

Procurement of Goods Bidding Document
Invitation of Quotations
For
Procurement of
Supplying Computers,Photo copy machine & Printers

Procurement Number- MPS 02/02/2026-05(Pro:Tec:Items)

MALIMBADA PRADESHIYA SABHA

Issued From

Chairman
Malimbada Pradeshiya sabha
Malimbada
Palatuwa
Matara.

Bidder Name:

Bidder Address

Bidding Data Sheet (BDS)

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

TB Clause Reference	A. General
ITB 1.1	The Purchaser is: Malimbada Pradeshiya Sabha
ITB 1.1	The name and identification number of the Contract are: ……
ITB 2.1	The source of funding is the Local Authority
ITB 4.4	Foreign bidders are not allowed to participate in this bidding.
	B. Contents of Bidding Documents
ITB 7.1	For Clarification of bid purposes only, the Purchaser's address is: Attention: Chairman of the Procurement Committee Address: Malimbada Pradeshiya Sabha Telephone: 041-2240208 Electronic mail address:malimbada.ps@gmail.com
	C. Preparation of Bids
ITB11.1 (e)	The Bidder shall submit the following additional documents: a) Business registration as a registered Company in Sri Lanka b) VAT registration (if applicable) c) Audited financial statements of the past 3 years-Major requirement Not providing proof documents for any of the above would be considered a major deviation and would result in rejection of the bid as non-responsive.
ITB 15.1	The bidder shall quote the local expenditures in Sri Lankan Rupees.
ITB 17.3	Period of time the Goods are expected to be functioning: Immediately after commissioning/handover.
ITB18.1(b)	After-sales services required
ITB 19.1	The bid shall be valid for 49 days after the closing date.
ITB 20.1	Bid shall include a Bid Security (issued by a reputed BOC bank in Sri Lanka in the format attached to bidding forms or a cash deposit of Rs.25, 000.00 in favor of the Chairman, Malimbada Pradeshiya Sabha.
ITB 20.2	The Bid Security shall be valid up to the 08/01/2027
	D. Submission and Opening of Bids
ITB22.2 (c)	The inner and outer envelopes shall bear the following identification marks: a) Bidder's Name & Company b) Bid Opening date & time c) Name & The Bid number
ITB 23.1	For bid submission purposes, the Purchaser's address is: Chairman Malimbada Pradeshiaya Sabha, Malimbada Palatuwa Matara. The deadline for submission of bids will be on the 20/11/2026, Time: 2:00 P.M
ITB 26.1	The bid opening shall take place at: Malimbada Pradeshiaya Sabha, Malimbada. Date:20/11/2026, Time: 2.10 P.M

	E. Evaluation and Comparison of Bids
ITB 34.1	Domestic preference shall not be a bid evaluation factor.
ITB 35.3(d)	The adjustments for bid comparison shall be determined using the following criteria, from amongst those set out inEvaluation and Qualification Criteria: i. Deviation in the Delivery schedule: the adjustment is 1% per week added for comparison ii. The total cost of major replacement components, as given in the attached table (added for comparison) iii. Cost of periodic service charges and transportation, as given in the attached table (added for comparison)
ITB 35.4	The following factors and methodology will be used for evaluation: i. Satisfy the requirements mentioned in this document and in the newspaper notice. ii. Submit all requested documents (checklist given) iii. Compliance with the critical ("C") technical specifications. iv. Bid value adjusted according to ITB 35.3(d) for comparison. v. The evaluated and substantially responsive bid will be chosen.
ITB 35.5	Any bidder shall be permitted to submit more than one bid for different models, provided that each such bid is submitted independently and accompanied by separate documents, bank guarantees, and all other required supporting materials. No bid shall be conditional upon, contingent on, or otherwise linked to any other bid submitted by the same bidder.

