



**SRI LANKA
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SRI LANKA CERT (PVT) LTD

BIDDING DOCUMENT

Title of the Procurement

**Procurement of Laptop Computers, Tablets, Printers,
Photocopier, Portable Hard Disks and UPS for NCSOC**

IFQ No: CERT/GOSL/GOODS/NS/2026/17

National Shopping (NS)

October 2026



Sri Lanka CERT (Pvt.) Ltd

Invitation for Quotation (IFQ)

Procurement of Laptop Computers, Tablets, Printers, Photocopier, Portable Hard Disks and UPS for NCSOC- IFQ No: CERT/GOSL/GOODS/NS/2026/17

1. The Chairman, Department Procurement Committee, on behalf of Sri Lanka Computer Emergency Readiness Team (Sri Lanka CERT), now invites sealed Quotations from eligible and qualified Bidders for providing Procurement of Laptop Computers, Tablets, Printer, Photocopier, Portable Hard Disks and UPS for NCSOC.
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 could be inspected free of charge and can be obtained during office hours on working days commencing from **05th October 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 Chairman, Department Procurement Committee, Sri Lanka CERT, Room: 4-112, BMICH, Colombo 7 to be received at or before **1500 Hrs. (3.00 P.M)** on **12th October 2026**. Late Bids and Bids sent electronically will not be accepted and will be rejected. Bidders are allowed to submit their bids for any number of Lots and evaluation will be done on lot wise.
5. Bids shall be valid for a period of 77 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.

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
October, 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 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. • 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 (c) Any other document required in the Bidding Documents.
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 supply these Goods in Sri Lanka.
8 Period of Validity of quotation	8.1 Quotations shall remain valid for the period of (77) 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	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. 14.1 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; (c) price adjustment due to discounts offered. 16.3 The Purchaser's evaluation of a quotation may require 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

ITB Clause Reference	
1.1	The Purchaser is: Sri Lanka CERT (Pvt.) Ltd
5.1	Bidders may submit quotation for all lots or any number of Lots. Bidders must quote for all items in each lot. Each lot shall be evaluated separately. Each Lot Shall be considered as a separate contract.
7	Interested bidders are requested to submit their quotations, including the following details: • Quotation submission form signed by the Authorized person with company seal. • Price schedule signed by the Authorized person with company seal. • Copy of business registration Certificate • Copy of VAT registration • Proof of previous experience (minimum 2 years) • Public Contract Act Registration Certification. • Manufacture Authorization Letter or Authorized Dealer Certificate issued by the Manufacturer
8	Quotations shall remain valid for the period of Seventy-Seven (77) days after the quotation submission deadline date.
11.1	Address for submission of Quotation is: Chairman Department Procurement Committee Sri Lanka Computer Emergency Readiness Team, Room: 4-112, BMICH, Colombo 7. Deadline for submission of quotations; <u>at or before 1500 hours (3.00 P.M) on 12th October,2026, to the address given above.</u> Envelope containing the quotation should be clearly marked “ Procurement of Laptop Computers, Tablets, Printers, Photocopier, Portable Hard Disks and UPS for NCSOC ” IFQ No: CERT/GOSL/GOODS/NS/2026/17”
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 immediately after the deadline of submission of quotation <u>1500 hours (3.00 P.M) on 12th October2026</u>

16.3	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 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. • 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 and Section IV • Manufacture Authorization Letter or Authorized Dealer Certificate issued by the Manufacturer
17	17.1 Purchaser reserves the right to increase or decrease the scope of requirement by 20% without any change in the unit price or other terms of the contract. 17.2 Liquidated damages, a sum equivalent to the 0.5% per week or part thereof, of the delivered price of the delayed Goods and unperformed services. Maximum amount of Liquidated damages shall be 10% after which contract shall be terminated.
19.1	The Performance Security shall be an unconditional, on-demand guarantee in an amount not less than ten percent (10%) of the total contract price (excluding VAT), provided in the standard format specified in Annexure. The Performance security shall be issued by a commercial bank operating in Sri Lanka approved by the Central Bank of Sri Lanka. The Performance Security shall remain valid until twenty-eight (28) days beyond the scheduled completion date of the supply of Goods. Performance security shall be submitted within 7 working days of the date of notification of award/Purchase Order from the Purchaser. Since the warranty obligation of the supply is the condition of the contract 05% of the total contract price shall be withheld to cover such obligation and installation or commissioning requirements

