Ministry of Industry and Entrepreneurship Development

Sri Lanka Export Development Board (EDB)

BIDDING DOCUMENT

FOR THE

Supply of Desktop Computers, Colour & Monochrome Laser Printers, Monochrome Photocopy Machines, Multimedia Projectors and Multimedia Projector Screens

Contract Number EDB/PU/NCB/2026/05

NATIONAL COMPETITIVE BIDDING

Sri Lanka Export Development Board
9th Floor, NDB–EDB Tower, No. 42 Nawam Mawatha, Colombo 02.
Tel. 0112300702
Website: www.srilankabusiness.com

Ministry of Industry and Entrepreneurship Development

Sri Lanka Export Development Board (EDB)

INVITATION FOR BID

Supply of Desktop Computers, Colour & Monochrome Laser Printers, Monochrome Photocopy Machines, Multimedia Projectors and Multimedia Projector Screens

Contract No. EDB/PU/NCB/2026/05

1. The Chairman, Department Procurement Committee (DPC), on behalf of Sri Lanka Export Development Board (EDB) now invites sealed bids from bidders for the Procurement of Supply of Desktop Computers, Colour & Monochrome Laser Printers, Monochrome Photocopy Machines, Multimedia Projectors and Multimedia Projector Screens to Sri Lanka Export Development Board (EDB).

2. Bidding will be conducted through the National Competitive Bidding (NCB – Single Stage One Envelope Bidding Procedure) specified in the National Procurement Guidelines 2024 and are opened to all eligible bidders as defined in the Guidelines.

3. To be eligible for contract award, the successful bidder shall not have been blacklisted, suspended, or debarred by any government institution or recognized regulatory authority at the time of submission.

4. The qualification criteria for the eligible bidders shall include the following. (Additional qualification requirements are given in the Procurement Documents) The Bidding Documents may be inspected by interested parties up to **29th September 2026**, from **09.00 hours to 15.00 hours** on working days, at the office of the **Assistant Director – Procurement**, Level 06, NDB–EDB Tower, No. 42, Nawam Mawatha, Colombo 02. The Bidding Documents may also be inspected by accessing the Procurement Document published under the "**Announcements**" section of the **EDB** website at **www.srilankabusiness.com/announcements/**.

   Qualification Criteria

   a) General Experience

   - The Bidder shall be a legally registered company in accordance with the applicable laws and regulations of Sri Lanka.
   - The Bidder shall have a minimum of ten (10) years' experience in the supply and maintenance of the equipment relevant to the Lot(s) for which the Bid is submitted.

b) Specific Experience

- The Bidder shall have successfully completed at least three (03) contracts during the last three (03) years for the supply and maintenance of equipment similar in nature to the Lot(s) for which the Bid is submitted. Completion of such contracts shall be supported by reference letters or satisfactory completion certificates issued by the respective clients.

c) Financial Capacity

- The Bidder shall submit audited financial statements for the last three (03) consecutive financial years.

5. The equipment's to be purchased and the values of the bid securities for them are as follows:

Lot	Type	Quantity	Non-Refundable Payment (Rs.)	Bid Security (Rs.)
Lot 1	Desktop Computer	20	3,500.00	60,000.00
Lot 2	Colour Laser Printer Monochrome Laser Printer	01 05	1,500.00	10,500.00
Lot 3	Monochrome Photocopy Machine	09	3,000.00	45,000.00
Lot 4	Multimedia Projectors Multimedia Projector Screens	05 04	2,000.00	36,000.00

6. Bidders are allowed to bid for any single Lot, a combination of Lots, or all Lots. Each Lot will be evaluated and awarded separately. Bidders must quote for 100% of the items and quantities specified within a chosen Lot. Incomplete Lots will be rejected.

7. Interested eligible Bidders may obtain further information from the **Assistant Director – Procurement**, Level 06, NDB–EDB Tower, No. 42, Nawam Mawatha, Colombo 02, from **09.00 hours to 15.00 hours** on working days. Telephone: **011-2300702**; E-mail: **disna@edb.gov.lk**.

8. A complete set of Procurement Documents in English may be obtained by interested eligible Bidders from the **Sri Lanka Export Development Board (EDB)** at the address specified in **Paragraph 7**, upon payment of the applicable non-refundable fee for the respective Lot(s), as specified under **Paragraph 5**. Payment shall be made in accordance with the method specified in the Procurement Documents, and a copy of the relevant payment slip or receipt shall be enclosed with the Bid. Bids submitted without the required proof of payment for the respective Lot(s) shall be rejected.

9. The original Bid shall be enclosed in a sealed envelope. The top left-hand corner of the envelope shall be clearly marked:

   "EDB/PU/NCB/2026/05 – Supply of Desktop Computers, Colour & Monochrome Laser Printers, Monochrome Photocopy Machines, Multimedia Projectors and Multimedia Projector Screens (Lot No(s). 1 and/or 2 and/or 3 and/or 4)

The Bidder shall clearly indicate the applicable Lot Number(s) for which the Bid is submitted. The name and address of the Bidder shall be clearly indicated on the envelope. (Refer to the Bidding Data Sheet, ITB 22.2 (c))

10. Bids shall be delivered to the address specified in Paragraph 7 on or before **11.00 a.m. on 30th September 2026**. Late Bids shall be rejected. Bids will be opened at **11:15a.m.** on the same day in the presence of the Bidders' representatives who choose to attend in the 7th floor Mini Conference Room. Each Bid shall be accompanied by a Bid Security in the form of a bank guarantee for the amount specified against the respective Lot(s) in Paragraph 5.

11. A Pre-Bid Meeting will be held at 10.00 a.m. on September 22nd, 2026 at 9th Floor Board room of EDB. All interested Bidders may participate in the Pre-Bid meeting.

Chairman / CEO
Sri Lanka Export Development Board (EDB)
No. 42, Nawam Mawatha,
Colombo 02 **September 17th 2026**

Section I. Instructions to Bidders (ITB)

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

A: General		
1. Scope of Bid	1.1	The Purchaser indicated in the Bidding Data Sheet (BDS), issues these Bidding Documents for the supply of Goods and Related Services incidental thereto as specified in Section V, Schedule of Requirements. The name and identification number of this procurement are specified in the BDS. The name, identification, and number of lots (individual contracts), if any, are provided in the BDS.
	1.2	Throughout these Bidding Documents: (a) the term "in writing" means communicated in written form by mail (other than electronic mail) or hand delivered with proof of receipt; (b) if the context so requires, "singular" means "plural" and vice versa; and (c) "day" means calendar day.
2. Source of Funds	2.1	Payments under this contract will be financed by the source specified in the BDS
3. Ethics, Fraud and Corruption	3.1	The attention of the bidders is drawn to the following guidelines of the Procurement Guidelines published by National Procurement Agency: • Parties associated with Procurement Actions, namely, suppliers/contractors and officials shall ensure that they maintain strict confidentiality throughout the process; • Officials shall refrain from receiving any personal gain from any Procurement Action. No gifts or inducement shall be accepted. Suppliers/contractors are liable to be disqualified from the bidding process if found offering any gift or inducement which may have an effect of influencing a decision or impairing the objectivity of an official.
	3.2	The Purchaser requires the bidders, suppliers, contractors, and consultants to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy: (a) "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;

		(b) "fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract; (c) "collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the Purchaser to establish bid prices at artificial, non-competitive levels; and (d) "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.
	3.3	If the Purchaser found any unethical practices as stipulated under ITB Clause 3.2, the Purchaser will reject a bid, if it is found that a Bidder directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.
4. Eligible Bidders	4.1	All bidders shall possess legal rights to supply the Goods under this contract.
	4.2	A Bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they: (a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under these Bidding Documents; or (b) submit more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid.
	4.3	A Bidder that is under a declaration of ineligibility by the National Procurement Agency (NPA), at the date of submission of bids or at the date of contract award, shall be disqualified. The list of debarred firms is available at the website of NPA, www.npa.gov.lk
	4.4	Foreign Bidder may submit a bid only if so stated in the BDS
5. Eligible Goods and Related Services	5.1	All goods supplied under this contract shall be complied with applicable standards stipulated by the Sri Lanka Standards Institute (SLSI). In the absence of such standards, the Goods supplied shall be complied to other internationally accepted standards.

B: Contents of Bidding Documents		
6. Sections of Bidding Documents	6.1	The Bidding Documents consist of 2 Volumes, which include all the sections indicated below, and should be read in conjunction with any addendum issued in accordance with ITB Clause 8 Volume 1 • Section I. Instructions to Bidders (ITB) • Section VI. Conditions of Contract (CC) • Section VIII. Contract Forms Volume 2 • Section II. Bidding Data Sheet (BDS) • Section III. Evaluation and Qualification Criteria • Section IV. Bidding Forms • Section V. Schedule of Requirements • Section VII. Contract Data • Invitation For Bid
	6.2	The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.
7. Clarification of Bidding Documents	7.1	A prospective Bidder requiring any clarification of the Bidding Documents including the restrictiveness of specifications shall contact the Purchaser in writing at the Purchaser’s address specified in the BDS. The Purchaser will respond in writing to any request for clarification, provided that such request is received no later than ten (10) days prior to the deadline for submission of bids. The Purchaser shall forward copies of its response to all those who have purchased the Bidding Documents, including a description of the inquiry but without identifying its source. Should the Purchaser deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under ITB Clause 8.
8. Amendment of Bidding Documents	8.1	At any time prior to the deadline for submission of bids, the Purchaser may amend the Bidding Documents by issuing addendum.
	8.2	Any addendum issued shall be part of the Bidding Documents and shall be communicated in writing to all who have purchased the Bidding Documents.
	8.3	To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Purchaser may, at its discretion, extend the deadline for the submission of bids, pursuant to ITB Sub-Clause 23.2

C: Preparation of Bids		
9. Cost of Bidding	9.1	The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
10. Language of Bid	10.1	The Bid, as well as all correspondence and documents relating to the Bid (including supporting documents and printed literature) exchanged by the Bidder and the Purchaser, shall be written in English language.
11. Documents Comprising the Bid	11.1	The Bid shall comprise the following: (a) Bid Submission Form and the applicable Price Schedules, in accordance with ITB Clauses 12, 14, and 15; (b) Bid Security or Bid-Securing Declaration, in accordance with ITB Clause 20; (c) documentary evidence in accordance with ITB Clauses 18 and 29, that the Goods and Related Services conform to the Bidding Documents; (d) documentary evidence in accordance with ITB Clause 18 establishing the Bidder's qualifications to perform the contract if its bid is accepted; and (e) any other document required in the BDS.
12. Bid Submission Form and Price Schedules	12.1	The Bidder shall submit the Bid Submission Form using the form furnished in Section IV, Bidding Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.
13. Alternative Bids	13.1	Alternative bids shall not be considered.
14. Bid Prices and Discounts	14.1	The Bidder shall indicate on the Price Schedule the unit prices and total bid prices of the goods it proposes to supply under the Contract.
	14.2	Any discount offered against any single item in the price schedule shall be included in the unit price of the item. However, a Bidder wishes to offer discount as a lot the bidder may do so by indicating such amounts appropriately.
	14.3	If so, indicated in ITB Sub-Clause 1.1, bids are being invited for individual contracts (lots) or for any combination of contracts (packages). Unless otherwise indicated in the BDS, prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Bidders wishing to offer any price reduction (discount) for the award of more than one Contract shall specify the applicable price reduction separately
	14.4	i. Prices indicated on the Price Schedule shall include all duties and sales and other taxes already paid or payable by the Supplier:

