



STANDARD BIDDING DOCUMENT

FORMS

**MAINTANANCE OF AIR CONDITIONING MACHINE WHICH INSTALLED
IN RUHUNU MAGAMPURA ADMINISTRATIVE COMPLEX AND
DISTRICT SECRETARY RESIDENCE- HAMBANTOTA.**

NATIONAL COMPETITIVE BIDDING

**DISTRICT SECRETARIAT,
1ST FLOOR,
ADMINISTRATIVE COMPLEX,
HAMBANTOTA**

Section II. Bidding Data Sheet (BDS)

The following specific data for the goods and services 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 ¹ : District Secretary – Hambantota District Secretary, 1st Floor, Ruhunu Magampura Administrative Complex, Hambantota
ITB 1.1	The name and identification number of the Contract are ² : Maintenance of air conditioning machine which installed in Ruhunu Magampura Administrative Complex – Hambantota and District Secretary residence -Hambantota The number, identification and names of the lots comprising this procurement are ³ : N/A
ITB 2.1	The source of funding is ⁴ : District Secretary
ITB 4.4 ⁵	Foreign bidders <i>are allowed to participate in bidding.</i>
	B. Contents of Bidding Documents
ITB 7.1	For <u>Clarification of bid purposes</u> only, the Purchaser's address is: Attention ⁶ : District Secretary Address ⁷ : District Secretariat, 1st floor, Admin Complex, Hambantota Telephone: 047-2256235/ Facsimile number: 047-2256247 Electronic mail address: dshtota@gmail.com/dshtota@yahoo.com

¹ insert **complete** legal name of the Procuring Entity

² insert title of procurement and bid number reference of the Procuring Entity

³ Applicable only if separate contracts are awarded to different lots; if so, insert lot reference and title of each lot

⁴ insert the source of funding such as GOSL, World Bank, Asian Development Bank etc

⁵ Insert only for foreign funded projects or only when foreign bidders are allowed to participate under GOSL funded projects.

⁶ insert name and designation of the Officer responsible for clarifications e.g. Head of the Procurement Division if any]

⁷ insert floor and room number, if applicable

	C. Preparation of Bids
ITB 11.1 (e)⁸	The Bidder shall submit the following additional documents: 01. Should have a business Registration/Company Registration. 02. VAT registration details. 03. Minimum 03 years of experience from the date of January 2023 in the supplying AC machine services. 05. Evidence for past experience. 06. Qualifications of the technicians, which planned to stay in admin complex (Two AC technicians must be located in admin complex in working days of the contract year). 07. Service reports need to be submitted at each service for each machine and sample report format need to be attached with bid documents.
ITB 14.3⁹	<i>The bidders may quote following minimum quintiles:</i> Please refer the Section IV and Section V
ITB 15.1¹⁰	The bidder shall quote the local expenditure in Sri Lankan Rupees.
ITB 17.3¹¹	Period of time the Goods are expected to be functioning (for the purpose of spare parts): One year
ITB 18.1 (b)	Service Warranty: It is recommended to include a specific warranty period for gas leakage repair and other repair works of the AC machines. This requirement will provide an advantage when evaluating the bids.
ITB 19.1¹²	The bid shall be validity until. Until 49 days from the date of bid opening
ITB 20.1	Bid shall include a Bid Security (issued by bank or surety) included in Section IV Bidding Forms; or
ITB 20.2¹³	The amount of the Bid Security shall be Rs 16,000.00 (Sixteen thousand Rupees) <i>The validity period of the bid security shall be until 28 days form bid Bid valid date.</i>

⁸ If no additional documents are required may delete this row

⁹ Insert only if bidders are allowed to quote less than 100% of items in a lot or less than 100% of the quantity for each item.

