

Issued to

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Receipt No.....  
Rs. 45,000/= (Non-refundable fee) seen.

.....  
Signature of issuing officer

Date .....



**Ministry of Women & Child Affairs**  
**(Procurement Section)**

Procurement of Goods  
(National Competitive Bidding)

Invitation of Bid for

**Procurement of Brand New High Roof Vans for  
Provincial Probation Departments**

**Bid No: MWCA/PRO/Van/2025**

**BIDDING DOCUMENT**

**Volume 1 of 2 (Section I, VI & VIII)**  
**Volume 2 of 2 (Section II, III, IV, V & VII)**

**2025**



**BIDDING DOCUMENT**

**Volume 1 of 2 (Section I, VI, & VIII)**



**Ministry of Women & Child Affairs  
(Procurement Section)**

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# **Procurement of Brand New High Roof Vans for Provincial Probation Departments**

**Bid No: MWCA/PRO/Van/2025**

## **VOLUME 1**

- Section I - Instructions to Bidders (ITB)
- Section VI - Condition of Contract (CC)
- Section VIII - Contract Forms
  - a. Contract Agreement
  - b. Performance Security



## Section I. Instructions to Bidders (ITB)

*ITB shall be read in conjunction with the Section II, Bidding Data Sheet (BDS), which shall take precedence over ITB.*

### General

1. **Scope of Bid**
  - 1.1 The Purchaser **indicated in the Bidding Data Sheet (BDS)**, issues these Bidding Documents for the supply of Goods and Related Services incidental thereto as specified in Section V, Schedule of Requirements. The name and identification number of this procurement are **specified in the BDS**. The name, identification, and number of lots (individual contracts), if any, are **provided in the BDS**.
  - 1.2 Throughout these Bidding Documents:
    - (a) the term "in writing" means communicated in written form by mail (other than electronic mail) or hand delivered with proof of receipt;
    - (b) if the context so requires, "singular" means "plural" and vice versa; and
    - (c) " day " means calendar d ay.
2. **Source of Funds**
  - 2.1 Payments under this contract will be financed by the source **specified in the BDS**.
3. **Ethics, Fraud and Corruption**
  - 3.1 The attention of the bidders is drawn to the following guidelines of the Procurement Guidelines published by National Procurement Agency:

Parties associated with Procurement Actions, namely, suppliers/contractors and officials shall ensure that they maintain strict confidentiality throughout the process;

Officials shall refrain from receiving any personal gain from any Procurement Action. No gifts or inducement shall be accepted. Suppliers/contractors are liable to be disqualified from the bidding process if found offering any gift or inducement which may have an effect of influencing a decision or impairing the objectivity of an official.
  - 3.2 The Purchaser requires the bidders, suppliers, contractors, and consultants to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy:
    - (a) "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public



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official in the procurement process or in contract execution;

- (b) "fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- (c) "collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the Purchaser to establish bid prices at artificial, noncompetitive levels; and
- (d) "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

3.3 If the Purchaser found any unethical practices as stipulated under ITB Clause 3.2, the Purchaser will reject a bid, if it is found that a Bidder directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

**4. Eligible Bidders** 4.1 All bidders shall possess legal rights to supply the Goods under this contract.

4.2 A Bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they:

- (a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under these Bidding Documents ; or
- (b) submit more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid.

4.3 A Bidder that is under a declaration of ineligibility by the National Procurement Agency (NPA), at the date of submission of bids or at the date of contract award, shall be disqualified. The list of debarred firms is available at the website of NPA, [www.npa.gov.lk](http://www.npa.gov.lk) .

4.4 Foreign Bidder may submit a bid only if so stated in the in



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**the BDS.**

- 5. Eligible Goods and Related Services**      5.1 All goods supplied under this contract shall be complied with applicable standards stipulated by the Sri Lanka Standards Institute (SLSI). In the absence of such standards, the Goods supplied shall be complied to other internationally accepted standards.

**Contents of Bidding Documents**

- 6. Sections of Bidding Documents**      6.1 The Bidding Documents consist of 2 Volumes, which include all the sections indicated below, and should be read in conjunction with any addendum issued in accordance with ITB Clause 8.

**Volume 1**

- Section I. Instructions to Bidders (ITB)
- Section VI. Conditions of Contract (CC)
- Section VIII. Contract Forms

**Volume 2**

- Section II. Bidding Data Sheet (BDS)
- Section III. Evaluation and Qualification Criteria
- Section IV. Bidding Forms
- Section V. Schedule of Requirements
- Section VII. Contract Data
- Invitation For Bid



## Section I Instructions to Bidders

6.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.

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| <p><b>7. Clarification of Bidding Documents</b></p> | <p>7.1 A prospective Bidder requiring any clarification of the Bidding Documents including the restrictiveness of specifications shall contact the Purchaser in writing at the Purchaser's address <b>specified in the BDS</b>. The Purchaser will respond in writing to any request for clarification, provided that such request is received no later than ten (10) days prior to the deadline for submission of bids. The Purchaser shall forward copies of its response to all those who have purchased the Bidding Documents, including a description of the inquiry but without identifying its source. Should the Purchaser deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under ITB Clause 8.</p> |
| <p><b>8. Amendment of Bidding Documents</b></p>     | <p>8.1 At any time prior to the deadline for submission of bids, the Purchaser may amend the Bidding Documents by issuing addendum.</p> <p>8.2 Any addendum issued shall be part of the Bidding Documents and shall be communicated in writing to all who have purchased the Bidding Documents.</p> <p>8.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Purchaser may, at its discretion, extend the deadline for the submission of bids, pursuant to ITB Sub-Clause 23.2</p>  |

## Preparation of Bids

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| <p><b>9. Cost of Bidding</b></p>               | <p>9.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.</p>  |
| <p><b>10. Language of Bid</b></p>              | <p>10.1 The Bid, as well as all correspondence and documents relating to the Bid (including supporting documents and printed literature) exchanged by the Bidder and the Purchaser, shall be written in English language.</p>   |
| <p><b>11. Documents Comprising the Bid</b></p> | <p>11.1 The Bid shall comprise the following:</p> <ul style="list-style-type: none"> <li>(a) Bid Submission Form and the applicable Price Schedules, in accordance with <b>ITB Clauses 12, 14, and 15;</b></li> <li>(b) Bid Security or Bid-Securing Declaration, in</li> </ul> |



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accordance with ITB Clause 20;

- (c) documentary evidence in accordance with ITB Clauses 18 and 29, that the Goods and Related Services conform to the Bidding Documents;
- (d) documentary evidence in accordance with ITB Clause 18 establishing the Bidder's qualifications to perform the contract if its bid is accepted; and
- (e) any other document required in the BDS.

**12. Bid Submission Form and Price Schedules**

- 12.1 The Bidder shall submit the Bid Submission Form using the form furnished in Section IV, Bidding Forms. 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.

**13. Alternative Bids**

- 13.1 Alternative bids shall not be considered.

