



MINISTRY OF FINANCE, PLANNING AND ECONOMICAL DEVELOPMENT

EMPLOYEES' TRUST FUND BOARD

REQUEST FOR QUOTATION

**SUPPLY, INSTALLATION,
COMMISSIONING AND TESTING OF
“AUTOMATIC BARRIER GATE”
AT ETF CAR PARK PREMISES,
NAWAM MAWATHA, COLOMBO 2**

IFB No.: ETF/PROC/A/2024/119

Bids invited on : 31.12.2024
Pre-bid meeting on : 07.01.2025
Bids opened on : 21.01.2025
Bids opening/closing time : 10.30 a.m.
Tender Box No.: 03

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EMPLOYEES' TRUST FUND BOARD

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CLAUSE 1 - INSTRUCTION TO BIDDERS

Period of Validity of quotation

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

Format and Signing of Quotation

The quotation shall be typed or written in indelible ink and shall be signed by the bidder or a person duly authorized to sign on behalf of the bidder

Submission of Quotation

- Vendors may submit their quotations by email or by hand in sealed envelopes addressed to the Purchaser bears the specific identification of the contract number.
- 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.
- It is responsible of the vendor to make available the quotation in the correct time and in the correct place of the bid opening
- Not take any responsible on delays due to postal disputes or any other reasons

Deadline for Submission of Quotation

Quotation must be received by the client at the address set out in "Data Sheet", and no later than the date and time as specified in the Data Sheet.

Late Quotation

The purchaser shall reject any quotation that arrives after the deadline for submission of quotations.

Opening of Quotations

- The client shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.
- A representative of the bidders may be present and mark its attendance.

Evaluation of quotation

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

Purchaser's right to accept any quotation, and to reject any or all quotations

The purchaser reserves the right to accept or reject any quotation and to annul the process and reject all quotations at any time before acceptance, without thereby incurring any liability to bidders

Selection of the property

The purchaser will accept the quotation of the bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.

Notification of acceptance

Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful bidder in writing, that its quotation has been accepted

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CLAUSE 2–DATA SHEET

Paragraph Reference	Description
1	Bids invite from : Reputed Barrier Gate suppliers in Sri Lanka
2	<p>Eligibility of the bidders;</p> <ul style="list-style-type: none"> • The Bidder shall be a Company incorporated in Sri Lanka and having active operations for at least 5 years up to the date of Bid submission. • The Bidder shall have an average annual turnover of not less than LKR 30 million during the year 2021 - 2023 period (inclusive of both years) • The Bidder shall have not been blacklisted within the period of the last 10 years • The Bidder shall have not breached any contract with the ETF Board within last 05 years
3	Name and address of the Client : Employees’ Trust Fund Board 19th -23rd Floor, MehewaraPiyesa, Colombo 5
4	<p>The title is:</p> <p>Supply, installation, commissioning and testing of 02 AUTOMATIC BARRIER GATES At ETF Board Car Park, No. 02, NawamMawatha, Colombo 2 (Managed by the ETF Board)</p> <p>The system shall include;</p> <ul style="list-style-type: none"> • Automated Barrier Gate, Number plate identification, CCTV Cameras, Ticket issuance, card scanning, software, software maintenance, programming, network linketc. • Labour, transport, equipment etc. • Excavation (if any), construction, concreting, materials required for construction, cabling material and cabling, wiring items and wiring etc. • Warranty and after sales service. Warranty period shall begin immediate after the go live (UAT acceptance) • Training shall provide to handle the entire software and hardware (Free of charge) • Support services for onsite & offsite support software and hardware issues <p><u>Description of the Car Park:</u></p> <p>Owner - Employees’ Trust Fund Board Area - around 02 acres In/Out - One entrance with 02 separate lanes for IN/OUT No. of vehicles arrives per day – around 400 (400 slots allocated) Type of vehicles arrives – Car, Van, Three Wheelers, Motor Cycles, Lorries etc. No. of days operation - Daily Charges - a. Separate charges have fixed for different category of Vehicles. b. Charges will calculate for numbers of hours parked c. Permanently parking users makes payment monthly (Currently the manual process is being followed)</p>

