

Chief Secretary's Office, Southern Province
Supply & Delivery of Laptop Computers
Instruction to Bidders
Bid No: SP/CS/NCB/06

01. Scope of Procurement

Sealed bids are invited by The Chairman of procurement committee Chief Secretary's office, Southern province for laptop computers, on under mentioned conditions.

Item No:	Description	Qty.
01.	Branded Laptop Computers	230

02. Qualifications and experience

(i) The suppliers should have at least five years' experience supplying on specified brand named computers which is going to be bid.

(ii) Annual average turnover should be 350 million or more, for past three years, and it should be proved by audited financial reports.

(iii) The bidder should be a premier clear one business partner of the mother company, and it should be proved by the documents.

(iv) The Bidder should be the Manufacturer authorized Service provider of the mother company and it should be proved by the documents.

03. Validity Period of the Bid

Quotation shall remain valid for a period not less than 91 days after the deadline specified for submission of bid. 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.

04. The Factors taken into Account in Pricing the Bid

(i) Unit prices offered shall include all, sale and other taxes already paid or payable. However VAT shall be indicated separately. The prices shall also be included other associated costs whatsoever if any.

(ii) The price quoted shall be fixed for the duration of contract and shall not be subjected to adjustment on any account.

(iii) The prices shall be quoted in Sri Lanka Rupees (LKR) Only.

(iv)The Price of bid should be included in the sheet of price scheduled only the annexure 01

05.Delivery of Computers

The accepted bidder should have to adequate stock for supplying, Laptop Computers within**30 days** after receiving the valid purchasing order. The computers should be delivered to the stores of chief Secretary's Office southern province by the bidder. The delivery cost should bear by himself.

06. Service and Warranty

Bidder should submit a three year comprehensive on-site manufacture authorized warranty for labour and parts. If repair takes more than 3 business days, Replacement machine with same configurations should be provided during repairs. Maximum service level of 3 business days for hardware problems and maximum response time should be 1 business day.

The accepted bidder should sign a Service agreement to provide services in the warranty period.

07. Requirement of Bid Security

Bids should be accompanied by a bid security bond of **Rs350,000/-**for Procurement of Laptop computers valid up to **20th** of March 2019 obtained from a bank recognizes by the Government in favour of the Chief Secretary Sothern Province. Cash or any kind of cheques and Bank Drafts will not be accepted.

08. Ineligible Bidders

Bidders should be considered as ineligible under the following situations.

(i).The bidders who have not provided goods according to the agreement signed with the Chief Secretary Southern province in the past five years

(ii).Did not response during the warranty period.

(iii). Failure service, after the warranty period.

09. Other Conditions

(i). The accepted bidder should make an agreement with the chief secretary Southern Province supplying goods accompanied with 10% performance bond of the total estimated value of the goods.

(ii). Alternative bid documents and options are not accepted.

(iii).The bidder whose bid is accepted will be notified of the award of contract prior to the expiration of the bid validity period. The terms of the accepted offer shall be incorporated in the purchasing order.

(iv).Notwithstanding the above the procurement committee of Chief Secretary's Office, Southern Province reserves the right accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

10.Submission and Opening of Bids

(i).You are requested to submit your quotation address to **The Chairman, Procurement Committee, Chief Secretary's Office, S.H.DahanayakeMawatha, Galle** under a sealed cover on or before **10.00 a.m. on 27th of November 2018** . Late quotations and quotations sent by email will not be accepted. Envelope containing the quotation should be written "**Bid No: SP/CS/NCB/06LaptopComputers**" on top left hand corner of the envelop. The bids shall be enclosed the **original** and the **copy** in separately sealed envelope duly marked envelopes as original and copy shall then be enclosed in one single envelop.

(ii).Quotation should be sent by registered post or be deposited in the tender box kept at the Supply Branch in the Chief Secretary's Office Southern Province.

(iii).Quotation will be opened on **27th of November at 10.00 a.m.after closing the bid time** in the presence of bidders and /or authorized representatives , who wish to be present at the opening.

11. Evaluation Criteria

- Completeness of bid
- Bid bond
- Bid validity period
- Compliance to the specifications
- Compliance to the qualification and experience.
- Concern on the following,
 - The bidder who has not provides goods according to the agreement in the last five years.
 - Did not response during the warranty period.
 - Failure service after warranty period.
- Warranty and service.
- Delivery Period.
- Corrected Price.

12.The bidders are advised to furnish the following documents by using attached specimen forms and given instructions in this letter.

(i). Price Schedule (Specimen form attached– **(Annexure 1)**)

(ii).Compliance Sheets (Specimen form attached– **(Annexure 2)**)

(iii).Bid Submission Sheet (Specimen form attached –**(Annexure3)**)

(iv). Format for Bid Security Guarantee (Specimen form attached– **(Annexure 4)**)

(v).Manufacture's Authorization (Specimen form attached– **(Annexure5)**)

(vi).Copy of the agreement(**Annexure 6**)

(vii).Company Profile and technical literature of the quoted **LaptopComputers**

(viii). Client List.

R.C. De Zoysa,
Chief Secretary
Southern Province

01.11.2018

11. A bidder who has not satisfied decision of the procurement board , can forward his in writing appeal to the appeal board of the chief secretary within 07 days of the final decision informed.

i. Each appeal shall accompany a cash deposit of Rupees Twenty five thousand.

(Rs 25,000.00)

ii. If the decision of the procurement committee change according to the appeal the deposited sum will be refunded , If it is rejected the deposited sum will not be refunded.