**14. Bid Prices and Discounts**

- 14.1 The Bidder shall indicate on the Price Schedule the unit prices and total bid prices of the goods it proposes to supply under the Contract.
- 14.2 Any discount offered against any single item in the price schedule shall be included in the unit price of the item. However, a Bidder wishes to offer discount as a lot the bidder may do so by indicating such amounts appropriately.
- 14.3 If so indicated in ITB Sub-Clause 1.1, bids are being invited for individual contracts (lots) or for any combination of contracts (packages). Unless otherwise indicated in the **BDS**, prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Bidders wishing to offer any price reduction (discount) for the award of more than one Contract shall specify the applicable price reduction separately..
- 14.4 (i) Prices indicated on the Price Schedule shall include all duties and sales and other taxes already paid or pay able by the Supplier:
- (a) on components and raw material used in the manufacture or assembly of goods quoted; or
  - (b) on the previously imported goods of foreign origin
- (ii) However, VAT shall not be included in the price but shall be indicated separately;



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(iii) the price for inland transportation, insurance and other related services to deliver the goods to their final destination;

(iv) the price of other incidental services

14.5 The Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected, pursuant to ITB Clause 31.

14.6 All lots, if any, and items must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items.

**15. Currencies of Bid**

15.1 Unless otherwise stated in Bidding Data Sheet, the Bidder shall quote in Sri Lankan Rupees and payment shall be payable only in Sri Lanka Rupees.

**16. Documents Establishing the Eligibility of the Bidder**

16.1 To establish their eligibility in accordance with ITB Clause 4, Bidders shall complete the Bid Submission Form, included in Section IV, Bidding Forms.

**17. Documents Establishing the Conformity of the Goods and Related Services**

17.1 To establish the conformity of the Goods and Related Services to the Bidding Documents, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods conform to the technical specifications and standards specified in Section V, Schedule of Requirements.

17.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description (given in Section V, Technical Specifications) of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Schedule of Requirements.

17.3 The Bidder shall also furnish a list giving full particulars, including quantities, available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period if **specified in the BDS** following commencement of the use of the goods by the Purchaser.



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**18. Documents  
Establishing the  
Qualifications  
of the Bidder**

18.1 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Purchaser's satisfaction:

- (a) A Bidder that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV, Bidding Forms to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods;
- (b) that, if **required in the BDS**, in case of a Bidder not doing business within Sri Lanka, the Bidder is or will be (if awarded the contract) represented by an Agent in Sri Lanka equipped and able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
- (c) that the Bidder meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

**19. Period of  
Validity of Bids**

19.1 Bids shall remain valid until the date **specified in the BDS**. A bid valid for a shorter date shall be rejected by the Purchaser as non responsive.

19.2 In exceptional circumstances, prior to the expiration of the bid validity date, the Purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB Clause 20, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its bid.

**20. Bid Security**

20.1 The Bidder shall furnish as part of its bid, a Bid Security or a Bid-Securing Declaration, as specified in the BDS.

20.2 The Bid Security shall be in the amount specified in the BDS and denominated in Sri Lanka Rupees, and shall:

- (a) at the bidder's option, be in the form of either a bank draft, a letter of credit, or a bank guarantee from a banking institution;
- (b) be issued by a institution acceptable to Purchaser. The acceptable institutes are published in the NPA website, [www.npa.gov.lk](http://www.npa.gov.lk).
- (c) be substantially in accordance with the form included



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in Section IV, Bidding Forms;

- (d) be payable promptly upon written demand by the Purchaser in case the conditions listed in ITB Clause 20.5 are invoked;
- (e) be submitted in its original form; copies will not be accepted;
- (f) remain valid for the period specified in the BD S.

20.3 Any bid not accompanied by a substantially responsive Bid Security or Bid Securing Declaration in accordance with ITB Sub-Clause 20.1 and 20.2, may be rejected by the Purchaser as non-responsive.

20.4 The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security pursuant to ITB Clause 43.

20.5 The Bid Security may be forfeited or the Bid Securing Declaration executed:

- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form, except as provided in ITB Sub-Clause 19.2; or
- (b) if a Bidder does not agree to correction of arithmetical errors in pursuant to ITB Sub-Clause 30.3
- (c) if the successful Bidder fails to:
  - (i) sign the Contract in accordance with ITB Clause 42;
  - (ii) furnish a Performance Security in accordance with ITB Clause 43.

**21. Format and  
Signing of Bid**

21.1 The Bidder shall prepare one original of the documents comprising the bid as described in ITB Clause 11 and clearly mark it as "ORIGINAL." In addition, the Bidder shall submit a copy of the bid and clearly mark it as "COPY." In the event of any discrepancy between the original and the copy, the original shall prevail.

21.2 The original and the Copy of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.

21.3 Any interlineations, erasures, or overwriting shall be valid



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only if they are signed or initialed by the person signing the Bid.

Submission and Opening of Bids

**22. Submission, Sealing and Marking of Bids**

- 22.1 Bidders may always submit their bids by mail or by hand.
- (a) Bidders submitting bids by mail or by hand, shall enclose the original and the copy of the Bid in separate sealed envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." These envelopes containing the original and the copy shall then be enclosed in one single envelope.
- 22.2 The inner and outer envelopes shall:
- (a) Bear the name and address of the Bidder;
  - (b) be addressed to the Purchaser in accordance with ITB Sub-Clause 23.1;
  - (c) bear the specific identification of this bidding process as indicated in the BDS; and
  - (d) bear a warning not to open before the time and date for bid opening, in accordance with ITB Sub-Clause 261.

If all envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.

**23. Deadline for Submission of Bids**

- 23.1 Bids must be received by the Purchaser at the address and no later than the date and time **specified in the BDS**.
- 23.2 The Purchaser may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB Clause 8, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

**24. Late Bids**

- 24.1 The Purchaser shall not consider any bid that arrives after the deadline for submission of bids, in accordance with ITB Clause 23. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.

**25. Withdrawal, and Modification of Bids**

- 25.1 A Bidder may withdraw, or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 22, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITB Sub-Clause 21.2, (except that no copies of the



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withdrawal notice are required). The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must be:

- (a) submitted in accordance with ITB Clauses 21 and 22 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked "WITHDRAWAL," or "MODIFICATION;" and
- (b) received by the Purchaser prior to the deadline prescribed for submission of bids, in accordance with ITB Clause 23.

25.2 Bids requested to be withdrawn in accordance with ITB Sub-Clause 25.1 shall be returned to the Bidders only upon notification of contract award to the successful bidder in accordance with sub clause 41.1..

25.3 No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

**26. Bid Opening**

26.1 The Purchaser shall conduct the bid opening in public at the address, date and time **specified in the BDS.**

26.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid may be opened at the discretion of the Purchaser. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening. Envelopes marked "MODIFICATION" shall be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening. Only envelopes that are opened and read out at Bid opening shall be considered further.

26.3 All other envelopes shall be opened one at a time, reading out: the name of the Bidder and whether there is a modification; the Bid Prices, including any discounts and alternative offers; the presence of a Bid Security or Bid-Securing Declaration, if required; and any other details as the Purchaser may consider appropriate. Only discounts and alternative offers read out at Bid opening shall be considered for evaluation. No Bid shall be rejected at Bid opening except for late bids, in accordance with ITB Sub-



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Clause 24.1.

- 26.4 The Purchaser shall prepare a record of the Bid opening that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, or modification; the Bid Price, per lot if applicable, including any discounts, and the presence or absence of a Bid Security or Bid-Securing Declaration. The bids that were opened shall be resealed in separate envelopes, promptly after the bid opening. The Bidders' representatives who are present shall be requested to sign the attendance sheet. A copy of the record shall be distributed to all Bidders who submitted bids in time.

