



SRI LANKA CERT (PVT) LIMITED

INVITATION FOR QUOTATIONS

FOR

Procurement of Hardware for Sri Lanka CERT

IFQ: CERT/GOSL/GOODS/NS/2023/12

October 2023



SRI LANKA CERT (PVT) LIMITED

Date: 10th October 2023

INVITATION FOR QUOTATIONS (IFQ)

Procurement of Hardware for Sri Lanka CERT

Contract Number: CERT/GOSL/GOODS/NS/2023/12

1. The Chairman, Department Procurement Committee (DPC), on behalf of Sri Lanka Computer Emergency Readiness Team (Sri Lanka CERT)), now invites sealed Bids from eligible and qualified Bidders for Procurement of Hardware for Sri Lanka CERT | CC.
2. Bidding will be conducted using the **National Shopping procedure as defined in Procurement Guidelines of Democratic Socialist Republic of Sri Lanka** and is open to all eligible Bidders that meet the qualifications requirements specified in the Bidding Document.
4. Interested eligible bidders may obtain further information from Mrs. Thilini Nirasha, Manager - Finance, Sri Lanka CERT (Pvt.) Limited by contacting via Phone: +94112691692, Fax: +94112691064 or Email: procurement@cert.gov.lk.
5. Bids must be delivered to the address following address at or before **1430 HRS, 24th October 2023** either: (i) hand delivered or (ii) by post to the address; **Manager – Finance, Sri Lanka CERT (Pvt.) Limited, Room 4-112, BMICH, Bauddhaloka Mawatha, Colombo 07, Sri Lanka**. Envelope containing the IFQ to be marked **“Procurement of Hardware for Sri Lanka CERT - Contract No. CERT/GOSL/GOODS/NS/2023/12”**. Late bids will be rejected. Bids will be opened immediately after the deadline of bid submission in the presence of the bidders’ representatives, who choose to attend.
6. Sri Lanka CERT (Pvt.) Ltd. will not be responsible for any costs or any expenses incurred by the Bidders in connection with the preparation or delivery of Bids.

Chairman,
Department Procurement Committee,
Sri Lanka CERT (Pvt.) Limited,
Room 4-112, BMICH,
Bauddhaloka Mawatha,
Colombo 07.
Phone: +94112691692, Fax: +94112691064
E-Mail: procurement@cert.gov.lk , www.cert.gov.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 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. Contents of Documents	2.1. The documents consist of the Sections indicated below. <ul style="list-style-type: none"> • 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) • Section VI. Credentials & Financial Statements
C: Preparation of Quotation	
3. Documents Comprising your Quotation	3.1. The Quotation shall comprise the following: <ol style="list-style-type: none"> (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	<p>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”.</p> <p>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.</p> <p>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.</p>
8. Period of Validity of quotation	8.1. Quotations shall remain valid for the period of Thirty (30) 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	<p>10.1. Vendors may submit their quotations by post or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number.</p> <p>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.</p>
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	<p>13.1. The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>13.2. A representative of the bidders may be present and mark its attendance.</p>
E: Evaluation and Comparison of Quotation	
14. Clarifications	<p>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.</p> <p>14.2. The Purchaser’s request for clarification and the response shall be in writing.</p>
15. Responsiveness of Quotations	<p>15.1. The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>15.2. If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>

16.Evaluation of quotation	<p>16.1. The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>16.2. To evaluate a quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"> (a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (c) price adjustment due to discounts offered. <p>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.</p>
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	
1.1	<p>The Purchaser is:</p> <p>Sri Lanka CERT (Pvt.) Limited, Room 4-112, BMICH, Buddhaloka Mawatha, Colombo 07.</p>
5.1	<p>Bidders are allowed to bid for any single lot or any combination of Lots or for all Lots. Each Lot shall be evaluated separately.</p>
7.3	<p>Manufacture's Authorization and/or Authorized Dealer Authorization letter is required</p>
11.1	<p>Address for submission of Quotations is:</p> <p>Sri Lanka CERT (Pvt.) Limited, Room 4-112, BMICH, Buddhaloka Mawatha, Colombo 07.</p> <p>Deadline for submission of quotations is at or before 1430 HRS on 24th October 2023 to the address given below</p> <p>Envelope containing the quotation should be clearly marked "Procurement of Hardware for Sri Lanka CERT- Contract No. CERT/GOSL/GOODS/NS/2023/12"</p>
13	<p>The quotations shall be opened at the following address:</p> <p>Sri Lanka CERT (Pvt.) Limited, Room 4-112, BMICH, Buddhaloka Mawatha, Colombo 07.</p> <p>The quotations shall be opened at 14:30 hrs on 24th October 2023</p>
17	<p>Purchaser reserves the right to increase or decrease the quantity by 20% without any change in the unit price or other terms of the contract.</p>

