



Procurement of Goods
Under
National Shopping Procedures
Invitation of Quotations
For

Procurement of

**Supply and Installation of Desktop Computers and UPS
for
Chief Secretariat – Southern Province**

Bid No: SP/CS/SHOP/2025/09

Non Refundable Fee : Rs.2,500/-

Issued to :

Receipt No. :

Date :

.....
Accountant (Procurement)

Chief Secretariat – Southern Province
S.H. DAHANAYAKE MAWATHA, GALLE

INVITATION FOR BIDS

Supply and Installation of Desktop Computers and UPS for Chief Secretariat – Southern Province

Bid No: SP/CS/SHOP/2025/09

OPENING DATE & TIME: 08.09.2025 AT 02:30 P.M.

1. The Chairman, Procurement Committee of Chief Secretariat – Southern Province now invites sealed bids from eligible and qualified bidders for supply and installation of Desktop Computers and UPS for Chief Secretariat – Southern Province as described below.

S/No.	Item	Quantity	Required Bid Security LKR	Required Minimum Warranty period
01	Desktop Computer + UPS	18	70,000.00	03 Years

- Bidders are allowed to bid for the full quantity of the above item and partial quantity will not be accepted.

Qualifications and experience

- The bidder shall have the legal right to bid and shall not have been blacklisted.
- Bids should be submitted either by a manufacturer or by supplier, bidder should have an established service provider in Sri Lanka.
- The Bidder should have minimum 03 years' experience, of selling & servicing of goods specified above.
- The Bidder should have a capacity for providing an uninterrupted technical service and Back-up solutions for the entire warranty period.
- To be eligible for contract award, the successful bidder should be a registered Business company in Sri Lanka.

The Factors taken into Account in Pricing the Bid

- Unit price offered shall include all, sale and other taxes already paid or payable. However VAT shall be indicated separately.
- The price quoted shall be fixed for the duration of contract and shall not be subjected to adjustment on any account.
- The prices shall be quoted in Sri Lanka Rupees (LKR) Only.
- The Price of bid should be included in the sheet of price scheduled only in the Section VI.

2. The accepted bidder should have adequate stock for supplying above items within **04 weeks** after receiving the valid purchasing order.
3. These items should be delivered and installed in the Chief Secretariat, Southern Province. However, if the supplier fails to deliver the relevant items within the agreed period, a late fee of 0.05% of the total cost, will be charged per day of delay.
4. Bidder should submit 03 years comprehensive warranty for the item specified above. If repair takes more than 03 business days, replacement with same configurations should be provided. Maximum service level of 03 business days for hardware problems and maximum response time should be 01 business day.
5. Interested Bidders may obtain further information from Accountant (Procurement), Chief Secretariat – Southern Province, S.H. Dahanayake Mawatha, Galle. Telephone number 091-4946368/ 091-4944016 from 08.30 a.m. to 04.15 p.m. any working day (except Public and Bank Holiday)
6. Non- compliance of instructions stated herein will result in your offers being rejected.
7. Two sets of Bids (Original and Duplicate) must be delivered to the address below at or before the time of closing of bids on **08.09.2025 AT 02:30 P.M.** Late bids will be rejected. Bids will be opened soon after closing of bids in the presence of the bidders or who's authorized representatives at Chief Secretariat – Southern Province, S.H. Dahanayake Mawatha, Galle.
8. The Representatives who wish to attend should produce an authorized letter from the organization and the letter should be sent to reach Accountant (Procurement).
9. Bids shall be valid until up **27th October 2025**. The Procurement Committee Chief Secretary's Office, Southern Province will award the contract to the bidder whose bid has been determined to be substantially responsive lowest evaluated bidder.
10. The Decision taken by the procurement committee of Chief Secretariat – Southern Province will be the final decision and the purchaser reserves the right to make any amendments on financial regulation and Treasury circulars issued periodically.
11. Samples on request should be submitted as instructions given by the tender. Sample submission date will be informed to substantially responsive bidders.
12. Please indicate any discount applicable or if any other tax is charged in addition to the amount quoted.
13. **Bid Security** shall be;
- In the form included in the Annexure 02.
 - In favor of Chief Secretariat – Southern Province.
 - for an total amount of LKR 70,000.00
 - valid up to : 24th November 2025

- Issued by a commercial bank operating in Sri Lanka approved by the Central Bank of Sri Lanka.