Evaluation and Comparison of Bids

- 27. Confidentiality** 27.1 Information relating to the examination, evaluation, comparison, and post-qualification (if applicable) of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract Award.
- 27.2 Any effort by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its Bid.
- 27.3 Notwithstanding ITB Sub-Clause 27.2, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, from the time of bid opening to the time of Contract Award, it should do so in writing.
- 28. Clarification of Bids** 28.1 To assist in the examination, evaluation, comparison and post-qualification of the bids, the Purchaser may, at its discretion, request any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Purchaser shall not be considered for purpose of evaluation. The Purchaser's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the Evaluation of the bids, in accordance with ITB Clause 30.
- 29. Responsiveness of Bids** 29.1 The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself.
- 29.2 A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or



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omission. A material deviation, reservation, or omission is one that:

- (a) affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
- (b) limits in any substantial way, inconsistent with the Bidding Documents, the Purchaser's rights or the Bidder's obligations under the Contract; or
- (c) if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

29.3 If a bid is not substantially responsive to the Bidding Documents, it shall be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

**30. Nonconformities, Errors, and Omissions**

30.1 Provided that a Bid is substantially responsive, the Purchaser may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.

30.2 Provided that a bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

30.3 Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:

- (a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount



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expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

30.4 If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid-Securing Declaration shall be executed.

**31. Preliminary Examination of Bids**

31.1 The Purchaser shall examine the bids to confirm that all documents and technical documentation requested in ITB Clause 11 have been provided, and to determine the completeness of each document submitted.

31.2 The Purchaser shall confirm that the following documents and information have been provided in the Bid. If any of these documents or information is missing, the Bid shall be rejected.

- (a) Bid Submission Form, in accordance with ITB Sub-Clause 12.1;
- (b) Price Schedules, in accordance with ITB Sub-Clause 12;
- (c) Bid Security or Bid Securing Declaration, in accordance with ITB Clause 20.

**32. Examination of Terms and Conditions; Technical Evaluation**

32.1 The Purchaser shall examine the Bid to confirm that all terms and conditions specified in the CC and the **Contract Data** have been accepted by the Bidder without any material deviation or reservation.

32.2 The Purchaser shall evaluate the technical aspects of the Bid submitted in accordance with ITB Clause 17, to confirm that all requirements specified in Section V, Schedule of Requirements of the Bidding Documents have been met without any material deviation or reservation.

32.3 If, after the examination of the terms and conditions and the technical evaluation, the Purchaser determines that the Bid is not substantially responsive in accordance with ITB Clause 29, the Purchaser shall reject the Bid.

**33. Conversion to Single Currency**

34.1 If the bidders are allowed to quote in foreign currencies in accordance with sub clause 15.1, for evaluation and comparison purposes, the Purchaser shall convert all bid prices expressed in foreign currencies in to Sri Lankan Rupees using the selling rates prevailed 28 days prior to closing of bids as published by the Central Bank of Sri Lanka. If this date falls on a public holiday the earliest working day prior to the date shall be applicable.



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**34. Domestic Preference**

34.1 Domestic preference shall be a factor in bid evaluation only if stated in the BDS. If domestic preference shall be a bid-evaluation factor, the methodology for calculating the margin of preference and the criteria for its application shall be as specified in Section III, Evaluation and Qualification Criteria.

**35. Evaluation of Bids**

35.1 The Purchaser shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.

35.2 To evaluate a Bid, the Purchaser shall only use all the factors, methodologies and criteria defined in this ITB Clause 35.

35.3 To evaluate a Bid, the Purchaser shall consider the following:

- (a) the Bid Price as quoted in accordance with clause 14;
- (b) price adjustment for correction of arithmetic errors in accordance with ITB Sub-Clause 30.3;
- (c) price adjustment due to discounts offered in accordance with ITB Sub-Clause 14.2; and 14.3
- (d) adjustments due to the application of the evaluation criteria specified in the BDS from amongst those set out in Section III, Evaluation and Qualification Criteria;
- (e) adjustments due to the application of a domestic preference, in accordance with ITB Clause 34 if applicable.

35.4 The Purchaser's evaluation of a bid may require the consideration of other factors, in addition to the factors stated in ITB Sub-Clause 35.3, if specified in BDS. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of bids

35.5 If so specified in the BDS, these Bidding Documents shall allow Bidders to quote for one or more lots, and shall allow the Purchaser to award one or multiple lots to more than one Bidder. The methodology of evaluation to determine the lowest-evaluated lot combinations, is specified in Section III, Evaluation and Qualification Criteria.

**36. Comparison of Bids**

36.1 The Purchaser shall compare all substantially responsive bids to determine the lowest-evaluated bid, in accordance



Section I Instructions to Bidders

with ITB Clause 35.

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| <b>37. Postqualification of the Bidder</b>                                    | <p>37.1 The Purchaser shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive bid is qualified to perform the Contract satisfactorily.</p> <p>37.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 18.</p> <p>37.3 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event the Purchaser shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.</p> |
| <b>38. Purchaser's Right to Accept Any Bid, and to Reject Any or All Bids</b> | <p>38.1 The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.</p>   |

### Award of Contract

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| <b>39. Award Criteria</b>  | <p>39.1 The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.</p>   |
| <b>40. Purchaser's Right to Vary Quantities at Time of Award</b> | <p>40.1 At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section V, Schedule of Requirements, provided this does not exceed twenty five percent (25%) or one unit which ever is higher and without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.</p>   |
| <b>41. Notification of Award</b>                                 | <p>41.1 Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted.</p> <p>41.2 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.</p> <p>41.3 Up on the successful Bidder's furnishing of the signed Contract Form and performance security pursuant to ITB Clause 43, the Purchaser will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 20.4.</p> |



Section I Instructions to Bidders

**42. Signing of Contract**

- 42.1 Within Seven (7) days after notification, the Purchaser shall complete the Agreement, and inform the successful Bidder to sign it.
- 42.2 Within Seven (7) days of receipt of such information, the successful Bidder shall sign the Agreement.

**43. Performance Security**

- 43.1 Within fourteen (14) days of the receipt of notification of award from the Purchaser, the successful Bidder, if required, shall furnish the Performance Security in accordance with the CC, using for that purpose the Performance Security Form included in Section VIII Contract forms. The Employer shall promptly notify the name of the winning Bidder to each unsuccessful Bidder and discharge the Bid Securities of the unsuccessful bidders pursuant to ITB Sub-Clause 20.4.
- 43.2 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.



Section VII. General Conditions of Contract

**Section VI. Conditions of Contract**

**1. Definitions**

1.1 The following words and expressions shall have the meanings hereby assigned to them:

- (a) "Contract" means the Contract Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- (b) "Contract Documents" means the documents listed in the Contract Agreement, including any amendments thereto.
- (c) "Contract Price" means the price payable to the Supplier as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
- (d) "Day" means calendar day.
- (e) "Completion" means the fulfillment of the supply of Goods to the destination specified and completion of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
- (f) "CC" means the Conditions of Contract.
- (g) "Goods" means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract.
- (h) "Purchaser" means the entity purchasing the Goods and Related Services, as specified in the Contract Data.
- (i) "Related Services" means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other such obligations of the Supplier under the Contract.
- (j) "Subcontractor" means any natural person, private or government entity, or a combination of the above, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier.



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(k) "Supplier" means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Contract Agreement.

(l) "The Project Site," where applicable, means the place named in the Contract Data.

**2. Contract Documents**

2.1 Subject to the order of precedence set forth in the Contract Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole.

**3. Fraud and Corruption**

3.1 The Government of Sri Lanka requires the Purchaser as well as bidders, suppliers, contractors, and consultants to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy:

(i) "Corrupt practice" means offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;

(ii) "fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;

(iii) "collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the Purchaser to establish bid prices at artificial, noncompetitive levels; and

(iv) "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

**4. Interpretation**

4.1 If the context so requires it, singular means plural and vice versa.

4.2 Entire Agreement

The Contract constitutes the entire agreement between the Purchaser and the Supplier and supersedes all communications, negotiations and agreements (whether



## Section VII. General Conditions of Contract

written or oral) of the parties with respect thereto made prior to the date of Contract.