4	Bid validity – 60 days
5	Currency of the BID – Sri Lankan Rupees
6	The proposals shall be addressed to : Employees’ Trust Fund Board, Procurement Section, 23 rd Floor, “MehewaraPiyesa, Narahenpita, Colombo 5 Tel : 011 7747236/ 011 2806198 E-mail: mgrproc@etfb.lk
7	The bid submission shall be at : ETF Board, Procurement Section, 23rdFloor, “MehewaraPiyesa, Narahenpita, Colombo 5 Bids shall be submitted no later than the following date and time Tender Box No. 03 Time: 10.30 a.m. Date :21stJanuary 2025 (Tuesday)
8	Pre-Bid Meeting & site visit – On 7 th January 2025 at 10.30 a.m. ETF Board Car Park premises, No. 02, Nawam Mawatha, Colombo 2
9	Contact details : For Procurement related information - Mr. T.M.I. Amidon - Manager (Procurement); 011 7747236 / 011 2806198
10	Following details to be submitted along with the bids. <ol style="list-style-type: none"> 1. Business Registration copy 2. Manufacture Authorization Letters 3. List of clientele 4. Detailed proposal including system architecture, implementation plan and warranty terms 5. List of Clientele and shall provide contact information on at least of 03 (three) similar projects <p>Other information</p> <p>Please refer to the Clause 3 – Technical Specifications</p> <p>Bidders are requested to place the signature and Rubber Stamp in the documents that submit along with the proposal.</p>
	<u>Please Note :</u> The bidders are requested to visit the location before quoting the price please Both the parties shall enter in to Service Level Agreement for 06 years

CLAUSE 3 – TERMS AND CONDITIONS

EMPLOYEES' TRUST FUND BOARD

SUBJECT: REQUEST FOR QUOTATION

**SUPPLY, INSTALLATION, COMMISSIONING AND TESTING OF
"AUTOMATIC BARRIER GATE" AT ETF CAR PARK, NAWAM MAWATHA, COLOMBO 2**
IFB No.: ETF/PROC/A/2024/119

1. Background:

The Car Park is owned by the ETF Board located at No. 02, NawamMawatha, Colombo in an area extent around 2 acres. The Car Park is situated in a highly commercial surrounding and this Car Park provides the opportunity to park the vehicles in a safe environment. The Car Park is with the capacity for parking about 400 vehicles.

The Car Park is functioned daily and Car, Van, Three Wheeler, Lorry& Motor bicycles are the common mode of vehicles that parks. Different charges are charged for different mode of vehicles and manual process is being followed at present.

ETF Board has planned to streamline the process by use the latest technology and systems with the intension of provide the customers an efficient service and to maintain the accuracy.

2. Objective

The installation of a Barrier Gate is to provide the enhanced service to the customers with ensure the security, property protection and payments accuracy

3. Features

The installation of a Barrier Gate shall be covering the follows;

- i. 02 single Barrier Gates shall install for separate lanes for IN & OUT operations, at the entrance of the Car Park. Each lane shall be approximately 15' width
- ii. Automatic number plates verification for both IN & OUT (with installing Number Plate recognition Cameras).
- iii. 02 CCTV Cameras with night vision features shall install in the IN/OUT lanesfor the purpose to monitor the vehicle movements
- iv. Cash acceptance and issuance receipt by an officer
- v. Auto generate IN /OUT detailed report
- vi. Auto generated parking fee calculates based on number of hours parking and vehicle category
- vii. System Operating Time (System ON time/ System OFF time)
- viii. Auto generated reports on pre-paid customer's vehicle numbers, paid amount etc.
- ix. Auto generated operator vise reports
- x. Auto generated revenue reports; daily, monthly, quarterly, annually etc.
- xi. Auto generated audit report
- xii. User friendly operation
- xiii. Automatic daily backup process
- xiv. Remote access and monitoring (both the system and the premises)