¹⁰ Delete if *the bidders are not allowed to quote in currencies other than Sri Lankan Rupees*

¹¹ Insert only if required; if so, insert *duration*

¹² *insert day, month, and year, i.e. 16 September, 2006*

¹³ Delete if BDS ITB 20.1 (b) is selected

	D. Submission and Opening of Bids
ITB 22.2 (c)	The inner and outer envelopes shall bear the following identification marks ¹⁴ : Maintenance of air conditioning machine which installed in Ruhunu Magampura Administrative Complex – Hambantota and District Secretary residence -Hambantota
ITB 23.1	For bid submission purposes, the Purchaser's address is: Attention ¹⁵ : District Secretary Address ¹⁶ : District Secretariat, 1st floor, Admin Complex, Hambantota The deadline for the submission of bids is: Date ¹⁷ : 19th August 2026 Time ¹⁸ : 14.00 P.M
ITB 26.1	The bid opening shall take place at: Address: Meeting room of the District Secretary, District Secretariat, 1st floor, Admin Complex, Hambantota Date: 19th August 2026 Time: 14.15 P.M
	E. Evaluation and Comparison of Bids
ITB 34.1	Domestic preference shall not <i>be</i> a bid evaluation factor.
ITB 35.3(d)	The adjustments shall be determined using the following criteria, from amongst those set out in Section III, Evaluation and Qualification Criteria ¹⁹ : (a) Deviation in Delivery schedule ²⁰ : Option 1 is selected and the adjustment is ²¹ : Option 2 is selected and the adjustment is Rupees Option 3 is selected and the adjustment is % per week (b) Deviation in payment schedule ²² :

¹⁴ insert the name and/or number that must appear on the bid envelope to identify this specific bidding process

¹⁵ insert full name and the designation of the officer in charge

¹⁶ insert floor and room number, if applicable] [important to avoid delays or misplacement of bids

¹⁷ insert date, month, and year, i.e. 15 September, 2006

¹⁸ insert time, and identify if a.m. or p.m., i.e. 10:30 a.m

¹⁹ refer to Schedule III, Evaluation and Qualification Criteria; insert complementary details if necessary

²⁰ Select one option and delete the other two option

²¹ Suggest 0.5 to 1 % per week

²² insert Yes or No. If yes insert the rate per annum to calculate interest earned

	(c) the cost of major replacement components, mandatory spare parts, and service ²³ :
ITB 35.4²⁴	The following factors and methodology will be used for evaluation: Factors: (a) Bid security availability. (b) Signature and stamp of the bid document. (c) Quoted prices for supplying services. (d) Past experience of doing same kind of services. (e) Qualifications of technicians (f) Quality of works. (g) Capacity of the bidder. Methodology Compression will be made after analyzing the bidding document and most substantially evaluated bidder will be selected.
ITB 35.5	Bidders shall be allowed to quote for one or more lots. <i>[refer to Section III Evaluation and Qualification Criteria, for the evaluation methodology, if appropriate]</i>
ITB 35.6	Payment for Service charges: <i>Payments for all preventive maintenance services (including high-pressure servicing) shall be made only after the successful completion of the respective services, similar to breakdown repair works. No advance payments shall be made under the agreement prior to the completion of the required maintenance activities</i>

²³ insert Yes or No. If yes, insert the Methodology and criteria

²⁴ Insert only if required

Section IV. Bidding Forms

Table of Forms

Bid Submission Form
Price Schedule:.....
Price and Completion Schedule - Related Services.....
Bid Security (Guarantee)
Bid-Securing Declaration
Manufacturer’s Authorization

Bid Submission Form

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

[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: of Bid Submission]

No.:

To: **District Secretary, Hambantota**

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]*;

(b) 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

Maintenance of air conditioning machine which installed in Ruhunu Magampura Administrative Complex – Hambantota and District Secretary residence –Hambantota

(c) The total price of our Bid without VAT, including any discounts offered is:

Maintenance of air conditioning machine which installed in Ruhunu Magampura Administrative Complex – Hambantota and District Secretary residence –Hambantota

Rs.....
..... (In words)

(d) The total price of our Bid including VAT, and any discounts offered is:

Maintenance of air conditioning machine which installed in Ruhunu Magampura Administrative Complex – Hambantota and District Secretary residence –Hambantota

Rs.....
..... (In words)

(e) 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;

(f) 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;

(g) We have no conflict of interest in accordance with ITB Sub-Clause 4.3;

(h) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared blacklisted by the National Procurement Agency;

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

Signed:.....

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

Name:

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

.....

