



University of Ruhuna
Wellamadama
Matara

22.12.2021

The Manager,
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Invitation for Bids (IFB)

Contract: Supply, Delivery, Installation, Commissioning and Testing of Audio Visual Equipment for University of Ruhuna

IFB No - AHEAD/ RA2/ELTA-ELSE/RUH/PP/GEO/OTS/GOODS/2021/NS-175

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 Audio Visual Equipment for University of Ruhuna** 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 January 05, 2022**. Late bids will be rejected.
04. This contract is subject to,
 - I. Providing of performance security of 10% of the total contract price in accordance with the format attached and issued with this in favor of the **Vice Chancellor**, University of Ruhuna.
 - II. Entering in to the formal agreement with the University of Ruhuna.

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Deputy Director/ Procurement-OTS,
AHEAD Operation,
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 Audio Visual Equipment
for University of Ruhuna**

IFB No: AHEAD/RA2/ELTA-ELSE/RUH/PP/GEO/OTS/GOODS/2021/NS-175

**Mr. R. C. Siriwardena,
Deputy Director - Procurement
Operations Technical
AHEAD Project
University of Ruhuna
Ruhuna, Sri Lanka**

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 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 with price schedule • 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>

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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>
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 in Sri Lanka.</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	
10. Submission of Quotation	<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>
11. Deadline for Submission of Quotation	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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12. Late Quotations	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.
13. Opening of Quotations	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.
E: Evaluation and Comparison of Quotations	
14. Clarifications	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.
15. Responsiveness of Quotations	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.
16. Evaluation of quotations	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>17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations</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">F: Award of Contract</p>	
<p>18. Acceptance of the Quotation</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>19. Notification of acceptance</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>20. Signing of Contract</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>21. Performance Security.</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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 Wellamadama, Matara

Section II: Data Sheet

ITV Clause Reference	
1.1	The Purchaser is: Vice Chancellor 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 Director/ OTS, AHEAD Project, University of Ruhuna, Wellamadama, Matara. Deadline for submission of quotations is at 2.00 P.M. on January 05, 2022
13	The Quotations shall be opened at the following address: AHEAD PROJECT, OTS-Office, University of Ruhuna, Wellamadama, Matara.
16	Other factors that will be considered for evaluation are (List and describe the methodology):
Additional Clause	
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 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.
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 365 days from the date of acceptance of the order.

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 Operations, Technical Secretariat
 AHEAD Project
 University of Ruhuna
 Wellamadama, Matara

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	Bidder's offered Delivery Date
01	Digital Voice Recorder with Push Button	Annexure I	04	2 weeks	
02	DSLR Camera and Accessories	Annexure II	02	2 weeks	
03	Microphone	Annexure III	07	2 weeks	
04	Video Light	Annexure IV	02	2 weeks	
05	Headphone	Annexure V	02	2 weeks	

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

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 Wellamadama, Matara

PRICE SCHEDULE -IV

Contract: Supply, Delivery, Installation, Commissioning and Testing of Audio Visual Equipment for University of Ruhuna
IFB No - AHEAD/RA2/ELTA-ELSE/RUH/PP/GEO/OTS/GOODS/2021/NS-175

Item. No.	Description	Qty.	Unit Rate. (Without VAT) (Rs. & Cents)	Unit VAT (Rs. & Cents)	Total Amount (With VAT) (Rs. & Cents)
01	Digital Voice Recorder with Push Button	04			
02	DSLR Camera and Accessories	02			
03	Microphone	07			
04	Video Light	02			
05	Headphone	02			

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

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 Deputy Director of Procurement
 Operations Technical Secretariat
AHEAD Project
 University of Ruhuna
 Galle, 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:.....

