



**SRI LANKA
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SRI LANKA CERT (PVT) LTD

BIDDING DOCUMENT

Title of the Procurement

**Procurement of Staff Facilitation Items (Electric Items) for
National Cyber Security Operating Centre**

IFQ No: CERT/GOSL/GOODS/ NS/2025/29

National Shopping (NS)

September 2025



Sri Lanka CERT (Pvt.) Ltd

Invitation for Quotation (IFQ)

Procurement of Staff Facilitation Items (Electric Items) for National Cyber Security Operating Centre

IFQ No: CERT/GOSL/GOODS/NS/2025/29

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 Staff Facilitation Items for National Cyber Security Operating Centre for 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 **September 26, 2025** 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 Chief Executive Officer, Sri Lanka CERT, Room: 4-112, BMICH, Colombo 7 to be received on or before **1500 Hrs. (3.00 P.M)** on **October 02, 2025**. Late Bids and Bids sent electronically will not be accepted and will be rejected. Bidders are allowed to submit their bids either on item wise or collectively and evaluation will be done on item wise.
5. Bids shall be valid for a period of 60 days from the date of 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.

Chief Executive Officer

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

September 26, 2025

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)
C: Preparation of Quotation	
3. Documents Comprising your Quotation	3.1 The Quotation shall comprise the following: <ul style="list-style-type: none">(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	<p>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”.</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 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.</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 Non Consultancy to supply these Non Consultancy in Sri Lanka.</p>
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 10. Submission of Quotation	<p>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.</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>13.1 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>14.1 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; (a) 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	<p>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.</p>
F: Award of Contract	
18 Acceptance of the Quotation	<p>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.</p>
19 Notification of acceptance	<p>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.</p>

Section II: Data Sheet

ITB Clause Reference	
1.1	<p>The Purchaser is:</p> <p>Sri Lanka CERT (Pvt.) Ltd</p>
5.1	<p>If the bidder is allowed to quote for less than the all the items specified, indicate the details.</p> <p>If the bidder is VAT registered the VAT Registered certificate is required</p>
7.3	<p>Manufacture's Authorization is required. or Authorized Dealer Certificate issued by the Manufacturer</p>
11.1	<p>Address for submission of Quotation is:</p> <p>Chief Executive Officer, Sri Lanka Computer Emergency Readiness Team, Room: 4-112, BMICH, Colombo 7.</p> <p>Deadline for submission of quotations; <u>on or before 1500 hours (3.00 P.M) on October 02, 2025, to the address given above.</u></p> <p>Envelope containing the quotation should be clearly marked "Procurement of Staff Facilitation Items (Electric Items) for National Cyber Security Operating Centre CERT/GOSL/GOODS/NS/2025/29"</p>
13	<p>The quotations shall be opened at the following address:</p> <p>Sri Lanka CERT (Pvt.) Ltd, Room: 4-112, BMICH, Colombo 7, Sri Lanka.</p> <p>The quotations shall be opened at <u>1500 hours (3.00 P.M) on October 02, 2025</u></p>
16.3	<p>16.3.1 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 2 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 2 years)) should be submitted along with the quotation.</p> <p>16.3.2 If the bidders do not meet the above Minimum Qualification Requirements and documentary evidence in support of the above, as required are not submitted along with the quotations, such quotations may not be considered for evaluation.</p> <p>16.3.3 The bids will be evaluated on an item-wise basis</p>

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.
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Section III: Schedule of Requirements

Item No	Description of Goods	Quantity	Final Destination	Transportation and any other services	Delivery Details
	<p>Procurement of Staff Facilitation Items (Electric Items) for National Cyber Security Operating Centre</p> <p>Item 1 - Microwave Oven</p> <p>Item 2 - Electric Kettle</p> <p>Item 3 - Bottom Loading Water Dispenser</p> <p>Item 4 - Coffee Vending Machine</p> <p>Item 5 - Floor Standing Air Conditioner</p>	1 unit in each item	Sri Lanka CERT (Pvt.) Limited, Room 4-112, BMICH, Bauddhaloka Mawatha, Colombo 07.	Yes	Supply & delivery within 1 week from the date of purchase order.

Section IV: Technical specification & Compliance with Specifications

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

1. Microwave Oven (1 Unit)

Feature	Specification
Brand	(Specify)
Model	(Specify)
Capacity	23L
Power Consumption	800W - 1200W
Color	Black
Warranty	1 Year Warranty

2. Electric Kettle (1 Unit)

Feature	Specification
Brand	(Specify)
Model	(Specify)
Capacity	1L
Codeless	Yes
Automatic Boiling Shut-Off and Boil-Dry Protection	Yes
Power Consumption	800W - 1200W
Color	Black
Warranty	1 Year Warranty

3. Bottom Loading Water Dispenser (1 Unit)

Feature	Specification
Brand	(Specify)
Model	(Specify)
Type	Bottom Loading Water Dispenser Hot, Normal and Cold Water
Water Container size	19L Container
Color	Black
Warranty	1 Year Warranty

4. Coffee Vending Machine (1 Unit)

Feature	Specification
Configuration (Canister x Mixer)	2 X 2
Dispensing Rate	5 cups/min (of 90 ml each)
Beverage Options	4 Options: 2 Full Cup & 2 Half Cup
Hot Water Option	Yes
Water Input	Bubble top / online
Power Supply	230V / AC
Warranty	1 Year Warranty

5. Floor Standing Air Conditioner (1 Unit)

Feature	Specification
Brand	(Specify)
Model	(Specify)
Type	Floor Standing Inverter
BTU	36000
Voltage	220-240
Warranty	3 Year Warranty

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: **Chief Executive Officer
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]***
- (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	3	4	5	6	7	8	9
Item No	Description of Goods	Country of Origin	Quantity	Unit price Excluding VAT LKR	Total Price Excluding VAT	Discounted Total Price (If any) Excluding VAT	VAT	Total Price Including VAT
		<i>[insert country of origin of the Good]</i>		<i>[insert price per unit]</i>	<i>[Col (4)*(5)]</i>	<i>[insert total cost for total quantity for inland transportation and other services required]</i>	<i>[insert total VAT for total quantity]</i>	<i>[(7)+(8)+(9)]</i>
1	Microwave Oven							
2	Electric Kettle							
3	Bottom Loading Water Dispenser							
4	Coffee Vending Machine							
5	Floor Standing Air Conditioner							
Total								

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

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:.....

Manufacturer's Authorization

[the Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated.]

Sri Lanka CERT (Pvt.) Limited
Room 4-112, BMICH, Bauddhaloka Mawatha,
Colombo 07

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]*