### 4.3 Amendment

No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.

### 4.4 Severability

If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

## 5. Language

5.1 The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Purchaser, shall be written in English language. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified, in which case, for purposes of interpretation of the Contract, this translation shall govern.

5.2 The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation, for documents provided by the Supplier.

## 6. Joint Venture, Consortium or Association

6.1 If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Purchaser for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Purchaser.

## 7. Eligibility

7.1 All goods supplied under this contract shall be complied with applicable standards stipulated by the Sri Lanka Standards Institute. In the absence of such standards, the Goods supplied shall be complied to other internationally accepted standards, such as British Standards.

## 8. Notices

8.1 Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the **Contract Data**. The term "in writing" means communicated in written form with proof of receipt.



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- 8.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.
- 9. Governing Law** 9.1 The Contract shall be governed by and interpreted in accordance with the laws of the Democratic Socialist Republic of Sri Lanka.
- 10. Settlement of Disputes** 10.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 10.2 If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with the Arbitration Act No: 11 of 1995.
- 10.3 Notwithstanding any reference to arbitration herein,
- (a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
- (b) the Purchaser shall pay the Supplier any monies due the Supplier.
- 11. Scope of Supply** 11.1 The Goods and Related Services to be supplied shall be as specified in the Schedule of Requirements.
- 12. Delivery and Documents** 12.1 Subject to CC Sub-Clause 32.1, the Delivery of the Goods and Completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the Schedule of Requirements. Where applicable the details of shipping and other documents to be furnished by the Supplier are specified in the **Contract Data**.
- 13. Supplier's Responsibilities** 13.1 The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with CC Clause 11, and the Delivery and Completion Schedule, as per CC Clause 12.
- 14. Contract Price** 14.1 Prices charged by the Supplier for the Goods supplied and the Related Services performed under the Contract shall not



Section VII. General Conditions of Contract

vary from the prices quoted by the Supplier in its bid.

**15. Terms of Payment**

- 15.1 The Contract Price shall be paid as specified in the **Contract Data**.
- 15.2 The Supplier's request for payment shall be made to the Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered and Related Services performed, and by the documents submitted pursuant to CC Clause 12 and upon fulfillment of all other obligations stipulated in the Contract.
- 15.3 Payments shall be made promptly by the Purchaser, but in no case later than twenty eight (28) days after submission of an invoice or request for payment by the Supplier, and after the Purchaser has accepted it.

**16. Taxes and Duties**

- 16.1 The Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.

**17. Performance Security**

- 17.1 If required as specified in the **Contract Data**, the Supplier shall, within fourteen (14) days of the notification of contract award, provide a performance security of Ten percent (10%) of the Contract Price for the performance of the Contract.
- 17.2 The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 17.3 As specified in the **Contract Data**, the Performance Security, if required, shall be in Sri Lank Rupees and shall be in the format stipulated by the Purchaser in the **Contract Data**, or in another format acceptable to the Purchaser.
- 17.4 The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than twenty-eight (28) days following the date of Completion of the Supplier's performance obligations under the Contract, including any warranty obligations.

**18. Copyright**

- 18.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall



## Section VI General Conditions of Contract

remain vested in such third party.

### **19. Confidential Information**

- 19.1 The Purchaser and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Subcontractor such documents, data, and other information it receives from the Purchaser to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier under CC Clause 19.
- 19.2 The Purchaser shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to the contract. Similarly, the Supplier shall not use such documents, data, and other information received from the Purchaser for any purpose other than the performance of the Contract.
- 19.3 The above provisions of CC Clause 19 shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof.
- 19.4 The provisions of CC Clause 19 shall survive completion or termination, for whatever reason, of the Contract.

### **20. Subcontracting**

- 20.1 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under the Contract if not already specified in the bid. Such notification, in the original bid or later shall not relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.
- 20.2 Subcontracts shall comply with the provisions of CC Clauses 3 and 7.

### **21. Specifications and Standards**

- 21.1 Technical Specifications and Drawings
  - (a) The Goods and Related Services supplied under this Contract shall conform to the technical specifications and standards mentioned in Section V, Schedule of Requirements and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Goods' country of origin.



Section VII. General Conditions of Contract

- (b) The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser.
- (c) Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Schedule of Requirements. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with CC Clause 32.

- |                                  |  |
|----------------------------------|--|
| <b>22. Packing and Documents</b> | 22.1 The Supplier shall pack the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.  |
| <b>23. Insurance</b>             | 23.1 Unless otherwise specified in the <b>Contract Data</b> , the Goods supplied under the Contract shall be fully insured against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery.   |
| <b>24. Transportation</b>        | 24.1 Unless otherwise specified in the <b>Contract Data</b> , Responsibility for arranging transportation of the Goods shall be a responsibility of the supplier.  |
| <b>25. Inspections and Tests</b> | 25.1 The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Goods and Related Services as are specified in the <b>Contract Data</b> .  |
|                                  | 25.2 The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the Goods' final destination, or in another place as specified in the <b>Contract Data</b> . Subject to CC Sub-Clause 25.3, if conducted on the premises of the Supplier or its Subcontractor, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser. |
|                                  | 25.3 The Purchaser or its designated representative shall be entitled to attend the tests and/or inspections referred to in CC Sub-Clause 25.2, provided that the Purchaser bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.  |



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- 25.4 Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Purchaser. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Purchaser or its designated representative to attend the test and/or inspection.
- 25.5 The Purchaser may require the Supplier to carry out any test and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the Goods comply with the technical specifications codes and standards under the Contract, provided that the Supplier's reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and/or inspection impede the progress of manufacturing and/or the Supplier's performance of its other obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.
- 25.6 The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection.
- 25.7 The Purchaser may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser, and shall repeat the test and/or inspection, at no cost to the Purchaser, upon giving a notice pursuant to CC Sub-Clause 25.4.
- 25.8 The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Purchaser or its representative, nor the issue of any report pursuant to CC Sub-Clause 25.6, shall release the Supplier from any warranties or other obligations under the Contract.

**26. Liquidated  
Damages**

- 26.1 Except as provided under CC Clause 31, if the Supplier fail to deliver any or all of the Goods by the Date(s) of delivery or perform the Related Services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the **Contract Data** of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a



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maximum deduction of the percentage specified in those **Contract Data**. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to CC Clause 34.

**27. Warranty**

- 27.1 The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.
- 27.2 Subject to CC Sub-Clause 21.1(b), the Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.
- 27.3 Unless otherwise specified in the **Contract Data**, the warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the **Contract Data**.
- 27.4 The Purchaser shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.
- 27.5 Upon receipt of such notice, the Supplier shall, within the period specified in the **Contract Data**, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.
- 27.6 If having been notified, the Supplier fails to remedy the defect within the period specified in the **Contract Data**, the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

**28. Patent  
Indemnity**

- 28.1 The Supplier shall, subject to the Purchaser's compliance with CC Sub-Clause 28.2, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the



## Section VI General Conditions of Contract

Contract by reason of:

- (a) the installation of the Goods by the Supplier or the use of the Goods in the country where the Site is located; and
- (b) the sale in any country of the products produced by the Goods.

Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract.