SECTION III: SCHEDULE OF REQUIREMENTS

Lot No	Item No	Description of Goods	Quantity (Units)	Final Destination	Transportation and any other services	Delivery Details
Lot 01	01	Laptop Computers (Type 01)	10	Sri Lanka CERT (Pvt.) Limited, Room 4-112, BMICH, Bauddhaloka Mawatha, Colombo 07.	Yes	Supply & delivery within 06 weeks from the date of purchase order.
Lot 02	01	Tablets (Type1)	06			
Lot 03	01	Digital paper Tablet	02			
Lot 04	01	Portable 4TB Hard Disks	04			
Lot 05	01	Printers 3 in 1	01			
Lot 06	01	Photocopy machine	01			
Lot 07	01	UPS	02			

SECTION IV: TECHNICAL SPECIFICATION & COMPLIANCE WITH SPECIFICATIONS

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

LOT NO 01

Item No 01 - Laptop Computers (Type 01)

(10 Units)

Features	Minimum Specification	Bidder's Offer		Reference (Section No and Page No's)
		Yes/ No	If "No" Bidder's Response	
Brand	(Specify)			
Model	(Specify)			
Country of Origin / Manufacture	(Specify)			
Year of manufacture	2025 or latest available model			
Processor	Intel® Core™ Ultra 7			
Processor speed	4 GHz or better			
Chipset	Compatible (Specify)			
Cache	18 M or better			
Memory	16 GB LPDDR5			
Hard disk	1 TB (5400 rpm) and 256 GB SSD or 1 TB NVMe only			
Display	16" FHD or QHD with 60Hz or better Refresh Rate			
Graphics	Intel® Arc™ Graphics			
Audio	HD audio, Integrated stereo speakers			
Webcam	Required			
Network	100/1000BASE-T Gigabit Ethernet			
Wireless	WLAN 802.11b/g/n			
	Bluetooth 4.0			
Details of I/O (Input / Output) ports	1x USB 2.0 2x USB 3.0 1x USB-C 1 x RJ 45 port			
	1 x integrated digital microphone Stereo			

	headphone /line out			
	1 x HDMI			
Keyboard	Spill-resistant keyboard			
Operating system	Windows 11 pro with Licenses			
Weight	(Specify)			
Carrying Case	Must provide with the Same Brand			
Battery	4 hours or better			
Input power supply	AC 220 -240V			
Power consumption	(Specify)			
Energy star qualified	Required			
Manufactured authorization	As per BDS 7.3			
Compliance	Standard compliance certificate to be provided from a suitably qualified third-party authority.			
Warranty Period	Three (03) Years			

LOT NO 02
Item No 01 - Tablets (Type 01)
(06 Units)

Feature	Minimum Specification	Bidder's Offer		Technical Reference (Page No.)
		Yes/ No	If "No" indicate your offer	
Software				
Operating System	Latest Android Version			
Display				
Display Type	AMOLED			
Size	10 inch or above			
Resolution	(Specify)			
Network				
SIM	Physical Sim Slot LTE/Wi-Fi			
Technology	IPS technology			
System				
Camera	Minimum 12MP			
Speaker	Stereo speakers			
Graphics	Integrated Graphics			
Hardware				
Chipset & CPU	Qualcomm Snapdragon , Octa-core (1x3.63 GHz Cortex- X925 & 3x3.3 GHz Cortex-X4 & 4x2.4 GHz Cortex-A720)			
GPU	(Specify)			
RAM (Memory)	12 GB RAM or above			
Internal Storage	256 GB or above			
Connectivity				
Wi-Fi	Wi-Fi 802.11 a/b/g/n/ac, dual-band, Wi-Fi Direct			
Network	5G			
USB	USB-C Power Adapter			
Bluetooth	Bluetooth 5.0			
Battery				
Capacity	Li-Po 8400 mAh or above			
Accessories				
Power	Power Adapter			
Writing Tool	Smart Pen			
Warranty	3 years comprehensive warranty			

