



EMPLOYEES' TRUST FUND BOARD

PROCUREMENT UNDER NATIONAL SHOPPING PROCEDURE

INVITATION FOR QUOTATIONS

SUPPLYING OF T-SHIRTS 2026

IFB NO: ETF/PROC/A/2026/078



සේවා නියුක්තයන්ගේ භාර අරමුදල් මණ්ඩලය
ஊழியர் நம்பிக்கைப் பொறுப்பு நிதியச் சபை
EMPLOYEES' TRUST FUND BOARD



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සේ. අර. 807, නාරාහේන්පිට, කොළඹ 05.

சேவா நியுක්தயன் ஹார் அரமுதல் மண்டலம்
அதிகா. செ.அ. எண். 807, நாரஹன்பிட்டி, கரையூர் 05.

18-23 Floors "Mehewara Piyesa"
P.O.Box 807, Narahenpita, Colombo 05.

.09.2026

IFB No: ETF/PROC/A/2026/078

To: Manager,

Dear Sir,

BIDS INVITE FOR: SUPPLYING OF T-SHIRTS FOR THE ETF BOARD

We are pleased to invite bids for the above and the bid document with all the details is submitted herewith.

Therefore, you are requested to submit the bids to reach the AGM (Procurement), Procurement Section, 23rd Floor, "Mehewara Piyesa", Narahenpita, Colombo 5.

Bids shall be deposited to Tender **Box No. 2**, kept at Procurement Section, Procurement Section, 23rd Floor, "Mehewara Piyesa", Narahenpita, Colombo 05.

The deadline for bid submission is at **11.30 a.m. on 02.10.2026 (Friday)** and the bid opening shall take place immediate afterwards of the bid closing.

For further information, please contact; **Procurement Officer – 011-7747236 / 011 2806198** and email; mgrproc@etfb.lk

Thank you,

AGM (Procurement)

Tel: 011 2 806 198 /email; agmproc@etfb.lk

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 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	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 (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. 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	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 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	10.1 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. 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 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	
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 adjustments due to discount 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.

Section II: Data Sheet

ITV Clause Reference	Description																																								
1.1	IFB NO.: ETF/PROC/A/2025/097 Title of the contract: Supplying of T-Shirts – 792 Nos. Design: T-Shirt with collar Required for - Office Staff to wear in Fridays (for Both Male & Female) (In addition, 02 fully completed T-Shirts are needed sending for testing purpose)																																								
1.2	Sizes requirement (<i>approximately</i>): <table><tr><th>Size</th><th>Gents</th><th>Ladies</th><th>Total</th></tr><tr><td>Extra Small</td><td>10</td><td>19</td><td>29</td></tr><tr><td>Small</td><td>37</td><td>52</td><td>89</td></tr><tr><td>Medium</td><td>156</td><td>116</td><td>272</td></tr><tr><td>Large</td><td>124</td><td>119</td><td>243</td></tr><tr><td>Extra Large</td><td>55</td><td>52</td><td>107</td></tr><tr><td>Double Extra Large</td><td>15</td><td>15</td><td>30</td></tr><tr><td>Triple Extra Large</td><td>8</td><td>13</td><td>21</td></tr><tr><td>Four Extra Large</td><td>1</td><td>0</td><td>1</td></tr><tr><td>Total</td><td>406</td><td>386</td><td>792</td></tr></table> (Actual size will be given at the time of placing the Purchase Order)	Size	Gents	Ladies	Total	Extra Small	10	19	29	Small	37	52	89	Medium	156	116	272	Large	124	119	243	Extra Large	55	52	107	Double Extra Large	15	15	30	Triple Extra Large	8	13	21	Four Extra Large	1	0	1	Total	406	386	792
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	Design of the T-Shirt Item - Colour - EMBROIDERY - ETF CREST IN THE CHEST Design & Dimension as per to the annexed diagram herewith																																								
1.3	Bid validity – up to 18th December 2026 (77 Days) Delivery – within 4 Weeks from the date of placing Purchase Order																																								
1.4	The Purchaser is Employees’ Trust Fund Board Address: Procurement Section, 23rd Floor, “Mehewara Piyesa”, Narahenpita, Colombo 5																																								
5.1	The offering price should be included material, manufacturing, labour, delivery, transport, samples etc.																																								
7.3	Manufacture’s Authorization is NOT required																																								