[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:

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

01. Specification for Digital Voice Recorder with Push Button

Specification	Requirements	Bidders Compliance.	
		Yes/No	If "No" Indicate your offer.
Brand	Please Specify		
Model	Please Specify		
Type	Digital		
Mode	Stereo / Mono		
Recording Format	Digital Speech Standard (DSS), MP3, PCM (WAV)		
Bit-Rate	13.7 kbps 28 kbps 192 kbps 353 kbps 705 kbps		
Sample Rate	44.1 kHz 22.05 kHz16 kHz 12 kHz		
Recording Time	SP Mono: 700 Hours QP Mono: 350 Hours MP3 Stereo: 50 Hours (MP3) PCM: 27 Hours PCM Stereo: 13 Hours		
Voice Activated Recording	Should be available. Please specify		
Microphone Type	Internal Stereo - 2 Elements		
Pickup Pattern	Omni-Directional		
Frequency Response	300 Hz - 7500 Hz		
Playback Formats	MP3		
Speaker	Yes		
Speaker Size	1.1" / 28 mm		
Display Size/Type	2.4" TFT with 320 x 240 Resolution		
Battery Type	x Rechargeable Lithium-Ion Battery Pack		
Battery Life (approx.)	Recording: 30 Hours		

Power Adapter	Please Specify		
Compatible Memory Cards	SDHC SD		
Connectors	1/8" mini Microphone 1/8" mini Headphone		
Memory	8GB more Please specify		
Additional Memory slot	Should support up-to 32GB additional memory card. Please specify		
Warranty	All inclusive 2 years Comprehensive warranty required.		
USB	USB 2.0 (Micro-B)		
Operating System Support	Windows		
Dimensions (WxHxD)	2.1 x 4.8 x .6" / 53.34 x 121.92 x 15.24 mm		
Weight	4.1 oz / 116 g		

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 AHEAD Project
 University of Regina
 Regina, Saskatchewan

02. Specification For DSLR Camera And Accessories

Specifications	Requirements	Bidders Compliance	
		Yes/No	If "No" indicate your offer
Camera Body			
Make	Internationally Reputed Brand - Please specify		
Model	Please specify		
Country of Origin	Please specify		
Country of Manufacture	Please specify		
Number of Pixels/Resolution	16 megapixel or more Please specify		
Size of Sensor	DX-format sensor		
Type of Sensor	CMOS		
Processor	Please specify		
Shutter Speed	30s up to 1/8,000 s, Please specify		
Frames Per Second	6 or more, Please specify		
ISO Speed/Sensitivity (Normal Setting): Min/Max	100/6400 Please specify		
Built-in Flash	Use to illuminate seen or subjector to trigger external flash		
Video Resolution	1080p		
Storage Device	SDXC Card, 64 GB, Class 10 UHS-1 Compliant Please specify		
Power Source	2500 mAh Nickel-Metal Hydride (NiMH) or more Battery/Battery Grip/AC Adapter Please specify		
Backup Battery pack for camera body	Additional Rechargeable battery pack compatible with the body should be provided		
Connectivity	USB — Should be available Wi-Fi — Please specify		
Lens			
Range	18-140 mm, Please specify		
Format	DX		

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Aperture	F3.5-5.6		
Focus Mode	Automatic/Manual/Manual override while in Automatic Mode		
Image stabilization/reduction	Lens feature which help eliminate or reduce blurring		
Lens Hood	Please specify		
Tripod			
Load Capacity	15 KG or more		
Collapsible Size	25 inches or less		
Height Extension	60 inches		
Camera Mount	Quick release		
Number of leg sections	3		
Leg Locks	Lever/clip		
feet	Rubber		
Tripod Construction Material	Aluminum		
level	Bubble level		
Tripod Backpack Bag	Backpack bag that can house the body		
DSLR Camera Backpack Bag	Backpack bag that can house the body, 2 lens, flash and battery charger		
Warranty	All inclusive 2 Years Comprehensive warranty required		
Warranty agreement	A suitable replacement should be Provided if repairing time for any brake down period exceeds 72 hours during warranty. If above condition is not satisfied, a penalty of Rs. 500.00 per day will be applied and deduct from your retention for the brake down period. Please specify any deviation if applicable		
Condition of service agreement and free afterwarranty	Pease specify		
Operational environmental condition	Should function without any defect under the climate condition prevailing in Sri Lankan environments during the warranty period		

