



Procurement of Goods
Under
National Shopping Procedures

Invitation of Quotations

For

Procurement of

[Furniture 1]

Use of Advanced Technological
Institute Nawalapitiya & Mannar

Contract No: *[SLIATE/PROC/ATI NAW.Man. /furniture1]*

Sri Lanka Institute of Advanced Technological Education

NPA/SBD/GOODS/01

Section I. Instructions to Vendors (ITV)

A: General	
1. Scope of Bid	1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Goods as specified in Section III Schedule of Requirements. Upon receipt of this invitation you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation. The Purchaser may not consider you for inviting quotations in the future, if you failed to acknowledge thereceipt of this invitation or not submitting a quotation after expressing the intention as above.
B: Contents of Documents	
2. Contents of Documents	2.1 The documents consist of the Sections indicated below. <ul style="list-style-type: none"> • Section I. Instructions to Vendors (ITV) • Section II. Data Sheet • Section III. Schedule of Requirements • Section IV. Technical Specifications & Compliance with Specifications • Section V. Quotation submission Form(s)
C: Preparation of Quotation	
3. Documents Comprising your Quotation	3.1 The Quotation shall comprise the following: <ol style="list-style-type: none"> (a) Quotation Submission Form and the Price Schedules; (b) Technical Specifications & Compliance with Specifications
4. Quotation Submission Form and Price Schedules	4.1 The vendor shall submit the Quotation Submission Form using the form furnished in Section V. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested. 4.2 Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.
5. Prices and Discounts	5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules. 5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.

	<p>5.3 The applicable VAT shall be indicated separately.</p> <p>5.4 Prices quoted by the vendor shall be fixed during the vendor’s performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non-responsive and may be rejected.</p>
6. Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Goods	<p>7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications and standards specified in Section IV, “Technical Specifications & Compliance with Specifications”.</p> <p>7.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial responsiveness of the Goods to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.</p> <p>7.3 If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Sri Lanka.</p>
8. Period of Validity of quotation	8.1 Quotations shall remain valid for the period of Ninety (90) days after the quotation submission deadline date.
9. Format and Signing of Quotation	9.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor.
D: Submission and Opening of Quotation	
10. Submission of Quotation	<p>10.1 Vendors may submit their quotations by mail or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number.</p> <p>10.2 If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.</p>
11. Deadline for Submission of Quotation	11.1 Quotation must be received by the Purchaser at the address set out in Section II, “Data Sheet”, and no later than the date and time as specified in the Data Sheet.
12. Late	12.1 The Purchaser shall reject any quotation that arrives after the

Quotation	deadline for submission of quotations, in accordance with ITV Clause 11.1 above.
13. Opening of Quotations	<p>13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>13.2 A representative of the bidders may be present and mark its attendance.</p>
E: Evaluation and Comparison of Quotation	
14. Clarifications	<p>14.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its quotation which is not in response to a request by the Purchaser shall not be considered.</p> <p>14.2 The Purchaser's request for clarification and the response shall be in writing.</p>
15. Responsiveness of Quotations	<p>15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>15.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>
16. Evaluation of quotation	<p>16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>16.2 To evaluate a quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"> (a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (a) price adjustment due to discounts offered. <p>16.3 The Purchaser's evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods. .</p>
17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	<p>17.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.</p>

F: Award of Contract	
18. Acceptance of the Quotation	18.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.
19. Notification of acceptance	<p>19.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that its quotation has been accepted.</p> <p>19.2 Selected bidder should submit a Performance security. The Performance Security shall be 10% of the contract price. Bank guarantee registered as a commercial bank under the central bank of Sri Lanka. (For a period of one year) and sign an agreement between two parties.</p>

