



Procurement of Goods
Under
National Shopping Procedures

Invitation of Quotations

For

Procurement of
[Furniture 3]

Use of Advanced Technological
Institute Nawalapitiya & Mannar

Contract No: *[SLIATE/PROC/ATI NAW.Man. /Furniture3]*

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: <ul style="list-style-type: none"> (a) Quotation Submission Form and the Price Schedules; (b) Technical Specifications & Compliance with Specifications
4. Quotation Submission Form and Price Schedules	4.1 The vendor shall submit the Quotation Submission Form using the form furnished in Section V. This form must be completed withoutany 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 thebidder.
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 bethe 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 15/11/2023 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 from the date of opening of quotations) II. Bid Guarantee, Rs13530.00 and which should be valid up to 120 days from the date of Bid opening, 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

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	Library Chair	43	18	ATI Nawalpitiya, No 15-1/6, Back Street, Gampola Road, Nawalapitiya.	25	ATI Mannar, Kalmoddai Pulavu, Uylankulam, Mannar.		2 weeks since the date of awarding	
02	Library book Rack	04	-	ATI Nawalpitiya, No 15-1/6, Back Street, Gampola Road, Nawalapitiya.	04	ATI Mannar, Kalmoddai Pulavu, Uylankulam, Mannar.		2 weeks since the date of awarding	
03	News Paper reading Table	02	01	ATI Nawalpitiya, No 15-1/6, Back Street, Gampola Road, Nawalapitiya.	01	ATI Mannar, Kalmoddai Pulavu, Uylankulam, Mannar.		2 weeks since the date of awarding	
04	White Board with Stand	05	02	ATI Nawalpitiya, No 15-1/6, Back Street, Gampola Road, Nawalapitiya.	03	ATI Mannar, Kalmoddai Pulavu, Uylankulam, Mannar.		2 weeks since the date of awarding	

05	White Board without Stand	08	08	ATI Nawalpitiya, No 15-1/6, Back Street, Gampola Road, Nawalapitiya.	-	ATI Mannar, Kalmoddai Pulavu, Uylankulam, Mannar.		2 weeks since the date of awarding	
06	Wooden Glass Showcase	02	01	ATI Nawalpitiya, No 15-1/6, Back Street, Gampola Road, Nawalapitiya.	01	ATI Mannar, Kalmoddai Pulavu, Uylankulam, Mannar.		2 weeks since the date of awarding	

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 No.	Item Name	Component Description	Minimum Specification	Bidder's Response (Yes/No)	If "No" Comments/On The Offer
01	Library Chair				
02	Library Book Rack				
03	News Paper Reading Table				
04	White Board With Stand				
05	White Board Without Stand				
06	Wooden Glass Show Case				

Section V

Quotation Submission Form

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

Date:

To: 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	Library Chair		43						
02	Library Book Rack		04						
03	News Paper reading Table		02						
04	White Board with Stand		05						
05	White Board without Stand		08						
06	Wooden Glass Show Case		02						
							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

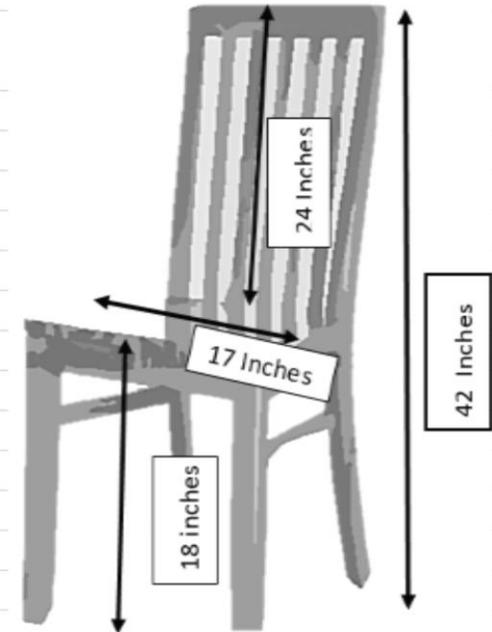
(Purchaser may modify this form to suit the requirements)

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
<p>Other Conditions of this supply are as follows:</p> <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 there o f 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. <p>Signature Name and Address of Purchaser:</p>									

² Attach specifications

1. Library Chair

Library Chair (Teak)		bidders response	
		Yes / No	If "No" indicate your offer
Make	Specify		
Model	Specify		
Type	Wooden Library Chair		
Dimensions			
Width	17 Inches		
Height of back area	24 Inches		
Full Height	42 Inches		
Height upto seating	18 Inches		
Warranty	5 Years		
Color	Natural Teak (Waterbased)		
Wooden Material	Teak		
Unit Price (without VAT)			
VAT(if any)			
Unit Price (with VAT)			
Delivery Charges			



2. Library Book Rack

Library Book Rack		Bidders Response	
		Yes / No	If "No" indicate your offer
Make			
Model			
Type	Library Book Rack		
Material	Compressed wood/Wood		
Depth	370-400mm		
Width	800-915 mm		
Height	1800-1830 mm		
Racks	4		
Warranty	5 Year comprehensive Warranty		
Color	Brown		
Unit Price (without VAT)		Rs	
Unit Price (with VAT)		Rs	
Delivery Charges		Rs	



3. News Paper reading Table

Paper Reading Table		Bidders Response	
		Yes / No	If "No" indicate your offer
Make	Specify		
Model	Specify		
Type	Paper Reading Table (Teak)		
Wood Type	Teak		
Dimensions			
Length	03 feet		
Width	02 feet		
Hight	4.5 feet		
Warranty	3 Year Warranty		
Color	Brown		
Unit Price (without VAT)			
VAT(if any)			
Unit Price (with VAT)			
Delivery Charges			



4. White Board with Stand

WHITE BOARD WITH STAND		Bidders Response	
		Yes / No	If "No" indicate your offer
Make	Specify		
Model	Specify		
Type	White Board with Stand		
Dimensions			
Length	8 feet		
Width	4 feet		
Stand and Frame	Aluminium or Steel with Four Rollers		
Total Height Including stand	6 feet		
Warranty	3 Years		
Unit Price (without VAT)			
VAT(if any)			
Unit Price (with VAT)			
Delivery Charges			

5. White Board without Stand

WHITE BOARD WITHOUT STAND		Bidders Response	
		Yes / No	If "No" indicate your offer
Make	Specify		
Model	Specify		
Type	White Board without stand		
Dimensions			
Length	8 feet		
Width	4 feet		
Frame	Aluminium		
Warranty	3 Years		
Unit Price (without VAT)			
VAT(if any)			
Unit Price (with VAT)			
Delivery Charges			

6. Wooden Glass Show Case

Wooden Glass Showcase (Display Cupboard)		Bidders Response	
		Yes / No	If "No" indicate your offer
Make	Specify		
Model	Specify		
Type	Wooden Glass Cupboard		
Dimensions			
Depth	460-480 mm		
Width	915-1100 mm		
Height	1800-1850 mm		
Warranty	5 Year Comprehensive Warranty		
Color	Dark Brown		
Unit Price (without VAT)			
VAT(if any)			
Unit Price (with VAT)			
Delivery Charges			