- 28.2 If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in CC Sub-Clause 28.1, the Purchaser shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.
- 28.3 If the Supplier fails to notify the Purchaser within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.
- 28.4 The Purchaser shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.
- 28.5 The Purchaser shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser.

## 29. Limitation of Liability

- 29.1 Except in cases of criminal negligence or willful misconduct,



Section VII. General Conditions of Contract

- (a) the Supplier shall not be liable to the Purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser and
- (b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the purchaser with respect to patent infringement

**30. Change in  
Laws and  
Regulations**

30.1 Unless otherwise specified in the Contract, if after the date of 28 days prior to date of Bid submission, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in Sri Lanka that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with CC Clause 14.

**31. Force Majeure**

- 31.1 The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 31.2 For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 31.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably



Section VI General Conditions of Contract

practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**32. Change Orders and Contract Amendments**

32.1 The Purchaser may at any time order the Supplier through notice in accordance CC Clause 8, to make changes within the general scope of the Contract in any one or more of the following:

- (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
- (b) the method of shipment or packing
- (c) the place of delivery; and
- (d) the Related Services to be provided by the Supplier.

32.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery/Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within twenty-eight (28) days from the date of the Supplier's receipt of the Purchaser's change order.

32.3 Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

32.4 Subject to the above, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

**33. Extensions of Time**

33.1 If at any time during performance of the Contract, the Supplier or its subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services pursuant to CC Clause 12, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

33.2 Except in case of Force Majeure, as provided under CC Clause 31, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the



Section VII. General Conditions of Contract

Supplier liable to the imposition of liquidated damages pursuant to CC Clause 26, unless an extension of time is agreed upon, pursuant to CC Sub-Clause 33.1.

**34. Termination**

**34.1 Termination for Default**

- (a) The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:
  - (i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to CC Clause 33;
  - (ii) if the Supplier fails to perform any other obligation under the Contract; or
  - (iii) if the Supplier, in the judgment of the Purchaser has engaged in fraud and corruption, as defined in CC Clause 3, in competing for or in executing the Contract.
- (b) In the event the Purchaser terminates the Contract in whole or in part, pursuant to CC Clause 34.1(a), the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

**34.2 Termination for Insolvency.**

- (a) The Purchaser may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser

**34.3 Termination for Convenience.**

- (a) The Purchaser, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the



Section VI General Conditions of Contract

Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

(b) The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:

(i) to have any portion completed and delivered at the Contract terms and prices; and/or

(ii) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier.

**35. Assignment**

35.1 Neither the Purchaser nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other part



## 1. 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.,  
**[Procurement of Brand New High Roof Vans for Provincial Probation Departments.**

**Contract No: MWCA/PRO/Van/2025]** 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.



Section IX Contract Forms

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]*



Section IX Contract Forms

## 2. Performance Security

*[Note: the purchaser is required to fill the information marked as "\*" and delete this note prior to selling of the bidding document]*

*[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)



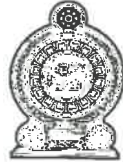
Issued to

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

Receipt No.....  
Rs. 45,000/= (Non-refundable fee) seen.

.....  
Signature of issuing officer

Date .....



**Ministry of Women & Child Affairs  
(Procurement Section)**

Procurement of Goods  
(National Competitive Bidding)

Invitation of Bid for  
**Procurement of Brand New High Roof Vans  
for Provincial Probation Departments**

**Bid No: MWCA/PRO/Van/2025**

**BIDDING DOCUMENT**

**Volume 2 of 2 (Section II, III, IV, V & VII)**

**2025**



## **VOLUME 2**

- Section II - Bidding Data Sheet (BDS)
- Section III - Evaluation & Qualification Criteria
- Section IV - Bidding Forms
- Section V - Schedule of Requirements
- Section VII - Contract Data
- Invitation of Bid



## Section II. Bidding Data Sheet (BDS)

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

ITB Clause Reference	A. General
ITB 1.1	The Purchaser is : <b>Ministry of Women and Child Affairs (MWCA)</b>
ITB 1.1	<p>The name of the Contract is,</p> <p><b>Procurement of Brand New High Roof Vans for Provincial Probation Departments</b></p> <p><b>Bid No: MWCA/PRO/Van/2025</b></p> <p>The Items Comprising this: <b>09 No.s of Brand New Vans</b></p>
ITB 2.1	The source of funding is: <b>CF</b>
	<b>B. Contents of Bidding Documents</b>
ITB 7.1	<p>For Clarification of bid purposes only, the Purchaser's address is:</p> <p>Attention: <b>Chief Accountant (MWCA)</b></p> <p>Address : <b>Ministry of Women and Child Affairs, C/O Finance Division-Procurement Section, 05<sup>th</sup> Floor-Wing A, Sethsiripaya-Stage II, Battaramulla.</b></p> <p>Telephone : <b>011-2187253</b> Facsimile No : <b>011-2187255</b></p> <p><b>Pre-Bid Meeting:</b> A Pre-Bid Meeting will be held at <b>10.00 a.m. on 12<sup>th</sup> August 2025</b></p>
	<b>C. Preparation of Bids</b>
ITB 11.1 (c, d, e)	<p>The Bidder shall submit the following additional documents :</p> <ol style="list-style-type: none"> <li>1. Certified copy of Business Registration.</li> <li>2. Certified copy of VAT registration</li> <li>3. A written authority to seek references from the bidder's bankers.</li> <li>4. A Bidder shall register in an appropriate authority (registrar) under Public Contract Act, No. 03 of 1987 and a copy of the certificate issued by the registrar shall be submitted along with the bid. A bidder shall be registered with appropriate authority (registrar of companies) under Public Contract Act, No. 03 of 1987 prior to award of the bid.</li> </ol>



ITB 11.1 (c, d, e)	<ol style="list-style-type: none"> <li>5. If the bidder is a Joint Venture, a certified/attested copy of JV agreement or the Memorandum of Understanding and if the bidder is Limited Liability Company, a certified/attested copy of the Certificate of Incorporation and if the bidder is a partnership, a certified/attested copy of the Partnership Agreement. Place of registration and principal place of business, business registration certified by the relevant issuing authority or attested by attorney.</li> <li>6. Bidder required submits all Product conformity certificate issued by the manufacturer in section V, Schedule of Requirement.</li> <li>7. All Brochures and manuals for the quoted items in the respective item. (English Language)</li> <li>8. Bidder must have Manufacturer Authorized Service Centre facilities which must be operational for more than one year in Sri Lanka and Bidder must ensure the availability of spare parts for the offered products at least for <u>Ten (10)</u> years. Bidder shall submit Proof Documents with the Service Centres' Address &amp; Contact Details.</li> <li>9. Warranty Certificates.</li> <li>10. Manufacture's Authorization</li> <li>11. Euro 4 Emission Standard of above quoted Vehicles. (English Language)</li> <li>12. Other International Standard achieved for the Quoted Vehicles shall be mentioned (Vehicle safety Standards and regulation achieved). - (English Language)</li> <li>13. Bidder must supply technical data and test results for the vehicles bids to demonstrate performance in each of the categories. (English Language)</li> <li>14. Certified Audited Annual Financial Statements in last three years (2024, 2023 and 2022).</li> <li>15. Certified Audited Annual Financial Statements to prove more than <b>250 Million LKR Working Capital per year</b> for any 3 years within last 7 years.</li> </ol>
ITB 15.1	The bidder shall quote in <b>Sri Lankan Rupees</b> and payment shall be made same
ITB 17.3	<p>Period of time the Goods are expected to be functioning (for the purpose of spare parts)- Agent who should be capable of carrying out preventive maintenance works', regular supply of spare parts and other related works for proper operation of the vehicles for 10 years.</p> <p>After sales service is required – Authorized distributor in Sri Lanka equipped and able to carry out the supplier's maintenance, services, repair and spare parts stocking for 10 years.</p>
ITB 18.1 (a)	Bidders shall submit Manufacture's Authorization Certificate as stipulated for respective items along with the Bid. (according to form specified in the Section IV)
ITB 19.1	The bid shall be valid until <b>21<sup>st</sup> November 2025</b> . (91 days)