		(a) on components and raw material used in the manufacture or assembly of goods quoted; or (b) on the previously imported goods of foreign origin ii. However, VAT shall not be included in the price but shall be indicated separately; iii. the price for inland transportation, insurance and other related services to deliver the goods to their final destination; iv. the price of other incidental services
	14.5	The Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected, pursuant to ITB Clause 31.
	14.6	All lots, if any, and items must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items.
15. Currencies of Bid	15.1	Unless otherwise stated in Bidding Data Sheet, the Bidder shall quote in Sri Lankan Rupees and payment shall be payable only in Sri Lanka Rupees.
16. Documents Establishing the Eligibility of the Bidder	16.1	To establish their eligibility in accordance with ITB Clause 4, Bidders shall complete the Bid Submission Form, included in Section IV, Bidding Forms.
17. Documents Establishing the Conformity of the Goods and Related Services	17.1	To establish the conformity of the Goods and Related Services to the Bidding Documents, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods conform to the technical specifications and standards specified in Section V, Schedule of Requirements.
	17.2	The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description (given in Section V, Technical Specifications) of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Schedule of Requirements.
	17.3	The Bidder shall also furnish a list giving full particulars, including quantities, available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period if specified in the BDS following commencement of the use of the goods by the Purchaser.
18. Documents Establishing the Qualifications of the Bidder	18.1	The documentary evidence of the Bidder’s qualifications to perform the contract if its bid is accepted shall establish to the Purchaser’s satisfaction:

		(a) Bidder that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV, Bidding Forms to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods; (b) that, if required in the BDS, in case of a Bidder not doing business within Sri Lanka, the Bidder is or will be (if awarded the contract) represented by an Agent in Sri Lanka equipped and able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and (c) that the Bidder meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.
19. Period of Validity of Bids	19.1	Bids shall remain valid until the date specified in the BDS. A bid valid for a shorter date shall be rejected by the Purchaser as non-responsive.
	19.2	In exceptional circumstances, prior to the expiration of the bid validity date, the Purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB Clause 20, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its bid.
20. Bid Security	20.1	The Bidder shall furnish as part of its bid, a Bid Security or a Bid-Securing Declaration, as specified in the BDS.
	20.2	The Bid Security shall be in the amount specified in the BDS and denominated in Sri Lanka Rupees, and shall: (a) at the bidder's option, be in the form of either a bank draft, a letter of credit, or a bank guarantee from a banking institution; (b) be issued by a institution acceptable to Purchaser. The acceptable institutes are published in the NPA website, www.npa.gov.lk. (c) be substantially in accordance with the form included in Section IV, Bidding Forms; (d) be payable promptly upon written demand by the Purchaser in case the conditions listed in ITB Clause 20.5 are invoked; (e) be submitted in its original form; copies will not be accepted; (f) remain valid for the period specified in the BDS.
	20.3	Any bid not accompanied by a substantially responsive Bid Security or Bid Securing Declaration in accordance with ITB Sub-Clause 20.1 and 20.2, may be rejected by the Purchaser as non-responsive.

	20.4	The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security pursuant to ITB Clause 43.
	20.5	The Bid Security may be forfeited or the Bid Securing Declaration executed: (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form, except as provided in ITB Sub-Clause 19.2; or (b) if a Bidder does not agreeing to correction of arithmetical errors in pursuant to ITB Sub-Clause 30.3 (c) if the successful Bidder fails to: i. sign the Contract in accordance with ITB Clause 42; ii. furnish a Performance Security in accordance with ITB Clause 43.
21. Format and Signing of Bid	21.1	The Bidder shall prepare one original of the documents comprising the bid as described in ITB Clause 11 and clearly mark it as "ORIGINAL." In addition, the Bidder shall submit a copy of the bid and clearly mark it as "COPY." In the event of any discrepancy between the original and the copy, the original shall prevail.
	21.2	The original and the Copy of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.
	21.3	Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Bid.
D: Submission and Opening of Bids		
22. Submission, Sealing and Marking of Bids	22.1	Bidders may always submit their bids by mail or by hand. (a) Bidders submitting bids by mail or by hand, shall enclose the original and the copy of the Bid in separate sealed envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." These envelopes containing the original and the copy shall then be enclosed in one single envelope.
	22.2	The inner and outer envelopes shall: (a) Bear the name and address of the Bidder; (b) be addressed to the Purchaser in accordance with ITB Sub-Clause 23.1; (c) bear the specific identification of this bidding process as indicated in the BDS; and (d) bear a warning not to open before the time and date for bid opening, in accordance with ITB Sub-Clause 26.1. If all envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.
23. Deadline for Submission of Bids	23.1	Bids must be received by the Purchaser at the address and no later than the date and time specified in the BDS.

	23.2	The Purchaser may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB Clause 8, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
24. Late Bids	24.1	The Purchaser shall not consider any bid that arrives after the deadline for submission of bids, in accordance with ITB Clause 23. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.
25. Withdrawal, and Modification of Bids	25.1	A Bidder may withdraw, or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 22, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITB Sub-Clause 21.2, (except that no copies of the withdrawal notice are required). The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must be: (a) submitted in accordance with ITB Clauses 21 and 22 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked "WITHDRAWAL," or "MODIFICAT ION;" and (b) received by the Purchaser prior to the deadline prescribed for submission of bids, in accordance with ITB Clause 23.
	25.2	Bids requested to be withdrawn in accordance with ITB Sub-Clause 25.1 shall be returned to the Bidders only upon notification of contract award to the successful bidder in accordance with sub clause 41.1.
	25.3	No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.
26. Bid Opening	26.1	The Purchaser shall conduct the bid opening in public at the address, date and time specified in the BDS.
	26.2	First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid may be opened at the discretion of the Purchaser. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening. Envelopes marked "MODIFICATION" shall be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening. Only envelopes that are opened and read out at Bid opening shall be considered further.
	26.3	All other envelopes shall be opened one at a time, reading out: the name of the Bidder and whether there is a modification; the Bid

		Prices, including any discounts and alternative offers; the presence of a Bid Security or Bid-Securing Declaration, if required; and any other details as the Purchaser may consider appropriate. Only discounts and alternative offers read out at Bid opening shall be considered for evaluation. No Bid shall be rejected at Bid opening except for late bids, in accordance with ITB Sub-Clause 24.1.
	26.4	The Purchaser shall prepare a record of the Bid opening that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, or modification; the Bid Price, per lot if applicable, including any discounts, and the presence or absence of a Bid Security or Bid-Securing Declaration. The bids that were opened shall be resealed in separate envelopes, promptly after the bid opening. The Bidders' representatives who are present shall be requested to sign the attendance sheet.
E: Evaluation and Comparison of Bids		
27. Clarifications	27.1	Information relating to the examination, evaluation, comparison, and post-qualification (if applicable) of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract Award.
	27.2	Any effort by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its Bid.
	27.3	Notwithstanding ITB Sub-Clause 27.2, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, from the time of bid opening to the time of Contract Award, it should do so in writing.
28. Clarification of Bids	28.1	To assist in the examination, evaluation, comparison and post-qualification of the bids, the Purchaser may, at its discretion, request any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Purchaser shall not be considered for purpose of evaluation. The Purchaser's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the Evaluation of the bids, in accordance with ITB Clause 30.
29. Responsiveness of Bids	29.1	The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself.
	29.2	A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

		(a) affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or (b) limits in any substantial way, inconsistent with the Bidding Documents, the Purchaser's rights or the Bidder's obligations under the Contract; or (c) if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.
	29.3	If a bid is not substantially responsive to the Bidding Documents, it shall be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.
30. Nonconformities, Errors, and Omissions	30.1	Provided that a Bid is substantially responsive, the Purchaser may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.
	30.2	Provided that a bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
	30.3	Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis: (a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected; (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
	30.4	If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid-Securing Declaration shall be executed.
31. Preliminary Examination of Bids	31.1	The Purchaser shall examine the bids to confirm that all documents and technical documentation requested in ITB Clause 11 have been provided, and to determine the completeness of each document submitted.

	31.2	The Purchaser shall confirm that the following documents and information have been provided in the Bid. If any of these documents or information is missing, the Bid shall be rejected. (a) Bid Submission Form, in accordance with ITB Sub-Clause 12.1; (b) Price Schedules, in accordance with ITB Sub-Clause 12; (c) Bid Security or Bid Securing Declaration, in accordance with ITB Clause 20.
32. Examination of Terms and Conditions; Technical Evaluation	32.1	The Purchaser shall examine the Bid to confirm that all terms and conditions specified in the CC and the Contract Data have been accepted by the Bidder without any material deviation or reservation.
	32.2	The Purchaser shall evaluate the technical aspects of the Bid submitted in accordance with ITB Clause 17, to confirm that all requirements specified in Section V, Schedule of Requirements of the Bidding Documents have been met without any material deviation or reservation.
	32.3	If, after the examination of the terms and conditions and the technical evaluation, the Purchaser determines that the Bid is not substantially responsive in accordance with ITB Clause 29, the Purchaser shall reject the Bid.
33. Conversion to Single Currency	33.1	If the bidders are allowed to quote in foreign currencies in accordance with sub clause 15.1, for evaluation and comparison purposes, the Purchaser shall convert all bid prices expressed in foreign currencies in to Sri Lankan Rupees using the selling rates prevailed 28 days prior to closing of bids as published by the Central Bank of Sri Lanka. If this date falls on a public holiday the earliest working day prior to the date shall be applicable.
34. Domestic Preference	34.1	Domestic preference shall be a factor in bid evaluation only if stated in the BDS. If domestic preference shall be a bid-evaluation factor, the methodology for calculating the margin of preference and the criteria for its application shall be as specified in Section III, Evaluation and Qualification Criteria.
35. Evaluation of Bids	35.1	The Purchaser shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.
	35.2	To evaluate a Bid, the Purchaser shall only use all the factors, methodologies and criteria defined in this ITB Clause 35.
	35.3	To evaluate a Bid, the Purchaser shall consider the following: (a) the Bid Price as quoted in accordance with clause 14; (b) price adjustment for correction of arithmetic errors in accordance with ITB Sub-Clause 30.3; (c) price adjustment due to discounts offered in accordance with ITB Sub-Clause 14.2; and 14.3

		(d) adjustments due to the application of the evaluation criteria specified in the BDS from amongst those set out in Section III, Evaluation and Qualification Criteria; (e) adjustments due to the application of a domestic preference, in accordance with ITB Clause 34 if applicable.
	35.4	The Purchaser's evaluation of a bid may require the consideration of other factors, in addition to the factors stated in ITB Sub-Clause 35.3, if specified in BDS. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of bids
	35.5	If so specified in the BDS, these Bidding Documents shall allow Bidders to quote for one or more lots, and shall allow the Purchaser to award one or multiple lots to more than one Bidder. The methodology of evaluation to determine the lowest-evaluated lot combinations, is specified in Section III, Evaluation and Qualification Criteria.
36. Comparison of Bids	36.1	The Purchaser shall compare all substantially responsive bids to determine the lowest-evaluated bid, in accordance with ITB Clause 35.
37. Post qualification of the Bidder	37.1	The Purchaser shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive bid is qualified to perform the Contract satisfactorily.
	37.2	The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 18.
	37.3	An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event the Purchaser shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.
38. Purchaser's Right to Accept Any Bid, and to Reject Any or All Bids	38.1	The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.
F: Award of Contract		
39. Award Criteria	39.1	The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
40. Purchaser's Right to Vary	40.1	At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services

Quantities at Time of Award		originally specified in Section V, Schedule of Requirements, provided this does not exceed twenty five percent (25%) or one unit whichever is higher and without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.
41. Notification of Award	41.1	Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted.
	41.2	Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.
	41.3	Upon the successful Bidder's furnishing of the signed Contract Form and performance security pursuant to ITB Clause 43, the Purchaser will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 20.4.
42. Signing of Contract	42.1	Within Seven (7) days after notification, the Purchaser shall complete the Agreement, and inform the successful Bidder to sign it.
	42.2	Within Seven (7) days of receipt of such information, the successful Bidder shall sign the Agreement.
43. Performance Security	43.1	Within fourteen (14) days of the receipt of notification of award from the Purchaser, the successful Bidder, if required, shall furnish the Performance Security in accordance with the CC, using for that purpose the Performance Security Form included in Section VIII Contract forms. The Employer shall promptly notify the name of the winning Bidder to each unsuccessful Bidder and discharge the Bid Securities of the unsuccessful bidders pursuant to ITB Sub-Clause 20.4.
	43.2	Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security or execution of the Bid-Securing Declaration. In that event the Purchaser may award the Contract to the next lowest evaluated Bidder, whose offer is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily.