LOT NO 03**Item No 01 - Digital Paper Tablet****(02 Unit)**

Feature	Minimum Specification	Bidder's Offer		Reference (Section No and Page No's)
		Yes/ No	If "No" Bidder's Response	
Brand	(Specify)			
Model	(Specify)			
Country of Origin / Manufacture	(Specify)			
Year of Manufacture	(Specify)			
Device type	Dedicated electronic- paper (E-Ink) writing and reading tablet with active stylus digitiser. General- purpose LCD/OLED tablets shall not be accepted.			
Display technology	Colour electrophoretic / E-Ink display (E Ink Gallery 3 class or equivalent), capable of rendering a minimum of nine (9) distinct writing colours.			
Display size	Minimum 11 inches diagonal, 4:3 aspect ratio.			
Display resolution	Minimum 2160 × 1620 pixels (≥ 225 PPI).			
Front light	Integrated, user-adjustable front reading light with brightness control.			
Input method	Active stylus with palm rejection; left- and right- handed modes selectable.			
Processor	Minimum quad-core ARM Cortex-A53 class @ 1.8 GHz or higher.			
Memory (RAM)	Minimum 2 GB LPDDR4.			
Internal storage	Minimum 64 GB.			
Battery	Built-in rechargeable Li- ion, minimum 5,000 mAh.			
Charging	USB Type-C.			
Wireless connectivity	Wi-Fi dual band, 2.4 GHz and 5 GHz.			

Ports	USB Type-C data/charging port; accessory/keyboard connector port.			
Physical dimensions	Not exceeding 280 × 200 × 8 mm.			
Weight	Not exceeding 600 g (main unit, excluding folio).			
Auto wake / sleep	Automatic wake and sleep on opening/closing of the protective folio.			
Build	Metal chassis or equivalent rigid construction.			
Operating system	Manufacturer's purpose-built operating system for E-Ink devices, receiving vendor-issued firmware updates.			
Document import	PDF and EPUB.			
Document export	PDF, PNG and SVG.			
Annotation	Direct handwritten annotation on imported PDF documents, with export retaining annotations.			
Writing tools	Minimum nine (9) selectable writing tools; multiple page templates; resize, undo, cut, copy and paste.			
Handwriting recognition	On-device conversion of handwritten notes to typed text (English).			
Organisation	Folder hierarchy, tagging, and document search.			
Interface language	English.			
Companion applications	Native desktop applications for Windows and macOS, native mobile applications for iOS and Android.			
Third-party integration	Import from at least two of: Google Drive, Microsoft OneDrive, Dropbox.			
Offline operation	Device shall remain fully functional for note-taking, reading and annotation			

	without an active internet connection or active subscription.			
Screen sharing	Live screen-share of the device display to a connected computer for presentation use.			
Device access control	User-configurable passcode or PIN lock.			
Stylus Pen				
Stylus Type	Active stylus purpose-built for and certified compatible with the offered tablet.			
Power	Battery-free operation/ no charging or replaceable cell required with Wireless charging			
Eraser	Integrated eraser at the opposite end of the stylus.			
Pressure and tilt	Pressure sensitivity and tilt detection supported.			
Attachment	Magnetic attachment to the tablet body.			
Replacement tips	Minimum four (4) replacement tips supplied per unit.			
Protective Cover				
Type	Manufacturer's original folio cover, purpose-fitted to the offered tablet model.			
Function	Full front-cover protection, triggers automatic sleep on close and wake on open.			
Attachment	Secure magnetic or mechanical attachment; shall not obstruct the stylus mount or ports.			
Stylus retention	Retains the stylus when closed.			
Warranty				
Warranty	Minimum three (3) year manufacturer warranty on the tablet and stylus.			