03. Specification of FM Microphone

Description	Required Specification	Bidders Compliance	
		Yes/No	Remarks
Make	Please specify		
Model	Please specify		
Country of Origin	Please specify		
UHF Dual Channel Diversity Receiver			
Frequency Preparation	Crystal		
Carrier Frequency Range	600MHz - 960MHz		
No of Channels	10 or more		
S/N Ratio	> 105dB		
Controls	Power On/Off, Audio Level, Channel selector		
Audio Output Level	-12dB		
AF Output Impedance	600Ω		
Squelch	Pilot Tone, Noise & Mute		
Operating Voltage	12 — 18 VDC, 600mA		
Display	LED or LCD		
Output Connector	1 x XLR Balanced Socket 1 x Phone Unbalanced Socket		
UHF PLL Handheld Transmitter			
Frequency Preparation	Crystal		
Carrier Frequency Range	600MHz - 960MHz		
RF Outputs	10mW		
Frequency Deviation	± 48 KHz		
LED/LCD Display	Low Battery, Power On/Off		
Controls	Power On/Off, Channel selector		
Audio Frequency Response	50Hz - 16KHz		
Microphone	Cardioid polar patterns		
Battery	2 x AA 1.5V		

UHF Body-pack Transmitter			
Frequency Preparation	Crystal		
Carrier Frequency Range	600MHz - 960MHz		
RF Outputs	10mW		
Frequency Deviation	± 48 KHz		
LED/LCD Display	Low Battery, Power On/Off		
Controls	Power On/Off, Channel selector		
Audio Frequency Response	50Hz - 16KHz		
Battery	2 x AA 1.5V		
Single Ear-hook Microphone	Should be compatible with the body pack transmitter		
Connector	XLR		
Frequency Response	50Hz — 16,000Hz		
Polar Pattern	Omni - Directional		
Sensitivity (@ 1KHz)	-60 ± 3dB		
Impedance	2.2 KΩ		
Accessories	Please specify		
Warranty	One year comprehensive		
Audio Frequency Response	50Hz - 16KHz		

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04. Specification of Video Light

Description	Required Specification	Bidder's Compliance	
		Yes/ No	Remarks
Make	Please Specify		
Model	Please Specify		
Country of Origin	Please Specify		
Power	180W or more Please Specify		
Lighting Type	LED		
Beam Angle	60 Degrees		
LED Color	Cool White/ Warm White		
Zooming Scale	15-50 Degrees (Manual or Auto) Please Specify		
CRI	More than 80 Please Specify		
Warranty	One Year Comprehensive		

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05. Specifications for Headphone Set with Microphone

No	Specifications		Requirements	Bidders compliance	
				Yes/No	if "No" indicate your offer
1	Brand		Please Specify		
2	Model		Please Specify		
3	Origin		Please Specify		
4		frequency range	20 Hz-20 kHz		
5	Head phone	Padded ear cups for comfortable listening	yes		
6		Plug Diameter	OD 3.5 mm stereo/USB		
7		Sound	stereo		
8		Cable Length	2 m		
9		Colour	Please Specify		
10		Size	Please Specify		
11		Nominal Impedance:	32 ohm		
12		Sensitivity	Please Specify		
13		Audio driver size	30mm/40mm (Please Specify)		
14	Microphone	Frequency response	Please Specify		
15		Sensitivity	Please Specify		
16		Mic Dimensions	Please Specify		
17		Product type	Wired /Wireless		
18	System Requirements		Windows / Vista / 7 / 8 / 8.1 / 10		
19	can you have send us sample picture		Yes		
20	Warranty		Minimum 1 year Warranty		