



PROCUREMENT NOTICE
MINISTRY OF FINANCE
EMPLOYEES' TRUST FUND BOARD

BID FILE NO. ETF/PROC/A/2021/128

24.11.2021

To:
Manager,

Dear Sir/ Madam

BIDS INVITE FOR:

LAPTOP COMPUTERS (NOTEBOOK)
i5 11th Generation or latest

1. Chairman of Department Procurement Committee – minor hereby invite sealed bids and please submit your bid as the terms & conditions specified in the annexed “Shopping Bidding document”
2. Acceptance of bids shall be closed at **10.30 a.m. on 09.12.2021**
3. Completed bidding document in sealed manner shall be deposited to the Tender Box No. **07** kept at **Procurement Section, 23rd Floor, Mehewara Piyesa, Narahenpita, Colombo-05.**
4. Bid validity shall be for 60 days
5. Credit period shall be minimum of 45 days
6. All the related documents specified in the bidding document shall be submitted
7. For other information please feel to contact me through Telephone No..

Thank You,

T.M.I. Amidon
Manager (Procurement)
Tel: 011-7747236/011-7747200

NPA/SBD/GOODS/01

MINISTRY OF FINANCE

EMPLOYEES' TRUST FUND BOARD

PROCUREMENT OF GOODS UNDER NATIONAL SHOPPING PROCEDURE

BID FILE NO. ETF/PROC/A/2021/128

BIDS INVITE FOR

LAPTOP COMPUTERS (NOTEBOOK) i5 11th Generation or latest

EMPLOYEES' TRUST FUND BOARD

BIDS INVITE FOR : LAPTOP COMPUTERS(NOTEBOOK)

FILE NO. : ETF/PROC/A/2021/128

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

14.1 The documents consist of the Sections indicated below.

- 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

14.2 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

14.3 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.

14.4 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

14.5 The vendors shall quote only in Sri Lanka Rupees.

7. Documents to Establish the Conformity of the Goods

14.6 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".

14.7 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.

14.8 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

14.9 Quotations shall remain valid for the period of sixty (60) days after the quotation submission deadline date.

9. Format and Signing of Quotation

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

14.10 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.

14.11 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.

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

13.1 The Purchaser 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

15. Clarifications

15.1 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.

15.2 The Purchaser's request for clarification and the response shall be in writing.

16. Responsiveness of Quotations

16.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.

16.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.

17. Evaluation of quotation

17.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.

17.2 To evaluate a quotation, the Purchaser may consider the following:

- (a) the Price as quoted;
- (b) price adjustment for correction of arithmetical errors;
- © price adjustment due to discounts offered

17.3 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. .

18. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations

18.1 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.

F: Award of Contract

19. Acceptance of the Quotation

19.1 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.

20. Notification of acceptance

20.1 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

EMPLOYEES' TRUST FUND BOARD

BIDS INVITE FOR : LAPTOP COMPUTERS (NOTEBOOK)

FILE NO. : ETF/PROC/A/2021/128

Section II: Data Sheet

ITV Clause Reference	
1.1	<p>The Purchaser is : Employees' Trust Fund Board</p> <p>Address : Procurement Section, 23rd Floor, Wing B, Mehewara Piyesa, Narahenpita, Colombo-05.</p>
5.1	<p>If the bidder is allowed to quote for less than the all the items specified, indicate the details.</p> <p align="center">LAPTOP COMPUTERS (NOTEBOOK) i5 11th Generation or Latest</p>
7.3	<p>Manufacture's Authorization is required.</p>
11.1	<p>Address for submission of Quotations is Procurement Section, 23rd Floor, Wing B, Mehewara Piyesa, Narahenpita, Colombo-05.</p> <p>Deadline for submission of quotations is 10.30 a.m.on 09.12.2021 (Thursday)</p> <p>Bids shall be deposited to the Tender Box No. 07</p>
13	<p>The quotations shall be opened at the following address: Procurement Section, 23rd Floor, Wing B, Mehewara Piyesa, Narahenpita, Colombo-05</p>
16 (i)	<p>Bidders Qualifications:</p> <ul style="list-style-type: none"> • Shall be 03 years or more involve supplying of Notebook Computers (submit proof evidence) • Average Financial Turnover shall be more than LKR 50M in Financial year of 2017, 2018 & 2019 (Audited Financial statements for years 2017, 2018 & 2019) • The Company's age shall be 05 years or more (Business Registration Copy to be submitted) <p>Other factors that will be considered for evaluation are (List and describe the methodology): <i>Insert only if additional factors other than price is considered for evaluation.</i></p> <ul style="list-style-type: none"> • Brand/ Model/ Product • Technical Specifications • Delivery period • Warranty • After sales services • Service Centers located out of Colombo , Please specify the location • List of clientele • Catalogues • Manufacturer Authorization Letters