Section II: Data Sheet

ITB Clause Reference	A. General
ITB 1.1	The Purchaser is: **Sri Lanka Export Development Board (EDB)** Address: **9th Floor,** **NDB –EDB Tower,** **No. 42 Nawam Mawatha,** **Colombo 02**
ITB 1.1	The Name and Identification Number of the Contract are **Supply of Desktop Computers, Colour & Monochrome Laser Printers, Monochrome Photocopy Machines, Multimedia Projectors and Multimedia Projector Screens** Contract Number: **EDB/PU/NCB/2026/05** **Lot 1:** **Desktop Computers** **Lot 2:** **Colour Laser Printer & Monochrome Laser Printers** **Lot 3:** **Monochrome Photocopy Machines** **Lot 4:** **Multimedia Projectors & Multimedia Projector Screens**
ITB 2.1	The source of funding is: **Government of Sri Lanka**
ITB 4.4	Foreign bidders ***are not allowed*** *to participate in bidding.*
	B. Contents of Bidding Documents
ITB 7.1	For **Clarification of bid purposes** only, the Purchaser's address is: Attention: **Head of Procurement** Address: **Sri Lanka Export Development Board (EDB)** **6th Floor,** **NDB EDB Tower,** **No. 42 Nawam Mawatha,** **Colombo 02** Telephone: **0112300702, 112300705-11 Ext. 365** Fax number: **0112300728** Email: **disna@edb.gov.lk**

C. Preparation of Bids	
ITB 11.1 (e)	The Bidder shall submit the following additional documents: Document for prove the Qualification requested in IFB. 1. Certified copy of the Certificate of Business Registration. 2. Documentary evidence to establish the Bidder's eligibility and qualifications as specified in the Invitation for Bids (IFB), including: • Evidence of a minimum of ten (10) years' experience in the supply and maintenance of equipment relevant to the Lot(s) quoted. • Documentary evidence of at least three (03) successfully completed contracts during the last three (03) years for the supply and maintenance of equipment similar to the Lot(s) quoted, supported by completion certificates, purchase orders, reference letters or equivalent documents. • Audited Financial Statements for the last three (03) consecutive financial years. 3. Manufacturer's Authorization Letter for each quoted brand of Desktop Computers, Laser Printers, Photocopy Machines and Multimedia Projectors, where the Bidder is not the manufacturer. 4. Product brochures, catalogues and technical literature for all quoted equipment. 5. Completed Technical Specification Compliance Forms for the respective Lot(s). 6. Completed Price Schedule(s) for the Lot(s) quoted. 7. Bid Security in the form and amount specified in the Bidding Document. 8. Proposed Delivery Schedule for each Lot quoted. 9. Details of warranty and after-sales service arrangements, including the availability of maintenance support, service facilities and technical personnel in Sri Lanka. 10. A copy of the VAT Registration Certificate, if the Bidder is registered for VAT. 11. Any other documentary evidence required to establish that the goods offered conform to the technical specifications and other requirements of the Bidding Document.
ITB 14.3	Bidders are allowed to bid for any single Lot, a combination of Lots, or all Lots. Each Lot will be evaluated and awarded separately. Bidders must quote for 100% of the items and quantities specified within a chosen Lot. Incomplete Lots will be rejected.
ITB 15.1	The Bidder shall quote in Sri Lankan Rupees and payment shall be made in Sri Lankan Rupees
ITB 17. 3	The bidder shall provide warranty support for 3 years and indicate the availability and rates of after-sales maintenance support beyond the warranty period.
ITB 18.1 (b)	After-sales service may be required, After the warranty /free service period, service conditions and rate should be declared with the bid.

<table>
<tr><td>ITB 19.1</td><td>Bids shall be valid up to 91 calendar days from the date of closing of bids.</td></tr>
<tr><td>ITB 20.1</td><td>a. Bid shall include a Bid Security and Bid Security Guarantee shall be;
i. An unconditional on demand bank guarantee
ii. Issued by any Commercial Bank operating in Sri Lanka and approved by the Central Bank of Sri Lanka.
iii. In favour of The Chairman/CEO, Sri Lanka Export Development Board (The name of beneficiary)
iv. In the form included in Section IV of the bidding documents</td></tr>
<tr><td>ITB 20.2</td><td>The amount of the Bid Security shall be
<table>
<tr><th>Lot</th><th>Type</th><th>Quantity</th><th>Bid Security (Rs.)</th></tr>
<tr><td>Lot 1</td><td>Desktop Computer</td><td>20</td><td>60,000.00</td></tr>
<tr><td>Lot 2</td><td>Colour Laser Printer
Monochrome Laser Printer</td><td>01
05</td><td>10,500.00</td></tr>
<tr><td>Lot 3</td><td>Monochrome Photocopy Machine</td><td>09</td><td>45,000.00</td></tr>
<tr><td>Lot 4</td><td>Multimedia Projectors
Multimedia Projector Screens</td><td>05
04</td><td>36,000.00</td></tr>
</table>
The validity period of the bid security shall be from 30th September 2026 until 27th January 2027</td></tr>
<tr><td colspan="2">

D. Submission and Opening of Bids

</td></tr>
<tr><td>ITB 22.2 (c)</td><td>The inner and outer envelopes shall bear the following identification marks:
"EDB/PU/NCB/2026/05 – Supply of Desktop Computers, Colour & Monochrome Laser Printers, Monochrome Photocopy Machines, Multimedia Projectors and Multimedia Projector Screens (Lot No(s). 1 and/or 2 and/or 3 and/or 4)</td></tr>
<tr><td>ITB 23.1</td><td>For bid submission purposes, the Purchaser’s address is:
Head of Procurement
Sri Lanka Export Development Board (EDB)
6th Floor, NDB – EDB Tower
No. 42 Nawam Mawatha,
Colombo 02.
The deadline for the submission of bids is: 30th September 2026 on 11.00 a.m.</td></tr>
<tr><td>ITB 26.1</td><td>The bid opening shall take place at:
Address: Sri Lanka Export Development Board (EDB)
7th Floor, Mini Conference Room
NDB EDB Tower,
No. 42 Nawam Mawatha,
Colombo 02.

Date: 30th September 2026
Time: 11.15 a.m</td></tr>
</table>

E. Evaluation and Comparison of Bids	
ITB 34.1	Domestic preference **shall not be** 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: **(a) Deviation in Delivery Schedule:** No adjustment shall be made. Bids offering a delivery period beyond the delivery period specified in the Bidding Document shall be considered non-responsive. **(b) Deviation in Payment Schedule:** No adjustment shall be made. Payment shall be made only in accordance with the payment terms specified in the Conditions of Contract. **(c) Cost of Major Replacement Components, Mandatory Spare Parts, and Service:** Applicable for **Lot 2 – Colour Laser Printers and Monochrome Laser Printers** and **Lot 3 – Monochrome Photocopy Machines**. The evaluated bid price shall include the initial equipment cost and the estimated cost of mandatory consumables and replacement components during the specified evaluation period. For **Lot 2 – Laser Printers**, the evaluation shall consider the cost of printing based on OEM consumables as follows: • **Toner Cost per Page** = Toner Price ÷ Toner Yield • **Photoconductor Cost per Page** = Photoconductor Price ÷ Photoconductor Yield *(where applicable)* • **Total Cost per Page** = Toner Cost per Page + Photoconductor Cost per Page • **Estimated Consumable Cost** = Total Cost per Page × 100,000 pages • **Evaluated Cost** = Bid Price of Printer + Estimated Consumable Cost The Bidder shall provide toner and drum prices, yields, and supporting manufacturer documentation. Toner yield shall be based on ISO/IEC 19752 for monochrome laser printers and ISO/IEC 19798 for colour laser printers. **For Lot 3 – Monochrome Photocopy Machines,** the evaluation shall consider the cost of copying based on OEM consumables and mandatory replacement components as follows: • **Toner Cost per Copy** = Toner Price ÷ Toner Yield • **Drum Cost per Copy** = Drum Price ÷ Drum Yield *(where the drum is separately replaceable)* • **Developer Cost per Copy** = Developer Price ÷ Developer Yield *(where applicable)*

	• **Other Mandatory Replacement Component Cost per Copy** = Component Price ÷ Component Yield *(for components such as fuser units, transfer belts/rollers, maintenance kits, etc., where applicable)* • **Total Cost per Copy** = Sum of all applicable consumable and replacement component costs per copy • **Estimated Consumable and Replacement Component Cost** = Total Cost per Copy × **100,000 copies** *(or the specified evaluation volume)* • **Evaluated Cost** = Bid Price of Photocopy Machine + Estimated Consumable and Replacement Component Cost The Bidder shall provide the prices, yields, and supporting manufacturer documentation for all OEM consumables and mandatory replacement components. Toner yield shall be based on the applicable ISO/IEC standard for monochrome electrophotographic devices or the manufacturer's published yield methodology where no applicable ISO/IEC standard exists. The evaluation methodology shall be as specified in Section III – Evaluation and Qualification Criteria. **(d) Other Specific Criteria:** No other adjustment criteria shall apply.
ITB 35.4	The following factors and methodology will be used for evaluation: **1. Preliminary Examination of Bids** • Completeness of the Bid Submission. • Submission of required Bid Security. • Compliance with eligibility requirements. • Compliance with mandatory requirements specified in the Bidding Document. **2. Evaluation of Technical Responsiveness** • Compliance with the Technical Specifications stated in Section V – Schedule of Requirements. • Compliance with required standards, features, capacity and performance requirements of the offered equipment. • Submission of manufacturer brochures, catalogues, technical data sheets and other supporting documents. • Submission of Manufacturer Authorization • Availability of warranty and after-sales service support. • Compliance with the required delivery period and installation requirements. **3. Qualification Evaluation** The Bidder's qualification shall be evaluated based on the criteria specified in Section III – Evaluation and Qualification Criteria, including: • Legal registration of the Bidder. • General experience in supply and maintenance of similar equipment.

	• Specific experience in successfully completed similar contracts. • Financial capacity supported by audited financial statements. **4. Financial Evaluation** The evaluated Bid Price shall be determined based on: • Corrected Bid Price after arithmetic corrections, if any. • For **Lot 2 – Colour Laser Printers and Monochrome Laser Printers**, the evaluated cost shall include the printer purchase price and estimated consumable cost based on the Cost Per Page (CPP) methodology specified in Section III. • For **Lot 3 – Monochrome Photocopy Machines**, the evaluated cost shall include the equipment price and the cost of mandatory consumables/replacement components as specified in Section III. **5. Award of Lots** • Each Lot shall be evaluated separately. • The lowest evaluated substantially responsive Bid for each Lot shall be recommended for award, subject to the Bidder meeting the qualification requirements. • A Bidder may be awarded one or more Lots, provided the Bidder demonstrates the capacity to successfully perform the awarded Lot(s).
ITB 35.5	Bidders shall be allowed to quote for one or more Lots. A Bidder may submit a Bid for any single Lot, any combination of Lots, or all Lots. Each Lot will be evaluated independently and awarded separately. A Bidder shall quote for the complete quantity of all items specified under each Lot for which the Bid is submitted. Bids offering only part of the quantities or items within a Lot shall be considered non-responsive and will be rejected. Refer to Section III – Evaluation and Qualification Criteria for the evaluation methodology.