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

Price Schedule

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

SECTION IV - PRICE SCHEDULE FOR PREVENTIVE MAINTENANCE SERVICES

HIGH PRESSURE SERVICE

1	2	3	4	5	6	7	8	9	10	11
Goods and related services offered within Sri Lanka (in Sri Lankan Rupees)										
Line - Item No.	Description of Goods or related services	Qty and Refrigerant	Price for 1 st service	Price for 2 nd Service	Price for 3 rd Service	Price for applying paint coat for outdoor units (one time during agreement period)	Total Price Excluding VAT (Col 4+5+6+7) *(Col 3)	Discounted Total price (if any) excluding VAT	VAT	Total Price Including VAT (Col. 9 or 9+10)
LOT A										
1	LG-Split – 10,000 BTU/hr	02-R22								
Sub Total for Lot A										
LOT B										
2	LG-Split- 18,000 BTU/hr	01-R32								
Sub Total for Lot B										
LOT C										
3	LG-Split – 24,000 BTU/hr	03-R22								
		01-R410								

Sub Total for Lot C													
LOT D													
4	LG-Split- 36,000 BTU/hr	78-R22											
		24-R290											
5	Singer– Split- 36,000 BTU/hr	04-R410											
Sub Total for Lot D													
LOT E													
6	LG-Split- 48,000 BTU/hr	72-R22											
		48-R290											
Sub Total for Lot E													
LOT F													
7	LG-VRV – 60,000 BTU/hr	08-R22											
Sub Total for Lot F													
Total													

Note: Three services must be done within contract period of one year and outdoor units need to be painted with applying anticorrosive paint one time in contract period.

We agree to supply AC machine services in accordance with the condition in the bid documents for a total contract price of Rupees.....(amount in figures) with VAT (Amount in words) within the period specified in the invitation for bids.

VAT Registration No:.....

.....
Signature of the bidder

.....
Office Seal of the Bidder

.....
Date

SECTION V - PRICE SCHEDULE FOR BREAKDOWN MAINTENANCE SERVICES**GAS LEAKS REPAIRING AND FULL GAS CHARGING COST**

<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>
Goods and related services offered within Sri Lanka (in Sri Lankan Rupees)										
Line - Item No.	Description of Goods or related services	Qty and Refrigerant	Price for the 1 st quarter (for one AC machine)	Price for the 2 nd quarter (for one AC machine)	Price for the 3 rd quarter (for one AC machine)	Price for the 4 th quarter (for one AC machine)	Total Price Excluding VAT (Col 4+5+6+7) *(Col 3)	Discounted Total price (if any) excluding VAT	VAT	Total Price Including VAT (Col. 9 or 9+10)
1	LG-Split – 10,000 BTU/hr	02-R22								
2	LG-Split- 18,000 BTU/hr	01-R32								
3	LG-Split – 24,000 BTU/hr	03-R22								
		01-R410								
4	LG-Split- 36,000 BTU/hr	78-R22								
		24-R290								
5	Singer– Split- 36,000 BTU/hr	04-R410								
6	LG-Split- 48,000 BTU/hr	72-R22								
		48-R290								
7	LG-VRV – 60,000 BTU/hr	08-R22								
Total										

.....
Signature of the bidder

.....
Office Seal of the Bidder

.....
Date

SECTION V - PRICE SCHEDULE FOR BREAKDOWN MAINTENANCE SERVICES**GAS BLOCK REPAIRING AND FULL GAS CHARGING COST**

<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>
Goods and related services offered within Sri Lanka (in Sri Lankan Rupees)										
Line - Item No.	Description of Goods or related services	Qty and Refrigerant	Price for the 1 st quarter (for one AC machine)	Price for the 2 nd quarter (for one AC machine)	Price for the 3 rd quarter (for one AC machine)	Price for the 4 th quarter (for one AC machine)	Total Price Excluding VAT (Col 4+5+6+7) *(Col 3)	Discounted Total price (if any) excluding VAT	VAT	Total Price Including VAT (Col. 9 or 9+10)
1	LG-Split – 10,000 BTU/hr	02-R22								
2	LG-Split- 18,000 BTU/hr	01-R32								
3	LG-Split – 24,000 BTU/hr	03-R22								
		01-R410								
4	LG-Split- 36,000 BTU/hr	78-R22								
		24-R290								
5	Singer– Split- 36,000 BTU/hr	04-R410								
6	LG-Split- 48,000 BTU/hr	72-R22								
		48-R290								
7	LG-VRV – 60,000 BTU/hr	08-R22								
Total										

