



University of Ruhuna  
Wellamadama  
Matara

04.10.2021

The Manager,  
.....

**Invitation for Bids (IFB)**

**Contract: Supply, Delivery, Installation, Commissioning and Testing of Exam Hall Goods**

**IFB No - AHEAD/RA2/ELTAELSE/RUH/MGT&SCI/GOODS/2021/NS159**

The Chairman, Department Procurement Committee on behalf of the University of Ruhuna invites sealed bid from you for **Supply, Delivery, Installation, Commissioning and Testing of Exam Hall Goods** indicated in the annexed bid document.

01. Bidding will be conducted through National Shopping method of procurement.
02. You may obtain further information if any from the **Deputy Director- Procurement (AHEAD Project)** Supplies Branch, University of Ruhuna, Wellamadama, Matara. (T.P 041- 2227027/ Fax No. 041 – 2227027)
03. Bids must be delivered by mail in sealed envelopes addressed to **Director/OTS, AHEAD Project-OTS Office, University of Ruhuna, Wellamadama, Matara** before **02.00 p.m. on October 18, 2021**. Late bids will be rejected.

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Deputy Director - Procurements,  
AHEAD Project,  
University of Ruhuna,  
Wellamadama,  
Matara.

Mr. R. C. Ketippearachchi  
Deputy Director - Procurement  
Operations Technical Secretariat  
AHEAD Project  
University of Ruhuna  
Wellamadama, Matara





**UNIVERSITY OF RUHUNA**

**PROCUREMENT OF GOODS UNDER  
NATIONAL SHOPPING PROCEDURES**

**INVITATION FOR QUOTATIONS  
FOR**

**Supply, Delivery, Installation, Commissioning and Testing  
of Exam Hall Goods**

**IFB No: AHEAD/RA2/ELTA-ELSE/RUH/MGT&SCI/GOODS/2021/NS-159**

Mr. R. C. Ketippearachchi  
Deputy Director - Procurement  
Operations Technical Secretariat  
AHEAD Project  
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## 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 with price schedule</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 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>

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	<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 nonresponsive 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>sixty (60)</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 Registered post in 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 Quotation</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.

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<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.
<b>13. Opening of Quotations</b>	13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet. 13.2 A representative of the bidders may be present and mark his attendance.
<b>E: Evaluation and Comparison of Quotations</b>	
<b>14. Clarifications</b>	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. 14.2 The Purchaser's request for clarification and the response shall be in writing.
<b>15. Responsiveness of Quotations</b>	15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received. 15.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.
<b>16. Evaluation of quotations</b>	16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive. 16.2 To evaluate a quotation, the Purchaser may consider the following: (a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (c) price adjustment due to discounts offered. 16.3 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.

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<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>
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<p align="center"><b>F: Award of Contract</b></p>	
<p><b>18. Acceptance of the Quotation</b></p>	<p>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.</p>
<p><b>19. Notification of acceptance</b></p>	<p>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.</p>
<p><b>20. Signing of Contract</b></p>	<p>20.1 Within (14) days after notification, the Purchaser shall complete the Agreement, and in form the successful Bidder have to sign it. 20.2 Within fourteen (14) days of receipt of such information, the successful Bidder shall sign the Agreement.</p>
<p><b>21. Performance Security.</b></p>	<p>21.1 Within fourteen (14) days of the receipt of notification of award from the Purchaser, the successful Bidder is required furnish the Performance Security in accordance with the CC, using for that purpose the Performance Security Form included in Section VII contract forms, The Employer shall promptly notify the name of the winning Bidder to each unsuccessful Bidder and discharge the Bid Security of the unsuccessful bidders. 21.2 Failure of the successful Bidder to submit the above mentioned Performance Security or sign the contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security or execution of the Bid-Securing Declaration. In that event the Purchaser may award the Contract to the next lowest evaluated Bidder, whose offer is substantially responsive and is determined by the purchaser to be qualified to perform the contract satisfactorily.</p>