ITB 20.1	Bid shall include Bid Securities (An unconditional guarantee issued by a Commercial bank approved by Central Bank of Sri Lanka) included in Section IV Bidding Forms. Non-compliance of these requirements will result in disqualification of the bidder.
ITB 20.2	The amount of the Bid Security shall be: <b>LKR 3,000,000.00</b> The Bid Security shall be valid up to <b>19<sup>th</sup> December 2025</b> . (119 days)
ITB 22.2	The inner and outer envelopes shall bear the following identification marks:  <b>Procurement of Brand New Vans for Provincial Probation Departments.</b> <b>Bid No: MWCA/PRO/Van/2025</b>
<b>D. Submission and Opening of Bids</b>	
ITB 23.1	For bid submission purposes, the Purchaser's address is <b>Attention: Secretary</b>  <b>Address: Ministry of Women and Child Affairs,</b> <b>Finance Division-Procurement Section,</b> <b>05<sup>th</sup> Floor-Wing A,</b> <b>Sethsiripaya-Stage II,</b> <b>Battaramulla.</b>
	The deadline for the submission of bids is <b>Date : 22<sup>nd</sup> August 2025</b> <b>Time: 02.00 p.m.</b>
ITB 26.1	The bid opening shall take place at: <b>Address: Ministry of Women and Child Affairs,</b> <b>Finance Division-Procurement Section,</b> <b>05<sup>th</sup> Floor-Wing A,</b> <b>Sethsiripaya-Stage II,</b> <b>Battaramulla.</b>  <b>Date : 22<sup>nd</sup> August 2025</b> <b>Time: 02.05 p.m.</b>
<b>E. Evaluation and Comparison of Bids</b>	
ITB 35.3(d)	The adjustments shall be determined using the following criteria, from among those set out in section III, Evaluation and Qualification criteria: a) Deviation in Delivery Schedule: <b>Not Applicable</b> b) Deviation in payment schedule: <b>Not Applicable</b>  Mentioned in the Evaluation and Qualification Criteria.
ITB 35.5	Bidder shall quote 100% of the quantity.



ITB 37	<p>Bidder shall submit Certified Audited Annual Financial Statements as follows,</p> <ol style="list-style-type: none"> <li>1. Certified Audited Annual Financial Statements in last three years (2024, 2023 and 2022).</li> <li>2. Certified Audited Annual Financial Statements to prove more than <b>250 Million LKR Working Capital per year</b> for any 3 years within last 7 years.</li> </ol>
ITB 39.1	<p>After notification of intention to contract awarding, if any appeal shall be addressed to the :</p> <p><b>Chairman, Ministry Procurement Appeal Committee (MPAC), Ministry of Women and Child Affairs, Finance Division-Procurement Section, 05<sup>th</sup> Floor-Wing A, Sethsiripaya-Stage II, Battaramulla.</b></p> <p>Each appeal shall be made in writing and shall be accompanied by a non-refundable cash deposit of Rupees Twenty-Five Thousand (LKR.25,000/=) as indicated in the Procurement Documents.</p> <p>Such deposits shall be made at the <b>Ministry of Women and Child Affairs</b> and a receipt shall be obtained. The MPAC shall only consider an appeal if proof of such deposit is available.</p>



**Section III. Evaluation and Qualification Criteria**

This Section complements the Instructions to Bidders. It contains the criteria that the Purchaser use to evaluate a bid and determine whether a Bidder has the required qualifications. No other criteria shall be used.

**Contents**

1. Evaluation Criteria (ITB 35.3 {d})	-	Applicable
2. Evaluation Criteria (ITB 35.4)	-	Applicable
3. Post qualification Requirements (ITB 37.2)	-	Applicable



### 1. Evaluation Criteria (ITB 35.3 (d))

The Purchaser's evaluation of a bid may take into account, in addition to the Bid Price quoted in accordance with ITB Clause 14, one or more of the following factors as specified in ITB Sub-Clause 35.3(d) and in BDS referring to ITB 35.3(d), using the following criteria and methodologies.

#### (a) Delivery schedule

The goods covered under this invitation are required to be delivered within an acceptable range of weeks specified in the schedule of Requirement. No credit will be given to earlier deliveries, and bids offering delivery beyond this range will be treated as non-responsive.

### 2. Evaluation Criteria (ITB 35.4)

- Bid Submission form must be filled & submitted with relevant signatures and stamps.
- Total price (Excluded VAT) will be considered for evaluation and Price Schedule is considered for the Evaluation.
- Delivery Schedule is considered for the evaluation.
- Technical specification will be considered for evaluation.
- Manufacturer's Authorization must submit and will be considered for evaluation.
- A valid bid security issued by a bank as prescribed on Section-II in BDS. (as ITB 20.2)
- Bidder shall submit PCA3 form according to Public Contract Act, No. 3 of 1987.

### 3. Post qualification Requirements (ITB 37.2)

After determining the lowest-evaluated bid in accordance with ITB Sub-Clause 36.1, the Purchaser shall carry out the post qualification of the Bidder in accordance with ITB Clause 37, using only the requirements specified. Requirements not included in the text below shall not be used in the evaluation of the Bidder's qualifications.

#### (a) Financial Capability

The bidder shall furnish documentary evidence that it meets the following Financial requirement(s)

1. Certified Audited Annual Financial Statements in last three years (2024, 2023 and 2022)
2. Bidder shall submit Certified Audited Annual Financial Statements to prove more than **250 Million LKR Working Capital per year** for any 3 years within last 7 years.

#### (b) Experience and Technical Capacity:

The Bidder shall furnish documentary evidence to demonstrate that it meets the following minimum experience requirements.

1. Submit details regarding **successfully completed and ongoing government sector contracts**, which in similar nature within last 10 years. (As per the following table.)



Description	Year								
	Eg: 2015								Eg: 2024
Name of the Client/s									
Name of the Vehicles supplied									
No. of the Vehicles supplied									

2. **Quality, reparability and availability of parts.** Vehicles and parts must meet, national, international quality standards or equivalent regarding serviceability. Bidder shall demonstrate the availability of parts for the vehicle model for at least 10 years from the time production ceases on the particular model.
3. Bidder shall provide **proof of carrying out service repair in the field workshop facility** with dedicated tools and sound technical staff to carry out repairs efficiently.
4. **Emission control Technology.** Bidder shall state (a) what type of Emission control technology is pre-fitted on the vehicles (if any) and (b) Bidder shall outline the fuel specifications needed for specific emission control devices to run effectively.
5. The Bidder should have successfully sold the same brand for last 10 years (Bidder should provide document evidence to support the above).
6. **Company profile:** Full details with qualified technicians and branch networks for support services shall be submitted.



**Section IV - Bidding Forms**

**Table of Forms**

Bid Submission Form.....

Price Schedule.....

Bid Security (Guarantee) .....

Manufacturer’s Authorization.....