Section II: Data Sheet

ITV Clause Reference	
1.1	The Purchaser is: Ministry of Education Address: Sri Lanka Institute of Advanced Technological Education, No. 320, Janawathu Piyasa, T.B.Jayah Mawatha, Colombo 10.
5.1	If the bidder is allowed to quote for less than the all the items specified, indicate the details. Bidder is allowed to quote for less than all the items specified. Bidders should have sufficient ex-stock to quote for all the items.
7.3	Manufacture's Authorization is required.
11.1	Address for submission of Quotations is Director General, Sri Lanka Institute of Advanced Technological Education, No. 320, Janawathu Piyasa, T.B.Jayah Mawatha, Colombo 10. Deadline for submission of quotations is 13 /11 /2023 at 02.00 pm
13	The quotations shall be opened at the following address: Procurement Division, Sri Lanka Institute of Advanced Technological Education, No. 320, Janawathu Piyasa, T.B.Jayah Mawatha, Colombo 10.
16 ¹	Other factors that will be considered for evaluation are (List and describe the methodology): <ul style="list-style-type: none"> I. Bid validity (90 days must be valid form the date of opening of quotations) II. Bid Guarantee, Rs. 89,260.00 and which should be valid up to120 days issued favor of Director General, Sri Lanka Institute of Advanced Technological Education, No. 320, Janawathu Piyasa, T.B.Jayah Mawatha, Colombo 10. by a Commercial Bank of Sri Lanka. III. Submission of Valid Bid (with Valid signature for did Submission form) IV. Conformity with the given Specifications of award of contract. V. Name five key customers within last five years (Copies of purchase orders should submit as proof documents.) VI. A copy of Business Registration certified by Attorney at Law. VII. Certified copy of the VAT Registration certificate (if any). VIII. Audited financial Statements of the company for the last 3 years. IX. Warranties and manuals. X. The bidder should have fully equipped service center. Documentary evidence is to be provided. XI. The bidder should not be blacklisted by any government institution during the past 10 years. XII. Price.

	XIII. Discount offered.
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¹ Insert only if additional factors other than price is considered for evaluation.

Section III: Schedule of Requirements

Line Item No	Description Of Goods	Unit	Nawalapitiya		Mannar		Transportation And Any Other Services	Delivery Date	
			Quantity	Final Destination	Quantity	Final Destination		Latest Delivery Date	Bidder's Offered Delivery Date [To Be Provided by The Bidder]
01	Computer Table	72	46	ATI Nawalpitiya, No 15-1/6, Back Street,Gampola Road, Nawalapitiya.	26	ATI Mannar, Kalmoodaipulavu, Uylankulam, Mannar.		2 weeks since the date of awrding	
02	Computer Chair	84	58	ATI Nawalpitiya, No 15-1/6, Back Street,Gampola Road, Nawalapitiya.	26	ATI Mannar, Kalmoodaipulavu, Uylankulam, Mannar		2 weeks since the date of awrding	
03	Steel Cupboard	20	15	ATI Nawalpitiya, No 15-1/6, Back Street,Gampola Road, Nawalapitiya.	05	ATI Mannar, Kalmoodaipulavu, Uylankulam, Mannar		2 weeks since the date of awrding	
04	File Cabinet	04	02	ATI Nawalpitiya, No 15-1/6, Back Street,Gampola Road, Nawalapitiya.	02	ATI Mannar, Kalmoodaipulavu, Uylankulam, Mannar		2 weeks since the date of awrding	
05	Library Cupboard	15	12	ATI Nawalpitiya, No 15-1/6, Back Street,Gampola Road, Nawalapitiya.	03	ATI Mannar, Kalmoodaipulavu, Uylankulam, Mannar		2 weeks since the date of awrding	
06	Conference Table	04	02	ATI Nawalpitiya, No 15-1/6, Back Street,Gampola Road, Nawalapitiya.	02	ATI Mannar, Kalmoodaipulavu, Uylankulam, Mannar		2 weeks since the date of awrding	

07	Conference Chair	28	16	ATI Nawalpitiya, No 15-1/6, Back Street,Gampola Road, Nawalapitiya.	12	ATI Mannar, Kalmoddaipulavu, Uylankulam, Mannar		2 weeks since the date of awrding	
08	Executive Table	12	06	ATI Nawalpitiya, No 15-1/6, Back Street,Gampola Road, Nawalapitiya.	06	ATI Mannar, Kalmoddaipulavu, Uylankulam, Mannar		2 weeks since the date of awrding	
09	Executive Chair	06	06	ATI Nawalpitiya, No 15-1/6, Back Street,Gampola Road, Nawalapitiya.	-	ATI Mannar, Kalmoddaipulavu, Uylankulam, Mannar		2 weeks since the date of awrding	
10	Visitors' Chair (Nawalapitiya)	06	06	ATI Nawalpitiya, No 15-1/6, Back Street,Gampola Road, Nawalapitiya.	-	ATI Mannar, Kalmoddaipulavu, Uylankulam, Mannar		2 weeks since the date of awrding	
11	Visitors' Chair -Plastic (Mannar)	18	-	ATI Nawalpitiya, No 15-1/6, Back Street,Gampola Road, Nawalapitiya.	18	ATI Mannar, Kalmoddaipulavu, Uylankulam, Mannar		2 weeks since the date of awrding	
12	Lecturer Chair	14	06	ATI Nawalpitiya, No 15-1/6, Back Street,Gampola Road, Nawalapitiya.	08	ATI Mannar, Kalmoddaipulavu, Uylankulam, Mannar		2 weeks since the date of awrding	

Note-: It should be possible to observe samples of goods at the request of the purchaser. Also, the selected supplier should provide samples of the goods to be supplied to the purchaser. After the procurement process is completed, the samples are returned to the supplier.