11.1	Address for submission of Quotations is ETF Board Procurement Section, 23rd Floor, “Mehewara Piyesa”, Narahenpita, Colombo 5 Tender Box No. 02 Deadline for submission of quotations is: on or before 11.30 a.m. on 02.10.2026 (Friday)
13	The quotations shall be opened at the following address immediately after closing of the bids: ETF Board Procurement Section, 23rd Floor, “Mehewara Piyesa”, Narahenpita, Colombo 5
16	Other factors other than cost that will be considered for evaluation are: <u>Bidder’s eligibility;</u> • The Bidder shall be an Entity incorporated in Sri Lanka and having active operations for at least 3 years up to the date of Bid submission • Bidders who have not breached the contract with the ETF Board within last 05 years • Bidder’s capacity and capability for supplying T-Shirts • Providing samples and colour choices <u>Cost for quality test</u> • The Bidder shall bear the testing cost for their samples for the quality test at the Sri Lanka Institute of Textile – Ratmalana. • The testing shall be performed for the criteria specified in Section in Section IV – Technical Specification, with complier with standards (page 11) in the Bidding Document. • In addition to the testing charges, the bidders shall provide 02 Nos of T- Shirts the quality test. • Please note that the above quantity is being treated as samples and is not connected with the bid quantity specified in the bidding document. • Further, the successful bidder shall provide a similar quantity (mentioned above) in addition to the supplied full stock to send for the quality test, for test results comparison. <u>Documents to be submitted</u> i. Business Registration copy ii. List of Clientele iii. VAT Registration Certificate
	Other Instructions • Bidder having the options to quote maximum 05 options • Bidders are advised to quote for the design that enclosed in the bidding document

	• Samples should be submitted along with the bids • Bid Evaluation will be based on Quality, Cost and willingness of the users • The submitted samples will be sent for the quality test • Quality Test will be carried out in the Textiles Laboratory at Sri Lanka Institute of Textile Apparel as per the standard technical parameters specified under the Section IV - Technical Specifications. • Delivery of T-Shirts; ETFB prefers to have within 4 weeks or less from the date of placing the Purchase Order. However, ETF Board may consider for other options too. • The bidder shall have to enter into a “Contract Agreement” with the ETF Board within 02 weeks from the date of placing the Purchase Order. Therefore, to submit a Performance Guarantee from a reputed Commercial Bank in Sri Lanka, 10% of the contract value. • Delivery -The bidder shall deliver the full stocks at once (part of stocks not allowed) and random selected sample/s shall be sent to the same testing laboratory to perform the same testing which has done for the original sample. The test results will be compared with the earlier results and if observed that there are no major deviations between results, the material will be accepted. If found with major deviations the stock will be rejected. • Packing (Bags) - The bidder shall provide the bags free of charge for the packing. Each person to receive 01 T Shirt. • The bidder shall take the fullest responsible to supply the right design with the right shape that agreed. • ETF Board reserves the right to take decisions
	Payment Terms Within 30 days from the date of completion (successful) the delivery

Section III: Schedule of Requirements

Line Item No.	Description of Goods	Quantity	Unit	Final Destination	Transportation and any other services	Delivery Date	
						Latest Delivery Date	Bidders offered Delivery date [to be provided by the bidder]
1	T-SHIRTS	792	Nos.	ETF Board – Stores No.44/5, Narahenpita Road Nawala		4 weeks from the time of placing the Purchase Order	

Name of Bidder
[Insert complete name of Bidder]

Signature of Bidder
[Signature of person signing the Bid]

Date *[Insert date]*

Company Seal:

Section IV: Technical Specifications& Compliance

Nos.	Description	ETF Board minimum requirement	Bidder's responses
1	Type of material (as per to the annexed diagram)		
	1.1 – Colour		
	1.2 - Body material	Single Jersey variation / pique/Double Lacoste	
	1.3 - Sleeve Band & collar		
2	Composition of Fabric	Cotton 35% /Polyester 65% (please specify)	
3	Weight (GSM)	Minimum 200	
4	Bursting strength (kgf/cm ²)	Please specify	
5	Dimensional change in washing: Warp (%)	5.0% max.	
	Weft (%)	5.0% max.	
6	Resistance to pilling ISO 12945	4 or better	
7	Colour fastness to light - B.W. Std. ISO 105,B02	4 or better	
8	Colour fastness to rubbing – Dry ISO 105,X12	4 or better	
9	Colour fastness to rubbing – Wet ISO 105,X12	3 or better	
10	Colour fastness to washing ISO 105,C10	Above 5	
11	Colour fastness to perspiration ISO 105,E04	4 or better	
12	Design	As per the design and dimension given diagram (along with the bidding document) P.g. 15	

Name of Bidder

[Insert complete name of Bidder]

Date *[Insert date]*

Signature of Bidder

[Signature of person signing the Bid]

Company Seal:

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
[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 there of 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:

