



**SRI LANKA
CERT | CC**

SRI LANKA CERT (PVT) LTD

BIDDING DOCUMENT

Title of the Procurement

**Procurement of Property Insurance Cover for Laptops,
Other Computers and Electronic Equipment, Office
Furniture and Fittings of CERT (Pvt) Ltd**

IFQ No: CERT/GOSL/SER/NS/2026/02-R

National Shopping (NS)

August 2026



Sri Lanka CERT (Pvt.) Ltd

Invitation for Quotation (IFQ)

Procurement of Property Insurance Cover for Laptops, Other Computers and Electronic Equipment, Office Furniture and Fittings of CERT (Pvt) Ltd
IFQ No: CERT/GOSL/SER/NS/2026/02-R

1. The CEO, on behalf of Sri Lanka Computer Emergency Readiness Team (Sri Lanka CERT), now invites sealed Quotations from eligible and qualified Bidders for providing Property Insurance Cover for Laptops, Other Computers and Electronic Equipment, Office Furniture and Fittings of Sri Lanka CERT.

Detailed description of schedule of requirements is given in the Bidding Document.

2. **Bidding will be conducted using the National Shopping (NS)** procurement method and is open to all eligible and qualified bidders as defined in Procurement Guidelines of Democratic Socialist Republic of Sri Lanka (GoSL) that meet the eligibility and qualification requirements given in the Bidding Documents.
3. Interested Bidders may obtain further information from Sri Lanka CERT, Room: 4-112, BMICH, Colombo 7 and the Bidding documents is free of charge and can be obtained during office hours on working days commencing from **17th August 2026**, at the office of Sri Lanka CERT at the above address. Telephone: +94 11 269 1692/269 5749/267 9888, Fax: +94 11 269 1064 or email: procurement@cert.gov.lk. A complete set of Bidding Documents in English Language can be downloaded from "Procurement Tab" of www.cert.gov.lk website.
4. **Sealed Quotations** must be delivered to CEO, Sri Lanka CERT, Room: 4-112, BMICH, Colombo 7 to be received on or before **1500 Hrs. (3.00 P.M)** on **24th August 2026**. Late Bids and Bids sent electronically will not be accepted and will be rejected.
5. Bids shall be valid for a period of 60 days from the deadline for submission of the Bids.
6. Bids will be opened immediately after the deadline for submission of bids, in the presence of Bidders or their authorized representatives who choose to attend in person at the address stated above (in Para 4).
7. Sri Lanka CERT 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.) Ltd,

Room: 4-112, BMICH, Colombo 7, Sri Lanka.

Phone: +94112691692, Fax: +94112691064

E-Mail: procurement@cert.gov.lk , www.cert.gov.lk

August 2026

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 Service 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. • 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; (a) 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 Non Consultancy 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 Non Consultancy, demonstrating substantial responsiveness of the Non Consultancy 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 Non Consultancy to supply these Non Consultancy in Sri Lanka.
8 Period of Validity of quotation	8.1 Quotations shall remain valid for the period of Sixty Days (60) 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. 13.1 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. 14.1 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; (a) 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.

SECTION II: DATA SHEET

ITV Clause Reference	
1.1	The Purchaser is: Sri Lanka CERT (Pvt.) Ltd
5	It is mandatory to use the format given in -Price Schedule 5.1 The bidding price should include all the services stated in the schedule of requirement. 5.2 Incomplete or partial bids will not be accepted and will be treated as no-responsive. Corrections (if any) shall be made by crossing out, initialing, dating and re-writing. 5.3 The bid should include all the costs for the intended services are to be provided as per the above para 5.1 5.4 The quoted price should be fixed for the one year and will not be dragged or change under any circumstances. It should be pro rated basis for any inclusions and deletions.
7	Interested service providers are requested to submit their quotations, including the following details: 1. <u>Quotation submission form</u> signed by the Authorized person with company seal. 2. <u>Price schedule</u> signed by the Authorized person with company seal. 3. SECTION III: <u>Schedule Of Requirements</u> 4. Copy of <u>business registration Certificate</u> 5. <u>Company Profile</u> 6. Copy of <u>registration at Insurance Regulatory Commission of Sri Lanka.</u> 7. Copy of <u>VAT registration</u> (If Applicable) 8. <u>List of Current Clients</u> under Similar services category and list of clients for last 03 Years/ Testimonial Letters 9. Copy of <u>policy Document.</u> 10. Last 3 years <u>audited financial statements</u>
11.1	Address for submission of Quotation is: Chairman Department Procurement Committee Sri Lanka CERT (Pvt.) Ltd, Room: 4-112, BMICH, Colombo 7. Deadline for submission of quotations; <u>on or before 1500 hours (3.00 P.M) on 24th August 2026, to the address given above.</u> Envelope containing the quotation should be clearly marked “Procurement of Property Insurance Cover for Laptops, Other Computers and Electronic Equipment, Office Furniture and Fittings of CERT (Pvt) Ltd IFQ No: CERT/GOSL/SER/NS/2026/02-R”