For the Clarifications Ple. Contact 077-5233024
076-7966111

Section IV : Technical Specification & Compliance

Item and Name	Component description	Minimum specification	Bidder's response (yes/no)	If "No" comments/on the offer
Computer Table				
Computer Chair				
Steel Cupboard				
File Cabinet				
Library Cupboard				
Conference Table				
Conference Chair				
Executive Table				
Executive Chair				
Visitors' Chair (Nawalapitiya)				
Visitors' Chair Plastic (Mannar)				
Lecturer Chair				

Section V

Quotation Submission Form

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

Date:

To: Director General, Sri Lanka Institute of Advanced Technological Education, No. 320,
Janawathu Piyasa, T.B.Jayah Mawatha, Colombo 10.

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;
- (b) We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods *[insert a brief description of the Goods]*;
- (c) The total price of our quotation including any discounts offered is: *[insert the total quoted price in words and figure]*;
- (d) Our quotation shall be valid for the period of time specified in ITV Sub-Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITV Sub-Clause 11.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

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

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

Dated:

Price schedule

1	2	3	4	5	6	7	8	9	10
Line item no	Description of goods	Country of origin	quantity	unit	Unit price	Sub total	Inland transportation and other services total price for item	Total price for item	vat
01	Computer Table		72						
02	Computer Chair		84						
03	Steel Cupboard		20						
04	Filing Cabinet		04						
05	Library Cupboard		15						
06	Conference Table		04						
07	Conference Chair		28						
08	Executive Table		12						
09	Executive Chair		06						
10	Visitors' Chair (Nawalapitiya)		06						
11	Visitors' Chair (Mannar)		18						
12	Lecturer Chair		14						
Total									

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

Manufacturer's Authorization

[If requested under ITV clause 7.3, the Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated.]

Date:

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a quotation the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and supply the goods.

We hereby extend our full guarantee and warranty, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Sample Purchase Order
(Purchaser may modify this form to suit the requirements)

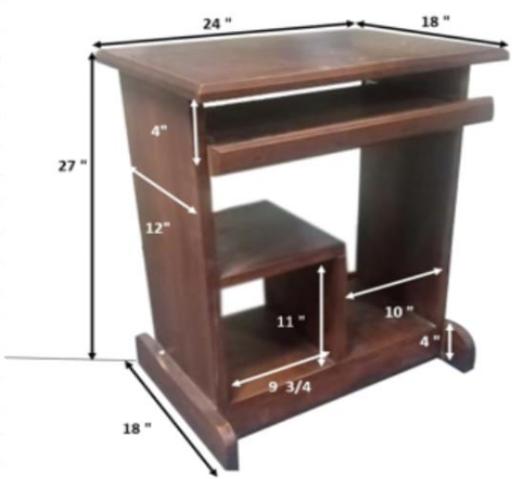
Title of Procurement: .. (Name of Procurement)					Date: (Date of this purchase Order)				
Our Reference:(Quotation Number)					Your Reference: (Quotation submitted by you with your cover letter dated)				
We are pleased to inform you that we have accepted your quotation for the supply of following goods as detailed below:									
Item #	Description	Model Number & Specification reference ²	Unit	Qty	Unit Price	Amount	Delivery Date	Delivery Location	Remarks
Other Conditions of this supply are as follows:									
<ol style="list-style-type: none"> 1. The Goods supplied under this Contract shall conform to the technical specifications and standards mentioned above; 2. The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, free from defects and that they incorporate all recent improvements in design and materials; 3. The warranty shall remain valid for the period given above, after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated; 4. If the Supplier fails to deliver any or all of the Goods by the Date(s) specified above, the Purchaser may without prejudice to all its other remedies, deduct from the payments due to the Supplier, as liquidated damages, a sum equivalent to the 1 % per each day, of the delivered price of the delayed Goods; Maximum 5% from the contract 5. Upon the Supplier's fulfillment of all the obligations stipulated above and making a request for payment to the Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered payments shall be made by the Purchaser. 									
Signature Name and Address of Purchaser:									