- xv. System accessibility from the Head office
- xvi. Role-based access controls
- xvii. Data encryption and compliance with local data protection regulations
- xviii. Minimum 99.9% system availability guarantee
- xix. Regular updates for security and functionality (free of charge)
- xx. The IN gate should open automatically upon verify the vehicle's status via the system, without requiring an operator.
- xxi. The system must check the payment status of monthly payment, customers upon entry
For unpaid customers; allow entry only within a predefined grace period, after the due date.
The grace period should be configurable by admin
- xxii. The system shall notify the customer via (SMS, email, app notification) about overdue payments and the remaining grace period
- xxiii. Deny get access to unpaid monthly customers after the grace period ends, unless payment is made that customer should be able to make use the Car Park with following the normal method as a daily customer
- xxiv. To submit at least 03 customized reports according to the ETF Board requirement
- xxv. LPR Photo backups at least for 03 months
- xxvi. Rubber Humps for IN /OUT

6. Payments

- i. 20% Advance Payment is possible subject to submitting an Advance Payment Security issued by a reputed commercial bank registered in the Central Bank of Sri Lanka
- ii. Up to 40% upon hardware delivery and initial software installation
- iii. Balance 40% will be made in 30 days from the sign off date of integration testing and user acceptance testing (UAT) after completion the project (go live).

7. Service agreement

Service Level Agreement for 06 years shall be signed by both parties

8. Post warranty maintenance fee

Immediate after completion the warranty period the maintenance contract shall be renewed annually and the fee for same shall be made separately for each year

9. Performance Guarantee

The bidder shall submit a **performance guarantee** of 10% of total contract value. The Perform Guarantee shall obtain from a reputed commercial bank, registered in Central Bank of Sri Lanka, shall be valid up to 72 months + 28 days

10. Bid evaluation

- i. The bidder's evaluation will consider the life-cycle cost over a period of 6 years, including but not limited to the capital cost and the annual post-warranty maintenance charges.
- ii. The discount rate for computation of Net Present Value (NPV) for evaluation purposes will be at **10%** per annum

11. SOFTWARE DEPLOYMENT OPTIONS

1. Preferred Deployment Models

Vendors are invited to propose solutions that support either.

- i. Cloud Hosting: The system is hosted on the vendor's or a third-party cloud platform.
- ii. On-Premise Hosting: The system is hosted on a local server installed at the car park location.

2. Technical Requirements for On-Premises Hosting

- i. The vendor must supply and configure a server capable of hosting the SaaS solution locally.
- ii. Uninterruptible power supplies (UPS) to maintain availability (at least 30 minutes) for total solutions.
- iii. Schedule regular on-premises backups with an optional offsite/cloud copy for disaster recovery
- iv. The vendor must ensure secure local data storage and enable access for remote monitoring by the head office.
- v. Establish a schedule for routine maintenance, including updates and hardware checks, to prevent downtime.
- vi. Server uptime guarantee: 99.9% or higher
- vii. Responsibility: The vendor typically provides a warranty for the server hardware and software performance and ensures that the setup is optimized.

3. Technical Requirements for Cloud Hosting

The system must be hosted on secure cloud platform with the following capabilities.

- i. Compliance with industry-standard security measures to protect Customer Data from unauthorized access, disclosure etc.
- ii. High availability 99.9% uptime or better.
- iii. Regular data backups with a defined recovery plan.
- iv. Scalability to handle increased user traffic or features

4. Flexibility for Future Migration

The system must allow seamless migration between on-premises and cloud hosting if needed, with minimal downtime and no data loss.

5. Security and Data Sovereignty

- i. Vendors must specify how data security, privacy and compliance will be handled in both deployment models
 - ii. For on-premises hosting, vendors must include encryption standards and access control mechanisms.
 - iii. For cloud hosting, vendors must specify data center locations and data transfer protocols.
- Both hosting models should support software updates (security patches, feature enhancements) without impacting service availability
 - A disaster recovery plan is essential for both models.
 - On-premises: Local backups with optional cloud-bases redundancy,
 - Cloud: Data replicated across multiple regions or availability zone.
 - Both models must adhere to security standards like encryption, role-based access control, and secure APIs.

