**Ref.No.NWSDB/ SBD/Shopping/Ver 1**

***Revised on 23-12-2016***

**Government of the Democratic Socialist**

**Republic of Sri Lanka**

**MINISTRY OF CITY PLANNING AND WATER SUPPLY**

**National water supply& Drainage Board**

**Procurement of Goods**

**Under**

**National Shopping Procedures**

**Invitation of Quotations**

**For**

**Procurement of**

*[insert identification of the Goods]*

*Quotation No***:***………………..……*

***Revised on 23-12-2016***

**National Water Supply & Drainage Board**

**Galle Road, Ratmalana,**

**Sri Lanka.**

**…………………………**

**(Month & Year)**

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**Section I. Instructions To Vendors (ITV)**

**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 the receipt 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.   * Section I. Instructions to Vendors (ITV) * Section II. Data Sheet * Section III. Schedule of Requirements / Delivery * Section IV. Appendices * Section V. Technical Specifications & Compliance with   Specifications |
| **C: Preparation of Quotation** | | |
| **3. Documents**  **Comprising**  **Quotation** | 3.1 | The Quotation shall comprise the following:   1. Quotation Submission Form (Appendix 2) and the Price Schedules(Appendix 3) 2. Technical Specifications & Compliance with Specifications 3. ISO 9001:2008/2015 Quality Management System certificate for manufacturing factory. |
| **4. Quotation**  **Submission**  **Form and**  **Price**  **Schedules** | 4.1  4.2 | The vendor shall submit the Quotation Submission Form using the  form furnished in Appendix 2. 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.  **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.**  Revised on 23-12-2016  00022220202012016 |
| **5. Prices and**  **Discounts** | 5.1  5.2  5.3  5.4 | Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules.  The price to be quoted in the Quotation Submission Form shall be  the total price of the Quotation, including any discounts offered. Transpiration up to the final destination customs duty and any other duties, taxes etc.  The applicable VAT shall be indicated separately.  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. |
| **6. Currency** | 6.1 | The vendors shall quote only in Sri Lanka Rupees. |
| **7.Documents to**  **Establish the**  **Conformity**  **of the Goods** | 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 V, “Technical Specifications &Compliance with Specifications”. |
|  | 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. |
|  | 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. |
| **8. Period of**  **Validity of**  **quotation** | **8.1** | Quotations shall remain valid for the period of sixty (60) days after the quotation submission deadline date. |
| **9. Format and**  **Signing of**  **Quotation** | 9.1 | The quotation shall be typed or written in indelible ink and shall be  signed by a person duly authorized to sign on behalf of the vendor. |
| **D: Submission and Opening of Quotation** | | |
| **10. Submission**  **of Quotation** | 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. |
| **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. |

|  |  |  |  |  |
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| **12. Late**  **Quotation** | | 12. | The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITV Clause 11.1 above | |
| **13. Opening of**  **Quotations** | | 13.1 | The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet. | |
|  | | 13.2 | A representative of the bidders may be present and mark its attendance. | |
| **E: Evaluation and Comparison of Quotation** | | | | |
| **14.Clarifications** | | 14.1 | To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of 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. | |
|  | | 14.2 | The Purchaser’s request for clarification and the response shall bein writing. | |
| **15.Responsiveness**  **of Quotations** | | 15.1 | The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received. | |
|  | | 15.2 | If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser. | |
| **16. Evaluation**  **of quotation** | | 16.1 | The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive. | |
|  | | 16.2 | To evaluate a quotation, the Purchaser may consider the following: | |
|  | |  | 1. the Price as quoted; | |
|  | |  | 1. price adjustment for correction of arithmetical errors; | |
|  | |  | 1. price adjustment due to discounts offered. | |
|  | | 16.3 | The Purchaser’s evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods. | |
|  | | 16.4 | Evaluation shall be done item wise. | |
| **17. Purchaser’s**  **Right to**  **Accept any**  **Quotation,**  **and to Reject**  **any or all**  **Quotations** | | 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. | |
| **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** | 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. |

**Section II: Data Sheet**

**Section II: Data Sheet**

|  |  |
| --- | --- |
| **ITV**  **Clause**  **Reference** |  |
| 1.1 | The Purchaser is :National Water Supply & Drainage Board  Address: Galle Road, Ratmalana, Sri Lanka. |
| 3.1(d)  3.1(e) | Add sub clause  The vender shall furnish a Bid Security to the format attached in Appendix 6 for the quotations more than Rs. 100, 000.00 from one of the following forms.   1. A Bank Guarantee issued by a Bank operating in Sri Lanka, approved by the Central Bank of Sri Lanka. 2. A fixed deposit or a pass book of a Bank operating in Sri Lanka, deposits made in the name of the National Water Supply and Drainage Board, Sri Lanka. 3. A Sri Lanka Rupee cash deposit to the National Water Supply and Drainage Board, Sri Lanka (The original receipt for such deposit shall be attached to the original bidding document). 4. A certified cheque issued by a Bank operating in Sri Lanka in favour of the National Water Supply and Drainage Board, Sri Lanka.  * The amount of Bid Security is Rs.…………… * The Bid Security shall be valid up to …………..   *[The Vendor should have to submit Product Conformity Certificate if necessary based on the item to be purchased]* |
| 5.1 | If the bidder is allowed to quote for less than all the items specified, indicate the details. |
| 7.3 | Manufacture’s Authorization is required. |
| 11.1 | Address for submission of Quotations is ……………… |
| 13 | Deadline for submission of Quotations is ……… |

