

Procurement of Goods

Under

National Bidding Procedures

Invitation of Quotations

For

Procurement of

Supply and Installation of Multi-Functional Photocopier.

Contract No:

Department of Animal Production & Health

Western Province

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BID FOR THE SUPPLY MULTI FUNCTIONAL PHOTOCOPIER FOR DEPARTMENT OF ANIMAL PRODUCTION & HEALTH-WESTERN PROVINCE

Bids are hereby invited by **The Chairman, Procurement Committee, Department of Animal Production & Health, Western Province** (here in after provincial Director) from Suppliers/ Distributors (herein after called "the Bidder or bidders") for the Multi-Functional Photocopier

"Bid for the supply Multi-Functional Photocopier" for Department of Animal Production & Health" should be written on the upper left side of sealed Bids.

Bids, shall be forward according to the material estimate (as attached annexure) with the given conditions and should be submitted to "The Chairman, Procurement Committee, Department of Animal Production & Health, Welisara, Ragama on or before **10.00 a.m. 28th July 2023**

The copy of technical specification is attached for your consideration.

Bids will be opened on 12.00 pm 28th July 2028

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Dr K.K.Sarath
Chairman
Department procurement committee
Department of Animal Production & Health (W.P)
Walisara,Ragama

Section I. Instructions to Vendors (ITV)

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

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

13. Opening of Quotations	13.1	The Provincial Director, shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.
	13.2	A representative of the bidders may be present and mark its attendance.
E: Evaluation and Comparison of Quotation		
14. Clarifications	14.1	To assist in the examination, evaluation and comparison of the quotations, the Provincial Director, may, at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its quotation which is not in response to a request by the Purchaser shall not be considered.
	14.2	The Provincial Director's request for clarification and the response shall be in writing.
15. Responsiveness of Quotations	15.1	The Provincial Director, will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.
	15.2	If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.
16. Evaluation of quotation	16.1	The Provincial Director, shall evaluate each quotation that has been determined, to be substantially responsive.
	16.2	To evaluate a quotation, the Provincial Director, may consider the following: (a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (a) Price adjustment due to discounts offered.
	16.3	The Provincial Director's evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods.
17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	17.1	The Provincial Director, reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.
F: Award of Contract		
18. Acceptance of the Quotation	18.1	The Provincial Director, will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.

19. Notification of acceptance	19.1	Prior to the expiration of the period of validity of quotation, the Provincial Director, will notify the successful vendor, in writing, that its quotation has been accepted
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Section II: Data Sheet

ITV Clause Reference	
1.1	<p style="text-align: center;">The Purchaser is: Provincial Director, Department of Animal Production & Health - Western Province</p> <p>Address: Provincial Director, Department of Animal Production & Health, Western Province, Welisara, Ragama. Tel: 011 2958474-0718036202-0704566980 Fax: 011 2959260</p>
5.1	If the bidder is allowed to quote for less than the all the items specified, indicate the details.
7.3	Manufacture's Authorisation or Dealer Authorisation letter is required.
11.1	<p>Address for submission of Quotations is Provincial Director, Department of Animal Production & Health, Western Province, Welisara, Ragama.</p> <p>Deadline for submission of quotations is 10.00 am on 28th July 2023</p>
13	<p>The quotations shall be opened at the following address: Provincial Director, Department of Animal Production & Health, Western Province, Welisara, Ragama. 11.45 am 28th July 2023</p>
16.*	<p>Other factors that will be considered for evaluation are (List and describe the methodology)</p> <p>The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p>

	<p>To evaluate a quotation, the Purchaser may consider the following:</p> <p>(a) the Price as quoted;</p> <p>(b) price adjustment for correction of arithmetical errors;</p> <p>(a) Price adjustment due to discounts offered.</p> <p>Documents to be submitted other than specified in 16.3 of ITB.</p> <ul style="list-style-type: none"> • Bidder shall be a legally registered company in Sri Lanka and has been in operation for the last five (05) years. Copy of Certification of Incorporation or Memorandum of articles or Partnership Deed. • Copy of Tax registration certificate and VAT Registration • Self-attested copies of purchase order and their respective project completion certificates issued by clients for similar goods/projects. • Bidders and agents shall have experience as the authorized dealers/suppliers for brands/products offered in the bid for the last 3 years in supply, delivery installation, providing warranty and maintenance. • Alternative bids shall not be considered. Options are not allowed; the bids submitted with options shall be treated as non-responsive and shall be rejected. • Bidders are allowed to bid less than 100% of the total requirement • Documentary evidence to establish conformity of the goods to the technical specifications/standards in the bidding documents along with the Technical Specification Form • Bidder shall have skilled and technically competent team to carry out necessary warranty, support, and maintenance and after sales services.
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* Insert only if additional factors other than price is considered for evaluation.

Section III: Schedule of Requirements

Item No	Description of Goods	Quantity	Final Destination	Transportation and any other services	Delivery Date	
					Latest Delivery Date	Bidder's offered Delivery date [to be provided by the bidder]
01	Multi-Functional Photocopier	03	Animal Production & Health - Western Province	Animal Production & Health - Western Province	Within 01 Month from the date of PO	

Bill of Quantities and Minimum specifications

BILL OF QUANTITIES- Annexed

No.	Item	Qty.
1	Multi-Functional Photocopier	03

All the equipment to be supplied with necessary Power/Data cabling, operation manuals and protective devices.