14. After awarding the contract, successful bidder should deliver the goods to the final destination within the time period mentioned in delivery schedule.

15. Supplier is instructed to submit contact details of officer in charge and technical staff for this contract to contact throughout the given warranty period in the case of manufacturing defects occurred.

Address

Accountant (Procurement),
Chief Secretariat – Southern Province,
S.H. Dahanayake Mawatha,
Galle.

Telephone numbers

T/P 091-4946368/ 091-4944016
E mail – procurementplan1@gmail.com

The Chairman
Procurement Committee
Chief Secretariat – Southern Province,
S.H. Dahanayake Mawatha,
Galle.

Section I. Instructions to Vendors (ITV)

A: General	
1. Scope of Bid	1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Goods as specified in Section III Schedule of Requirements. Upon receipt of this invitation, you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation. The Purchaser may not consider you for inviting quotations in the future, if you failed to acknowledge the receipt of this invitation or not submitting a quotation after expressing the intention as above.
B: Contents of Documents	
2. Contents of Documents	<p>2.1 The documents consist of the Sections indicated below.</p> <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	<p>3.1 The Quotation shall comprise the following:</p> <ul style="list-style-type: none"> (a) Quotation Submission Form and the Price Schedules; (b) Technical Specifications & Compliance with Specifications
4. Quotation Submission Form and Price Schedules	<p>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.</p> <p>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.</p>
5. Prices and Discounts	<p>5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules.</p> <p>5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.</p>

	<p>5.3 The applicable VAT shall be indicated separately.</p> <p>5.4 Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non-responsive and may be rejected.</p>
6. Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Goods	<p>7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications and standards specified in Section IV, "Technical Specifications & Compliance with Specifications".</p> <p>7.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial responsiveness of the Goods to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.</p> <p>7.3 If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Sri Lanka.</p>
8. Period of Validity of quotation	8.1 Quotations shall remain valid for the period of Seventy Seven (77) days after the quotation submission deadline date.
9. Format and Signing of Quotation	9.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor.
D: Submission and Opening of Quotation	
10. Submission of Quotation	<p>10.1 Vendors may submit their quotations by mail or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number.</p> <p>10.2 If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.</p>
11. Deadline for Submission of Quotation	11.1 Quotation must be received by the Purchaser at the address set out in Section II, "Data Sheet", and no later than the date and time as specified in the Data Sheet.
12. Late Quotation	12.1 The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITV Clause 11.1 above.

13. Opening of Quotations	<p>13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>13.2 A representative of the bidders may be present and mark its attendance.</p>
E: Evaluation and Comparison of Quotation	
14. Clarifications	<p>14.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its quotation which is not in response to a request by the Purchaser shall not be considered.</p> <p>14.2 The Purchaser's request for clarification and the response shall be in writing.</p>
15. Responsiveness of Quotations	<p>15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>15.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>
16. Evaluation of quotation	<p>16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>16.2 To evaluate a quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"> (a) The Price as quoted; (b) Price adjustment for correction of arithmetical errors; (a) Price adjustment due to discounts offered. <p>16.3 The Purchaser's evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods. .</p>
17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	<p>17.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.</p>

F: Award of Contract	
18. Acceptance of the Quotation	18.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.
19. Notification of acceptance	19.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that its quotation has been accepted.
20. Performance security	20.1 The supplier shall, within fourteen (14) days of the notifications of contract award, provide a Performance security of Ten percent (10%) of the contract price for the performance of the contract.