13	The quotations shall be opened at the following address: Sri Lanka CERT (Pvt.) Ltd, Room: 4-112, BMICH, Colombo 7, Sri Lanka. The quotations shall be opened at <u>1500 hours (3.00 P.M) on 24th August 2026</u>
15	If the bidders do not meet the below Minimum Qualification Requirements and documentary evidence in support of the above, as required, are not submitted along with the quotations, such quotations will be treated as non-responsive and may not be considered for further evaluation • 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 3 years as of date of deadline for submission of quotation. Documentary evidence in this regard (i.e. Business Registration Document and proof of previous experience (minimum 03 years)) should be submitted along with the quotation. • Quotation submission form signed by the Authorized person with company seal. • Bid Validity period should be complied • Price schedule signed by the Authorized person with company seal. • SECTION III: Schedule Of Requirements • Copy of registration at Insurance Regulatory Commission of Sri Lanka. • List of Current Clients under Similar services category and list of clients for last 03 Years/ Testimonial Letters • Copy of policy Document. • Last 3 years audited financial statements
16.2	16.2.1 The Proposal of each firm will be evaluated on their compliance requirements outlined in Section III Schedule of Requirement as well as the proposed Pricing. 16.2.2 Sri Lanka CERT (Pvt) Ltd will evaluate and compare the quotations determined to be substantially responsive which: • They are properly filled and signed by the authorized person of the service provider. • Confirm the terms and conditions, specifications, Objective & Scope of the assignment • Presentation by the team of the service provider (If required). • Quoted Price & proposal for inclusion and deletion of the assets in the Annex 01
17	Purchaser reserves the right to increase or decrease the scope by 20% without any change in the unit price or other terms of the contract.

18.1	18.1.1 The Purchaser Sri Lanka CERT (Pvt) Ltd shall award the contract to the substantially responsive lowest evaluated bidder. 18.1.2 Notwithstanding the above, Sri Lanka CERT (Pvt) Ltd reserves the right to accept or reject any quotations, all the quotations, any part of the quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract. Sri Lanka CERT (Pvt) Ltd will not reimburse any cost incurred by bidders. • The bidder whose bid is accepted will be notified of the award of contract prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the awarding letter and/or contract. • Service provider should agree with any number of additions or deletions of laptops, electronic equipment, office furniture and fittings of Sri Lanka CERT (Pvt) Ltd without any change in the unit price or other terms of the contract. • In the case of increasing the quantities both party has to agree on the reduced price depending on the size of the quantity changed.
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SECTION III: SCHEDULE OF REQUIREMENTS

1. Deliverables of Schedule of Requirements

Bidders are required to state their compliance to specifications/requirements against each and every criterion of the specification sheets. Incomplete/ Non-Compliance specification sheets will strongly lead to disqualify the bidder without getting any further clarifications.

2. Compliance Sheet (Insurer is required to provide the information by using the below format)

Table 1: Coverage to be produced under the Policy from the effective date.

#	Description	Compliance (Yes/No)*
1.	Cover for Fire	
2.	Cover for Theft	
3.	Cover for Mobile / Portable Items – World wide	
4.	Cover for Cyclon, earthquake & Volcanic Eruption	
5.	Cover for Strike, Riot, Civil Commosion	
6.	Fire & Lighnting	
7.	Explosion	
8.	Impact endorsement	
9.	Storm and tempest	
10.	Flood	
11.	Natuaral Peril	
12.	Aircraft Damage	
13.	Earthquake Fire & Shock	
14.	Bursting & Overflowing of water tank & apparatus	
15.	Malicious damage	
16.	Electrical inclusion cover	
17.	Burglary / house-breaking & hold up	
18.	Accidental damage	
19.	Political risk	

SECTION IV: SERVICE SPECIFICATIONS & COMPLIANCE WITH SPECIFICATIONS

1. INTRODUCTION

Sri Lanka CERT (Pvt) Ltd is a fully government owned company which is currently operating under the purview of Ministry of Digital Economy. It has been mandated to protect the cyber space of the nation. Sri Lanka CERT (Pvt) Ltd provides a wide range of services including responsive services, consultancy services, awareness services, digital forensics services, and developing policies and strategies.

Sri Lanka CERT (Pvt) Ltd has identified the need of having a comprehensive and enhanced Property Insurance Cover for Laptops, Other Computers and Electronic Equipment, Office Furniture and Fittings of Sri Lanka CERT (Pvt) Ltd. The value of the equipment, furniture and fittings is attached herewith. **(Annex 01)**

2. THE OBJECTIVE OF THE ASSIGNMENT

The overall objective of the assignment is to provide Property Insurance Cover for Laptops, Other Computers and Electronic Equipment, Office Furniture and Fittings of Sri Lanka CERT (Pvt) Ltd.

3. SCOPE OF SERVICES AND TASKS TO BE CARRIED OUT

The insurer shall cover material damages Riot and strike, theft, worldwide cover for laptops. Please refer to Section III Schedule of Requirements.