Please note that if any optional items are also required to satisfy the minimum specifications, then the cost of such optional items are to be included to the cost of the equipment.

The warranty period offered for each product should be clearly indicated.

Section V

Quotation Submission Form

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

Date:

To Provincial Director,
Department of Animal Production & Health,
Western Province,

We, the undersigned, declare that:

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

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

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

Dated:

Manufacturer's Authorization

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

Date:

WHEREAS

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

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

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

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

Title: [insert title]

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

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

To Director,
Department of Animal Production & Health,
Western Province.

PRICE SCHEDULE

No.	Item	Qty.	Brand	Unit Price Rs	Total Rs.
1	Multi-Functional Photocopier	03			
	Total Before Tax -				
	Tax (15% VAT) -				
	Other Tax -				
	Total Price with Tax -				

Name of the company:

Authorized person's Name:

Authorized person's signature:

Company seal:

Date.....

Item 5 # Minimum Specification for Multifunctional Photocopier (Monochrome) Nos

Line No	Feature	Minimum Requirement	Bidder's Compliance	
			(Yes/No)	If "No", Bidder's Response
1	Brand	Should be international reputed brand		
2	Model	(Specify)		
3	Country of origin & country of manufacture/As sembly	(Specify)		
4	Year of manufacture	(Specify)		
5	Printing method	Multifunction Photocopier		
Print Specifications				
6	First print out time Warm up time	05 seconds or less 20 seconds or less		
7	Resolution Multiple copies	1200 x 1200 dpi or better Up to 999 copies		
8	Duplex	Full Duplex		
9	Paper cassette one capacity (A4 Paper)	Standard 500 sheets or higher Stack Bypass 100 sheets or higher		
10	Paper cassette two capacity (A3 Paper)	Standard 300 sheets or higher Stack Bypass 100 sheets or higher		
11	Paper media size cassette one	A4, A5, B5, Legal, Letter, Executive Other sizes (Specify)		
12	Paper media size cassette two	A3, Other sizes (Specify)		
13	Paper media type	Paper, envelopes, labels, transparencies		
Duplex Automatic Document Feeder (DADF)				
14	Paper capacity	100 sheets or better		
15	Original paper sizes	A4, A3, A5, B5, Legal, Letter, Executive		

Copy Specifications				
16	First copy out time	7 seconds or less		
17	Quantity	1 to 999 or better		
18	Maximum copy resolution	1200 x 1200 dpi or better		
Scan Specifications				
19	Scan Type	Push Scan		
20	Scan modes	Monochrome		
21	Scan image per minute speed	Duplexing Automatic Document Feeder (DADF) Duplex: Up to 240IPM (Greyscale and Monochrome) Simplex: Up to 120IPM (Greyscale and Monochrome)		
22	Scan resolution	600 - 600 dpi		
23	Scan file output format	PDF (formatted Text and Graphics, normal with images, searchable image over text, MRC, PDF/A), JPG, BMP, PNG, DOC		
24	Scan features	Network scan, Scan to e-mail, Local scan (via USB, TWAIN, ISIS, WIA)		
Device Specifications				
25	Control functional panel	Touch Display (Specify)		
26	Page Description	PCL, PS3, PDF, XPS, JPEG		
27	Network Protocols	TCP/IP (IPV4, IPV6), Ether Talk other (Specify)		
28	Security feature	User Authentication, IP Address Filtering, Network Service Control, Network Port Control, SSL, Password Policy, Password Lock, Password Expiration (Specify)		
29	Interface / Connectivity	High Speed USB 2.0, Build in Ethernet (10/100/100 Base-T) port Wireless 802.11 ac/n/g/b port USB Direct Print (Front)		

30	Compatible Operating Systems	Mac OS, Linux, Microsoft Windows Family (7/8/8.1/10 (32 & 64 Bit)		
31	Account control	Up to 100 users on device for print, scanned copy or better		
32	Monthly duty Cycle	Up to 10,000 pages or higher		
33	Monthly print volume	10,000 pages or higher		
34	Toner Price	(Specify)		
35	Toner model	(Specify)		
36	Toner paper yield	Minimum 15,000 pages or better (Specify)		
37	Developer unit price / duty cycle	(Specify)		
38	Photo conductor price / duty cycle	(Specify)		
39	Dust cover duty cycle	(Specify)		
40	Pedestal/Wooden tray	Included		
41	Memory	1 GB		
42	Control panel	(Specify)		
43	Accessories	At least one cartridge should be supplied with the printer		
44	Manufacturer Authorization	Manufacturer authorization letter should be provided		
45	Warranty	03 years comprehensive on-site manufacturer authorized warranty (labour, parts and other incidentals) (Supplier should attend the fault in within 24 hrs. Repair takes more than 72 hrs, must replace with backup machine during warranty period.)		
46	Available of spares after Warranty Period	Should be provided at least 3 years		