



**MINISTRY OF FINANCE, PLANNING AND ECONOMIC
DEVELOPMENT
EMPLOYEES' TRUST FUND BOARD**

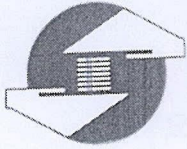


**Procurement of Goods
Under
National Shopping Procedure**

**Invitation of Quotations
For
Procurement of**

**SUPPLY AND DELIVERY OF NOTE BOOK
COMPUTERS – 04 UNITS
IFB No.: ETF/PROC/A/2026/086**

**Closing/ Opening Date: 28.09.2026 (Monday)
Closing/ Opening Time: 10.30 A.M.
Tender Box No.: 02**



PROCUREMENT NOTICE
MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT
EMPLOYEES' TRUST FUND BOARD
IFB NO.: ETF/PROC/A/2026/086

17.09.2026

To:
Manager,

Dear Sir/ Madam

BIDS INVITE FOR:

SUPPLY AND DELIVERY OF NOTE BOOK COMPUTERS – 04 UNITS

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 28.09.2026 (Monday)**
3. Completed bidding document in sealed manner shall be deposited to the Tender Box No.02 kept at **Procurement Section, 23rd Floor, Mehewara Piyesa, Narahenpita, Colombo 05.**
4. Bid validity shall be for **43 days (10.11.2026)**
5. Credit period shall be within **21 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 Nos. 011-7747236/ 0112806198.

Thank You,


AGM (Procurement)

Section I. Instructions to Vendors (ITV)

A: General	
1.Scopeof 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.Contentsof Documents	2.1 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	3.1 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	4.1 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. 4.2 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.Pricesand 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	6.1 The vendors shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Goods	7.1 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". 7.2 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. 7.3 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	8.1 Quotations shall remain valid for the period of sixty (60) days after the quotation submission deadline date.
9. Format and Signing of Quotation	9.1 The quotation shall be typed or written in in delible 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	10.1 Vendors may submit their quotations by registered post, courier service or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number. 10.2 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 addresses tout in Section II, "Data Sheet", and no later than the date and time as specified in the Data Sheet.
12. Late Quotations	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	
14. Clarifications	14.1 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. 14.2 The Purchaser's request for clarification and the response shall be in writing.
15. Responsiveness Of Quotations	15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received. 15.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.
16. Evaluation of quotation	16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive. 16.2 To evaluate a quotation, the Purchaser may consider the following: (a) The Price as quoted; (b) Price adjustment for correction of arithmetical errors; (c) Price adjustment due to discounts offered. 16.3 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.
17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	17.1 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	
18. Acceptance of the Quotation	18.1 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.
19. Notification of Acceptance	19.1 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.
G: Corrections to Documents	
20. Acceptance of the Quotation	20.1 Erroneous figures must be struck off by a single line and the correct figure must be written and clearly initialed. All alternations and adjustments must be authenticated. Correction ink shall not be used. Otherwise, the quotations are liable to be treated as invalid and therefore rejected.
H: Qualification Criteria	
21. Required Qualifications for Vendor (written verifications should be attached)	21.1 Vendor should be registered under business names ordinance, partnership act or under company act of Sri Lanka. 21.2 Vendor should have a recent five (05) year experience in supplying similar equipment for minimum three (03) government organizations or/and reputed private companies. 21.3 Vendor should be an authorized Sri Lankan agent / dealer of the said equipment manufacturer or the manufacturer himself.