## Section IV, Bidding Forms

### Bid Submission Form

[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date:

No.: **MWCA/PRO/Van/2025**

To: **Ministry of Women and Child Affairs**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including

Addenda No..... *[insert the number and issuing date of each Addenda]*;

We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services, Procurement of a **Procurement of Brand New Vans for Provincial Probation Departments, Bid No: MWCA/PRO/Van/2025**

- (b) The total price of our Bid without VAT, including any discounts offered are

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

*[insert the total bid price in words and figures]*

The total price of our Bid including VAT, and any discounts offered are

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

*[insert the total bid price in words and figures]*

- (c) Our bid shall be valid for the period of time specified in ITB Sub-Clause 18.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 23.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 43 and CC Clause 17 for the due performance of the Contract;
- (e) We have no conflict of interest in accordance with ITB Sub-Clause 4.3;
- (f) Our firm, its affiliates or subsidiaries including any subcontractors or suppliers for any part of the contract has not been declared blacklisted by any Authority;
- (g) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.



(h) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed :.....*[insert signature of person whose name and capacity are shown]*

In the capacity of :.....*[insert legal capacity of person signing the Bid Submission Form]*

Name:.....*[insert complete name of person signing the Bid Submission Form]*

Duly authorized to sign the bid for and on behalf of :.....*[insert complete name of Bidder]*  
Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*



Section IV - Bidding Forms

Price Schedule

[The Bidder shall fill in this Price Schedule in accordance with the instructions Indicated. The list of line items in column 1 of the Price Schedules shall consider with the List of Goods and Related Services specified by the Purchaser in the Schedule of Requirements.]

1	2	3	4	5	6	7	8	9	10
Goods and related Services offered within Sri Lanka (in Sri Lankan Rupees)									
Line Item No	Description of Goods	Qty. and unit	Unit price Excluding VAT (inclusive of duties, sales and other taxes)	Price per line item (Col. 3x4)	Inland transportation, insurance and other related services if not included under column 4	Total Price Excluding VAT (Col 5+6)	Discounted Total price (if any ) Excluding VAT	VAT	Total Price Including VAT (Col. 7 or 8+9)
01	Brand New High roof Vans	09							

Signature of Bidder: .....  
[Signature of person signing the Bid]

Company Frank: .....

Date:.....



## Section IV - Bidding Forms

### Bid Security/Guarantee

*[This Bank Guarantee form shall be filled in accordance with the instructions indicated in Brackets]*

----- *[Insert issuing agency's name, and address of issuing branch or office]* -----

**\*Beneficiary: Secretary, Ministry of Women and Child Affairs.**

**Date:** ----- *[insert (by issuing agency) date]*

**BID GUARANTEE No.:** ----- *[insert (by issuing agency) number]*

We have been informed that ----- *[insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners]* (hereinafter called "the Bidder") has submitted to you its bid dated ----- *[insert (by issuing agency) date]* (hereinafter called "the Bid") for the supply of ----- *[insert name of Supplier]* under Invitation for Bids No. ----- *[insert IFB number]* ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we ----- *[insert name of issuing agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ---

----- *[insert amount in figures]* ----- *[insert amount in words]* upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder

is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) Has withdrawn its Bid during the period of bid validity specified; or
- (b) Does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- (c) Having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to ----- *(insert date)* Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date. \_\_\_\_\_

*[signature(s) of authorized representative(s) ]*



## Manufacturer's Authorization

Date:

Secretary,  
Ministry of Women and Child Affairs,  
Finance Division-Procurement Section,  
05<sup>th</sup> Floor-Wing A,  
Sethsiripaya-Stage II,  
Battaramulla.

We .....[Insert complete name of Manufacture],  
who are official manufactures 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 in accordance with Clause 27 of the Conditions of  
Contract, 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]

Company Frank: .....

Date:.....



## Section V. Schedule of Requirements

### Contents

1. List of Good and Delivery Schedule.....
2. Technical Specifications .....
3. Inspections and Tests.....



## 1. List of Goods and Delivery Schedule

Line Item No	Description of Good	Quantity	Destination as specified in BID	Delivery Date		
				Earliest Delivery Date	Latest Delivery Date	Bidders offered Delivery date (to be provided by the bidder)
Brand New High roof Vans						
01	Brand New High roof Vans	09	Ministry of Women and Child Affairs, Sethsiripaya-Stage II, Battaramulla.	Within 12 Weeks	Within 14 Weeks	

Signature of Bidder: .....

*[Signature and Stamp of person signing the Bid]*

Company Frank: .....

Date.....

[Insert date]



## 2. Technical Specifications

- The purpose of the Technical Specifications (TS), is to define the technical characteristics of the Goods and Related Services required by the Purchaser. The Purchaser shall prepare the detailed TS take into account that
- The TS constitute the benchmarks against which the Purchaser will verify the technical responsiveness of bids and subsequently evaluate the bids. Therefore, well defined TS will facilitate preparation of responsive bids by bidders, as well as examination, evaluation, and comparison of the bids by the Purchaser.
- The TS shall require that all goods and materials to be incorporated in the goods be new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided for otherwise in the contract.
- The TS shall make use of best practices. Samples of specifications from successful similar procurements may provide a sound basis for drafting the TS.
- Standardizing□ technical specifications may be advantageous, depending on the complexity of the goods and the repetitiveness of the type of procurement. Technical Specifications should be broad enough to avoid restrictions on workmanship, materials, and equipment commonly used in manufacturing similar kinds of goods.
- Standards□ for equipment, materials, and workmanship specified in the Bidding Documents shall not be restrictive. Recognized standards should be specified as much as possible. Reference to brand names, catalogue numbers, or other details that limit any materials or items to a specific manufacturer should be avoided as far as possible. Where unavoidable, such item description should always be followed by the words “or substantially equivalent.” When other particular standards or codes of practice are referred to in the TS, a statement should follow other authoritative standards that ensure at least a substantially equal quality, then the standards mentioned in the TS will also be acceptable.
- Reference to brand names and catalogue numbers should be avoided as far as possible; where unavoidable the words “or at least equivalent” shall always follow such references.
- Technical Specifications shall be fully descriptive of the requirements in respect of, but not limited to, the following:
  - (a) Standards of materials and workmanship required for the production and manufacturing of the Goods.
  - (b) Detailed tests required (type and number).
  - (c) Other additional work and/or Related Services required achieving full delivery/completion.
  - (d) Detailed activities to be performed by the Supplier, and participation of the Purchaser thereon.
  - (e) List of detailed functional guarantees covered by the Warranty and the specification of the liquidated damages to be applied in the event that such guarantees are not met.
- The TS shall specify all essential technical and performance characteristics and requirements, including guaranteed or acceptable maximum or minimum values, as appropriate. Whenever necessary, the Purchaser shall include an additional ad-hoc bidding form (to be an Attachment to the Bid Submission Sheet), where the Bidder shall provide detailed information on such technical performance characteristics in respect to the corresponding acceptable or guaranteed values.



When the Purchaser requests that the Bidder provides in its bid a part or all of the Technical Specifications, technical schedules, or other technical information, the Purchaser shall specify in detail the nature and extent of the required information and the manner in which it has to be presented by the Bidder in its bid.

The Bidders shall provide details of compliance to the technical specifications by filling complete information in the column 'Bidder's Offer' in the 'Technical Specification with Column Bidders Offer' forms provided in this Section. Bidder's failure to provide the Information requested in the column 'Bidder's Offer' may be a reason for the rejection of the bid. If any discrepancy is observed between the information provided by the bidder in the column Bidder's Offer and the other technical information attached to the bid, the information provided herein shall take Precedence.