Section III: Schedule of Requirements and Delivery

Lot No	Description of Goods	Quantity	Unit	Final Destination	Transportation and any other services	Delivery Details
1.	Laptop Computers	5	Each	Sri Lanka CERT (Pvt.) Limited, Room 4-112, BMICH, Bauddhaloka Mawatha, Colombo 07.	Yes, Bidder shall provide	Supply & delivery within 4 weeks from the date of purchase order.
2.	Desktop Computers (without monitor)	5	Each			
3.	Computer Monitors	10	Each			
4.	Portable Hard Disks	10	Each			

Section IV: Technical specification & Compliance with Specifications

Lot 1: Laptop Computers – 5 Units

Feature	Minimum Specification	Bidder's Offer		Technical Reference (Page No.)
		Yes/ No	If "No" indicate your offer	
Processor				
Processor	12th Gen Intel® Core™ i5 Processor			
No. of Cores	10			
No. of Performance-cores	2			
No. of Efficient-cores	8			
Total Threads	12			
Max Turbo Frequency	4.40 GHz			
Performance-core Max Turbo Frequency	4.40 GHz			
Efficient-core Max Turbo Frequency	3.30 GHz			
Cache	12 MB Intel® Smart Cache			
System				
RAM	2 x 8 GB DDR4			
1 st Disk Drive for OS	128GB NVMe SSD			
2 nd Disk Drive for Data	512GB HDD			
Graphics	Integrated Graphics			
Sound/MIC	Integrated Stereo Speakers and Microphone			
Wired NIC	Integrated Ethernet 10/100/1000 (If no Port available, adapter should be provided)			
Wireless NIC/BT	Dual Band Wireless 802.11 a/b/g/n/ac (2x2) and Bluetooth 5			
Touch Pad	Intelligent Touch Pad			
Keyboard	Standard keyboard			
Camera	Integrated 720p HD Privacy Webcam			
Battery & Battery life	3 Cell 45 Watt-hour Lithium Ion Battery			
Built in Ports				
Ports	1 x USB 3.1 Type-C Gen 1 with Power delivery and DisplayPort 1 x Headphone/microphone combo 1 x HDMI 1 x RJ45 port 2 x USB 3.1 1 x USB 2.0			
Built-in Display				
Screen Size	15.6" Inch Diagonal			
Native Resolution	1920x1080 Full HD			
Display Type	Anti-glare			
Operating System				
Operating System	Linux / Free DOS			

Accessories				
Mouse	Standard wired Mouse with mouse pad			
Laptop Backpack	Standard Waterproof Laptop Backpack			
Warranty				
Manufacturer's Authorization	Required			
Warranty	3 years comprehensive on-site manufacturer authorized warranty (labor & parts).			

Lot 2: Desktop Computers (without monitor) - 5 Units

Feature	Minimum Specification	Bidder's Offer		Technical Reference (Page No.)
		Yes/ No	If "No" indicate your offer	
Manufacturer				
Brand, Model and Manufacture year	Please Mention			
Processor				
Processor	13th Gen Intel® Core™ i5 Processor			
Architecture	64 Bit			
No. of Cores	10			
No. of Performance-cores	6			
No. of Efficient-cores	4			
Total Threads	16			
Max Turbo Frequency	4.60 GHz			
Performance-core Max Turbo Frequency	4.60 GHz			
Efficient-core Max Turbo Frequency	3.30 GHz			
Cache	20 MB Intel® Smart Cache			
System				
RAM	2 x 8GB DDR4			
1 st HDD for OS	128GB NVMe SSD			
2 nd HDD for Data	512GB HDD			
Graphics	Integrated Graphics Primary Display Connector – HDMI Secondary Display Connector - HDMI or VGA or DVI-D or Display Port (DP)			
Sound	Integrated Sound			
Network Interface	Integrated Ethernet 1000Mbps			
Optical Drives	DVD+/-RW Optical Disk Drive			
Chassis	Tower or Minitower			
Power Supply Unit	Power output must compatible with proposed CPU.			
Keyboard & Mouse	Full-size wired keyboard and Standard wired Mouse with mouse pad			
Display				
Monitor	Without Monitor			
Operating System				
Operating System	Linux / Free DOS			
Warranty				
Manufacturer's Authorization	Required (As per Section IV Subsection 3)			
Warranty	3 years comprehensive on-site manufacturer authorized warranty (labor & parts).			

