



University of Ruhuna
Wellamadama
Matara

28.01.2022

The Manager,
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Invitation for Bids (IFB)

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

IFB No - AHEAD/RA2/ELTA-ELSE/RUH/AGRI/GOODS/2022/NS-184

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 Faculty of Agriculture, 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 February 11, 2022.** Late bids will be rejected.
04. This contract is subject to,
 - 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.
 - Entering in to the formal agreement with the University of Ruhuna.

Signature
28/01/2022

.....
Director/OTS,
AHEAD Operation,
University of Ruhuna,
Wellamadama,
Matara.

Dr. Nihal Yapage
Director-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
Faculty of Agriculture, University of Ruhuna**

IFB No: AHEAD/RA2/ELTA-ELSE/RUH/AGRI/GOODS/2022/NS-184

Dr. Nihal Yapage
Director-Operations Technical Secretary
AHEAD Project
University of Ruhuna
Wolarawadda, Matara

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	2.1 The documents consist of the Sections indicated below. <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	3.1 The Quotation shall comprise the following: <ol 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	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. 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.
5. Prices and Discounts	5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules. 5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.

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 Director-Operations Technical Services
 AHEAD Project
 University of Ruhuna
 Wellawaddena, Matara

	<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 confirm 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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 Welisara, Matara

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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Wellisaramba, Matara

<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>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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 Director-Operations Isolated Seafood
 AREAS Project
 University of Ruhuna
 Wellisaramba, 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 February 11, 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	If required, 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.

Dr. Nihal Yapa
Director-Operations Technical Services
AHEAD Project
University of Ruhuna
Wellamadama, Matara

Section III: Schedule of Requirements

Note:

1. Bidders a) Quote for all items.

2. All the items are evaluating as one package. The quotations which are not submitted as one package will be rejected.

Item No.	Brief Description of the Goods	Specification and Requirements	Quantity	Delivery Period	Bidder's offered Delivery Date
1	Public Addressing System	Annexure 1	03	2 Weeks	
2	Studio microphone	Annexure 2	01	2 Weeks	
3	Audio mixer 8 Channel with other necessary equipment	Annexure 3	01	2 Weeks	
4	Audio Interface and Sound System	Annexure 4	01	2 Weeks	
5	Voice recorder	Annexure 5	04	2 Weeks	
6	Video Camera with tripod	Annexure 6	01	2 Weeks	
7	UBL, Bluetooth speak system	Annexure 7	02	2 Weeks	

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

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 Director-Operations Technical Services Unit
 AICAD Project
 University of Ruhuna
 Wellamadama, Matara

PRICE SCHEDULE –IV

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

IFB No - AHEAD/RA2/ELTA-ELSE/RUH/AGRI/GOODS/2021/NS-184

Item No.	Description	Qty.	Unit Rate. (Without VAT) (Rs. & Cents)	VAT (Rs. & Cents)	Total Amount (With VAT) (Rs. & Cents)
1	Public Addressing System	03			
2	Studio microphone	01			
3	Audio mixer 8 Channel with other necessary equipment	01			
4	Audio Interface and Sound System	01			
5	Voice recorder	04			
6	Video Camera with tripod	01			
7	UBL, Bluetooth speak system	02			
8	Installation (if there are any)				

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

Dr. Nihal Yapa
 Director-Operations Technical Secretariat,
 AHEAD Project
 University of Ruhuna
 H. Gallewadda, Matara

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:

Dr. Nihal Vaporia
Director-Operations Test & Eval
AKFAD Project
University of Bahrain
Wolfehampton, Bahrain

01. Specification for Public Addressing System

Description		Bidder's Response
Make		
Model		
Country of Origin/Manufacture		
Public Addressing System		
Type	Rechargeable /Portable	
Speaker Type	2 Way with Woofer and Tweeter	
Mixer	Minimum 4 Channel Mixer	
Bluetooth	Required	
Aux Input	Minimum 2	
Wired Mic	Required	
Wireless Mic	USB wireless/UHF	
USB	Required	
Clip on Mic/ WirelessHead Set	USB wireless/UHF	
Speaker Stand	Required	
Warranty	Minimum 2 years Warranty	

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 Director-Operations Technology
 AHEAD Project
 University of Richmond
 Wellington, New Zealand

02. Specification for Studio Microphone

Description		Bidder's Response
Make		
Model		
Country of Origin/Manufacture		
Studio Microphone		
Type	Studio/ Recording	
Polar Pattern	Uni-Directional	
Sensitivity	34DB	
Pickup Pattern	20-20000 Hz	
SPL/Noise	130 DB	
POP Filter	Required	
Compatibility	Windows 7/8/10 Mac	
Wires	Required	
Mound/Stand	Required	
Warranty	Minimum 2 years Warranty	

