

EMPLOYEES' TRUST FUND BOARD

Procurement Section, 23rd Floor, Wing B, Mehewara Piyasa, Narahenpita, Colombo – 05.
Telephone No: 011- 7747200/ 011- 7747236 | Fax: 2806198 | Email: tender@etfb.lk

Date: 27.07.2026

IFB No.: ETF/PROC/A/2026/068

The Manager

Dear Sir,

BIDS INVITE FOR: LASERJET PRINTERS – 02 UNITS

Please be good enough to quote your prices on the enclosed form.

Your quotation should be deposited in the **Tender Box No. 02** kept at the **Procurement Section, 23rd Floor, Wing B, Mehewara Piyasa, Narahenpita, Colombo – 05.**

Closing/Opening of tenders will be at **10.30 a.m. on 03.08.2026 (Monday).**

Please note that the Suppliers who send in quotations have the option to be present at the opening of tenders.

Please indicate the Subject Matter, Tender No., and the Tender Box No. on the top left-hand corner of the envelope.

Tenders should be addressed to: **AGM (Procurement), Procurement Section, 23rd Floor, Wing B, Mehewara Piyasa, Narahenpita, Colombo – 05.**

Thank you.

Yours faithfully,


AGM (Procurement)

GENERAL TERMS AND CONDITIONS

1. All the rates should be quoted in Sri Lanka Rupees.
2. No changes / Amendments could be done after opening the Tender under any Circumstances.
3. Tenders will be opened on scheduled time and the Tenders receive after this time will be treated as late entries.
4. If the selected supplier fails to perform the job on given time will be compelled to award to the next supplier.
5. Poor performance of the supplier will loose their reputation.
6. The goods should be supplied on credit basis.
7. Payments will be made after delivery & installation.
8. No advance payment will be made under any circumstances.
9. Supplier is responsible to send their Tenders on time and ETF Board is not responsible for Postal delays.
10. Sample should be furnished if requested.
11. Packing is essential for Pre Printed items and should be well wrapped with thick wrapping papers suitable for long time storage and with a label for description.
12. Polythene packing with a label for description is essential for the Envelopes.

Name of Supplier : -----

Address : -----

Contact Person : -----

Telephone Nos. : -----

Email : -----

Signature

Date

**EMPLOYEES' TRUST FUND BOARD
BID FORM**

IFB NO.: ETF/PROC/A/2026/068

BIDS INVITE FOR: LASERJET PRINTERS – 02 UNITS.

Description	Quantity	Unit Price (Rs)	Taxes (Rs)	Total price for 02 printers (Rs)	Delivery Period
Supplying of: - LASER JET PRINTER Model : A reputed brand with Duplex facility Print resolution: 1200 dpi x 1200 dpi Print cartridge : Black Printing speed : 38 ppm or higher (on A4 paper) Bid validity period for – until 02.09.2026 (30 days) Total cost ownership (TCO) will be considered for 05 years period. Therefore, please submit fully details of consumables, consumable cost and no. of yields of the same. Please refer the annexed Technical Specification and submit your information in the same form please. - Delivery - Stores, 44/5, Narahenpita Road, Nawala. - Payments: will be made within 14 days from the date of successful delivery. Further details please contact: Procurement Officer, Tel: 2806198/ 0117747221 Email: tender@etfb.lk	02 Units				
Remarks					
VAT Registration No.		Income Tax File No.			

Signature and Rubber Seal of the supplier

EMPLOYEES' TRUST FUND BOARD
TECHNICAL SPECIFICATION - LASERJET PRINTERS – 02 UNITS.
IFB NO.: ETF/PROC/A/2026/068

Nos.	Description	ETF Board requirement	Bidder's responses	
			Yes/No	Comments
1	Brand/ Model	<i>Reputed brand</i>		
2	Country of Origin	<i>Please specify</i>		
3	Print resolution	1200 dpi x 1200 dpi		
4	Print technology	Laser		
5	Printing speed	38 ppm or higher (on A4 paper)		
6	Print cartridge	Black		
7	Memory	1GB or above		
8	Paper input capacity	250 sheets or more		
9	Duplex facility (Two side printing)	Automatic (default)		
10	Control Panel	2- line LCD		
11	Display	2- line LCD		
12	Network facility	Should be available		
13.	Processor speed	1200 MHZ or higher		
14.	Connecting interface	High speed USB 2.0/ Ethernet 10/100/1000 / dual band, WIFI in-built		
15.	First page out time	6 seconds or less		
16.	Paper (media) types	Plain paper, Envelops, cards etc.		
17.	Paper sizes	Envelops, Letter, A4, A5, Legal, Executive		
18	Compatible operating system	MS Windows Vista MS Windows 7, MS Windows 8, Ms Windows 10, Windows S 11, Linux, Apple OS		
19.	Whether the printer is provided with a demo Ink/ full ink cartridge and its lifetime	<i>Please specify</i>		
20	Mobile printing	<i>Required – please specify</i>		
21	Certification	To be provided by the vendor (Energy Star etc.)		
22	Drum replacement	Please specify		
23.	Warranty	Comprehensive warranty (maintenance warranty) for minimum 02 years		
24.	Manufacture Authorization Letter	<i>Required</i>		
25	Cost per Printer	Without tax		
26.	Taxes			
27.	Cost for 02 Printers	(inclusive of taxes)		

	Cost for consumables			
28.	Cost for Toner	<i>Please specify</i>		
29.	No. of yields per Toner	<i>Please specify</i>		
30.	Cost for Drum	<i>Please specify</i>		
31.	No. of yields per drum	<i>Please specify</i>		
32.	List of clientele	<i>Please provide</i>		

Name & Address of the Supplier:

Signature:

Date:

Rubber Stamp

Bid Security Declaration

Date: _____ [insert date by bidder]

Name of contract:

Invitation for Bid No.: **ETF/PROC/A/2026/068**

To: Chairman / CEO

Employees' Trust Fund Board,
19-23 Floors,
Mehewara Piyesa
Colombo 05.

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 Commission, for the period of three (03) years starting on the latest date set for the 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 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 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]

Non-collusion Declaration

I, the undersigned bidder/ bidder's representative/ bidder's agent, honestly, truthfully and solemnly declare that;

(a) I, nor any other member, agent or representative of the firm/ company/ corporation/ partnership/ sole proprietorship that I represent, have entered into any combination, collusion or similar agreement with any person in connection with the prices to be submitted by any person with respect to the invitation for bid;

(b) I, nor any person who represents me have acted to prevent any person from submitting a bid or to induce any person to refrain from submitting a bid in connection with the intention for bid (Bid No.);

(c) This bid is not submitted in collusion with any other bid and is not made pursuant to any agreement, understanding or association with any other person in relation to such bid.

I declare that, I have not received and will not accept any discount, fee, reward, commission or anything of value, directly or indirectly, from any person, company or corporation in connection with the submission of this bid.

I further declare that, I have not given and will not give any discount, fee, reward, commission or anything of value, directly or indirectly, to any person, company or corporation in connection with the submission of this bid.

I, taking full responsibility for ensuring the absence of collusion, hereby pledge to abide by fair and ethical competitive practices throughout the entire procurement process and to fully comply with the relevant Procurement Guidelines issued by the National Procurement Commission.

I hereby declare that all the statements made by me above are true and correct.

..... (Signature of the Declarant)