Lot 3: Computer Monitors - 10 Units

Feature	Minimum Specification	Bidder's Offer		Technical Reference (Page No.)
		Yes/ No	If "No" indicate your offer	
Manufacturer				
Brand, Model and Manufacture year	Please Mention			
Monitor Specifications				
Display Type	LED-backlit LCD Matte (Antiglare) Display Monitor			
Screen Size	22 Inch Widescreen			
Native Resolution	Full HD (1080p) 1920 x 1080			
Adjustability	Height-adjustable stand Pivot (90° clockwise) Tilt (-5° to 21°) Swivel (-45° to 45°) Pivot (-90° to 90°)			
Video Input Connectors	<ul style="list-style-type: none"> • Primary Display Connector – HDMI • Secondary Display Connector - HDMI or VGA or DVI-D or Display Port (DP) 			
USB 3.0 HUB	1 x USB 3.0 upstream port 2 x USB 3.0 downstream ports on side			
Warranty				
Manufacturer's Authorization	Required			
Warranty	3 years comprehensive on-site manufacturer authorized warranty (labor & parts).			

Lot 4: Portable Hard Disks - 10 Units

Feature	Minimum Specification	Bidder's Offer		Technical Reference (Page No.)
		Yes/ No	If "No" indicate your offer	
Manufacturer				
Brand, Model and Manufacture year	Please Mention			
Specifications				
Capacity	4 TB			
USB Interface	USB 3.1			
Protection	Anti-shock protection			
Data Backup	One touch auto-backup button			
Warranty				
Warranty	3 Years comprehensive manufacturer authorized warranty (labor & parts).			

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: *[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]*

Dated:

Price Schedule

1	2	3	4	5	6	7	8	9
Lot No.	Description of Goods or related services	Unit	Quantity	Unit price (DDP price) Excluding VAT	Total Price Excluding VAT (Col 4*5)	Discounted Total price (if any) excluding VAT	VAT	Total Price Including VAT (Col. r 7+8)
1	Laptop Computers	Each	5					
2	Desktop Computers (without monitor)	Each	5					
3	Computer Monitors	Each	10					
4	Portable Hard Disks	Each	10					

Note 1: NBT and any other taxes shall be included into the price

Payment Terms: Payment shall be made within 45 days against completion of delivery, acceptance of the goods and upon receipt of your original invoice.

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: DD / MM /2023

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]*

Section VI:

CREDENTIALS & FINANCIAL STATEMENTS

Schedule A – Experience in similar Assignments last three years				
Period	Employer	Description of Services	Amount	Bidder Responsibility (%)
		Total		

Annual Turnover Information (Last Three Years)		
Year	Turnover	Remarks
1		Attach Audited Reports
2		
3		

* The bidder should be a registered business who is in the business of providing services similar to the services specified in the schedule of requirement as part of the business and should have been in operation during the last one year as of date of deadline for submission of proposal. Documentary evidence should be submitted in this regard.

Sample Purchase Order

PURCHASE ORDER

Our Ref: CERT/GOSL/GOODS/NS/2023/12 – Lot X

....., 2023

Mr/Mrs. XXXXXXXXXXXX
XXXXXXXXXX,
XXXXXXXXXX,
XXXXXXXXXX,
XXXXXXXXXX.

Dear Sir / Madam,

Procurement of Hardware
Contract Number: CERT/GOSL/GOODS/NS/2023/12 – Lot X

This has reference to your quotation submitted on the tender closed on 2023 for **Procurement of Hardware for Sri Lanka CERT - Contract No. CERT/GOSL/GOODS/NS/2023/12** and Purchase Order issued on xxxxxxxxxxxxxxxx on same.

Sri Lanka CERT (Pvt.) Limited has decided to obtain your service for **Procurement of Hardware for Sri Lanka CERT – Lot X**, you are kindly instructed to make necessary arrangements to deliver the goods according to requirements specified in our Invitation for Quotation-Schedule of Requirements and as per the prices stated in your submission and attached herewith.

Payment shall be effected as per the payment schedule included in the Invitation for Quotation-Payment Schedule and attached herewith.

Thank you,

Yours faithfully,
Sri Lanka CERT (Pvt.) Limited

Dr. Kanishka Karunasena
Act. Chief Executive Officer,
Sri Lanka CERT (Pvt.) Limited,
Room 4-112, BMICH,
Buddhaloka Mawatha,
Colombo 07, Sri Lanka.