Section II: Data Sheet

Supply and Delivery of Note Book Computers – 04 Units

IFB NO.: ETF/PROC/A/2026/086

ITV Clause Reference	Description
1.1	The Purchaser is : Employees’ Trust Fund Board Address : AGM (Procurement) Procurement Section, 23rd Floor, Wing B, Mehewara Piyesa, Narahenpita, Colombo-05.
5.1	Bidders may quote for any of the items according to their capacity to perform the contract. However, the number of items should be complied with 100% of the quantity requested for each item. The bid evaluation and award will be made for item Wise.
7.3	Manufacture’s Authorization is required.
11.1	Address for submission of Quotations is: Employees’ Trust Fund Board Procurement Section, 23rd Floor, Wing B, Mehewara Piyesa, Narahenpita, Colombo-05. Bids shall be deposited to the Tender Box: 02 Deadline for submission of quotations is 28/09/2026 at 10.30 a.m.
13	The quotations shall be opened at the following address: Employees’ Trust Fund Board Procurement Section, 23rd Floor, Wing B, Mehewara Piyesa, Narahenpita, Colombo-05.
14.9	Bid Validity: 43 days (10.11.2026)
15.1	The method and condition of payment to be made to the supplier under this contract shall be as follows; A. Payment shall be made in Sri Lankan Rupees (LKR) within Twenty-One (21) days of presentation of claim supported by a certificate from the Purchaser (ETF BOARD) declaring that the Goods have been delivered, functioning properly and that all other contracted Services have been performed.

16	Other factors that will be considered for evaluation are; ➤ Strictly Qualified as per the Qualification Criteria ➤ Compatible with Technical Specifications (manufacturer's technical data sheet shall be submitted) ➤ After Sales Services/Maintenance ➤ The Company's age shall be 05 years or more (Business Registration Copy to be submitted) ➤ Bidder shall have a recent five (05) year experience in supplying similar equipment for minimum three (03) government organizations or/and reputed private companies. (Proof evidences shall be submitted) ➤ The bidder shall submit a valid Manufacturer Authorization Certificate (MAC) issued directly by the Original Equipment Manufacturer (OEM)/Manufacturer in favour of the bidding entity, authorizing the bidder to supply the proposed products under this procurement.
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Section III: Schedule of Requirements

Line Item No	Description of Goods	Quantity	Final Destination	Transportation , and any other services	Delivery Date	
					Latest Delivery Date	Bidder's offered Delivery date [<i>to be provided by the bidder</i>]
01	<i>Supply and Delivery of Note Book Computers with 14" Display</i>	<i>01 Unit</i>	<i>Stores, 44/5, Narahenpita Road, Nawala.</i>	FOC	Within one (1) Week from the date of issuing purchase order	
02	<i>Supply and Delivery of Note Book Computers with 16" Display</i>	<i>03 Units</i>	<i>Stores, 44/5, Narahenpita Road, Nawala.</i>	FOC	Within one (1) Week from the date of issuing purchase order	

Section IV: Technical Specification & Compliance
Supply and Delivery of Note Book Computers
IFB No.: ETF/PROC/A/2026/086

Item No.: 01 – Supply and Delivery of Note Book Computer with 14” Display – 01 Unit.

	Features	Required Minimum Specification	Compliance Yes / No	Remarks
1	Brand	Please specify (should be branded)		
2	Model	Please specify		
3	Country of Origin & Country of Manufacture / assembly	Please specify		
4	Processor	Intel® Core™ Ultra 7 Processor 255H (16 Cores, 16 Threads, 24MB Cache, up to 5.1 GHz) Integrated Neural Processing Unit (NPU) for hardware-accelerated AI tasks		
5	Graphics	Intel® Graphics (Integrated)		
6	Chipset	Integrated with processor		
7	Memory	16 GB DDR5 SO-DIMM (Upgradable via 2x DDR5 SO-DIMM slots)		
8	Storage	1TB NVMe SSD (Chassis supports dual M.2 SSD slots: 1x M.2 2280 + 1x M.2 2230)		
9	Keyboard	Spill-resistant, Backlit Chiclet Keyboard with Numeric Keypad		