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| 15.1 | The quotation will be responsive if each quotation;   1. Has been signed by a person duly authorized to sign on behalf of the vendor. 2. is accompanied with the required Bid Security as defined in Clause 3.1 (d) hereof . 3. Has sufficient bid validity period as per Clause3.1 (b) hereof, and 4. is substantially responsive to the requirements of the   Shopping Document,  A substantially responsive quotation is one which conforms to all the terms above without material deviation or reservation. |
| 161 | The quotations shall be opened at the following address: |
|  | Other factors that will be considered for evaluation are (List and describe the methodology): |
| 16.4 | The evaluation of the quotations shall be based on item wise. |
| 18.2 | The purchaser will accept the quotation based on each item (item wise). |
| 20 | Add sub clause  The vender shall give a competitive warranty for the goods for a period of……… |

**Section III: Schedule of Requirements/Delivery**

**Section III: Schedule of Requirements / Delivery**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Line  Item  N° | Description of Goods | Quantity | Unit | Final  Destination | Transportation and any other services | Delivery Date | |
|  | Latest Delivery  Date | Bidder’s offered  Delivery date [to be provided by the bidder] |
| *[insert*  *item*  *No]* | *[insert description of Goods]* | *[insert quantity of item to be*  *supplied]* | *[insert unit]* | *[insert place of*  *Delivery]* |  | *[insert the number of days following the date of issuing*  *Purchase Order]* | *[insert the number of days following the date of issuing Purchase Order]* |
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**Section IV: Appendices**

**Appendix 1: Technical Specification & Compliance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item No. | Name | Component Description | Minimum Specifications | Bidder’s Response  (Yes/No) | If “No” comment/s on the offer |
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**Appendix 2: 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: *[insert complete name of Purchaser]*

We, the undersigned, declare that:

|  |  |
| --- | --- |
| (a) | We have examined and have no reservations to the document issued; |
| (b) | We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods *[insert a brief description of the Goods]*; |
| (c) | The total price of our quotation including any discounts offered is: *[insert the total quoted price in words and 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]*

Name of the Company

Dated:………….

**Appendix 3: Price Schedule**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Line Item  N° | Description of Goods | Quantity | unit | Unit price | Total Price for Item | VAT | Country of  Origin |
| *[insert*  *number of*  *the item]* | *[insert name of Goods]* | *[insert number*  *of units to be supplied]* | *[insert unit]* | *[insert price per unit]*  *(including*  *transport)* | *[(6) = (3) x(5) ]* | *[insert total VAT of line item]* | *[insert country*  *of origin of the Good]* |
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Name of Bidder [*insert complete name of Bidder*] Signature of Bidder [*signature of person signing the Bid*] Date [*insert date*]

**Appendix 4: 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 & shall be on a Manufacture’s Letter Head]*

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]

**Appendix 5: 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 ….)* | | | | | |
| Item  # | | Description | Model Number  & Specification  reference2 | Unit | Qty | | Unit  Price | Amount | Delivery  Date | Delivery Location | Remarks |
|  | |  |  |  |  | |  |  |  |  |  |
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|  | |  |  |  |  | |  |  |  |  |  |
| 1.  2.  3.  4.  5. | The Goods supplied under this Contract shall conform to the technical specifications and standards mentioned above;  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;  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;  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 …. % per each day, of the delivered price of the delayed Goods;  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

**Appendix 6: Sample form for Bid Security**

…………………… [*issuing agency’s name, and address of issuing branch or office*]

………………………

………………………..

Beneficiary : Chairman

National Water Supply and Drainage Board

Galle Road, Ratmalana

Date……………… BID GUARANTEE No : ……………………………

We have been informed that…………………………………………………………..…………………………………………. [*name of the Vendor ; if joint venture, list complete legal names of partners*] (*hereinafter called “the Vendor*”) has submitted to you its bid dated ……………….. [*insert date*] (*hereinafter called “ the Quotation*”) for the execution / supply of ………………………………………………………….

[*name of contract*] under Quotation No……………………………… .

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

At the request of the Vendor, we……………………………………………………… ………………………………………. [*name of issuing agency*] hereby irrevocably under take to pay you any sum or sums not exceeding in total an amount of ………………….……………. [*amount in figures*] ………………………….. ……………………………………….[*amount in words*] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Vendor is in breach of its obligation (s) under the bid conditions, because of the Vendor:

(a). has withdrawn its Quotation during the period of validity of Quotations specified ; or

(b). does not accept the correction of errors in accordance with the Instructions to Vendors (hereinafter “the ITV”) or

(c ). having been notified of the acceptance of its Quotation by the Purchaser during the period of validity of Quotation, (i) fails or refuses to execute the Contract Form, if required.

This Guarantee shall expire: (a) if the Vendor is the successful Vendor, upon our issuance of purchase order by the Purchaser. (b) if the Vendor is not the successful vendor, upon the earlier of (i) our receipt of a copy of your notification to the vendor that the vendor was unsuccessful, otherwise it will remain in force up to ………………… [*insert date*].

Consequently, any demand of payment under this Guarantee must be received by us the office on or before that date………………………………….

………………………………………………

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

**Appendix 7 – Affidavit by the Bidder**

I ………………………………………… of ………………………………………… being a ……………………… (Buddhist or any other religionist), do hereby solemnly sincerely and truly declare and affirm as follows.

01. I am the Affirmant above named.

02. I hereby declare that I have applied for the contract of National Water Supply and Drainage Board bearing No: …………………………………….. and my spouse or dependent does not work in National Water Supply and Drainage Board on permanent, casual or contract basis.

The foregoing affidavit having been

read over and explained to the

affirmant above named who having

Understood its nature content and Before me …………………

context affirmed hereto and set his Declarant

usual signature hereto in ……………...

on this ………….……………… day

of …………….…….. 20….

……..…………………

Justice of the peace /

Commissioner for Oaths

**Section IV: Specifications**