.....
Signature of the bidder

.....
Office Seal of the Bidder

.....
Date

SECTION V - PRICE SCHEDULE FOR BREAKDOWN MAINTENANCE SERVICES**AIR CONDITIONER PIPE LINE CLEANING (N2 FLUSHING) COST**

<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>
Goods and related services offered within Sri Lanka (in Sri Lankan Rupees)										
Line - Item No.	Description of Goods or related services	Qty and Refrigerant	Price for the 1 st quarter (for one AC machine)	Price for the 2 nd quarter (for one AC machine)	Price for the 3 rd quarter (for one AC machine)	Price for the 4 th quarter (for one AC machine)	Total Price Excluding VAT (Col 4+5+6+7) *(Col 3)	Discounted Total price (if any) excluding VAT	VAT	Total Price Including VAT (Col. 9 or 9+10)
1	LG-Split – 10,000 BTU/hr	02-R22								
2	LG-Split- 18,000 BTU/hr	01-R32								
3	LG-Split – 24,000 BTU/hr	03-R22								
		01-R410								
4	LG-Split- 36,000 BTU/hr	78-R22								
		24-R290								
5	Singer– Split- 36,000 BTU/hr	04-R410								
6	LG-Split- 48,000 BTU/hr	72-R22								
		48-R290								
7	LG-VRV – 60,000 BTU/hr	08-R22								
Total										

.....
Signature of the bidder

.....
Office Seal of the Bidder

.....
Date

SECTION V - PRICE SCHEDULE FOR BREAKDOWN MAINTENANCE SERVICES**CHARGING VALVE/ SERVICE VALVE REPLACEMENT COST**

<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>
Goods and related services offered within Sri Lanka (in Sri Lankan Rupees)										
Line - Item No.	Description of Goods or related services	Qty and Refrigerant	Price for the 1 st quarter (for one AC machine)	Price for the 2 nd quarter (for one AC machine)	Price for the 3 rd quarter (for one AC machine)	Price for the 4 th quarter (for one AC machine)	Total Price Excluding VAT (Col 4+5+6+7) *(Col 3)	Discounted Total price (if any) excluding VAT	VAT	Total Price Including VAT (Col. 9 or 9+10)
1	LG-Split – 10,000 BTU/hr	02-R22								
2	LG-Split- 18,000 BTU/hr	01-R32								
3	LG-Split – 24,000 BTU/hr	03-R22								
		01-R410								
4	LG-Split- 36,000 BTU/hr	78-R22								
		24-R290								
5	Singer– Split- 36,000 BTU/hr	04-R410								
6	LG-Split- 48,000 BTU/hr	72-R22								
		48-R290								
7	LG-VRV – 60,000 BTU/hr	08-R22								
Total										

.....
Signature of the bidder.....
Office Seal of the Bidder.....
Date

SECTION V - PRICE SCHEDULE FOR BREAKDOWN MAINTENANCE SERVICES**COMPRESSOR OIL CHARGING COST**

<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>
Goods and related services offered within Sri Lanka (in Sri Lankan Rupees)										
Line - Item No.	Description of Goods or related services	Qty and Refrigerant	Price for the 1 st quarter (for one AC machine)	Price for the 2 nd quarter (for one AC machine)	Price for the 3 rd quarter (for one AC machine)	Price for the 4 th quarter (for one AC machine)	Total Price Excluding VAT (Col 4+5+6+7) *(Col 3)	Discounted Total price (if any) excluding VAT	VAT	Total Price Including VAT (Col. 9 or 9+10)
1	LG-Split – 10,000 BTU/hr	02-R22								
2	LG-Split- 18,000 BTU/hr	01-R32								
3	LG-Split – 24,000 BTU/hr	03-R22								
		01-R410								
4	LG-Split- 36,000 BTU/hr	78-R22								
		24-R290								
5	Singer– Split- 36,000 BTU/hr	04-R410								
6	LG-Split- 48,000 BTU/hr	72-R22								
		48-R290								
7	LG-VRV – 60,000 BTU/hr	08-R22								
Total										