## Technical Specification & Compliance

*The Bidder shall fill the bidder's offer column. Bidder's failure to provide information requested in the bidder's offer column may be a reason for the rejection of the bid.*

S.N	Items	Minimum Specifications	Bidder's Offers (Yes/No)	Remarks
<b>Brand New High Roof Vans</b>				
1	Make (Brand)	(Pls. specify)		
2	Model	(Pls. specify)		
3	Country of Manufacturing	(Pls. specify)		
4	Country of Origin	(Pls. specify)		
5	Year of Manufacture	2024/2025		
6	Colour	Pearl White or similar		
7	Engine and Engine capacity	Four Cylinder, Common rail, more than 2900 CC		
8	Transmission	Manual transmission, 5 forward, 1 Reverse		
9	Steering	Power assisted right hand drive		
10	Fuel Type	Euro (IV)		
11	Turning Radius	Minimum 6000 mm		
12	Suspension	Front – Double wishbone with stabilizer Rear –Leaf Springs		
13	Brakes	Front-Disk brake, Rear-Drum/Disk		
14	Safety	ABS (Anti-Lock Braking System), Emergency stop signal, ELR seatbelts Dual Air Bags Emergency Exit Reverse Camera		
15	Minimum Ground Clearance	185 mm		
16	Seating capacity	minimum 14 seats		
17	Extra Features	Dual Ac, Remote Key		
18	Minimum Fuel Efficiency Km/l	above 7 Km/L (Pls. specify for Both City and Express way)		
19	No. of Doors	Four doors		
20	Other Accessories	Spare wheel, Tools-One set of necessary for minor repairs inclusive of wheel bracer, jack and handle, Fog light, Audio System, GPS tracking System, ADAS/DMS (Advance Driver Assistant System/Driver Monitoring System)		



21	Availability of Spare Parts	Should be available spare parts for next 10 years period		
22	Comprehensive Warranty	03 years or 100,000 Km whichever occurs first		
23	Manuals and Other Technical Brochures (in English medium)	a) Maintenance, operational and owner's manuals shall be provided for each vehicle free of charge		
		b) Two Workshop manuals shall be provided free of charge		
		c) Two (2) Parts catalogues free of charge.		
24	General	(a) The offered vehicle should be a full option model and should be conform to the motor traffic Act of Sri Lanka. (b) The vehicle offered should be of a high standard or passenger safety and comfort.		
25	Repair and Maintenance facility	Availability of fully equipped workshop facilities for repairs and maintenance around in Sri Lanka (please attach the List of Workshops)		
26	Bidder's comments (if any)			

Signature of the Bidder .....

(Signature of Authorized person signing the Bid)

Company Frank: .....

Date:.....



### 3. Inspections and Tests

The following inspections and tests shall be performed:

Brand new van will be checked with given specification, at your stores / and final destination by a Acceptance committee appointed by the Secretary, **Ministry of Women and Child Affairs**.



Section VII – Contract Data	
CC 1.1 (i)	The Purchaser is: <b>Ministry of Women and Child Affairs (05<sup>th</sup> Floor-Wing A, Sethsiripaya-Stage II, Battaramulla) on behalf of the Provincial Probation Departments.</b>
CC 1.1 (m)	Final Destination(s) : <b>Ministry of Women and Child Affairs, Sethsiripaya-Stage II, Battaramulla.</b>
CC 8.1	For notices, the Purchaser's address shall be: Attention: <b>Secretary</b>  Address: <b>Ministry of Women and Child Affairs, Finance Division-Procurement Section, 05<sup>th</sup> Floor-Wing A, Sethsiripaya-Stage II, Battaramulla.</b>  Telephone : <b>011-2187253</b> Facsimile number : <b>011-2187255</b>
CC 12.1	The Delivery of the Goods and Completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the <b>Schedule of Requirements</b> . Invoice duly receipted by consignee for having received the goods in physically good condition, Inventory certificates and manufacture's Inspection certificates are required to make payment to bidders.  Details of Shipping and other documents to be furnished by the supplier are (Upon request) Bill of Lading, packing List, Invoice, Letter of Credit and Custom Declaration.
CC 15.1	The method and conditions of payment to be made to the Supplier under this contract shall be as follows:  Payment shall be made in Sri Lankan Rupees within thirty days of the goods have been delivered, accepted and that all contracted services have been performed.  (i) On delivery and acceptance: 100 % of the contract price shall be paid to the supplier within thirty (30 days) after the date of the acceptance certificate of the respective delivery issued by the purchaser.
CC 16.1	Any changes are made by the government on Taxes and Duties (during importation), Supplier shall reduce the contract price on true value basis.
CC 17.1	Performance security shall be required Ten percent (10%) of the contract value (Soon after contract is awarded)  After delivery and acceptance of the Goods, the performance security shall be reduced to the 2% for the rest of the warranty period.
CC 25.1	The inspections and tests shall be conducted by the purchaser to ensure compliance of the goods supplied to the laid down specifications.
CC 25.2	<b>Final Destination:</b> Inspections and the tests shall be conducted at the Final Destination by an Acceptance Committee appointed by Secretary, <b>Ministry of Women and Child Affairs.</b>
CC 26.1	The liquidated damage shall be: 0.5% per week and the maximum amount of liquidated damages shall be: 10%





## INVITATION FOR BIDS (IFB)

Ministry of Women and Child Affairs (MWCA)

### Procurement of Brand New High Roof Vans for Provincial Probation Departments Bid No: MWCA/PRO/Van/2025

The Chairman Ministry Procurement Committee on behalf of the Secretary, Ministry of Women and Child Affairs invites sealed bids from eligible and qualified bidders, for Procurement of **Brand New High Roof Vans** for Provincial Probation Departments to provide child friendly transportation system. Complete details are included in the Bidding Document. Expected **delivery period is 12-14 weeks** from the date of letter of acceptance. All bids must be accompanied by a Bid Security as indicated in the table below.

Item	Items Description	Bid Security	
		Amount (Rs.)	Validity Period
Brand New Vans	09 No. s of Brand New High roof Vans (minimum 14 seats)	3,000,000.00	<b>Valid up to 19<sup>th</sup> December 2025</b>

- Bidding will be conducted through the National Competitive Bidding (NCB) Procedures.
- Interested eligible bidders may obtain further information from the Procurement Division, Ministry of Women and Child Affairs, Finance Division-Procurement Section, 05<sup>th</sup> Floor-Wing A, Sethsiripaya-Stage II, Battaramulla (**Telephone: 011-2187253**) and inspect the bidding documents free of charge **from 09.00 am to 03.00 pm on working days until 21<sup>st</sup> August 2025**.
- A pre-bid meeting will be held on **12<sup>th</sup> August 2025, at 10.00am** at the following address.
- A complete set of Bidding Documents in English language may be purchased by interested bidders on the submission of a written request to the address below and upon payment of a non-refundable fee of **Rs. 45,000/=** for each document (The payment method will be cash to the MWCA Shroff **from 09.00 am to 03.00 pm on working days until 21<sup>st</sup> August 2025**).
- Bids must be delivered to the address below on or before **02.00 p.m. at 22<sup>nd</sup> of August 2025**. Late bids will be returned unopened. Bids will be opened in the presence of the bidders' representatives who choose to attend in person at the address given below immediately after closing of bids.

**Secretary**  
**Ministry of Women and Child Affairs,**  
**Finance Division-Procurement, Section,**  
**05<sup>th</sup> Floor-Wing A, Sethsiripaya-Stage II, Battaramulla.**

**Date : 01<sup>st</sup> August 2025**