3.1 The insurer shall provide Property Insurance Cover for items given below.

a). Laptops, Other Computers and Electronic Equipment, Office Furniture and Fittings

- i. Cover for Fire
- ii. Cover for Theft
- iii. Cover for Mobile / Portable Items – World wide
- iv. Cover for Cyclon, earthquake & Volcanic Eruption
- v. Cover for Strike, Riot, Civil Commosion
- vi. Fire & Lighnting
- vii. Explosion
- viii. Impact
- ix. Storm and tempest
- x. Flood
- xi. Natuaral Peril
- xii. Aircraft Damage
- xiii. Earthquake Fire & Shock
- xiv. Bursting & Overflowing of water tank & apparatus
- xv. Malicious damage
- xvi. Electrical inclusion cover
- xvii. Burglary / house-breaking & hold up
- xviii. Accidental damage
- xix. Political Risk

3.2 All Insurers are required to provide the above information by using the format given in Section III Schedule of Requirements. (non –compliance is a ground for rejection of submitted quotation).

3.3 The Property Insurance Policy period is required for a period of **1 year effective from the award date**.

4. QUALIFICATIONS / REQUIREMENTS OF THE SERVICE PROVIDER:

- 4.1 The service provider should be an Insurance Company serving the general insurance category that is registered at the Insurance Regulatory Commission of Sri Lanka and at least 05 years of experience in the field of property insurance services sector is a must.
- 4.2 list of current clients under similar services category and list of clients for last three Years.
- 4.3 Responsiveness of personnel: Indication of company focal person with relevant experience.
- 4.4 Registration certificates: Company profile, Copy of Business registration, copy of registration at Insurance Regulatory Commission and Copy of VAT registration.
- 4.5 for the last three years audited financial statements.
- 4.6 Co-ordinating and reporting:
The service provider will submit a bi-annual report to Sri Lanka CERT (Pvt) Ltd, HR division showing the claims.
- 4.7 Financial summary form:
The service provider should indicate all the benefit features and proposed charges for the premium and ceiling using Section V Quotation Submission form and Price Schedule attached to the Bid document.

5. SETTLEMENT OF THE CLAIM

- 5.1 In the event of a loss or damage covered under the insurance policy, the successful bidder shall indemnify the insured for the full replacement value of the affected asset(s) specified in Annex 1.
- 5.2 The insurer shall process and settle all valid claims within fourteen (14) calendar days from the date of submission of all required claim documents and completion of the claim assessment process.
- 5.3 Any delay in claim settlement beyond the stipulated period shall be communicated to the insured in writing, together with the reasons for such delay and the expected date of settlement.

6. LOCATIONS OF INSURED ASSETS

The assets listed in Annex 1, including Laptops, Other Computers and Electronic Equipment, Officer Furniture and Fittings, are currently located at the following locations:

1. Sri Lanka CERT - BMICH, Colombo 07
2. Dialog Data Centre – 1039/4, Araliya Gardens, Pothuarawa Road, Malabe
3. Dialog Data Centre – No-381-77, Raja Uyana, Welivita, Malabe
4. EPIC Data Centre - Epic Lanka (Pvt) Ltd, Thalangama, Koswatta

Bidders shall ensure that the insurance coverage applies to all locations specified above.

Sri Lanka CERT reserves the right to relocate assets currently situated at the above premises to an alternative location during the policy period. In such an event, the insurance coverage shall automatically extend to the new location without any interruption, reduction in coverage, or additional restrictions, subject to prior notification by Sri Lanka CERT to the insurer.

SECTION V: QUOTATION SUBMISSION FORM AND PRICE SCHEDULE

a. QUOTATION SUBMISSION FORM

[The Bidder 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**
Department Procurement Committee
Sri Lanka Computer Emergency Readiness Team,
Room: 4-112, BMICH,
Colombo 7.

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;.....

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 Non Consultancy of Providing *[Title and reference number of procurement.....]*

- (b) The total price of our quotation including any discounts offered is: *[insert the total quoted price in words and figure in Rupees.....]Excluding VAT*
- (c) 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;.....
- (d) We understand that this quotation, together with your written letter of acceptance, shall constitute a binding contract between us.
- (e) 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]*

Company Seal: *[company/owner's seal to be stamped.]*

Dated:.....

b. PRICE SCHEDULE

1	2	4	4	5	6
Item No	Description of Service	Total Price (Excluding VAT) LKR	Discounted Total Price (If any) (Excluding VAT) LKR	VAT LKR	Total Price (Including VAT) LKR
	<i>Annual Premium</i>				
	Laptops, Other Computers & Electronic Equipment				
	Office Furniture & Fittings				

*** All taxes and fees other than VAT are to be bare by the supplier and are considers as part of the Supplier costs

*** Please DO PROVIDE prices for each category separately in the above table. Joint prices will be rejected

Signature of authorized officer of the bidder:.....

Name of authorized officer of the bidder:.....

Bidder's/Company's name:

Address:

Contact details: Tel email:

Date:.....