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)	ThePurchaseris: Chairman Malimbada PradeshiyaSabha
CC 1.1 (m)	The delivery location is: Malimbada Pradeshiya Sabha
CC 8.1	For notices,thepurchaser'saddressshallbe: Attention:Chairman of the Procurement Committee Address: Malimbada PradeshiyaSabha, Malimbada. Telephone: 041-2240208 Electronicmailaddress:malimbada.ps@gmail.com
CC 12.1	Details of Shopping and other Documents to be furnished by the Supplier: Documents submission checklist attached.
CC 15.1	CC 15.1—The method and conditions for payment to be made to the Supplier under this Contract shall be as follows: Payment shall be made in Sri Lankan rupees within thirty (30) days of presenting a claim supported by a certificate from the Purchaser declaring that the Goods have been delivered, requested documents (performance security, manuals, warranty documents, handing over documents, vehicle registration, etc.) have been submitted and that all other contracted Services have been performed.
CC 17.1	The Supplier shall provide a Performance Security of 10% of the Contract Price. Discharge of Performance Security shall take place 28 days after the expiration of the warranty period.(2027/02/05)
CC17.3	The types of acceptable Performance Securities are: A bank guarantee, issued by are put able bank located in Sri Lanka or a cash deposit made to the Department of Local Government (Southern Province) (Malimbada pradeshiya sabha main office)
CC 25.1	The inspections and test details are given in the specifications sheet.
CC 25.2	The Inspections and tests shall be conducted at the Malimbada Pradeshiya Sabha.
CC 26.1	The liquidated damage shall be: If the supplier/contractor fails to complete the project on time as agreed upon in the works completion schedule, they shall pay the purchaser LKR 1% of the contract value per week.
CC 26.1	The maximum of liquidated damages shall be 10% of the contract price.

- Goods should be supply 2026/12/04

Bid Submission Form

[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 the Chairman, Malimbada Pradeshiya Sabha

We, the undersigned, declare that:

1. We have examined and have no reservations about the Bidding Documents, including Addenda No.: …… [insert the number and issuing date of each Addenda];

2. 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: Ton 20 baling machine for waste recycling

3. The total price of our Bid without VAT, including any discounts offered, is: ……[insert the total bid price in words and figures]

4. The total price of our Bid, including VAT and any discounts offered, is…… ……..... [Insert the total bid price in words and figures];

5. Our bid shall be valid for the period of time specified in ITB Sub-Clause 18.1, 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;

6. 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;

7. We have no conflict of interest in accordance with ITB Sub-Clause 4.3;

8. 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 agreement 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.

Name of the Bidder …… [Insert complete name of person signing the Bid Submission Form]

Signature of the Bidder…… (Signature of Person signing the bill)

Date ……

Bid Guarantee

[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: Malimbada Pradeshiya Sabha

Date:…… [Insert date (by issuing agency)]

BID GUARANTEE No.: …… [Insert number (by issuing agency)]

We have been informed that …… …….. [Insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners] (Here in after 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 of authorized representative(s)]

Bid-Securing Declaration

[The Bidder shall fill in this form in accordance with the instructions indicated in brackets]

Date: ……[insert date by bidder]

Name of Contract: Ton 20 baling machine for waste recycling

Contract Identification No…….. [Insert number]

Invitation for Bid No.: ……..

To the Commissioner, Department of Local Government, Southern Province

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 been invited by any of the Procuring Entity as defined in the Procurement Guidelines published by the 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 the 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 declaration 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 Joint Venture (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 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 the requirement specification, with respect tto 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]

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 in corporate 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

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

4. Inconsideration of the payments to be made by the Purchaser to the Supplier as here in after mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity with 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 the Democratic Socialist Republic of Sri Lanka on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed:……In the capacity of Chairman of the Malimbada Pradeshiya Sabha, In the presence of …… ……..
……

For and on behalf of the Supplier Signed:……in the capacity of Manager, In the presence of …… ……
……

Performance Security

[The issuing agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated] ----------[Issuing Agency Name, and Address of Issuing Branch or Office]----------

Beneficiary: Chairman, Malimbada Pradeshiya Sabha

Date:

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

We have been informed that ……[name of Supplier](hereinafter called" the Supplier")has entered in to 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 guarantees 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 Prices 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 ……, 2028 [Insert date, 28 days beyond the scheduled completion date, including the warranty period], and we must receive any demand for payment under it at this office on or before that date.