LOT NO 04**Item No 01 - Portable 4 TB Hard disks****(04 Units)**

Feature	Minimum Specification	Bidder's Offer		Reference (Section No and Page No's)
		Yes/ No	If "No" Bidder's Response	
Brand	(Specify)			
Model	(Specify)			
Country of Origin / Manufacture	(Specify)			
Year of Manufacture	(Specify)			
Drive Type	External Portable Hard Drive (HDD)			
Capacity	4TB			
Interface	USB 3.0 or higher			
Data Transfer Rate	Minimum 100 MB/s sustained (read/write)			
Support File System	exFAT, NTFS			
Casing	Durable, anti-slip, heat- resistant plastic or metal enclosure			
Shock Resistance	Basic external shock protection			
Compliance	Standard compliance certificate to be provided from a suitably qualified third-party authority.			
Warranty	3 Years comprehensive warranty.			

LOT NO 05
Item No 01 - Printer -3 in 1
(01 Units)

Feature	Minimum Specification	Bidder's Offer		Reference (Section No and Page No's)
		Yes/ No	If "No" Bidder's Response	
Brand	(Specify)			
Model	(Specify)			
Country of Origin / Manufacture	(Specify)			
Year of Manufacture	(Specify)			
Maximum Printing Resolution	4800 (horizontal)*1 x 1200 (vertical) dpi			
Function Type	Color Laser Printer Print, Copy, Scan, Send, Duplex, Auto two side print, Wireless			
Scanning and Photocopy	Dual Scan ADF compatible			
Connectivity	USB 2.0, Ethernet, Wi-Fi, Wi-Fi Direct			
Print Head / Ink	(Specify)			
Print Speed	Up to 12 ppm mono / 10 ppm color			
Paper Size	A4, A5, B5, DL envelopes, Legal, Letter			
Paper Handling	Up to 250-sheet cassette, 1-sheet bypass tray; 100-sheet output tray			
Ink End Sensor	Yes			
OS compatibility	Windows 11, 10 Windows Server 2008-2016 macOS			
Power Consumption	(Specify)			
Weight	(Specify)			
Compliance	Standard compliance certificate to be provided from a suitably qualified third-party authority.			
Warranty	3 Years comprehensive warranty.			

LOT NO 06**Item No 01 - Photocopy Machine
(01 Unit)**

Feature	Minimum Specification	Bidder's Offer		Technical Reference (Page No.)
		Yes/ No	If "No" indicate your offer	
Machine Type	A3 Color Laser Multifunctional			
Core Functions	Color Print Color Copy Scan, Send Duplex			
Scanning and Photocopy	Dual Scan ADF compatible			
Control Panel	Color smart control panel			
Copy & Print Speed	25 cpm & ppm - (A4)			
Continues copy & print	1 - 9999			
Auto Duplex copy & print	Should be in-built from both cassettes & Bypass Required up to 55 - 220gsm			
PDL	Required (Specify)			
RADF	Required			
Processor Speed	1.6GHz Dual Core Processor			
Standard Memory (RAM)	Minimum 4GB			
Storage	128GB			
Paper Supply	500 sheets x 2 trays (80gsm)			
Paper Weight (GSM)	55 – 220 gsm should be supported			
By pass Tray	100 sheets or better with Auto paper Size recognition			
Private Printing (Confidential print)	Should be standard with pass word protection when printing through network			
User passwords	50 User passwords with restrictions Copy, Print, scan			
Printing Interface	Ethernet 10 Base-T /100 Base TX/1000BaseT Wireless LAN standard (In-build) WIFI Direct facility (Should be able to connect with devices when network is down)			
Direct Printing	Should be able to print directly from USB pen drive and should support formats such as .word, PDF, XPS, .jpg, etc.			
Scanning	Scan to File Scan to Email Scan to USB Scan Preview (support formats types - .word, PDF, XPS, .jpg, etc.)			
Mobile Scan & print	Should be available (without cable connection)			