CLAUSE 4 – TERMS AND CONDITIONS

EMPLOYEES’ TRUST FUND BOARD

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TECHNICAL SPECIFICATIONS

#	Technical requirement	Bidder’s responses (Yes/No)	Bidder’s Comments
1	Automatic Barrier Gate		
1.1	Brand		
1.2	Country of origin		
1.3	Country of Manufacturer		
1.4	Normal Barrier - Single Arm		
1.5	Barrier Arm size		
1.6	Operational speed		
1.7	Should be corrosion resistance (for outdoor unit)		
1.8	Manual /Automatic operations (fail safe)		
1.9	Backup power (in case of power failure)		
1.10	Warranty - Barrier gate (3 years or more) Motor (3 years or more)		
2	CCTV Camera		
2.1	Brand (please specify)		
2.2	Night vision features available		
2.3	Capacity – 6 MP		
2.4	Water and dust resistant		
2.5	Warranty (3 years or more)		
3	Software		
3.1	(SAAS) - Software as a service		
3.2	Software warranty – free of charge service (3 years or more)		
4	ANPR Camera		
4.1	Brand (please specify)		
4.2	Night vision features available		
4.3	Capacity – 4 MP		
4.4	Water and dust resistant		
4.5	Built-in ANPR Engine		
4.6	Warranty (3 years or more)		
5	KIOSK		
5.1	For Cash acceptance and receipt printing		
5.2	POS PC with Cash Drawer		
5.3	Power supply		
5.4	Size		
5.4	Warranty (3 years or more)		

6	DISPLAY UNITS (2) – FOR IN/OUT One of the options will be selected		
6.1.1	Option 1 – TV 42”		
6.1.2	Option 2 – LED Panel Display 42”		
6.2	Installation with brackets		
7	Other jobs		
8	Cost Summary		
8.1	Cost for Barrier Gate installation		
8.2	Cost for the CCTV installation		
8.3	Cost for Software		
8.4	Cost for ANPR Camera installation		
8.5	Cost for KIOSK installation		
8.6.	Cost for Display installation (Option 1)		
	Cost for Display Installation (Option 2)		
8.7	Other costs (if any)		
	Total cost for entire project		
	Taxes (if any)		
	Total cost for the entire project (inclusive of taxes)		

Name of bidder :

Contact person :

Signature :

Date :

Rubber Stamp

CLAUSE 5 – FINANCIAL CONSIDERATION

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Cost for the project

Nos.	Details	Quantity	Cost for the project (Rs.)	VAT (Rs.)	Cost for the project (inclusive VAT) (Rs.)
1	Supply, installation, commissioning and testing of 02 Automatic Barrier Gates	01 project			
2	Supply & installation of 02 CCTV Cameras	01 job			
3	Software as a Service (SAAS)	01 job			
4	Supply & Installation of ANPR Camera	01 job			
5	Supply & Installation of KIOSK	01 job			
6	Supply & Installation of Display units	01 job			
7	Other				
	Total cost for the project				

Annual Maintenance Fee (Hardware + Software subscription)

Year	Up to 3 years	4 th year	5 th year	6 th year
Amount (Rs.)	Comprehensive warranty			

- The potential bidders are requested to submit the cost breakdown of the entire project in a separate sheet

Name of the bidder :

Contact person :

Email :

Signature :

Rubber Stamp

Bid Submission Form

[Note: the purchaser is required to fill the information marked as “” and delete this note prior to selling of the bidding document]*

[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: **Chairman/CEO**
Employees’ Trust Fund Board

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.: *[insert the number and issuing date of each Addenda]*;
- (b) 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 *[* insert a brief description of the Goods and Related Services]*;
- (c) The total price of our Bid without VAT, including any discounts offered is: *[insert the total bid price in words and figures]*;
- (d) The total price of our Bid including VAT, and any discounts offered is: *[insert the total bid price in words and figures]*;
- (e) 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;
- (f) 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;
- (g) We have no conflict of interest in accordance with ITB Sub-Clause 4.3;

- (h) 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 contract 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.

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

In the capacity of *[insert legal capacity of person signing the Bid Submission Form]*

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