² Attach specifications

List of specification

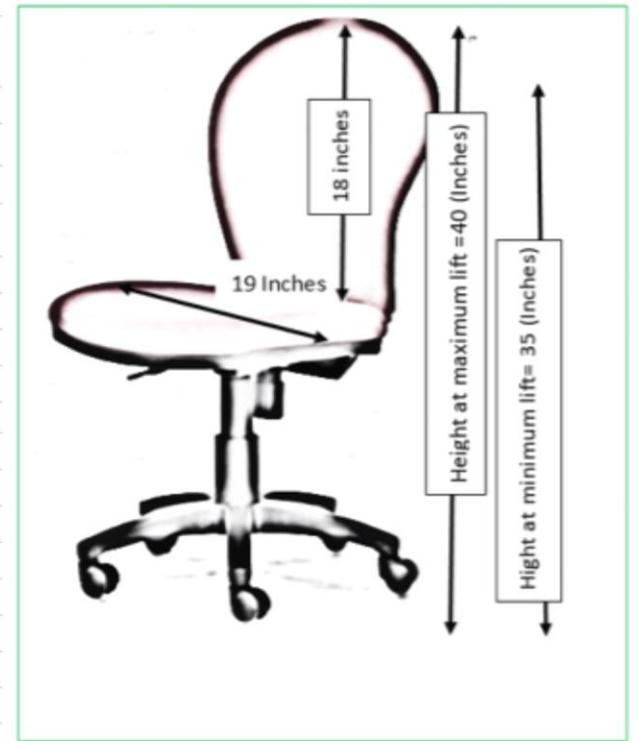
1. Computer Table

Computer Table		Bidders Response	
		Yes / No	If "No" indicate your offer
Make			
Type			
Dimensions			
Length	24 Inches		
Width	18 Inches		
Height	27 Inches		
Type of wood	Teak		
Warranty	5 Years		
Color	Brown/Red		
Unit Price (without VAT)		Rs	
Unit Price (with VAT)		Rs	
Delivery Charges		Rs	



2. Computer Chairs

Computer Chair		Bidders Response	
		Yes / No	If "No" indicate your offer
Make	Specify		
Model	Specify		
Type	Low Back Rotatable Chair		
Dimension			
Width	19 inches		
Height in back area	18 inches		
Full Height at max. lift	40 to 41 inches		
Full Height at min. lift	35 to 36 inches		
Cushion	High Resilience Poluthene Foam		
Without Armrest			
With Rotatable and Height adjustable			
With Quality fabric			
Warranty	3 Year Comprehensive Warranty		
Fabric Color	Blue		
Holding Capacity	80 kgs or more		
Unit Price (without VAT)			
VAT(if any)			
Unit Price (with VAT)			
Delivery Charges			



3. Steel Cupboards

Steel Cupboard		Bidders Response	
		Yes / No	If "No" indicate your offer
Make	Specify		
Model	Specify		
Type	Double Door Steel Office Cupboard		
Lock Type	Handle Lock		
Dimensions			
Depth	457 -460 mm		
Width	915 -920 mm		
Height	1830 -1832 mm		
Gauge	7 mm		
Warranty	5 Year Comprehensive Warranty		
Color	Grey -Powder Coated		
Unit Price (without VAT)			
VAT(if any)			
Unit Price (with VAT)			
Delivery Charges			

4. Filing cabinets

FILING CABINET WITH DRAWER		Bidders Response	
		Yes / No	If "No" indicate your offer
Make	Specify		
Model	Specify		
Type	Steel File Cupboardwith Drawers		
Dimensions			
Depth	632-633 mm		
Width	470-480 mm		
Height	1359 1400 mm		
Gauge	7mm		
Dual Lock Option is available			
Central locking Mechanism			
Loading Capacity per Drawer	25kg or above		
Warranty	5 Year Comprehensive Warranty		
Color	Grey- Powder Coated		
Unit Price (without VAT)			
VAT(if any)			
Unit Price (with VAT)			
Delivery Charges			