SECTION III

Evaluation and Qualification Criteria

This Section supplements the Instructions to Bidders (ITB). It contains the criteria that the Purchaser shall use to evaluate the Bids and determine whether a Bidder has the required qualifications. No criteria other than those specified in this Section shall be used.

The evaluation shall be carried out **Lot-wise**. Bidders shall be evaluated only for the Lot(s) for which they have submitted a Bid.

The substantially responsive Bids shall be evaluated based on the following criteria:

1. **Preliminary Examination**

   The Bid shall be examined to determine whether:

   (a) The Bidder has submitted a complete Bid in accordance with the requirements of the Bidding Document.

   (b) The Bid Security has been submitted in the required amount and form.

   (c) The Bidder has complied with all mandatory requirements specified in the Bidding Document.

2. **Technical Evaluation**

   The Bidder's offer shall be evaluated based on:

   (a) Full compliance with the Technical Specifications and Schedule of Requirements specified in Section V.

   (b) Compliance with all mandatory technical requirements specified in the Technical Specification.

   (c) Submission of technical literature, brochures, catalogues and manufacturer data sheets for the offered equipment.

   (d) Compliance with required warranty, installation, commissioning and after-sales service requirements.

   (e) Availability of required technical support and maintenance facilities in Sri Lanka.

3. **Qualification Evaluation**

   The Bidder shall demonstrate the following qualifications:

   a. Legal Registration

   The Bidder shall submit:

   - A valid Business Registration Certificate issued under applicable laws of Sri Lanka.

   b. Manufacturer Authorization

   For each quoted brand, the Bidder shall submit a Manufacturer's Authorization Letter from the manufacturer or authorized representative confirming that the Bidder is authorized to supply, install and provide warranty support for the offered products.

c. General Experience

The Bidder shall have a minimum of **ten (10) years' experience** in the supply and maintenance of equipment similar to the Lot(s) quoted.
Documentary evidence shall be submitted.

d. Specific Experience

The Bidder shall have successfully completed at least **three (03) contracts during the last three (03) years** for supply and maintenance of equipment similar in nature to the Lot(s) quoted.
Evidence shall be supported by completion certificates, client reference letters, purchase orders or equivalent documents.

e. Financial Capacity

The Bidder shall submit audited financial statements for the last **three (03) consecutive financial years**.
The Bidder shall demonstrate adequate financial capacity to execute the awarded Lot(s).

4. Financial Evaluation

The financial evaluation shall be carried out as follows:

(a) The evaluated Bid Price shall be determined after correction of arithmetic errors, if any, and application of discounts offered.
(b) Evaluation shall be carried out **Lot-wise**.
(c) The lowest evaluated substantially responsive Bid for each Lot shall be considered for award, subject to the Bidder meeting all qualification requirements.
(d) For **Lot 2 – Colour Laser Printers and Monochrome Laser Printers**, the evaluated cost shall include the initial equipment price and consumable cost adjustment based on the Cost Per Page (CPP) methodology specified in this Section.
(e) For **Lot 3 – Monochrome Photocopy Machines**, the evaluated cost shall include the equipment price and applicable consumable/replacement component costs as specified in this Section.

5. Life Cycle Cost Evaluation – Lot 2 (Printers) & Lot 3 – Monochrome Photocopy Machines

For Lot 2, the evaluated cost shall be calculated using OEM consumables:

Toner Cost per Page = Toner Price ÷ Toner Yield
Photoconductor Cost per Page = Photoconductor Price ÷ Photoconductor Yield
(where applicable)
Total Cost per Page = Toner Cost per Page + Photoconductor Cost per Page
Estimated Consumable Cost = Total Cost per Page × 100,000 pages
Evaluated Cost = Bid Price of Printer + Estimated Consumable Cost

For Lot 3, the evaluated cost shall be calculated using OEM consumables:

Toner Cost per Copy = Toner Price ÷ Toner Yield
Drum Cost per Copy = Drum Price ÷ Drum Yield *(where applicable)*
Developer Cost per Copy = Developer Price ÷ Developer Yield *(where applicable)*
Other Mandatory Replacement Component Cost per Copy = Component Price ÷ Component Yield *(for components such as fuser units, transfer belts/rollers, maintenance kits, etc., where applicable)*
Total Cost per Copy = Sum of all applicable consumable and replacement component costs per copy
Estimated Consumable and Replacement Component Cost = Total Cost per Copy × **100,000 copies** *(or the specified evaluation volume)*
Evaluated Cost = Bid Price of Photocopy Machine + Estimated Consumable and Replacement Component Cost

The Bidder shall provide:

- OEM toner model number;
- toner price;
- standard yield;
- Photoconductor price and yield (if applicable);
- supporting manufacturer documentation.

Toner yield shall be based on:

- ISO/IEC 19752 for monochrome laser printers;
- ISO/IEC 19798 for colour laser printers.

6. Award Criteria

Each Lot shall be evaluated and awarded separately.
A Bidder may be awarded one or more Lots, provided the Bidder demonstrates the capacity to successfully perform the awarded Lot(s).

SECTION IV
Bidding Forms
TABLE OF FORMS

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

To: *[* insert complete name of Purchaser]*

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 *[* insert a brief description of the Goods and Related Services];*

(c) The total price of our Bid without VAT, including any discounts offered is: *[insert the total bid price in words and figures];*

(d) The total price of our Bid including VAT, and any discounts offered is: *[insert the total bid price in words and figures];*

(e) Our bid shall be valid for the period of time specified in ITB Sub-Clause 19.1, 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 4.2;

(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: *[insert signature of person whose name and capacity are shown]*
In the capacity of *[insert legal capacity of person signing the Bid Submission Form]*

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

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

Dated on ____________ day of __________________, _______ *[insert date of signing]*

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.]*

1	*2*	*3*	*4*	*5*	*6*	*7*	*8*	*9*	*10*
			Goods and related Services offered within Sri Lanka (in Sri Lankan Rupees)						
			A						
Line Item No.	**Description of Goods or related services**	**Qty and unit**	**Unit price (Inclusive of duties, sales and other taxes) Excluding VAT**	**Price per line item (Col. 3 x 4)**	**Inland transportation, insurance and other related services to deliver the goods to their final destination if not included under column 4**	**Total Price Excluding VAT (Col 5 + 6)**	**Discounted Total price (if any) excluding VAT**	**VAT**	**Total Price Including VAT (Col. 7 or 8 + 9)**
LOT 1									
1	Desktop Computer	20							
					Sub Total for Lot 1				
LOT 2									
2	Colour Laser Printer	01							
3	Monochrome Laser Printer	05							
					Sub Total for Lot 2				
LOT 3									
4	Monochrome Photocopy Machine	09							
					Sub Total for Lot 3				
LOT 4									
5	Multimedia Projectors	05							
6	Multimedia Projector Screens	04							
					Sub Total for Lot 4				
					Total				

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°: ---------[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 V. Schedule of Requirements

Contents

1. List of Goods and Delivery Schedule

[The Purchaser shall fill in this table, with the exception of the column "Bidder's offered Delivery date" to be filled by the Bidder]

Line Item N°	Description of Goods	Quantity	unit	Final (Project Site) Destination as specified in BDS	Delivery Date [1]		
					Earliest 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 for the quantity]*	*[insert place of Delivery]*	*[insert the number of days following the date of effectiveness the Contract]*	*[insert the number of days following the date of effectiveness the Contract]*	*[insert the number of days following the date of effectiveness the Contract]*
LOT 1				Head of Finance (Store) Sri Lanka Export Development Board (EDB) 8th Floor, NDB EDB Tower, No. 42 Nawam Mawatha, Colombo 02.			
1	Desktop Computer	20			10	60	
LOT 2							
2	Colour Laser Printer	01			10	60	
3	Monochrome Laser Printer	05			10	60	
LOT 3							
4	Monochrome Photocopy Machine	09			10	60	
LOT 4							
5	Multimedia Projectors	05			10	60	
6	Multimedia Projector Screens	04			10	60	

Section IV: Technical Specification & Compliance

Lot 1: Desktop Computers (20 Units)

Minimum Technical Specifications for Desktop Computers

Followings are the minimum technical specifications for desktop Computers. All the information requested should be provided together with the product brochures/catalogues of the manufacturer for technical evaluation.

Important: Quotations submitted without product brochures/catalogues, Manufacturer Authorization, warranty support details and/or incomplete specifications may be subject to rejection.
Use the following exact format when submitting compliances

Required number of Desktop Machines: 20 nos.

Table-Desktop-A

No	Specification	Minimum Technical Specification	Bidder Response (Yes/No)	Technical Details/notes
1.	Make	<should be specified>		
2.	Model Number	<should be specified>		
3.	Country of Origin	<should be specified>		
4.	Country of Manufacture	<should be specified>		
5.	Company Profile & Business Registration	<should be Provided>		
6.	Audited Financial reports of the latest financial year	<should be Provided>		
7.	Past Experience of the Company	Bidder should have more than 10 Years of experience in selling and supporting IT equipment <Proof documents should be provided>		
8.	Past experience of the Quoted brand	Bidder should have at least 01-year experience in selling and supporting quoted brand <Proof documents should be provided>		
9.	User base	Attach a list of users of quoted model supplied and serviced by the vendor with the name and telephone numbers of contact persons		
10.	Compliance with national/international quality standards (e.g., ISO)	<should be Provided>		
11.	After-sales warranty support network (should be clearly specified)	Colombo 02		
12.		Jaffna		
13.		Kurunegala		
14.		Kandy		
15.		Matara		

16.	Manufacture Authorization	Manufacture Authorization Letter for the quoted model should be provided. Letter from the manufacture/ distributer/ Authorized agent should be attached confirming 03 Year Comprehensive Manufacture Warranty support		
17.	Product brochures/catalogues of Quoted Model	<should be provided>		
18.	Form factor/Casing Type	<should be specified>		
19.	Processor Type	Intel® Core Ultra 5 (Series 2), substantially equivalent or better processor		
20.	Processor Model Number	<should be specified>		
21.	Total Cores	10 or better		
22.	No. of Performance Cores	06 or better		
23.	Total Threads	10 or better		
24.	Performance-core Base Frequency	3.3 GHz or better		
25.	Max Turbo Frequency	4.9 GHz or better		
26.	Processor Cache	20MB or better		
27.	Motherboard	<Chipset should be specified>		
28.	Main Memory (RAM)Type	DDR5, or better		
29.	Installed RAM Capacity	16 GB		
30.	RAM Speed	3200 MT/s or higher		
31.	Memory Slots	02 DIMM or better		
32.	Hard Disk Drive	512GB M.2 PCIe Solid State Drive (SSD)		
33.	Optical Drive	Optional <Specify if available as a standard inbuilt option>		
34.	Network Support	Ethernet 10/100/1000 Mbps (RJ-45)		
35.	Wireless Connectivity	Optional <Specify if available as a standard inbuilt option>		
36.	Casing Type	<Form factor with dimensions (H x W x D) in mm should be specified> ***Note: Small Form Factor (SFF) is NOT considered***		
37.	External Ports (Minimum required)	- 02 x USB 3.1 Type-A ports (at least 01 in front panel)		
38.		- 04 x USB 2.0 Type-A ports (01 in front panel)		
39.		- USB Type-C ports <Specify the availability>		
40.		- 1 x RJ-45 (rear)		
41.		- 1 x (VGA, DVI or HDMI) (rear)		