10	Pointing Device	Precision Clickpad with multi-touch gesture support		
11	Security	Fingerprint Sensor integrated with Power Key IR Webcam with Windows Hello facial recognition Trusted Platform Module (TPM 2.0) Kensington Nano Security Slot Physical Webcam Privacy Shutter		
12	Audio	Audio by Dirac, Built-in Stereo Speakers, Built-in Array Microphone with AI Noise Canceling		
13	Web camera	1080p FHD camera with IR function for Windows Hello and physical privacy shutter		
14	Display Type & Resolution	14.0-inch, WUXGA (1920 x 1200) 16:10 aspect ratio, LED Backlit, Anti-Glare, 300 nits, 90% Screen-to-Body ratio		
15	Communication	- 10/100/1000 Mbps Gigabit Ethernet Controller (RJ45) - Wi-Fi 7 (802.11be) (Triple band) 2*2 - Bluetooth® 5.4 Wireless Card		
16	Accessories	Wireless mouse, External DVD Driver		
17	Card reader	Factory Optional / Bundled High-Speed USB-C Dual-Slot (SD & MicroSD) Reader		
18	I/O ports	- 1x Thunderbolt™ 4 (compliant with USB4, supports DisplayPort & Power Delivery) - 1x USB 3.2 Gen 2 Type-C (supports DisplayPort & Power Delivery) - 2x USB 3.2 Gen 1 Type-A - 1x HDMI 2.1 TMDS - 1x RJ45 Gigabit Ethernet port - 1x 3.5mm Combo Audio Jack		

19	Battery Type	3-Cell 50WHr Li-ion Polymer Battery with Type-C 65W Fast Charge adapter		
20	Carrying Case	Original Backpack (Same brand) with sufficient space for all accessories		
21	Operating system	Genuine Windows 11 Pro 64-bit		
22	Product certifications of the quoted Model	US MIL-STD 810H military grade standard (24 procedures), Energy Star compliant		
23	Manufacturer Authorization Certificate	The bidder shall submit a valid Manufacturer Authorization Certificate (MAC) issued directly by the Original Equipment Manufacturer (OEM)/Manufacturer in favour of the bidding entity, authorizing the bidder to supply the proposed products under this procurement.		
24	Warranty	Comprehensive on-site manufacturer authorized warranty for 36 months (Labor and Parts). The proposed product should be supported by the OEM for at least the next 5 years. RMA delivery / Hardware replacement should be Next Business Day and Bidder should facilitate the workaround until rectification. During a break down Bidder must be able to provide a backup unit (Similar or higher configuration) if the machine has to take out for repair. Bidder should not take SSD drive out of ETFB any circumstances excluding SSD drive failure. Bidder must destroy Storage in front of authorized officer if storage is malfunction (replacement should be from manufacture)		
25	Unit Price for Item 01	Supply and Delivery of Note Book Computers with 14-inch Display – 01 Unit (Excluding VAT)		

26	Total VAT			
27	Total Price for Item 01	(Including VAT)		

Item No.: 02 – Supply and Delivery of Note Book Computers with 16” Display – 03 Units.

	Features	Required Minimum Specification	Compliance Yes / No	Remarks
1	Brand	Please specify (should be branded)		
2	Model	Please specify		
3	Country of Origin & Country of Manufacture / assembly	Please specify		
4	Processor	Intel® Core™ Ultra 7 Processor 255H (16 Cores, 16 Threads, 24MB Cache, up to 5.1 GHz) Integrated Neural Processing Unit (NPU) for hardware-accelerated AI tasks		
5	Graphics	Intel® Graphics (Integrated)		
6	Chipset	Integrated with processor		
7	Memory	16 GB DDR5 SO-DIMM (Upgradable via 2x DDR5 SO-DIMM slots)		
8	Storage	1TB NVMe SSD (Chassis supports dual M.2 SSD slots: 1x M.2 2280 + 1x M.2 2230)		
9	Keyboard	Spill-resistant, Backlit Chiclet Keyboard with Numeric Keypad		
10	Pointing Device	Precision Clickpad with multi-touch gesture support		
11	Security	Fingerprint Sensor integrated with Power Key IR Webcam with Windows Hello facial recognition Trusted Platform Module (TPM 2.0)		