Section II: Data Sheet

ITV Clause Reference	Procurement : Supply and Installation of Desktop Computers and UPS for Chief Secretariat – Southern Province
1.1	The Purchaser is : Chief Secretariat – Southern Province Address : S.H. Dahanayake Mawatha, Galle
	The Quotation shall comprise the following: I. Quotation Submission Form and the Price Schedules; II. Technical Specifications & Compliance with Specifications III. Schedule of Requirements IV. Details of Bidder
4	Alternative Bids shall not be considered. One bid is allowed for a bidder.
7.3	The Bidder shall submit the following additional documents with the bid: Manufacture's Authorization Letter for all quoted Items. A copy of Certificate of Company Registration. Evidence for VAT registration for taxable items should be attached. List of island wide service centers with contact details or other documentary evidence to prove island wide service coverage. Audited Financial Statement for the previous year. (2024) Color pictures, Brochures, Technical Literature Power of Attorney (if relevant). Latest customer list (who purchased 25 or more items at a time of the offered category/lot) & their contact details. Confirmation for at least 03 years' experience in selling & servicing of goods specified in the Section IV-Technical Specification & Compliance.
8	Quotation should be valid up to 27th October 2025
10	I. Quotations should be submitted to Supply Division, Chief Secretariat- Southern Province, S.H. Dahanayake Mawatha, Galle II. Bidder is allowed to quote for less than all the items specified.
11.1	Deadline for submission of quotation is 08th September 2025 at 02.30 p.m.
13	The quotations shall be opened at the following address: Chief Secretariat- Southern Province, S.H. Dahanayake Mawatha, Galle

16	<p>Following factors and methodology will be used for evaluation:</p> <ul style="list-style-type: none"> I. Eligibility of the bidder II. Bidder's experience III. Bid security or guarantee IV. Submission of duly signed Form of Bid V. Compatibility to given specification VI. Brochures to comply with the technical specifications VII. Price and discounts offered by the Bidder. VIII. Past performance of the bidder/manufacturer IX. Submission of additional documents mentioned X. Delivery period. XI. Comprehensive warranty Period
20	<p>The items should be delivered and installed in the Chief Secretariat, Southern Province. However, if the supplier fails to deliver the relevant items within the agreed period, a late fee of 0.05% of the total cost, will be charged per day of delay.</p>

Section III: Schedule of Requirements

S/No	Item	Quantity	Final Destination	Delivery Date	
				Latest Delivery Date	Bidder's offered Delivery date
01	Desktop Computers + UPS	18	Chief Secretariat – Southern Province	4 Weeks from the date of award	

- If the supplier fails to deliver the relevant items within the agreed period, a late fee of 0.05% of the total cost, will be charged per day of delay.

Name :

In capacity of :

Signed :

Duly Authorized to sign the Bid on behalf of:

Date :

Company Seal :

Section IV: Technical Specification & Compliance

1. Desktop Computers

No	Description	Minimum requirement	Bidders offer Yes/No	Remarks (Please Specify if “No”)
1	Brand	Please Specify		
2	Model	Please Specify		
3	Country of Origin & Country of Manufacture / Assembly	Please Specify		
4	Manufactured Year	2023 or Later		
5	Processor	14th Gen Intel(R) Core(TM) i3- 14100 processor (4-Core, 12MB Cache, 3.4 GHz to 4.5 GHz) or Later		
6	Processor Base Frequency	3.3GHz or Higher		
7	Cache	12MB or Higher		
8	Core	4 Cores or Higher		
9	Chipset	Intel Chipset		
10	Video controller	(Specify)		
11	Form Factor	Business Desktop		
12	Mother board	Should be the same quoted brand(Serial number of the CPU should show in BIOS)		
13	Casing	ATX Mini Tower Casing with Locking Facility Dimension –W.....H.....D.....(Specify)		
14	Memory	8GB, 1 x 16 GB, DDR5, 3200 MHz up to 64 GB		
15	Memory Dimms	2Dimm's		
16	Hard disk	1TB NVMe M.2		
17	Optical drive	SATA DVD drive (+/-RW)		
18	Expansion slots	Minimum 2 Expansion slots including 1 Nos PCI x 16 3 SATA slots or higher		
19	Network	Wired :-Gigabit Ethernet Network Interface (10/100/1000) Wireless : WIFI ,Bluetooth (USB Dongle is not accepted)		
20	I/O ports	Minimum 8 USB Ports At least 2 USB 3.2 .0 Type-A ports (front) At least 1 USB 3.2 .0 Type-C port 1 HDMI Port 1 VGA Port Universal Audio Jack(front) Line out line in and mic port (Rear) RJ-45 port 10/100/1000 Mbps		
21	Power Supply	Better Power Supply		
22	Keyboard	104 Key International Standard Keyboard to be as same brand in English		

