, tunnelling ,eschar and slough.			
Warranty	01 year			

Condition	Brand new			
Reusable	Yes			
Function and properties	This model makes it possible to visualize and understand the differences in wounds. Great care has been taken to color each wound just as you would see it in the patient. This is an effective tool to educate all health care providers, patients, families in the identification and staging of pressure ulcers.			
Image				



### 3. Geriatric sensory impairment kit – 01 Qty

Specifications	Requirements	Bidders' compliance		
		Yes	No	If no, Bidder's response
Brand	Please Specify			
Model	Please Specify			
Country of Origin	Please Specify			
Size (Dimensions)	20* 10*3 cm			
Material	Plastic, linen and other material will be used for the sensors			
Colour	Multi colour			
Features	<p>The sensory impairment kit includes: All these parts will be included in the model.</p> <p>Hearing impairment simulator: These headphones allow the user to experience tinnitus, high-frequency hearing loss, general hearing loss and dementia-related confusion.</p> <p>Geriatric Arthritis Simulator: When worn on the hands, these recreate the experience of mild to severe arthritis</p> <p>Geriatric Tremor Simulator: A device that causes hand tremors through EMS technology</p>			

	<p>A storage container for each simulator</p> <p>A user guideline</p>			
Warranty	12 months			
Condition	Brand new			
Reusable	Yes			
Function and properties	The Geriatric Sensory Impairment Kit allows students to gain a deeper understanding of some of the common sensory issues faced by elderly patients, aiding in the development of elderly care nursing skills.			
Image				







**4. Geriatric Trainer (TERI or a mannequin with the same features) – 01 Qty**

Specifications	Requirements	Bidders' compliance		
		Yes	No	If no, Bidder's response
Brand	Please Specify			
Model	Please Specify			
Country of Origin	Please Specify			
Size (Dimensions)	Dimensions: 5' feet Ship Weight: 65lbs			
Material	Soft Silicone skin			
Colour	Dark			
Features	General capability carefully selected to support practice on: – Essentials of Patient Care – Movement Assistance and Fall Prevention – Grooming and Daily Living Assistance – Basic and Advanced Nursing Skills – Cardiovascular and Respiratory Emergencies Suitable for long-term facilities and emergency room training.			
Warranty	12 months, manufacturer authorization is required			
Condition	Brand new			



Reusable	Yes			
Country	USA			
Function and properties	Physical skills practice simulation platform with injection/IV, catheterization, cardiovascular and respiratory support. color each wound just as you would see it in the patient. This is an effective tool to educate all health care providers, patients, families in the identification and staging of pressure ulcers.			
Image				

	 <p data-bbox="976 203 1029 227">Zoe G</p>				
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