EMPLOYEES' TRUST FUND BOARD

**LAPTOP COMPUTERS (NOTEBOOK)
Section III: Schedule of Requirements**

Line Item No.	Description of goods	Quantity	Unit	Final Destination	Transportation and any other services	Delivery Date – ETFB required	Delivery Date – Bidder's responses
	Laptop Computer	50	Units	ETF Board – Stores, Ground Floor, 44/5 Narahenpita Road, Nawala.		07 days from the date of placing the Purchase Order (EX STOCKS SHOULD BE AVAILABLE)	

Name of Bidder
[Insert computer name of Bidder]

Signature of Bidder
[Signature of person signing the Bid]

Date [Insert date]

Company Seal:

EMPLOYEES' TRUST FUND BOARD

**BIDS INVITE FOR :LAPTOP COMPUTERS (NOTEBOOK)
FILE NO.: ETF/PROC/A/2021/128**

TECHNICAL SPECIFICATION

Section IV

#	Technical requirement	Bidder's response on compliance (Yes/No)	Bidder's offer / Comments
Functional requirements			
Item A: Notebook computer			
1	Device form factor: Notebook computer		
2	Processor: Intel Core i5 (11 th Generation or latest)		
3	Rated clock frequency (standard mode operation): 1.3GHz or higher		
4	Hard Disk – 1TB		
5	Memory: At least 8GB – based on DDR4 SDRAM or compatible		
6	Secondary Storage: Should meet one of the following requirements at minimum. a. SSD drive with raw capacity of at least 256 GB <p align="center">OR</p> b. SATA drive with raw capacity of at least 515GB		
7	Display: LED/LCD display, 15 inch or larger wide screen format supporting full HD resolution (1920x1080 native pixels)		
8	Wireless Network: Integrated WiFi adaptor supporting 802.11b/g/n/ac		
9	Wired network: Integrated Ethernet adaptor with RJ45 connector supporting 10/100 Mbps or better		
10	Multimedia features: Integrated web-camera (supporting SVGA or better resolution), integrated microphone and stereo speakers		
11	Keyboard: Standard keyboard with touch pad		
12	USB Ports: At least 3 USB ports compatible with USB 2.0 or better		
13	Power adaptor: Standard power adopter supporting 230VAC @ 50Hz		

14	Integrated battery: Integrated battery with capacity supporting not less than 3 hrs of continuous operations on full charge		
15	Operating system: All notebooks must be pre-installed with OEM edition of Windows 10 (64-bit, professional edition) operating system. The operating system shall be genuine and licensed to the Purchaser on a perpetual basis.		
16	Carrying case: Standard carrying case (shoulder or back-pack) with sufficient space for all accessories All equipment supplied under this contract should be covered by a comprehensive warranty of not less than 24 months from the date of acceptance by the Purchaser		
17	Post warranty maintenance services must be provided to cover a total maintenance period of 5 years (including warranty period)		
18	Cost per Laptop Unit		
19	Taxes		
20	Total cost for 50 Laptop units	Inclusive of taxes	

Please Note: submit the exact details in the Bidder's responses column instead of using words such as *Yes or complied*.

Signature:

Date:

Name & address of the supplier

Rubber Stamp

**BIDS INVITE FOR : LAPTOP COMPUTERS
(NOTE BOOK COMPUTERS)**

FILE NO. : ETF/PROC/A/2021/128

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 accepted.]

Date:

To: Chairman – Procurement Committee
Employees’ Trust Fund Board

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

1.	
2.	
3.	
4.	

[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 :

Price Schedule

1	2	3	4	5	6	7	8	9	10
Line Item N	Description of Goods	Country of Origin & Country of Manufacture	Quantity	Unit	Unit Price	Sub Total	Inland transportation and other services	Total Price for Item (Without VAT)	VAT
[insert number of the item]	[insert name of Goods]	[insert country of origin & Country of manufacture of the Goods]	[insert number of units to be supplied]	[insert Unit]	[insert price per Unit]	[(7)=(4)x(6)]	[insert total cost of the line item for inland transportation and other services required)	[(9)=(7)x(8)]	[insert total VAT of line item]
01	LapTop Computers (Notebook Computers)		50 Nos.						
Total									

Name of Bidder
 [Insert Complete name of Bidder]

Signature of Bidder
 [Signature of Person signing the Bid]

Date [Insert date)

Company Seal :

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]