23	Mouse	Two button with scroll wheel optical Mouse with pad		
24	Display	18.5" Widescreen Color LED Monitor supporting resolutions WXGA or better. Should be as the same brand of the Desktop		
25	Operating system	Windows 11 Pro Factory loded		
26	Product certifications of the quoted Model	Product certifications of the quoted Model Energy Star or any other equal certificate to Energy Star, issued by authorized body who has the authority to issue certificate on behalf of Energy Star, (Documentary evidence must be provided) Valid ISO 9001 : 2015, & ISO 14001:2015 Offered Model must possess FCC & CE or Equal		
27	Bidders Experience	The bidder should have successfully sold the same brand for last 3 years (Bidder should provide documentary evidence to support the above)		
28	Manufacturer Authorization Certificate	Manufacturer Authorization Certificate should be according to attached format & the certificate should be Original (Scanned copies or any other form of copies will not be Accepted)		
29	Warranty	Comprehensive on-site manufacturer authorized warranty for 36 months (Labour & Parts) Excluding Consumes.		
30	Warranty Information	Should be fix a Sticker with Starting date and Ending Date in all devices.		
31	Brochure	Supplier should provide brochure of make/model quoted as per above specification.		
32	Virus Guard	3 years licensed please specify brand		
33	Unit Price LKR	Please specify		

The Bidder shall fill the bidder's Response column, Bidder's failure to provide information requested in the bidder's Response column may be a reason for the rejection of the bid.

Name :

In capacity of :

Signed :

Duly Authorized to sign the Bid on behalf of:

Date :

Company Seal :

UPS

No	Specification	Required Specification	Bidders offer Yes/No	Remarks (Please Specify if “No”)
01	Make Model	Please specify		
02	Country of origin	Please specify		
03	Country of Assembling	Please specify		
04	Power Rating	650 VA		
05	Type	Line Interactive		
06	Backup Time	90% load for 20 minutes		
07	Input Voltage V	160-300V, #5% 50Hz		
08	Output Voltage	230V # 5%, 50Hz		
09	Output Sockets	2 Nos, to match computer Power codes		
10	Output	Sine Wave or approximated Sine Wave		
11	Batteries	Sealed Maintenance free		
12	Alarms	Audio and Visual		
13	Manuals	User/Operating manuals		
14	Product Quality System Certification	ISO 9001:2015		
15	Warranty	3 Years Comprehensive Warranty		
16	Unit Price Rs.	Please specify		

The Bidder shall fill the bidder's Response column, Bidder's failure to provide information requested in the bidder's Response column may be a reason for the rejection of the bid.

Name :

In capacity of :

Signed :

Duly Authorized to sign the Bid on behalf of:

Date :

Company Seal :

Section V- Quotation Submission Form

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

Date:

To: Chief Secretary – Southern 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]

Official Seal :

Dated :

Section VI

Supply and Installation of Desktop Computers and UPS for Chief Secretariat – Southern Province

Price Schedule

1	2	3	5	6	7	8	9	10
S/No	Item	Qty	Unit price	Sub Total (^{cl} 3 x ^{cl} 5)	Inland transportation and other services	Total price without VAT	VAT	Total price with VAT
01	Desktop Computers + UPS	18						
Total								

Total quoted price in words :

Name :

In capacity of :

Signed :

Duly Authorized to sign the Bid on behalf of:

Date :

Company Seal :

Details of Bidder

Name of company :

Address :

Registration and No. :

Phone No.: Fax No.

e-mail address :

Web detail :

VAT registration No. :

Copies of the relevant industry – standard certification :

Details of contact person:

Name :

Position / Designation :

E-mail address :

TP No. :

Particulars of authorized signatory

Name :

Designation: :

Address: :

TP No. :

Email: :

Fax:

Annual Turnover Information

Year	Annual turnover Rs. (As per Audited Financial Statements)
2024	
Total	

.....
Bidders Signature
and Official Seal

.....
Date

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]*

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:** Chief Secretary, Southern Province

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
- I 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 of authorized representative(s)]

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: Chief Secretary– Southern Province**

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 & brief description] (hereinafter called “the Contract”)

Furthermore, we understand that, according to the condition 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 sum not exceeding in total and 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)]

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]* (hereafter the 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 Contact Price”)

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS

1. In this Agreements words and expressions shall have the same meaning 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) Contact Data;
 - (c) Condition of Contact ;
 - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications);
 - (e) The Supplier’s Bid and original Price Schedules;
 - (f) The Purchaser’ Notification of Award;
 - (g) *[Add here any other document(s)]*
3. This Contract shall prevail over all other Contact 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 Contact.

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 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]*