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## 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 <b>Director/ OTS, AHEAD Project, University of Ruhuna, Wellamadama, Matara.</b> Deadline for submission of quotations is at 2.00 P.M. on <b>October 18, 2021</b>
13	The Quotations shall be opened at the following address: <b>AHEAD PROJECT, OTS-Office, University of Ruhuna, Wellamadama, Matara.</b>
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 eight weeks after receiving the invoice and other required documents to the Office for each item supplied.
19. 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>
21. Performance Security	The supplier should forward performance security of 10% of the total contract price. This should be issued in favor the Vice Chancellor, university of Ruhuna, valid for a required period (which include the warranty period) from date of acceptance of the order. (Format is Attached)

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### Section III: Schedule of Requirements

- Note:  
 1. Bidders a) May quote whole item.  
 2. Evaluation will be based on: a) separately.

Item No.	Brief Description of the Goods	Specification and Requirements	Quantity	Delivery Period in Days from issue of Purchase Order	Bidder's offered Delivery Date
01	Flip Chart Stand	Annexure I	05	2 weeks	
02	Notice Board	Annexure I	04	2 weeks	
03	Trolley Medium	Annexure II	01	2 weeks	
04	Trolley Small	Annexure II	01	2 weeks	
05	White Boards Type I	Annexure III	03	2 weeks	
06	White Boards Type II	Annexure IV	08	2 weeks	
07	White Boards Type III	Annexure V	06	2 weeks	

**Place of Delivery:** University of Ruhuna, Wellamadama, Matara.

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## 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:.....

[insert complete name of Purchaser]

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 [insert a brief description of the Goods];
- (c) The total price of our quotation including any discounts offered is: [insert the total quoted price in words and in figures];
- (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:

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## PRICE SCHEDULE –IV

**Contract: Supply, Delivery, Installation, Commissioning and Testing of Exam Hall Goods**  
**IFB No - AHEAD/RA2/ELTAELSE/RUH/MGT&SCI/GOODS/2021/NSI59**

Item No.	Description	Qty.	Unit Rate. (Without VAT) (Rs. & Cents)	VAT (Rs. & Cents)	Total Amount (With VAT) (Rs. & Cents)
01	Flip Chart Stand	05			
02	Notice Board	04			
03	Trolley Medium	01			
04	Trolley Small	01			
05	White Boards Type I	03			
06	White Boards Type II	08			
07	White Boards Type III	06			

We agree to supply and delivery 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.

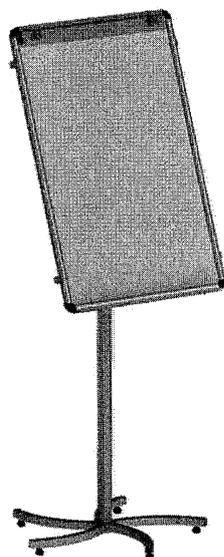
We also confirm that the warrantee/guarantee specified shall apply to the offered goods.

..... **Signature of the Bidder** ..... **Name of the Bidder** ..... **Date** .....

**Mr. R. C. Ketippearachchi**  
 Deputy Director - Procurement  
 Operations, Technical Secretariat  
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## 01. Specifications for Flip Chart Stand

Specification	Requirement	Bidder's Offer	
		Yes/No	Remarks
Portable	Yes		
Stand Type	Please Specify		
Material	Please Specify		
Size	H 4' x W 3' Please Specify		



## 02. Specifications for Notice Board

Specification	Requirement	Bidder's Offer	
		Yes/No	Remarks
Board Material	Cork		
With frame	Yes		
Frame Material	Anodized Aluminum Please Specify		
Size	H 4' x W 6' Please Specify		

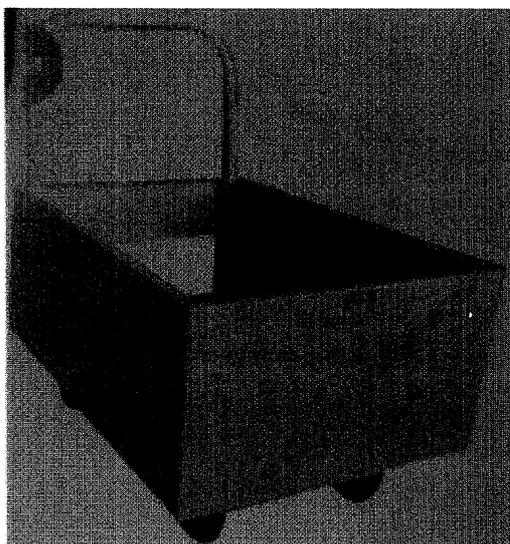
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### 03. Specifications for Trolley - Medium