42.		<Specify the available Video ports>		
43.		- 1 x headphone/microphone Combo port (front panel)		
44.		- 1x Mic-in, 1 x Line-in & 1 x Line-out (rear)		
45.	Graphics	Integrated High Definition UHD Graphics with FHD, WXGA support		
46.		<GPU Name should be specified>		
47.	Display Unit (Monitor)	19.5" (diagonal) or higher wide screen Anti-Glare FHD (1920 x 1080) or better LED Monitor < Should be same as the CPU brand >		
48.		Resolution: Full HD (1920 x 1080)		
49.		<Display Model No. should be specified>		
50.	Audio	Integrated High definition Audio <Audio Chipset should be specified>		
51.	Speakers	USB powered external stereo speakers < Make & Model no. should be specified>		
52.	Input Devices	- USB standard full-size wired Keyboard with NUM pad <Should be same as the CPU brand>		
53.		- USB Optical wired Mouse with wheel <Should be same as the CPU brand>		
54.	Installed Operating System	Genuine Windows 11 Pro 64bit with Genuine license. **Note: Vendor shall be legally responsible if any falsified OS is cited.**		
55.	Other Accessories	02 x 1.5m or higher length Power cords with square pin plug top for System unit & Display unit		
56.		01 x VGA/HDMI cable		
57.		Mouse pad		
58.	Power Requirement	230/240V, 47/60Hz		
59.	Comprehensive Warranty & Support: System Unit	03-year or higher Comprehensive onsite Warranty		
60.	Comprehensive Warranty & Support: Display Unit	03-year or higher Comprehensive onsite Warranty		
61.	Comprehensive Warranty & Support: Keyboard & Mouse	03-year or higher Comprehensive onsite Warranty		

62.	Maintenance & service Agreement during the warranty period	<Should be provided> **See the Table- Desktop-B for details**		
63.	Delivery time	Should be within 04 weeks		
64.	Delivery Location	8th Floor, #42, Nawam Mawatha, Colombo 02		
65.	**Gross Unit Price (LKR)**	**<Should be provided>**		
66.	**Total Gross Price of 20 nos. Units (LKR)**	**<Should be provided>**		
67.	**VAT & other applicable Govt. Taxes (LKR)**	**<Should be provided>**		
68.	**Total Net Price of 20 nos. Desktops (LKR)**	**<Should be provided>**		

Maintenance agreement details for Desktop Computers, which is applicable DURING the warranty period:

Table- Desktop-B

No.	Description	Requirement	Bidder's Response (should be provided in details)
1.	Terms & conditions applicable	<should be specified>	
2.	Supporting hours	8.30AM to 4:30PM during week days	
3.	Response time	Within 01 working day	
4.	Resolution Time	Within 03 working days	
5.	Provision of backup unit during repair	Clearly mention the policy regarding the provision of a backup unit: • Provide a backup unit if servicing cannot be completed within three working days. • Provide a backup unit with equivalent functionality. • The backup unit should be delivered at the time the faulty device is collected. • The backup device should only be retrieved after the original device has been fully repaired and returned. <Vendor's policy should be clearly specified>	
6.	Applicable maintenance policy terms (e.g., replacement if not repaired within above SLA etc.)	<should be specified>	
7.	Year up to which official support will be provided for the quoted model	<should be specified>	
8.	Contact Details of the helpdesk, technical & maintenance support	<should be specified>	
9.	Service escalation matrix	<should be specified>	
10.	Availability of service centres and technical support locations	<should be specified>	
11.	Any other applicable information	<should be specified>	

Lot 2: Colour Laser Printer (01 Unit) & Monochrome Laser Printer (05 Units)

Minimum Technical Specifications for Colour Laser Printer

Followings are the minimum technical specifications for Colour Laser Printer. All the information requested should be provided together with the product brochures/catalogues of the manufacturer for technical evaluation.

Important: Quotations submitted without product brochures/catalogues, Manufacturer Authorization, warranty support details and/or incomplete specifications may be subject to rejection.

Use the following exact format when submitting compliances

Required number of Colour Laser Printers: 01 no.

Table-Colour-Laser-Printer-A

No.	Item	Minimum specification	Bidder Response (Yes/No)	Technical Details/notes, if applicable
1.	Brand	<should be specified>		
2.	Model	<should be specified>		
3.	Country of Origin	<should be specified>		
4.	Country of Manufacture	<should be specified>		
5.	Company Profile & Business Registration	<should be specified>		
6.	Audited Financial reports of the latest financial year	<should be specified>		
7.	Past Experience of the Company	Bidder should have more than 10 Years of experience in selling and supporting IT equipment <Proof documents should be provided>		
8.	Past experience of the Quoted brand	Bidder should have at least 01-year experience in selling and supporting quoted brand <Proof documents should be provided>		
9.	User base	Attach a list of users of quoted model supplied and serviced by the vendor with the name and telephone numbers of contact persons		
10.	Compliance with national/international quality standards (e.g., ISO)	<should be specified>		
11.	Product brochures/catalogues of the Quoted Model	<should be specified>		
12.	Manufacture Authorization	The Manufacturer Authorization Letter obtained from the OEM/Distributor, specific to this quotation. Original should be provided		
13.	Print Method	Colour Laser Bean Printing		

14.	Print Resolution (black & Colour)	600 x 600dpi or better		
15.	Print Speed (A4)	Black & white: 12 ppm or better		
		Colour: 8 ppm or better		
16.	Duplex Printing	Integrated automatic Duplex printing		
17.	Media Types	Envelopes, Labels, Plain Paper, Transparency		
18.	Media Sizes	A4, B5, A5, Letter, Legal, Envelope		
19.	Paper Weight	60 to 163g/m2		
20.	Paper Input (Standard)	50 sheets (based on 80g/m2)		
21.	Paper Output (Standard)	50 sheets (face down) (based on 80g/m2)		
22.	USB Interface	USB 2.0 or High Speed		
23.	Network Interfaces (Should support both)	Wired LAN RJ-45		
		Wi-Fi 802.11b/g/n		
24.	Compatible operating systems	Win 10, Win 11		
25.	Monthly Duty Cycle	30,000 pages or better		
26.	Supported Toner Cartridge/photoconductor Models	(Specify the model numbers and provide the details of each model number as per the below **Table-Colour-Laser-Printer-B**)		
27.	Power Requirement	220-240V 50Hz		
28.	Warranty	03 Year Comprehensive on-site warranty for all components (provide the details as per the **Table- Colour-Laser-Printer-C** for details)		
29.	Delivery Period	Should be Within 04 weeks		
30.	Delivery Location	8th Floor, 42, Nawam Mawatha, Colombo 02		
31.	Maintenance cost after 3 years warranty period (without govt. tax) (provide the details as per the **Table- Colour-Laser-Printer-D**)	1st Year		
		2nd Year		
		3rd Year		
32.	**Gross Unit Price (LKR)**	**<should be specified>**		
33.	**VAT & other applicable Govt. Taxes (LKR)**	**<should be specified>**		
34.	**Total Net Price of 01 no. Colour Laser Printer (LKR)**	**<should be specified>**		

Details of Supported Toner Cartridges/Photoconductor units of quoted Colour Laser Printer:

Table- Colour-Laser-Printer-B

No.	Toner Cartridge Type (Black, Cyan, Magenta, Yellow etc)	Model Number of the Toner Cartridge	Type (High Yield/ Standard/ etc.)	Capacity (Printable A4 pages @ 5% coverage ISO/IEC 19752)	Unit Cost (Without govt. tax.)	Per page printing cost (Without govt. tax.)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Maintenance agreement details which is applicable DURING the warranty period:

Table- Colour-Laser-Printer-C

No.	Description	Requirement	Bidder's Response (should be provided in details)
1	Terms & conditions applicable	<should be specified>	
2	Supporting hours	8.30AM to 4:30PM during week days	
3	Response time	Within 01 working day	
4	Resolution Time	Within 03 working days	
5	Provision of backup unit during repair	Clearly mention the policy regarding the provision of a backup unit: • Provide a backup unit if servicing cannot be completed within three working days. • Provide a backup unit with equivalent functionality. • The backup unit should be delivered at the time the faulty device is collected. • The backup device should only be retrieved after the original device has been fully repaired and returned. <Vendor's policy should be clearly specified>	
6	Applicable maintenance policy terms (e.g., replacement if not repaired within above SLA etc.)	<should be specified>	
7	Year up to which official support will be provided for the quoted model	<should be specified>	
8	Contact Details of the helpdesk, technical & maintenance support	<should be specified>	
9	Service escalation matrix	<should be specified>	
10	Availability of service centres and technical support	<should be specified>	
11	Any other applicable information	<should be specified>	
12			

Maintenance agreement details which is applicable AFTER the warranty period:

Table- Colour-Laser-Printer-D

No.	Description	Requirement	Bidder’s Response (should be provided in details)
1	Terms & conditions applicable	<should be specified>	
2	Supporting hours	8.30AM to 4:30PM during week days	
3	Response time	Within 01 working day	
4	Resolution Time	Within 03 working days	
5	Provision of backup unit during repair	Clearly mention the policy regarding the provision of a backup unit: • Provide a backup unit if servicing cannot be completed within three working days. • Provide a backup unit with equivalent functionality. • The backup unit should be delivered at the time the faulty device is collected. • The backup device should only be retrieved after the original device has been fully repaired and returned. <Vendor’s policy should be clearly specified>	
6	Applicable maintenance policy terms (e.g., replacement if not repaired within above SLA etc.)	<should be specified>	
7	Contact Details of the helpdesk, technical & maintenance support	<should be specified>	
8	Service escalation matrix	<should be specified>	
9	Availability of service centres and technical support	<should be specified>	
10	Any other applicable information	<should be specified>	
11			

Minimum Technical Specifications for Monochrome Laser Printers

Followings are the minimum technical specifications for Monochrome Laser Printers. All the information requested should be provided together with the product brochures/catalogues of the manufacturer for technical evaluation.

Important: Quotations submitted without product brochures/catalogues, Manufacturer Authorization, warranty support details and/or incomplete specifications may be subject to rejection.
Use the following exact format when submitting compliances

Required number of Monochrome Laser Printers: 05 nos.