_____ [signature(s)]

Technical Specifications

Specification for Normal Printer

Description	Requirement
Main Function	Monochrome Laser A4 Multifunction Printer - print, scan, copy
Copy Speed	Minimum A4-25 or higher
Memory Capacity (RAM)	64MB or higher
Paper size	A4/letter/legal
Printing Resolution	**1200 × 1200 dpi** or higher
Copy Resolution	**Up to 600 × 600 dpi** or higher
Scan Resolution	**Optical 1200 × 1200 dpi** or higher
Warm up time	30 Sec or Less
Interface	USB 2.0, Gigabit Ethernet, Wi-Fi (2.4/5 GHz), Wi-Fi Direct
Printing Language	PCL5e, PCL5c, XPS, JPEG, pdf, ps3
Duplex	Automatic
Supported Systems	Windows 11/10, Windows Server 2022/2019/2016, Mac OS X 10.12-14, Linux/Unix
Warranty	Minimum 2 Year

Specification for Color Printer

Feature	Specification
Functions	Print, Scan, Copy
Print Technology	Heat-Free Inkjet
Ink System	4-color refillable
Maximum Print Resolution	5760 × 1440 dpi or higher
Maximum Print Speed	33 ppm (Black), 15 ppm (Color)
Scanner Type	Flatbed CIS
Scanner Resolution	1200 × 2400 dpi or higher
Copy Function	Yes
Paper Capacity	100-sheet or higher
Output Capacity	30 sheets or higher
Supported Paper Sizes	A4, A5, A6, B5, Letter, Legal, 10×15 cm, 13×18 cm, Envelopes, Custom sizes
Borderless Printing	Yes (up to 10 × 15 cm photos)
Duplex Printing	Automatic
Connectivity	USB 2.0, Wi-Fi, Wi-Fi Direct
Operating Systems	Windows, macOS,Linux,Unix

Specification for Photocopy Machine

Feature	Description
Make	Specify
Model	Specify
Country of Origin	Specify
Technology	Multifunction photocopiers
Year Of Manufacture	2025 or Newer
Main Function	**Copying** documents (primary function) **Printing** from a computer **Scanning** high speed color scanning **Duplex** (double-sided) copying and printing
Copy Speed	A4 25ppm
Memory Capacity(RAM)	3GB or higher
Storage	256 GB SSD
Processor	Specify
Paper size	A3/A4/ B4/ B5/ A3/ legal/ letter
Multiple Copying	Yes
Copy Resolution	600 X 600 dpi or higher
Printing Resolution	1200 × 1200 dpi or higher
Scan Resolution	600 × 600 dpi or higher
Warm up time	10 seconds or less
By-pass tray	Should be included
Network and other interface	RJ 45/WiFi/USB
Printing Language	UFR II/ PCL 6/ Adobe PostScript 3
Duplex	Should be included
First Coping	6 secs or less
Electronic Sorting	Should be included
TOTAL PRICE with VAT	
Price for Drum	Specify
No of Copies per Drum	Specify
Price for Developer	Specify
No of Copies per Developer	Specify
Price for Toner	Specify
No of Copies per toner	Specify
Cost per copy	Specify
Warranty	3 Year
After Sales Service	Life Time
Spares Availability	Minimum 10 years

Specification for Desktop Computer

Specification for Desktop Computer			(Yes/No)	Remarks
Description	**Minimum Requirement**			
1.Make/Brand	Should be International Reputed Brand			
	(Specified by the bidder)			
2.Model	Specify			
3Form Factor	Desktop Tower			
4.Processor	Core Ultra 5 235			
	OR			
	AMD Ryzen 5 9600			
5. Cache	20Mb or Higher			
6.Mother board	Intel Certified desktop board			
7.Mother board Chipset	Compatible with Processor			
8Memory	***16 GB DDR5 RAM, (Upgradeable to 32 GB or 64 GB)			
Storage SSD	512GB NVMe M.2 port (should 512GB shown in sticker label on NVMe SSD)			
9.Motherboard I/O Ports	VGA port -1/ Display Port -1,			
	HDMI port			
	USB 2.0	2 rear (keyboard , mouse)		
	USB 3.2 Gen 1 (5 Gbps)	2 rear		
	USB 3.2 Gen 2 (10 Gbps)	2 front		
	USB Type-C	1 front		
	Ethernet port (RJ 45) -1,			
	Combo audio/mic jack -1,			
10.Networking	Integrated Gigabit Ethernet Interface			
	(100/1000Mbps) Rj-45,			