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 Director-Operations & Quality
 ANFAG Project
 University of Ruhuna
 Welisara, Matara

03. Specification for an 8 Channel Audio Mixer

Description		Bidder's Response
Make		
Model		
Country of Origin/Manufacture		
Audio Mixer		
Channel	8 Channels	
Frequency Response	10Hz — 200 kHz	
Control Type	Knobs and Faders	
Headphone output	Required	
Mic Channels	Minimum 2 / Connector - XLR	
Mic Channels	Required Mono	
Line Channels	Minimum 06 Mono	
AUX Channels	AUX Send, AUX Return ,Control Room out, Tape in Tape out, EFXsend	
Meter Indicator	Required	
Warranty	Minimum 2 years Warranty	

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 Director-Operations Institute
 AREAS Project
 University of Ruhuna
 Wellawaddena, Maldives

04. Specification for an Audio Interface

Description		Bidder's Response
Make		
Model		
Country of Origin/Manufacture		
Audio Interface		
Analog Inputs	2 x XLR-1/4" combo (mic/line/Hi-Z)	
Analog Outputs	2 x 1/4" TRS	
Headphones:	1 x 1/4"	
A/D Resolution	Up to 24-bit/192kHz	
Computer Connectivity	USB 2/USB 3	
Display Indicators	Input Level, Input Selection, Host Connection, Monitoring Mode	
Compatibility	Windows/Mac	
Warranty	Minimum 2 years Warranty	

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 University of Ruhuna
 Wellawaddena, Matara

05. Specification for Voice Recorder

Description		Bidder's Response
Make		
Model		
Country of Origin/Manufacture		
Voice Recorder		
Inputs and Outputs	Head phone/ Mic in/ USB	
Built in Memory	Minimum 8GB	
Built in Mic	Required	
PC Connectivity	Required USB	
Recording and Play Back Format	Mp3	
Max Recording Time for a 192KBps MP3	Minimum 60Hrs	
Play Back/ Edit	Noise cut, Search, Alarm, Protect, Divide, Move Files Delete.	
Warranty	Minimum 2 years Warranty	

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 Director-Operations Information Systems
 AREAS Project
 University of Ruhuna
 Wellisodama, Matara

06. Specification for Video Camera

Description		Bidder's Response
Make		
Model		
Country of Origin/Manufacture		
Video Camera DSLR		
Focus Type	Auto and Manual	
Pixels	Minimum Actual: 24 Megapixel Minimum Effective: 24 Megapixel	
Image Type	JPEG/Raw	
Recording Mode	Full HD (1920 x 1080) HD (1280 x 720)	
Audio Recording	Built-In Microphone (Stereo) External Microphone Input	
Bit Depth	14	
Sensor Type	CMOS	
White Balance	Auto, Cloudy, Color Temperature, Direct Sunlight, Flash, Fluorescent, Incandescent, Preset Manual, Shade	
Built-In Flash	Required	
Flash Type	Auto, Auto/Red-Eye Reduction, Fill Flash, Hi-Speed Sync, Off, Rear Curtain/Slow Sync, Rear Sync, Red- Eye Reduction, Slow Sync, SlowSync/ Red-Eye Reduction	
External Flash Connection	Hot Shoe	
Monitor Type	LCD	
Interface	SD/SDHC/SDXC/ Wi-Fi	
Kit Lens	Focal Length - 24 to 120mm Focus Type — Autofocus Image Stabilization — Required	
Tripod	Bubal Level — Required Independent Leg Spread - Required Material — Carbon Fiber Load — Minimum 20Kg Maximum Working Height - 140cm Minimum Working Height - 11cm	
Warranty	Minimum 3 years	

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 Wellawadda, Matara

07. Specification for UBL Bluetooth Speak System

Description		Bidder's Response
Make		
Model		
Country of Origin/Manufacture		
Bluetooth Speak System		
Type	Speakers	
Connectivity Technology	Wired, Wireless	
Bluetooth Profiles	Bluetooth 4.2 Advanced Audio Distribution Profile (A2DP), Audio/Video Remote Control Profile (AVRCP), Hands-Free Profile (HFP), Headset Profile (HSP)	
Output	Stereo, 20 Watt	
Amplification Type	Active	
Speaker Type	Passive radiator, Tweeter driver, Woofer driver	
Controls	Call answer, play/pause, power On/off, volume	
Battery	Lithium polymer/ Rechargeable	
Connectivity	DC power output, audio line-in, 4 pin USB Type A, mini-phone stereo 3.5 mm	
Run Time	Minimum 15Hrs	
Protection	Waterproof	
Warranty	2 Years	

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