Table-Monochrome-Laser-Printer-A

No.	Specification	Minimum Requirement	Bidder Response (Yes/No)	Technical Details/notes, if applicable
1	Brand	<should be specified>		
2	Model	<should be specified>		
3	Country of Origin	<should be specified>		
4	Country of Manufacture	<should be specified>		
5	Company Profile & Business Registration	<should be Provided>		
6	Audited Financial reports of the latest financial year	<should be Provided>		
7	Past Experience of the Company	Bidder should have more than 10 Years of experience in selling and supporting IT equipment <Proof documents should be provided>		
8	Past experience of the Quoted brand	Bidder should have at least 01-year experience in selling and supporting quoted brand <Proof documents should be provided>		
9	User base	Attach a list of users of quoted model supplied and serviced by the vendor with the name and telephone numbers of contact persons		
10	Compliance with national/international quality standards (e.g., ISO)	<should be Provided>		
11	Product brochures/catalogues of the Quoted Model	<should be Provided>		
12	Manufacture Authorization	Manufacture Authorization Letter for the quoted model should be provided. Letter from the manufacture/ distributer/ Authorized agent should be attached confirming 03 Year Comprehensive Manufacture Warranty support		
13	Print Method	Monochrome Laser Bean Printing		
14	Native Print Resolution	1200 x 1200 or better		
15	Warm-Up-Time	8 seconds or less		

16	Print Speed (A4)	40 ppm or better		
17	Printer Memory	1024MB or better		
18	Processor	Dual Core 1200MHz or better		
19	Duplex Printing	Integrated automatic Duplex printing		
20	Media Types	Envelopes, Labels, Plain Paper, Transparency		
21	Media Sizes	A4, B5, A5, Letter, Legal, Envelope		
22	Paper Weight	60 to 160g/m2		
23	Paper Input (Standard)	250-sheet tray + 100-sheet multipurpose tray (based on 80g/m2)		
24	Paper Output (Standard)	150 sheets (based on 80g/m2)		
25	USB Interface	USB 2.0 or High Speed		
26	Wired Network Connectivity	Ethernet 10/100/1000 Mbps (RJ-45)		
27	Wireless Network Connectivity	Wi-Fi 802.11b/g/n		
28	Compatible operating systems	Win 10, Win 11		
29	Maximum Monthly Print Volume	90,000 pages or higher		
30	Recommended Monthly Print Volume	5,000 pages or higher		
31	Supported Toner Cartridge/photoconductor Models	(Specify the model numbers and provide the details of each model number as per the below **Table-Monochrome-Laser-Printer-B** for details)		
32	Power Requirement	220-240V, 50Hz		
33	Dimensions in mm (W x D x H) in mm	<should be specified>		
34	Warranty	03 Year Comprehensive on-site warranty for all components (provide the details as per the **Table-Monochrome-Laser-Printer-C** for details)		
35	Delivery Period	Should be Within 04 weeks		
36	Delivery Location	8^{th} Floor, 42, Nawam Mawatha, Colombo 02		
37	Maintenance cost after 3 years warranty period (without govt. tax) (provide the details as per the **Table- Monochrome-Laser-Printer-D**)	1^{st} Year **<should be specified>**		
38		2^{nd} Year **<should be specified>**		
39		3^{rd} Year **<should be specified>**		
40	**Gross Unit Price (LKR)**	**<should be specified>**		
41	**Total Gross Price of 05 nos. Units (LKR)**	**<should be specified>**		
42	**VAT & other applicable Govt. Taxes (LKR)**	**<should be specified>**		
43	**Total Net Price of 05 nos. Printers (LKR)**	**<should be specified>**		

Details of Supported Toner Cartridges/Photoconductor units of quoted Monochrome Laser Printer:

Table- Monochrome-Laser-Printer-B

No.	Item (Photoconductor/ Toner Cartridge etc.)	Type (High Yield/ Standard/ etc.)	Model Number	Capacity (Printable A4 pages @ 5% coverage ISO/IEC 19752)	Unit Cost (without govt. tax.)	Per page printing cost (without govt. tax.)
1						
2						
3						
4						
5						

Maintenance agreement details which is applicable DURING the warranty period:

Table- Monochrome-Laser-Printer-C

No.	Description	Requirement	Bidder's Response (should be provided in details)
1	Terms & conditions applicable	<should be specified>	
2	Supporting hours	8.30AM to 4:30PM during week days	
3	Response time	Within 01 working day	
4	Resolution Time	Within 03 working days	
5	Provision of backup unit during repair	Clearly mention the policy regarding the provision of a backup unit: • Provide a backup unit if servicing cannot be completed within three working days. • Provide a backup unit with equivalent functionality. • The backup unit should be delivered at the time the faulty device is collected. • The backup device should only be retrieved after the original device has been fully repaired and returned. <Vendor's policy should be clearly specified>	
6	Applicable maintenance policy terms (e.g., replacement if not repaired within above SLA etc.)	<should be specified>	
7	Year up to which official support will be provided for the quoted model	<should be specified>	
8	Contact Details of the helpdesk, technical & maintenance support	<should be specified>	
9	Service escalation matrix	<should be specified>	
10	Availability of service centers and technical support	<should be specified>	
11	Any other applicable information	<should be specified>	
12			

Maintenance agreement details which is applicable AFTER the warranty period:

Table- Monochrome-Laser-Printer-D

No.	Description	Requirement	Bidder’s Response (should be provided in details)
1	Terms & conditions applicable	<should be specified>	
2	Supporting hours	8.30AM to 4:30PM during week days	
3	Response time	Within 01 working day	
4	Resolution Time	Within 03 working days	
5	Provision of backup unit during repair	Clearly mention the policy regarding the provision of a backup unit: • Provide a backup unit if servicing cannot be completed within three working days. • Provide a backup unit with equivalent functionality. • The backup unit should be delivered at the time the faulty device is collected. • The backup device should only be retrieved after the original device has been fully repaired and returned. <Vendor’s policy should be clearly specified>	
6	Applicable maintenance policy terms (e.g., replacement if not repaired within above SLA etc.)	<should be specified>	
7	Contact Details of the helpdesk, technical & maintenance support	<should be specified>	
8	Service escalation matrix	<should be specified>	
9	Availability of service centers and technical support	<should be specified>	
10	Any other applicable information	<should be specified>	
11			

Lot 3: Monochrome Photocopy Machine (09 Units)

Minimum Technical Specifications for Monochrome Photocopy Machines with Copy, Print and Scan Functionality

Followings are the minimum technical specifications for Monochrome Photocopy Machines with Copy, Print and Scan Functionality. All the information requested should be provided together with the product brochures/catalogues of the manufacturer for technical evaluation.

Important: Quotations submitted without product brochures/catalogues, Manufacturer Authorization, warranty support details and/or incomplete specifications may be subject to rejection.
Use the following exact format when submitting compliances

Required number of Monochrome Photocopy Machines with Copy, Print and Scan Functionality: 09 nos.

Table-Monochrome-Photocopier-A

No.	Specification	Minimum Requirement	Bidder Response (Yes/No)	Technical Details/notes, if applicable
1.	Brand	<should be specified>		
2.	Model	<should be specified>		
3.	County of Origin	<should be specified>		
4.	Country of Manufacture	<should be specified>		
5.	Year of Model Launched	<should be specified>		
6.	Company Profile and Business Registration	<should be Provided>		
7.	Audited Financial reports of the latest financial year	<should be Provided>		
8.	Past Experience of the Company	Bidder should have more than 10 Years of experience in selling and supporting IT equipment <Proof documents should be provided>		
9.	Past experience of the Quoted brand	Bidder should have at least 01-year experience in selling and supporting quoted brand <Proof documents should be provided>		
10.	User base	Attach a list of users of quoted model supplied and serviced by the vendor with the name and telephone numbers of contact persons		
11.	Compliance with national /international quality standards (e.g., ISO)	<should be Provided>		
12.	Product brochures/catalogues of the Quoted Model	<should be Provided>		

13.	Manufacturer Authorization	Manufacture Authorization Letter for the quoted model should be provided. Letter from the manufacture/ distributer/ Authorized local agent should be attached confirming 03 Year Comprehensive Manufacture Warranty support		
14.	Functional Requirement	Copy + Print + Scan		
15.	Duplex Printing	Automatic Duplex Printing		
16.	Printing Method	Scan Once Print Many		
17.	Continuous Print Speed	25 ppm (A4) or better		
18.	Warm-up time	From Power On: 20 seconds or less		
19.		From Sleep Mode: 20 seconds or less		
20.	First Copy Time	5 seconds or less		
21.	Paper Sizes Supported	Original Size A3, A4, A5, Letter		
22.	Paper Weight	60 to 150g/m2 or better		
23.	Copy/Print Size	A3, A4, A5, Letter, Envelope		
24.	Acceptable Original Types	Sheets, Books		
25.	Magnification	25% - 400% in 1% Steps or better		
26.	Standard Copy Resolution	600 X 600 dpi or better		
27.	Standard Print Resolution	1200 x 1200 dpi or better		
28.	Multiple Copy count	99 or better		
29.	Automatic Document Feeder	RADF or better technology		
30.	Scan Speed	RADF Scan: over 65 IPM (both Monochrome and Colour)		
31.	Scan Modes	Standard: Full Colour, Auto Colour, Monochrome, Grayscale DOC/XLS/PPT/PDF		
32.	File Formats	Monochrome & Colour: TIFF-Multi/Single Page, PDF-Multi/Single Page, Searchable PDF, DOCX, XLSX, PPTX		
33.	Scan Resolutions	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi		
34.	Processor	1.0 GHz or better		
35.		Specify the Processor model		
36.	Print Memory (RAM)	4.0 GB or better		
37.	Hard Disk Drive	Optional (Specify if comes as a standard feature)		
38.	Image Density/Contrast Adjustments	Manual and Automatic		
39.	Standard paper capacity	500 sheets (2 x Paper Drawers), 100 sheets (Stack Bypass)		
40.	Output Tray Capacity	250 sheets standard or better		
41.	Supported Media Types	Multi-purpose Tray: Thin, Plain, Thick, Label, Envelope		
42.		Paper Cassette: Plain		

43.	Supported Media Sizes	Multi-purpose tray: A3, A4, A5, B4, B5, Letter, Envelope		
44.		Paper Cassette: Standard size: A3, A4, B4, B5, Letter		
45.	Supported Media Weights	Multi-purpose tray: 70 to 250 gsm		
46.		Paper cassettes: 70 to 150 gsm		
47.		Duplex: 70 to 150 gsm		
48.	USB Interface	USB 2.0 or High Speed		
49.	Wired Network Connectivity	Ethernet 10/100/1000 Mbps (RJ-45)		
50.	Wireless Network Connectivity	**Quote separately if not comes as a standard feature:** Wi-Fi 802.11b/g/n		
51.	Operation method	Touch Panel/Manual		
52.	Display	LCD Display		
53.	Language supported	English		
54.	Special Features	Auto Sleep Mode, Auto Energy Saver		
55.	Minimum Monthly Print Volume (Duty cycle)	100,000 pages or higher		
56.	Recommended Monthly Print Volume	15,000 pages or higher		
57.	Supported Toner Cartridge/Drum /Developer /photoconductor Models	(Specify the model numbers and provide the details of each model number as per the below **Table-Monochrome-Photocopier-B**)		
58.	Power Source	230/240V, 50/60Hz, Single Phase		
59.	Operating Systems supported	Windows 10 & Windows 11		
60.	Standard Accessories	Photocopier Stand		
61.		Power cords, Scanning software package for Windows 10 & 11, Device drivers		
62.	Dimensions with standard paper trays (W x D x H) in mm	<should be specified>		
63.	Weight of the machine in Kg	<should be specified>		
64.	Product Broachers & Training	Should Provide		
65.	Warranty	03 Year Comprehensive on-site warranty for all components (provide the details as per the **Table- Monochrome-Photocopier-C**)		
66.	Delivery Period	Should be within 04 weeks		
67.	Delivery Location	8th Floor, 42, Nawam Mawatha, Colombo 02		
68.	Maintenance cost after 3 years warranty period (without govt. tax)	1st Year **<should be specified>**		
69.		2nd Year **<should be specified>**		

70.	(provide the details as per the **Table-D**)	3rd Year **<should be specified>**		
71.	**Gross Unit Price of Photocopier (LKR)**	**<should be specified>**		
72.	**Gross Unit Price of Photocopier Stand (LKR)**	**<should be specified>**		
73.	**Total Gross Price of 09 nos. Photocopiers + Photocopier Stands (LKR)**	**<should be specified>**		
74.	**VAT & other applicable Govt. Taxes (LKR)**	**<should be specified>**		
75.	**Total Net Price of 09 nos. Photocopiers + Photocopier Stands (LKR)**	**<should be specified>**		