5. Steel Library Cupboard

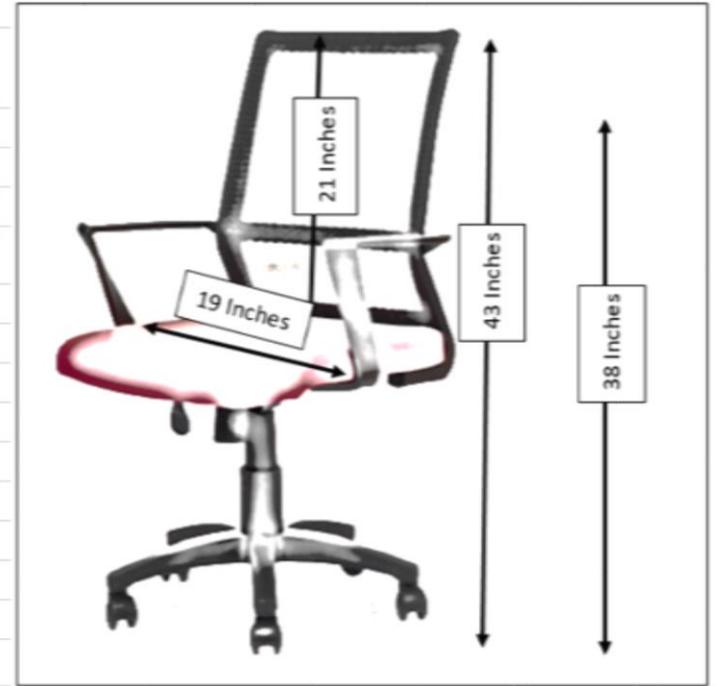
STEEL LIBRARY CUPBOARD WITH GLASS DOOR		Bidders Response	
		Yes / No	If "No" indicate your offer
Make	Specify		
Model	Specify		
Type	Library Cupboard with Glass Doors		
Dimensions			
Depth	457 mm		
Width	915 mm		
Height	1830 mm		
Gauge	7mm		
Doors	Double Doors with Handle		
Dual Lock available			
Loading Capacity	Specify		
Warranty	5 Year Comprehensive Warranty		
Color	Grey- Powder Coated		
Unit Price (without VAT)			
VAT(if any)			
Unit Price (with VAT)			
Delivery Charges			

6. Conference Table

Conference Table		Bidders Response	
		Yes / No	If "No" indicate your offer
Make	Specify		
Model	Specify		
Type	Extendable Conference Table		
Dimensions			
Length	350-360 cm		
Width	118-120 cm		
Height	76-77 cm		
Warranty	5 Year comprehensive Warranty		
Color	Off white or Brown		
Seating Capacity	12-15 Persons/Chiars		
Unit Price (without VAT)			
VAT(if any)			
Unit Price (with VAT)			
Deliverv Charges			

7. Conference Chairs

Conference Chair		Bidders Response	
		Yes / No	If "No" indicate your offer
Make	Specify		
Model	Specify		
Type	High Back Chair, Rotatable		
Dimension			
Width	18-19 inches		
Height in back area	20-21 inches		
Full Height at max. lift	42-43 inches		
Full Height at min. lift	38-39 inches		
Width			
With Armrest			
Quality Leather (Plastic mesh chair)			
Adjustable & Rotatable			
Color	Red and Black		
Warranty	5 Year Comprehensive Warranty		
Holding Capacity	80 Kgs or more		
Unit Price (without VAT)			
VAT(if any)			
Unit Price (with VAT)			
Delivery Charges			