.....
Signature of the bidder

.....
Office Seal of the Bidder

.....
Date

SECTION V - PRICE SCHEDULE FOR BREAKDOWN MAINTENANCE SERVICES**INDOOR MAIN PCB UNIT REPLACEMENT COST**

<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>
Goods and related services offered within Sri Lanka (in Sri Lankan Rupees)										
Line - Item No.	Description of Goods or related services	Qty and Refrigerant	Price for the 1 st quarter (for one AC machine)	Price for the 2 nd quarter (for one AC machine)	Price for the 3 rd quarter (for one AC machine)	Price for the 4 th quarter (for one AC machine)	Total Price Excluding VAT (Col 4+5+6+7) *(Col 3)	Discounted Total price (if any) excluding VAT	VAT	Total Price Including VAT (Col. 9 or 9+10)
1	LG-Split – 10,000 BTU/hr	02-R22								
2	LG-Split- 18,000 BTU/hr	01-R32								
3	LG-Split – 24,000 BTU/hr	03-R22								
		01-R410								
4	LG-Split- 36,000 BTU/hr	78-R22								
		24-R290								
5	Singer– Split- 36,000 BTU/hr	04-R410								
6	LG-Split- 48,000 BTU/hr	72-R22								
		48-R290								
7	LG-VRV – 60,000 BTU/hr	08-R22								
Total										

.....
Signature of the bidder

.....
Office Seal of the Bidder

.....
Date

Bid Guarantee

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

[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:** ----- *[name and address of Purchaser]*

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)]

Bid-Securing Declaration

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

*[The **Bidder** shall fill in this form in accordance with the instructions indicated in brackets]*

Date: -----*[insert date by bidder]*

*Name of contract -- *[insert name]*

Contract Identification N^o: -----[insert number]*

*Invitation for Bid No.: ----- *insert number]*

*To: ----- *[insert the name of the Purchaser]*

We, the undersigned, declare that:

1. We understand that, according to instructions to bidders (hereinafter “the ITB”), bids must be supported by a bid-securing declaration;
2. We accept that we shall be suspended from being eligible for contract award in any contract where bids have being invited by any of the Procuring Entity as defined in the Procurement Guidelines published by National Procurement Agency of Sri Lanka, for the period of time of *three years* starting on *the latest date set for closing of bids of this bid*, if we:
 - (a) withdraw our Bid during the period of bid validity period specified; or
 - (b) do not accept the correction of errors in accordance with the Instructions to Bidders of the Bidding Documents; or
 - (c) having been notified of the acceptance of our Bid by you, during the period of bid validity, (i) fail or refuse to execute the Contract Form, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the ITB.
3. We understand this bid securing shall expire if we are 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; or (ii) twenty-eight days after the expiration of our bid.
4. We understand that if we are a JV, the Bid Securing Declaration must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed *[insert signature(s) of authorized representative]* In the Capacity of *[insert title]*

Name *[insert printed or typed name]*

Duly authorized to sign the bid for and on behalf of *[insert authorizing entity]*

Dated on *[insert day]* day of *[insert month]*, *[insert year]*

Manufacturer's Authorization

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the BDS.]

Date: *[insert date (as day, month and year) of Bid Submission]*
No.: *[insert number of bidding process]*

To: *[insert complete name of Purchaser]*

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 bid 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 sign the Contract.

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]*

Section VII. Contract Data

The following Contract Data shall supplement and / or amend the Conditions of Contract (CC). Whenever there is a conflict, the provisions herein shall prevail over those in the CC.