Rubber seal

FINANCIAL CONSIDERATION

Nos.	Description	Quantity	Cost per T-Shirt (Rs.)	VAT (Rs.)	Cost for T-Shirt (inclusive VAT) (Rs.)	Total cost For 792 Nos. (inclusive of Taxes) Rs. & In Words
1	T- Shirt Option 01	792 Nos.				
2	T- Shirt Option 02					
3	T- Shirt Option 03					
4	T- Shirt Option 04					
5	T- Shirt Option 05					

Name of the bidder :

Contact person :

Email :

Signature :

Rubber Stamp



Placket & Buttons

Note:

- Placket width - 1 inch
- Placket Length - 5.5 inch
- Placket outline - $\frac{1}{16}$ inch
- Inner Placket contrast fabric (Maroon)

- Buttons - 18L or 20L four hole buttons. DTM to shell
- Button attaching- DTM to button

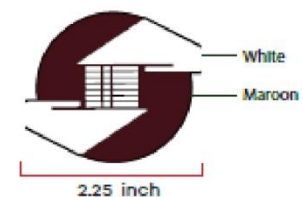
Body Colour

Inner Placket fabric

Embroidery

Chest EMB

Colours-
Maroon, white



Right Sleeve - EMB

ETF BOARD — Navy Blue
2 inch

Collar & Cuff

Cuff
3/16 inch
gap 1/8 inch
3/16 inch

Collar
3/16 inch
gap 1/8 inch
3/16 inch



CHECK LIST

The bidder shall make sure the following documents have submitted fulfilling the bidding obligations.

	Name of Document	Submitted Yes/No	If “NO”, reason
1	Full set of Bidding Document Including duly filled • Section III – Schedule of Requirements • Section IV – Technical Specifications • Section V – Quotation submission Form • Financial consideration <i>With Signature, Date & Rubber Stamp</i>		
2	Business Registration copy		
3	List of Clientele		
4	VAT Registration Certificate		

Bid Security Declaration

Date: _____
[insert date by bidder]

Name of contract Procurement of Supplying of T – Shirts 2026

Invitation for Bid No.: **ETF/PROC/A/2026/078**

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]

UNIFORM SELECTION PROCESS IN THE ETF BOARD

The practice is being followed in the ETF Board as follows.

1. Bid invitation is being carried out through publishing paper advertisements allowing the parties to respond who are eligible and interested
2. Bidders are advised to offer up to 05 options maximum of each category of items and samples of the offered items to be submitted along with the quotation
3. The selection that had been made with the own concern of the management had observed utter failure and caused inconveniences. Therefore, it is essential to consider the users' willingness to make the selection a success. Therefore, management had decided to appoint a committee called "uniform selection committee" with the intention of selecting the most suitable dress. The members of the committee comprising representatives of all active trade unions in the ETF board and 03 BEC members. BEC Chairman for the Uniforms shall be the Chairman of the Uniform Selection committee.
4. The intention of appointing the "Uniform Selection Committee" is to select the most suitable material with the involvement of both management and users. Therefore, the users have the opportunity to be satisfied with the dress they receive. This would result in zero complaints.
5. The received bids shall be scrutinized by the Bid Evaluation Committee (BEC) and to be carried out the Preliminary Bid Evaluation by the same committee. The bids that qualify shall be considered for the detailed bid evaluation.
6. The samples shall consider only bids that qualified from the Preliminary Bid Evaluation and the BEC shall examine the material by appearance to find out whether it looks suitable for office wear
7. The samples that qualify by the BEC are to be displayed among the members of the "uniforms selection committee" (USC) and allow selection of the most suitable options out of the displayed materials. It is necessary to remove identification tags, labels or similar before displaying them.
8. The Uniform Selection Committee may select several options of materials and that selected material shall be tabled to the consideration of the BEC members.
9. If BEC members are satisfied with the selection made by the USC, necessary steps to be taken to send those materials to the quality test and to obtain a preference-based evaluation report from a recognized state-owned textile laboratory. At present, the ETF Board obtains such service from the "Sri Lanka Institute of Textile & Apparel"
10. The test results shall be scrutinized by the BEC and if observed that parameters are up to or above standard it is recommended to Procurement Committee to purchase the same. If observed that parameters are below the standard level the BEC may reject them
11. The Purchase Order will be placed immediately afterward of the approval of the Procurement Committee

12. At the time of receiving stocks, a random sample will be picked up and sent to the same textile laboratory, where the earlier testing had been done.
13. Thereafter, both the test results are to be compared, and if there are no deviations the received stocks will be accepted. If observed with major deviations, the stocks will be not accepted and will be rejected.