Details of Supported Toner Cartridges /Drum /Developer /Photoconductor unit of quoted Monochrome Photocopier:

Table-Monochrome-Photocopier-B

No.	Item (Drum /Developer/ Photoconductor/ Toner Cartridge etc.)	Type (High Yield/ Standard/ etc.)	Model Number	Capacity (Printable A4 pages @ 5% coverage, ISO/IEC 19752)	Unit Cost (Without govt. tax.)	Per page printing cost (Without govt. tax.)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Maintenance agreement details which is applicable DURING the warranty period:

Table-Monochrome-Photocopier-C

No.	Description	Requirement	Bidder's Response (should be provided in details)
1	Terms & conditions applicable	<should be specified>	
2	Supporting hours	8.30AM to 4:30PM during week days	
3	Response time	Within 01 working day	
4	Resolution Time	Within 03 working days	
5	Provision of backup unit during repair	Clearly mention the policy regarding the provision of a backup unit: • Provide a backup unit if servicing cannot be completed within three working days. • Provide a backup unit with equivalent functionality. • The backup unit should be delivered at the time the faulty device is collected. • The backup device should only be retrieved after the original device has been fully repaired and returned. <Vendor's policy should be clearly specified>	
6	Applicable maintenance policy terms (e.g., replacement if not repaired within above SLA etc.)	<should be specified>	
7	Year up to which official support will be provided for the quoted model	<should be specified>	
8	Contact Details of the helpdesk, technical & maintenance support	<should be specified>	
9	Service escalation matrix	<should be specified>	
10	Availability of service centers and technical support	<should be specified>	
11	Any other applicable information	<should be specified>	
12			

Maintenance agreement details which is applicable AFTER the warranty period:

Table-Monochrome-Photocopier-D

No.	Description	Requirement	Bidder’s Response (should be provided in details)
1	Terms & conditions applicable	<should be specified>	
2	Supporting hours	8.30AM to 4:30PM during week days	
3	Response time	Within 01 working day	
4	Resolution Time	Within 03 working days	
5	Provision of backup unit during repair	Clearly mention the policy regarding the provision of a backup unit: • Provide a backup unit if servicing cannot be completed within three working days. • Provide a backup unit with equivalent functionality. • The backup unit should be delivered at the time the faulty device is collected. • The backup device should only be retrieved after the original device has been fully repaired and returned. <Vendor’s policy should be clearly specified>	
6	Applicable maintenance policy terms (e.g., replacement if not repaired within above SLA etc.)	<should be specified>	
7	Contact Details of the helpdesk, technical & maintenance support	<should be specified>	
8	Service escalation matrix	<should be specified>	
9	Availability of service centres and technical support	<should be specified>	
10	Any other applicable information	<should be specified>	
11			
12			

Lot 4: Multimedia Projectors (05 Unit) & Multimedia Projector Screens (04 Units)

Minimum Technical Specifications for Portable Multimedia Projectors

Followings are the minimum technical specifications for Portable Multimedia Projectors. All the information requested should be provided together with the product brochures/catalogues of the manufacturer for technical evaluation.

Important: Quotations submitted without product brochures/catalogues, Manufacturer Authorization, warranty support details and/or incomplete specifications may be subject to rejection.

Use the following exact format when submitting compliances

Required number of Portable Multimedia Projectors: 05 nos.

Table-Multimedia-Projector-A

No	Specification	Minimum Requirement	Bidder Response (Yes/No)	Technical Details/notes, if applicable
1.	Brand	<should be specified>		
2.	Model	<should be specified>		
3.	Country of Origin	<should be specified>		
4.	Country of Manufacture	<should be specified>		
5.	Company Profile and Business Registration	<should be Provided>		
6.	Audited Financial reports of the latest financial year	<should be Provided>		
7.	Past Experience of the Company	Bidder should have more than 10 Years of experience in selling and supporting IT equipment <Proof documents should be provided>		
8.	Past experience of the Quoted brand	Bidder should have at least 01-year experience in selling and supporting quoted brand <Proof documents should be provided>		
9.	User base	Attach a list of users of quoted model supplied and serviced by the vendor with the name and telephone numbers of contact persons		
10.	Compliance with national /international quality standards (e.g., ISO)	<should be Provided>		
11.	Product brochures/catalogues of the Quoted Model	<should be Provided>		
12.	Manufacturer Authorization	Manufacture Authorization Letter for the quoted model should be provided. Letter from the manufacture/ distributer/ Authorized local agent should be attached confirming 03		

		Year Comprehensive Manufacture Warranty support		
13.	Application	Portable Multimedia Projector for Conference Halls		
14.	Projection Technology	Laser Phosphor		
15.	Native Resolution	FHD 1920x1080 or better		
16.	Resize	640 x 480, 800 x 600, 1280 x 1024, 1400 x 1050		
17.	Colour Processing	30 Bits or better		
18.	Colour Reproduction	1.07 billion colours or better		
19.	Keystone Correction	Vertical: ± 30 degrees, Horizontal: ± 20 degrees		
20.	Colour Brightness	5000 lumens or better		
21.	White Brightness	5000 lumens or better		
22.	Contrast Ratio	30,000:1 or better		
23.	Aspect Ratio	16:10		
24.	Computer Compatibility	UXGA, SXGA, XGA, SVGA, VGA, Mac		
25.	Size-Projection Distance	30" – 300" (Zoom: Wide)		
26.	Interfaces	VGA in, HDMI in, USB, audio out		
27.	Optical Zoom	Manual		
28.	Lens Focus	Manual		
29.	Lamp Type	Laser phosphor		
30.	Lamp Life	Over 20,000hr (std mode)		
		Over 30,000hr (eco mode)		
31.	Audio	Built-in speaker 2w or better		
32.	Standard Accessories	AC Power Cord (3.0m), VGA Cable (3.0m), HDMI Cable (3.0m), Full function Remote Control, Carry-in bag, User Manual		
33.	Casing Colour	White preferred		
34.	Power Requirement	230/240V, 50Hz		
35.	Delivery Period	Should be within 04-weeks		
36.	Delivery Location	8th Floor, 42, Nawam Mawatha, Colombo 02		
37.	Warranty – Lamp	03-years or 20,000hr		
38.	Warranty – Projector	03 Years Comprehensive (Parts/Labour/Onsite)		
39.	Warranty Terms	<Specify the applicable warranty terms>		
40.	Maintenance & Service Agreements	<should be specified> Refer **Table-Multimedia-Projector-B** for details		
41.	**Gross Unit Price of a Multimedia Projector (LKR)**	<should be specified>		
42.	**Total Gross Price of 05 nos. Units (LKR)**	<should be specified>		
43.	**VAT & other applicable Govt. Taxes (LKR)**	<should be specified>		
44.	**Total Net Price of 05 nos. Multimedia Projectors (LKR)**	<should be specified>		

Maintenance agreement details which is applicable DURING the warranty period:

Table-Multimedia-Projector-B

No	Specification	Minimum User Requirement	Vender's Specification (Specify clearly)
1.	Terms & conditions applicable	<should be specified>	
2.	Supporting hours	<should be specified>	
3.	Response time & Resolution Time	<should be specified>	
4.	Year up to which official support will be provided for the quoted model	<should be specified>	
5.	Contact Details of the technical support	<should be specified>	
6.	Any other relevant information	<should be specified>	
7.			
8.			
9.			
10.			

Minimum Technical Specifications for Portable Multimedia Projector Screens

Followings are the minimum technical specifications for Portable Multimedia Projector Screens. All the information requested should be provided together with the product brochures/catalogues of the manufacturer for technical evaluation.

Important: Quotations submitted without product brochures/catalogues, Manufacturer Authorization, warranty support details and/or incomplete specifications may be subject to rejection.

Use the following exact format when submitting compliances

Required number of Portable Multimedia Projector Screens: 04 nos.

Table-Multimedia-Projector-Screen-A

No	Specification	Minimum Requirement	Bidder Response (Yes/No)	Technical Details/notes, if applicable
1.	Brand	<should be specified>		
2.	Model	<should be specified>		
3.	Country of Manufacture	<should be specified>		
4.	Projector Screen Type	Portable Projector Screen with Tripod		
5.	Projector Screen Dimension	90" x 60" or higher		
6.	Aspect Ratio	16 x 10		
7.	Screen Colour	Matte White		
8.	Screen Properties	Anti-static and anti-acid fabric, should prevent mildew and dust accumulation		
9.	Projector Screen Housing	Steel housing with high quality powder coated painting		
10.	Housing Colour	White		
11.	Mounting Type	Tripod		
12.	Weight (Kg)	<should be specified>		
13.	Product Broachers	<Should provide>		
14.	Warranty	<should be specified>		
15.	Delivery time	Should be within 04 weeks		
16.	Delivery Location	8th Floor, 42, Nawam Mawatha, Colombo 02		
17.	**Gross Unit Price (LKR)**	**<should be specified>**		
18.	**Total Gross Price of 04 nos. Units (LKR)**	**<should be specified>**		
19.	**VAT & other applicable Govt. Taxes (LKR)**	**<should be specified>**		
20.	**Total Net Price of 04 nos. Multimedia Projector Screens (LKR)**	**<should be specified>**		

Section VI. Conditions of Contract

A: General		
1. Definitions	1.1	The following words and expressions shall have the meanings hereby assigned to them: (a) “Contract” means the Contract Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein. (b) “Contract Documents” means the documents listed in the Contract Agreement, including any amendments thereto. (c) “Contract Price” means the price payable to the Supplier as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract. (d) “Day” means calendar day. (e) “Completion” means the fulfilment of the supply of Goods to the destination specified and completion of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract. (f) “CC” means the Conditions of Contract. (g) “Goods” means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract. (h) “Purchaser” means the entity purchasing the Goods and Related Services, as specified in the Contract Data. (i) “Related Services” means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other such obligations of the Supplier under the Contract. (j) “Subcontractor” means any natural person, private or government entity, or a combination of the above, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier. (k) “Supplier” means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Contract Agreement. (l) “The Project Site,” where applicable, means the place named in the Contract Data.
2. Definitions	2.1	Subject to the order of precedence set forth in the Contract Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole.

3. Fraud and Corruption	3.1	The Government of Sri Lanka requires the Purchaser as well as bidders, suppliers, contractors, and consultants to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy: (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution; (ii) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract; (iii) “collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the Purchaser to establish bid prices at artificial, non-competitive levels; and (iv) “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.
4. Interpretation	4.1	If the context so requires it, singular means plural and vice versa.
	4.2	Entire Agreement The Contract constitutes the entire agreement between the Purchaser and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of the parties with respect thereto made prior to the date of Contract.
	4.3	Amendment No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.
	4.4	Severability If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.
5. Language	5.1	The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Purchaser, shall be written in English language. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified, in which case, for purposes of interpretation of the Contract, this translation shall govern.

	5.2	The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation, for documents provided by the Supplier.
6. Joint Venture, Consortium or Association	6.1	If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Purchaser for the fulfilment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Purchaser.
7. Eligibility	7.1	All goods supplied under this contract shall be complied with applicable standards stipulated by the Sri Lanka Standards Institute. In the absence of such standards, the Goods supplied shall be complied to other internationally accepted standards, such as British Standards.
8. Notices	8.1	Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the Contract Data. The term "in writing" means communicated in written form with proof of receipt.
	8.2	A notice shall be effective when delivered or on the notice's effective date, whichever is later.
9. Governing Law	9.1	The Contract shall be governed by and interpreted in accordance with the laws of the Democratic Socialist Republic of Sri Lanka.
10. Settlement of Disputes	10.1	The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
	10.2	If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with the Arbitration Act No:11 of 1995.
	10.3	Notwithstanding any reference to arbitration herein, (a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and (b) the Purchaser shall pay the Supplier any monies due the Supplier.
11. Scope of Supply	11.1	The Goods and Related Services to be supplied shall be as specified in the Schedule of Requirements.