	inbuild Wifi enable , bluetooth		
11.Sound	High-Definition Audio		
12.Input Voltage	230V nominal input voltages.		
	System should be able to work without interruption (or without damage) within a variation of ± 10% of the nominal input voltage		
16Monitor	19" Wide Screen, Same brand with Desktop (not 18.5")		
17.Keyboard	Standard USB Keyboard		
	Same brand with Desktop		
18.Mouse	USB 3button Optical Scroll mouse		
	Same brand with Desktop		
19.Operating System	Genuine Windows 11 Pro		
20. Manufacturer Authorization	Manufacturer Authorization letter should be provided		
21. After sale services	Life time		
Warranty:			
Price without VAT			
Price with VAT			

Specification for UPS

Description		Requirement	Bidder Respond (Yes/NO)	Remarks
Make /Model		Specify		
Capacity		650VA / 1.2KVA		
Input	Voltage Range	162`` 290V (single Boost) 140~300VAC(Double Boost)		
	Frequency	50Hz/60Hz(auto Sensing)		
	Phase	Single + GND		
Output	Voltage Range	220-240VAC		
	Battery Mode	220-240VAC		
	Frequency	50Hz+ 1HZ(battery Mode)		
	Waveform	Simulated sine Wave(battery Mode) sine Wave(AC Mode)		
	Transfer Time	2ms(Typical)		
Output Connection	Port	Universal socket		
Battery	Type	12V/8.2AH*1		
	Backup Time	8-20 mins Depending on load		
	Recharge Time	2-4 hours recover to 90% capacity		
	Short Circuit	Yes(line Mode & Battery Mode)		

Protecting	Surge Protection	Yes		
	Over load protection	Line Mode 100-120% 5 Mins change to fault Mode >120% chage to fault Mode immediately Battery Mode 100-1200% 5 sec shut down >120% shut down immediately		
	Intelligent battery	Prevent Overcharging of Battery		
	Management	Protect Battery and Prolong Battery Life		
	Alarm	Yes		
Warranty				
Total Price without VAT				
Total Price with VAT				

Price Schedule (in Rupees)

1	2	3	4	5	6	7	8	9	10
Line-Item N°	Description of Goods	Country of Manufacture	Brand and model code	Warranty	Unit	Qty	Unit price	Price for Item (without VAT) = [7] x [8]	VAT (if applicable)
1.	Desk top computers				Units	10			
2.	Color Printers				Units	01			
3.	Normal Printers				Units	01			
4.	Photo copy machine				Units	01			
5.	UPS				Units	10			
Total									

Total bid amount (without VAT) (Total of column 9) in words

……

……

……

……

……

Name of person authorized by the company to bid on its behalf

……

……

Bid validity ……

Contact numbers ……

Signature of Bidder ……

Date ……

Company seal:

The delivery schedule and completion schedule will be evaluated.

The Column “Bidder’s Offered Delivery Date / Completion date” should be duly filled by the Supplier.

List of Goods Delivery Schedule

Line Item No	Description of Goods	Quantity	Final (Project Site) Destination as specified in BDS	Buyer’s requirement (latest Bidder’s offered delivery date delivery date)	Bidder’s offered delivery date
				number of days after receiving the purchase order	
01	Desk top computers ,photo copy machine,color printer& Normal printer	10	Malimbada Praddeshiya Sabha Main Office	2026/12/04	
02	photo copy machine	01			
03	color printer	01			
04	Normal printer	01			
05	UPS	10			