

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: 09.07.2026

IFB No.: ETF/PROC/A/2026/062

The Manager

Dear Sir,

BIDS INVITE FOR: INSPECTION, DIAGNOSIS, REPAIR, TESTING AND COMMISSIONING OF LASERJET PRINTERS.

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 21.07.2026 (Tuesday).**

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: **The Manager (Procurement), Procurement Section, 23rd Floor, Wing B, Mehewara Piyasa, Narahenpita, Colombo – 05.**

Thank you.

Yours faithfully,



AGM (Procurement)

EMPLOYEES' TRUST FUND BOARD

QUOTATION FORM

IFB NO: ETF/ PROC/A/2026/062

QUOTATION FOR: INSPECTION, DIAGNOSIS, REPAIR, TESTING AND COMMISSIONING OF LASERJET PRINTERS.

No.	Device Type	Assets Code	Serial No.	Fault	Unit Price (Rs)	Taxes (Rs)	Total cost (Rs)	Warranty for Repair & Equipment's
01.	HP LASERJET PRO MFP M225dw	ETF-021-LJPO-00114 ETF-FIX-LJPO-05094	CNB8K2NGRS	Paper jam & not printing properly				
02.	HP LASERJET PRO M404DW	ETF-FIX-LJPO-05151	PHFYC08073	Middle line not printing				
03.	HP LASERJET PRO M402DN	ETF-091-LJPO-00130 ETF-FIX-LJPO-05110	PHCNF39714	049 services error				
04.	HP LASERJET PRO MFP M225DW	ETF-071-LJPO-00115 ETF-FIX-LJPO-05095	CNB8K2NGG4	Scanner not working				
05.	HP LASERJET PRO M402DN	ETF-061-LJPO-05103	PHCNF39680	Paper not pickup				
06.	HP LASERJET PRO M402DN	ETF-031-LJPO-00116 ETF-FIX-LJPO-05096	PHCNF24963	Line not printing				
07.	HP LASERJET PRO 400 M401DNE	ETF-011-LJPO-00089 ETF-FIX-LJPO-05073	VNH3X04313	Paper jam & paper not pickup				
08.	CANON IMAGECLASS LBP214DW	ETF-095-LJPO-00162 ETF-FIX-LJPO-05141	NKLA031886	No power				

Location: Employees' Trust Fund Board, IT Division, 22nd Floor, 'Mehewara Piyesa, Colombo 05.

- Bid validity period shall be **thirty (30) days (until 20.08.2026)** from closing date.
- **A minimum six (06) month warranty** shall be provided.
- Payment shall be made within fourteen (14) days after satisfactory completion of repairs and certification. (No advance payment shall be made).
- ETF Board reserves the right to repair all, some, or none of the printers.
- Only **genuine manufacturer parts or OEM-grade equivalent parts** shall be used.
- **Bidders shall quote for the complete quantity of all items specified. Bid evaluation and contract award shall be based on the total evaluated price of all items. Repair costs shall be quoted separately for each printer.**

The Bidder shall:

- Inspect the printers before submitting quotations.
- Provide a breakdown of spare parts, labour and total repair cost.
- Submit copy of the Business Registration.
- Provide details of similar works (minimum 03) completed during the last three (03) years.

Job Completion Period: Please specify.

For further information or to arrange the inspection of printers, please contact Mr. Pushparanga Weerasekara, AGM (IT).

Email: agmit@etfb.lk | Tel: 011-7747826

Remarks

VAT Registration No.

Rubber seal of the bidder

Bid Security Declaration

Date: _____

[insert date by bidder]

Name of contract: **INSPECTION, DIAGNOSIS, REPAIR, TESTING AND COMMISSIONING OF LASERJET PRINTERS.**

Invitation for Bid No.: **ETF/PROC/A/2026/062**

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)

Terms and Conditions

1. Late quotations shall not be accepted.
2. All the rates should be quoted in Sri Lanka Rupees.
3. No changes / Amendments could be done after opening the procurement under any Circumstances.
4. Bids will be opened on scheduled time and the bids receive after this time will be treated as late entries.
5. If the selected bidder fails to perform the job on given time will be compelled to award to the next bidder.
6. Payments will be made after delivery & installation.
7. No advance payment will be made under any circumstances.
8. Bidder is responsible to send their Bids on time and ETF Board is not responsible for any delays.

Name of bidder : -----

Address : -----

Contact Person : -----

Telephone Nos. : -----

Email : -----

Signature

Date

Rubber Stamp of the bidder