12. Delivery and Documents	12.1	Subject to CC Sub-Clause 32.1, the Delivery of the Goods and Completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the Schedule of Requirements. Where applicable the details of shipping and other documents to be furnished by the Supplier are specified in the Contract Data.
13. Supplier's Responsibilities	13.1	The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with CC Clause 11, and the Delivery and Completion Schedule, as per CC Clause 12.
14. Contract Price	14.1	Prices charged by the Supplier for the Goods supplied and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid.
15. Terms of Payment	15.1	The Contract Price, shall be paid as specified in the Contract Data.
	15.2	The Supplier's request for payment shall be made to the Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered and Related Services performed, and by the documents submitted pursuant to CC Clause 12 and upon fulfilment of all other obligations stipulated in the Contract.
	15.3	Payments shall be made promptly by the Purchaser, but in no case later than twenty-eight (28) days after submission of an invoice or request for payment by the Supplier, and after the Purchaser has accepted it.
16. Taxes and Duties	16.1	The Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.
17. Performance Security	17.1	If required as specified in the Contract Data, the Supplier shall, within fourteen (14) days of the notification of contract award, provide a performance security of Ten percent (10%) of the Contract Price for the performance of the Contract.
	17.2	The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
	17.3	As specified in the Contract Data, the Performance Security, if required, shall be in Sri Lanka Rupees and shall be in the format stipulated by the Purchaser in the Contract Data, or in another format acceptable to the Purchaser.
	17.4	The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than twenty-eight (28) days following the date of Completion of the Supplier's performance obligations under the Contract, including any warranty obligations.
18. Copyright	18.1	The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any

		third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party.
19. Confidential Information	19.1	The Purchaser and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Subcontractor such documents, data, and other information it receives from the Purchaser to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier under CC Clause 19.
	19.2	The Purchaser shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to the contract. Similarly, the Supplier shall not use such documents, data, and other information received from the Purchaser for any purpose other than the performance of the Contract.
	19.3	The above provisions of CC Clause 19 shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof.
	19.4	The provisions of CC Clause 19 shall survive completion or termination, for whatever reason, of the Contract.
20. Subcontracting	20.1	The Supplier shall notify the Purchaser in writing of all subcontracts awarded under the Contract if not already specified in the bid. Such notification, in the original bid or later shall not relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.
	20.2	Subcontracts shall comply with the provisions of CC Clauses 3 and 7.
21. Specifications and Standards	21.1	Technical Specifications and Drawings (a) The Goods and Related Services supplied under this Contract shall conform to the technical specifications and standards mentioned in Section V, Schedule of Requirements and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Goods' country of origin. (b) The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser.

		(c) Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Schedule of Requirements. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with CC Clause 32.
22. Packing and Documents	22.1	The Supplier shall pack the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.
23. Insurance	23.1	Unless otherwise specified in the Contract Data, the Goods supplied under the Contract shall be fully insured against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery.
24. Transportation	24.1	Unless otherwise specified in the Contract Data, responsibility for arranging transportation of the Goods shall be a responsibility of the supplier.
25. Inspections and Tests	25.1	The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Goods and Related Services as are specified in the Contract Data.
	25.2	The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the Goods' final destination, or in another place as specified in the Contract Data. Subject to CC Sub-Clause 25.3, if conducted on the premises of the Supplier or its Subcontractor, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.
	25.3	The Purchaser or its designated representative shall be entitled to attend the tests and/or inspections referred to in CC Sub-Clause 25.2, provided that the Purchaser bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.
	25.4	Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Purchaser. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Purchaser or its designated representative to attend the test and/or inspection.
	25.5	The Purchaser may require the Supplier to carry out any test and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the Goods comply with the technical specification's codes and standards under the Contract, provided that the Supplier's reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and/or inspection

		impedes the progress of manufacturing and/or the Supplier's performance of its other obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.
	25.6	The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection.
	25.7	The Purchaser may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser, and shall repeat the test and/or inspection, at no cost to the Purchaser, upon giving a notice pursuant to CC Sub-Clause 25.4.
	25.8	The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Purchaser or its representative, nor the issue of any report pursuant to CC Sub-Clause 25.6, shall release the Supplier from any warranties or other obligations under the Contract.
26. Liquidated Damages	26.1	Except as provided under CC Clause 31, if the Supplier fails to deliver any or all of the Goods by the Date(s) of delivery or perform the Related Services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the Contract Data of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in those Contract Data. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to CC Clause 34.
27. Warranty	27.1	The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.
	27.2	Subject to CC Sub-Clause 21.1(b), the Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.
	27.3	Unless otherwise specified in the Contract Data, the warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract Data.
	27.4	The Purchaser shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.

	27.5	Upon receipt of such notice, the Supplier shall, within the period specified in the Contract Data, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.
	27.6	If having been notified, the Supplier fails to remedy the defect within the period specified in the Contract Data, the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.
28. Patent Indemnity	28.1	The Supplier shall, subject to the Purchaser's compliance with CC Sub-Clause 28.2, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of: (a) the installation of the Goods by the Supplier or the use of the Goods in the country where the Site is located; and (b) the sale in any country of the products produced by the Goods. Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract.
	28.2	If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in CC Sub-Clause 28.1, the Purchaser shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Purchaser's, name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.
	28.3	If the Supplier fails to notify the Purchaser within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.
	28.4	The Purchaser shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.
	28.5	The Purchaser shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands,

		losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser.
29. Limitation of Liability		Except in cases of criminal negligence or wilful misconduct, (a) the Supplier shall not be liable to the Purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser and (b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the purchaser with respect to patent infringement
30. Change in Laws and Regulations	30.1	Unless otherwise specified in the Contract, if after the date of 28 days prior to date of Bid submission, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in Sri Lanka that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with CC Claus e 14.
31. Force Majeure	31.1	The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
	31.2	For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

	31.3	If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
32. Change Orders and Contract Amendments	32.1	The Purchaser may at any time order the Supplier through notice in accordance CC Clause 8, to make changes within the general scope of the Contract in any one or more of the following: (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser; (b) the method of shipment or packing; (c) the place of delivery; and (d) the Related Services to be provided by the Supplier.
	32.2	If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery/Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within twenty-eight (28) days from the date of the Supplier's receipt of the Purchaser's change order.
	32.3	Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.
	32.4	Subject to the above, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
33. Extensions of Time	33.1	If at any time during performance of the Contract, the Supplier or its subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services pursuant to CC Clause 12, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.
	33.2	Except in case of Force Majeure, as provided under CC Clause 31, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to CC Clause 26, unless an extension of time is agreed upon, pursuant to CC Sub-Clause 33.1.
34. Termination	34.1	Termination for Default

		(a) The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part: (i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to CC Clause 33; (ii) if the Supplier fails to perform any other obligation under the Contract; or (iii) if the Supplier, in the judgment of the Purchaser has engaged in fraud and corruption, as defined in CC Clause 3, in competing for or in executing the Contract. (b) In the event the Purchaser terminates the Contract in whole or in part, pursuant to CC Clause 34.1(a), the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.
	34.2	Termination for Insolvency. (a) The Purchaser may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser
	34.3	Termination for Convenience. (a) The Purchaser, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective. (b) The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect: (i) to have any portion completed and delivered at the Contract terms and prices; and/or (ii) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related

		Services and for materials and parts previously procured by the Supplier.
35. Assignment	35.1	Neither the Purchaser nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.

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.

CC 1.1(i)	The Purchaser is[2]: **Sri Lanka Export Development Board (EDB)**
CC 1.1 (m)	The Project Site(s)/Final Destination(s) is/are[3]: **8th Floor, NDB EDB Tower, No. 42, Nawam Mawatha, Colombo 02**
CC 8.1	For **<u>notices</u>**, the Purchaser's address shall be: Attention[4]: **Chairman/CEO** Address: **9th Floor, NDB EDB Tower, No. 42 Nawam Mawatha, Colombo 02** Telephone: **94 011 2300712** Facsimile number: **94 011 2300715** Electronic mail address*:* **chairman@edb.gov.lk**
CC 12.1	Details of Shipping and other Documents to be furnished by the Supplier are[5] .***not applicable*** **(a) Orders to be issued in writing - All orders connected with the contract will be issued in writing by the Chairman EDB or his representatives.** **(b) Quality and Quantity of item and time of delivery – Items supplied should be according to the specification and required quantities ordered for, and should be delivered to the required station on time.**
CC 15.1	***Sample provision [Select appropriately]*** 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.**
CC 17.1	A Performance Security **shall be 10% of the bid value and it shall be valid up to 03 months from the date of delivery.**
CC 25.1	The inspections and tests shall be[6]: **conducted by the supplier & purchaser to ensure compliance of the goods supplied to the laid down specifications.**
CC 25.2	The Inspections and tests shall be conducted a[7]t: **Supplier's stores and Final Destination.**
CC 26.1	The liquidated damages or delay damages shall be: 1% per week and the maximum amount of liquidated damages shall be: 10%
CC 26.1	The maximum amount of liquidated damages shall be[8]: 10 % of the total Contract value

8

Table of Forms

1. **Contract Agreement**

THIS CONTRACT AGREEMENT is made

the *[insert: number]* day of *[insert: month]*, *[insert: year]*.

BETWEEN

(1) *[insert complete name of Purchaser]*, a *[insert description of type of legal entity, for example, an agency of the Ministry of ....or corporation* and having its principal place of business at *[insert address of Purchaser]* (hereinafter called "the Purchaser"), and

(2) *[insert name of Supplier]*, a corporation incorporated under the laws of *[insert: country of Supplier]* and having its principal place of business at *[insert: address of Supplier]* (hereinafter called "the Supplier").

WHEREAS the Purchaser invited bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency(ies)]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:

   (a) This Contract Agreement

   (b) Contract Data

   (c) Conditions of Contract

   (d) Technical Requirements (including Schedule of Requirements and Technical Specifications)

   (e) The Supplier's Bid and original Price Schedules

   (f) The Purchaser's Notification of Award

   (g) *[Add here any other document(s)]*

3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of *Democratic Socialist Republic of Sri Lanka* on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed: *[insert signature]*
in the capacity of *[insert title or other appropriate designation]*
in the presence of *[insert identification of official witness]*

For and on behalf of the Supplier

Signed: *[insert signature of authorized representative(s) of the Supplier]*
in the capacity of *[insert title or other appropriate designation]*
in the presence of *[insert identification of official witness]*

2. **Performance Security**

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

[The issuing agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

--------------------- *[Issuing Agency's Name, and Address of Issuing Branch or Office]* ---------------------

* Beneficiary:--------------------------- *[Name and Address of* Employer*]* ---------------------

Date: ---------------------------------

PERFORMANCE GUARANTEE No.: -------------------------

We have been informed that ----------------- *[name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No ------------------------------ *[reference number of the contract]* dated ------------- with you, for the -------------- *Supply* of ------------------- *[name of contract and brief description]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we ---------------- *[name of Agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ------------*[amount in figures]* (-------------) *[amount in words]*, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the …. day of ……, 20.. *[insert date, 28 days beyond the scheduled completion date including the warranty period]* and any demand for payment under it must be received by us at this office on or before that date.

____

[signature(s)