[The Purchaser shall select insert the appropriate wording using the samples below or other acceptable wording, and delete the text in italics]

CC 1.1(i)	The Purchaser is ²⁵ : District Secretary, District Secretariat, Hambantota
CC 1.1 (m)	The Project Site(s)/Final Destination(s) is/are ²⁶ : District Secretariat, Hambantota
CC 8.1	For <u>notices</u> , the Purchaser's address shall be: District Secretary, District Secretariat, Hambantota Attention ²⁷ : District Secretary Address: District Secretariat, Hambantota Telephone: 047-2256139 Facsimile number: 047-2256139 Electronic mail address: <i>dshtota@gmail.com/ dshtota@yahoo.com</i>
CC 12.1	Details of Shipping and other Documents to be furnished by the Supplier are ²⁸ <i>Not Applicable</i>
CC 15.1	<i>Sample provision [Select appropriately]</i> CC 15.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows: A: For Goods offered within Sri Lanka Payment shall be made in Sri Lanka Rupees within thirty (30) days of presentation of claim supported by a certificate from the Purchaser declaring that the Goods have been delivered and that all other contracted Services have been performed. (i) On Delivery: Up to a maximum of Ninety (80) percent of the Contract Price, shall be paid on receipt of the Goods and upon submission of the documents specified in CC Clause 12.

²⁵ Insert complete legal name of the Purchaser

²⁶ Insert name(s) and detailed information on the location(s) of the site(s)

²⁷ insert full name and the designation of the officer, if applicable

²⁸ insert shipping details and other documents

	(ii) On Acceptance: The remaining ten (20) percent of the Contract Price shall be paid to the Supplier within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Purchaser. B: For Goods offered to be imported and supply²⁹: <i>Not applicable</i> <i>Option 1:</i> Payment of foreign currency portion shall be made in³⁰ () in the following manner: (i) On Shipment: Eighty (80) percent of the foreign currency portion of the Goods shipped shall be paid through irrevocable confirmed letter of credit opened in favor of the Supplier in a bank in Sri Lanka, upon submission of documents specified in GCC Clause 12. (iii) On Acceptance: Twenty (20) percent of the foreign currency portion of Goods received shall be paid within thirty (30) days of receipt of the Goods upon submission of claim supported by the acceptance certificate issued by the Purchaser. Payment of local currency portion shall be made in Sri Lankan Rupees within thirty (30) days of presentation of claim supported by a certificate from the Purchaser declaring that the Goods have been delivered and that all other contracted Services have been performed. <i>Option 2:</i> Payment of foreign currency portion shall be made in³¹ () in the following manner: (i) Advance Payment: Thirty (30) percent of the foreign currency portion shall be paid within thirty (30) days of signing of the Contract, and upon supplier opening of LC in favour of the Purchaser and upon submission of a advance payment guarantee for equivalent amount valid until the Goods are delivered and, in the form, provided in the bidding documents or another form acceptable to the Purchaser. (ii) On Delivery: Up to a maximum of Fifty (50) percent of the foreign currency portion, shall be paid on receipt of the Goods and upon submission of the documents specified in
--	---

²⁹ select 'Option 1', 'Option 2' or 'Option 3

³⁰ currency of the Contract Price

³¹ currency of the Contract Price

	CC Clause 12. (iii) On Acceptance: Twenty (20) percent of the Foreign currency portion of Goods received shall be paid within thirty (30) days of receipt of the Goods upon submission of claim supported by the acceptance certificate issued by the Purchaser. Payment of local currency portion shall be made in Sri Lankan Rupees within thirty (30) days of presentation of claim supported by a certificate from the Purchaser declaring that the Goods have been delivered and that all other contracted Services have been performed. <i>Option 3:</i> (i) On Delivery: Eighty (80) percent of the Foreign currency portion of the Goods shall be paid through irrevocable confirmed letter of credit opened in favor of the Supplier in a bank in Sri Lanka, upon the delivery of the goods to the final destination and upon submission of documents specified in GCC Clause 12. (ii) On Acceptance: Twenty (20) percent of the Foreign currency portion of Goods received shall be paid within thirty (30) days of receipt of the Goods upon submission of claim supported by the acceptance certificate issued by the Purchaser. Payment of local currency portion shall be made in Sri Lankan Rupees within thirty (30) days of presentation of claim supported by a certificate from the Purchaser declaring that the Goods have been delivered and that all other contracted Services have been performed.
CC 17.1	A Performance Security shall be Two Hundred Thousand Rupees Only (Rs 200,000.00).
CC 25.1	The inspections and tests shall be done by the bidder with participation of Mechanical Engineer of District Secretariat, Hambantota or participant nominated by him for both maintenance work and repairs.
CC 25.2	The Inspections and tests shall be conducted at: District Secretariat, Hambantota
CC 26.1	The liquidated damage shall be ³² : ... % per week
CC 26.1	The maximum amount of liquidated damages shall be ³³ : %