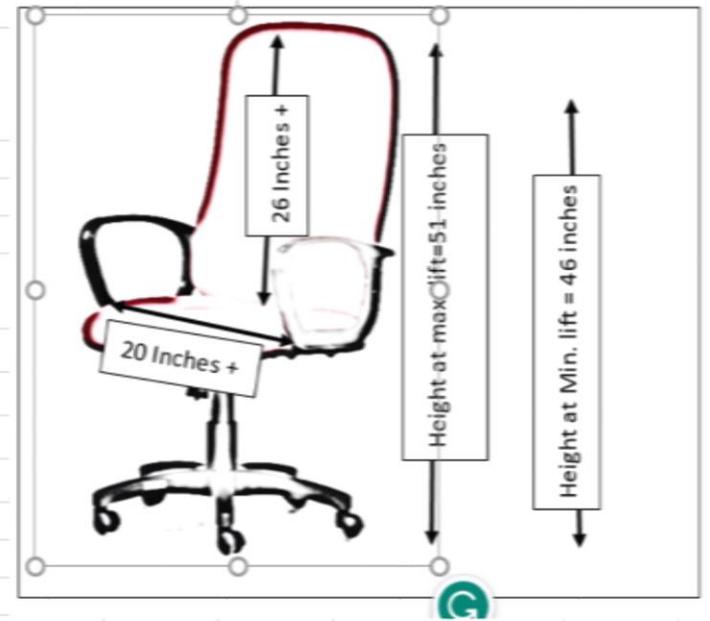


8. Executive Table

Executive Table		Bidders Response	
		Yes / No	If "No" indicate your offer
Make	Specify		
Model	Specify		
Type	Office Table with Drwayers		
Dimensions			
Length	1520mm		
Width	750mm		
Height	770mm		
Number of Drwayers	01 or More		
Number of Cupboard	01 or More		
Warranty	5 Year Comprehensive Warranty		
Color	Dark Brown		
Unit Price (without VAT)			
VAT(if any)			
Unit Price (with VAT)			
Delivery charges			

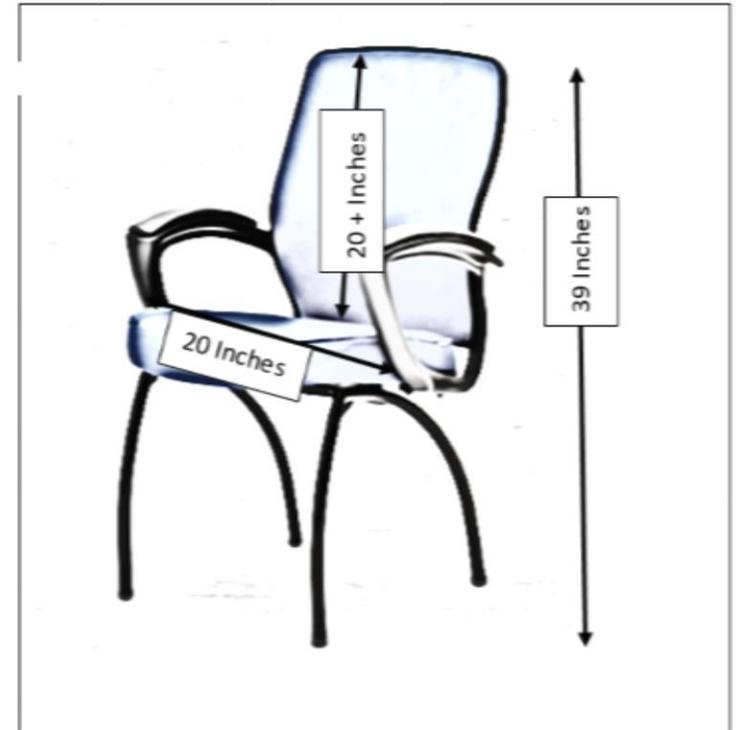
9. Executive Chairs

Executive Chair		Bidders Response	
		Yes / No	If "No" indicate your offer
Make	Specify		
Model	Specify		
Type	High Back Rotatable Chair		
Dimensions			
Width	19-20 inches		
Height in back area	26-27 inches		
Full Height at max. lift	50-51 inches		
Full Height at min. lift	45-46 inches		
With Armrest			
Quality Leather			
Adjustable & Rotatable			
Warranty	5 year comprehensive Warranty		
Color	Black		
holding Capacity	80 Kgs or more		
Unit Price (without VAT)			
VAT(if any)			
Unit Price (with VAT)			
Delivery Charges			



10. Visitors' chairs (Nawalapitiya)

Visitors Chair		Bidders Response	
		Yes / No	If "No" indicate your offer
Make	Specify		
Model	Specify		
Type	Low Back Chair		
Dimensions			
Width	20-21 inches		
Height in back area	20-21 inches		
Full Height	39-40 inches		
With Armrest			
Quality fabric/Leather			
Warranty	5 Year Comprehensive Warranty		
Color	Black		
Holding Capacity	80 kgs or more		
Unit Price (without VAT)			
VAT(if any)			
Unit Price (with VAT)			
Delivery Charges			



11. Visitors' chairs (Manner)

Plastic Visitors Chair		Bidders Response	
		Yes / No	If "No" indicate your offer
Make	Specify		
Model	Specify		
Type	Plastic Hybrid Chair -High Seat without Arm Rest		
Width	480-540mm		
Overall Height	800-820mm		
Warranty	5 Year comprehensive Warranty		
Color	Blue/Black		
Unit Price (without VAT)		Rs	
Unit Price (with VAT)		Rs	
Delivery Charges		Rs	