		Kensington Nano Security Slot Physical Webcam Privacy Shutter		
12	Audio	Audio by Dirac, Built-in Stereo Speakers, Built-in Array Microphone with AI Noise Canceling		
13	Web camera	1080p FHD camera with IR function for Windows Hello and physical privacy shutter		
14	Display Type & Resolution	16.0-inch, WUXGA (1920 x 1200) 16:10 aspect ratio, LED Backlit, Anti-Glare, 300 nits, 90% Screen-to-Body ratio		
15	Communication	- 10/100/1000 Mbps Gigabit Ethernet Controller (RJ45) - Wi-Fi 7 (802.11be) (Triple band) 2*2 - Bluetooth® 5.4 Wireless Card		
16	Accessories	Wireless mouse, External DVD Driver		
17	Card reader	Factory Optional / Bundled High-Speed USB-C Dual-Slot (SD & MicroSD) Reader		
18	I/O ports	- 1x Thunderbolt™ 4 (compliant with USB4, supports DisplayPort & Power Delivery) - 1x USB 3.2 Gen 2 Type-C (supports DisplayPort & Power Delivery) - 2x USB 3.2 Gen 1 Type-A - 1x HDMI 2.1 TMDS - 1x RJ45 Gigabit Ethernet port - 1x 3.5mm Combo Audio Jack		
19	Battery Type	3-Cell 50WHr Li-ion Polymer Battery with Type-C 65W Fast Charge adapter		
20	Carrying Case	Original Backpack (Same brand) with sufficient space for all accessories		
21	Operating system	Genuine Windows 11 Pro 64-bit		
22	Product certifications of the quoted Model	US MIL-STD 810H military grade standard (24 procedures), Energy Star compliant		

23	Manufacturer Authorization Certificate	The bidder shall submit a valid Manufacturer Authorization Certificate (MAC) issued directly by the Original Equipment Manufacturer (OEM)/Manufacturer in favour of the bidding entity, authorizing the bidder to supply the proposed products under this procurement.		
24	Warranty	Comprehensive on-site manufacturer authorized warranty for 36 months (Labor and Parts). The proposed product should be supported by the OEM for at least the next 5 years. RMA delivery / Hardware replacement should be Next Business Day and Bidder should facilitate the workaround until rectification. During a break down Bidder must be able to provide a backup unit (Similar or higher configuration) if the machine has to take out for repair. Bidder should not take SSD drive out of ETFB any circumstances excluding SSD drive failure. Bidder must destroy Storage in front of authorized officer if storage is malfunction (replacement should be from manufacture)		
25	Unit Price for Item 02	Supply and Delivery of Note Book Computers with 16-inch Display – 03 Units (Excluding VAT)		
26	Total Price for Item 02	(Excluding VAT)		
27	Total VAT			
28	Total Price for Item 02	(Including VAT)		

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

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

Date

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 accept.]

Date:

To:
[insert complete name of Purchaser]

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 *[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]

Date:

OFFICIAL 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]*

(Bidder shall be filled)

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

(Bidder shall be filled)

Bid Security Declaration

Date: _____ [insert date by bidder]

Name of contract: **SUPPLY AND DELIVERY OF NOTE BOOK COMPUTERS – 04 UNITS**

Invitation for Bid No.: **ETF/PROC/A/2026/086**

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]

(Bidder shall be filled)

Price Schedule

1	2	3	4	5	6	7	8	9	10
Line Item No	Description of Goods	Origin/Brand and Model	Quantity	Unit	Unit Price	Sub Total	Inland transportation and installation charges	Total Price for Item	VAT
01	<i>Supply and Delivery of Note Book Computer with 14” Display</i>		01	Unit			FOC		
02	<i>Supply and Delivery of Note Book Computers with 16” Display</i>		03	Units			FOC		
Total									

Total Price in Words

.....

.....

Name of Bidder

Signature of Bidder.....Date:

OFFICIAL SEAL OF THE BID