³² insert number

³³ insert number

Invitation for Bids (IFB)

Note: Given below is a sample form that can be used in inviting bids for procuring of goods. All the information given is not relevant for each procurement. The Purchaser is required to select only the applicable information or modify such information to suit. The information marked as “” is required only for procurement funded by a foreign funding agency.*

*[insert: **name of Procuring Entity** (if relevant name of **Ministry**)*

*[insert: **name of Project**] - [insert: **loan / credit number**]**

*[insert: **Title of Contract & Contract (Bid) Number**]*

- 1.* The Democratic Socialist Republic of Sri Lanka *[has received/has applied for/intends to apply for]* a *[loan/credit]* from the *[insert name of the foreign funding Agency]* toward the cost of *[insert name of Project]*, and it intends to apply part of the proceeds of this *[loan/credit]* to payments under the Contract for *[insert name/no. of Contract]**.
2. The Chairman *[insert CAPC/MPC/DPC/PPC as appropriate]* on behalf of the *[insert name of Procuring Entity]* now invites sealed bids from eligible and qualified bidders for *[insert brief description of the Goods to be procured]*.
[A brief description of the type(s) of Goods should be provided, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the Invitation Bidders specific experience or capabilities require should also be included in this paragraph. The delivery period is [insert no. of days/months/years or dates also should be inserted].
4. Bidding will be conducted through *[insert the method of procurement]*
5. Interested eligible bidders may obtain further information from *[insert name of Procuring Entity; insert name and e-mail of officer in charge]* and inspect the Bidding Documents at the address given below *[state address at end of this ITB]* from *[insert office hours]*.⁶
6. Qualifications requirements include: *[insert a list of key technical, financial, legal and other requirements]*. A margin of preference for eligible locally produced goods offered *[insert “shall” or “shall not” be applied, as appropriate]*. Additional details are provided in the Bidding Documents.
7. A complete set of Bidding Documents in English language may be purchased by interested bidders on the submission of a written application to the address below *[state address at the end of this ITB]* and upon payment of a non-refundable fee *[insert amount of currency in Rupees]* or in *[insert amount in specified convertible currency]*. The method of payment will be *[insert method of payment]*.
8. Bids must be delivered to the address below *[state address at the end of this ITB]* at or before *[insert time and date]*. Late bids will be rejected. Bids will be opened in the presence of the bidders’ representatives who choose to attend in person or on-line at the address below *[state address at end of this ITB]* at *[insert time and date]*. All bids must be accompanied by a *[insert as appropriate, either “Bid Security Declaration” or “Bid-Security,” of (insert amount in local currency or an equivalent amount in a freely convertible currency)]*
9. **The address(es) referred to above is(are): [insert detailed address(es) including Name of the Procuring Entity, designation, name of Officer, address, fax number etc.**

1. A brief description of the type(s) of Goods or Works should be provided, including quantities, location of Project, and other information necessary to enable potential bidders to decide whether or not to respond to the Invitation. Bidding Documents may require bidders to have specific experience or capabilities; such requirements should also be included in this paragraph.

2. *[Insert: “the delivery/installation period is [insert no. of days/months/years or dates”].*
3. For example, 09.00AM to 5.00 PM.
4. The fee, should defray the printing and mailing/shipping costs); it should not deter competition.

5. The amount of Bid Security should be stated as a fixed amount or as a minimum percentage of the Bid Price. Alternatively, if a Bid Security or a Bid-Securing Declaration is not required (often the case in supply contracts), the paragraph should so state.
6. The office for Bid Opening may not necessarily be the same as that for inspection or issuance of documents or for Bid Submission. If they differ, each address must appear at the end of paragraph 7 and be numbered; as, for example, (1), (2), (3). The text in the paragraph would then refer to address (1), (2), etc. Only one office and its address may be specified for submission of bids, and this location should be as close as possible to the place where bids will be opened to shorten the time between Bid Submission and Bid Opening.

DSH