Specification	Requirement	Bidder's Offer	
		Yes/No	Remarks
Weight Capacity	400 kg		
Material	Steel Please Specify		
Warranty	Please Specify		

### 04. Specifications for Trolley - Small

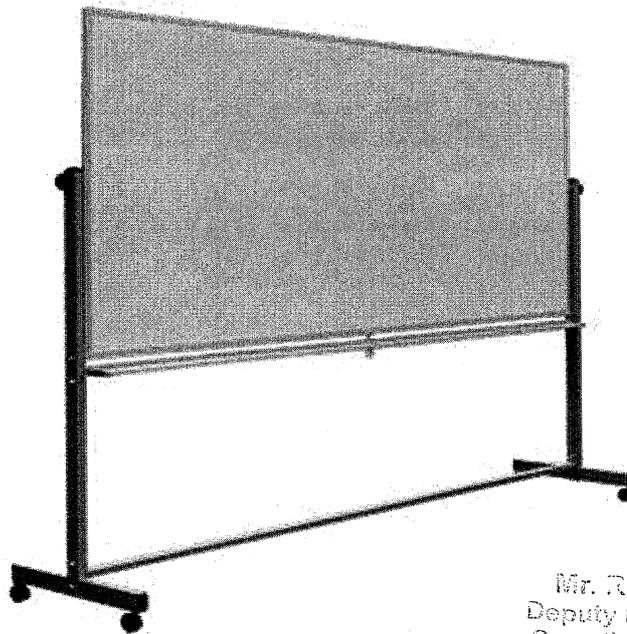
Specification	Requirement	Bidder's Offer	
		Yes/No	Remarks
Weight Capacity	100kg – 200kg Please Specify		
Material	Steel Please Specify		
Warranty	Please Specify		



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## 05. Specifications for White Board – Type I

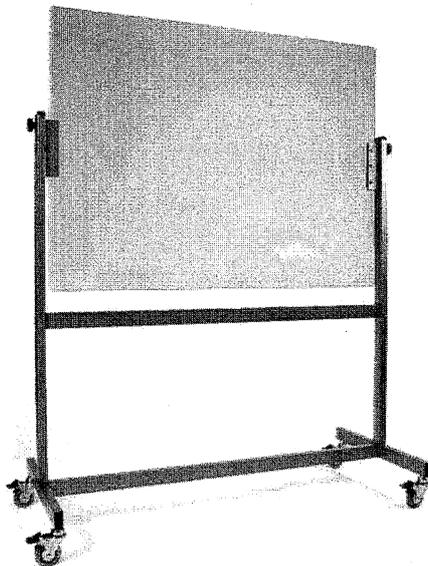
Specification	Requirement	Bidder's Offer	
		Yes/No	Remarks
Type	White Board with Stand		
Wheels	4		
Movable	Yes		
Using Type	Movable with Rack		
Diameter	40 x 72 inch		
Color	White		
Revolving	360 degree		
Warranty	Please Specify		



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## 06. Specifications for White Board – Type II

Specification	Requirements	Bidder's offer	
		Yes/No	Remarks
Make	Please specify		
Model	Please specify		
Dimension	6' x 8' approximately		
Portable	Yes – with caster wheels		
Frame Type	Aluminum/Wood (please specify)		
Thickness	9mm /12mm		
Material	MDF		
Surface	Dry Erase		
Accessories included	Please specify		
Warranty	3 Years		



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## 07. Specifications for White Board – Type III

Specification	Requirement	Bidder's Offer	
		Yes/No	Remarks
Size	8' x 4' feet		
Smooth and durable non-magnetic writing surface, easily dry wipe with all dry-erase markers			
Silver finished aluminum frame, ABS plastics corner with screw-fixing in corners			
Easy installation with fixing kits, can be mounted vertically or horizontally			
Include fixing kits			
Warranty	1 year		

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