Dual network Access	Should be able to connect through Ethernet line (RJ45) and Wi-Fi at the same time. (Ability to use two IP address simultaneously)			
Power Consumption – Sleep Mode	Less than 1w			
Black Toner	Capacity : Min.35,000 copies			
Remaining toner Display	Should show Toner Level % wise			
Starter Toners	Original Full capacity Toner			
Developer	Capacity : Min.900,000 copies			
Drum	Capacity : Min.100,000 copies			
Warranty	3 years comprehensive on-site manufacturer authorized warranty (Services).			
Other services	Supply, delivery, installation			

LOT NO 07

Item No 01 - UPS

(02 Units)

Feature	Minimum Specification	Bidder's Offer		Reference (Section No and Page No's)
		Yes/ No	If "No" Bidder's Response	
Brand	(Specify)			
Model	(Specify)			
Country of Origin / Manufacture	(Specify)			
Year of Manufacture	(Specify)			
Power Rating	20 kVA / minimum 16 kW (PF = 1)			
Function Type	Single-phase online double-conversion UPS			
Input Characteristics	1 phase 220/230/240 V; 3 phase 380/400/415V			
Output Characteristics	Input-output 3-1, 3-3, 1-1			
Overload Capability	105%< Load 125%: 10min 125%< Load 150%: 1min			
Efficiency	Minimum 90% (double- conversion); minimum 95% in eco-mode			
Battery Type	Sealed, lead-acid, maintenance-free			
Battery Replacement	Field-replaceable			
UPS Type	Tower UPS			
Displays & Interfaces	LCD and mimic diagram; status LEDs;			

	communication ports: USB, RS-232, potential free contacts, SNMP			
Standards & Compliance	IEC/EN 62040 1 (safety), 62040 2 (EMC), 62040 3 (performance), ISO 9001:2015, ISO 14001:2015			
Warranty	3 Years comprehensive 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 be 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 Invitation for quotation and all documents issued;.....

We offer to supply in conformity with the Invitation for quotation and all 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 (For Lot wise) 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	3	4	5	6	7	8	9
Lot No	Description of Goods	Country of Origin	Quantity Units	Unit price Excluding VAT LKR	Total Price Excluding VAT LKR	Discounted Total Price (If any) Excluding VAT LKR	VAT LKR	Total Price Including VAT LKR
		<i>[insert country of origin of the Good]</i>		<i>3[insert price per unit]</i>	<i>[Col (4)*(5)]</i>	<i>6[insert total cost for total quantity for inland transportation and other services required]</i>	<i>7[insert total VAT for total quantity]</i>	<i>[(7)+(8)+(9)]</i>
Lot No 01	Item 01 Laptop Computers (Type 01)		10					
	TOTAL							
Lot No 02	Item 01: Tablets (Type1)		06					
	TOTAL							
Lot No 03	Item 01: Digital paper Tablet		02					
	TOTAL							
Lot No 04	Item 01: Portable 4TB Hard Disks		04					
	TOTAL							
Lot No 05	Item 01: Printers 3 in 1		01					
	TOTAL							

1	2	3	4	5	6	7	8	9
Lot No	Description of Goods	Country of Origin	Quantity Units	Unit price Excluding VAT LKR	Total Price Excluding VAT LKR	Discounted Total Price (If any) Excluding VAT LKR	VAT LKR	Total Price Including VAT LKR
		<i>[insert country of origin of the Good]</i>		<i>3[insert price per unit]</i>	<i>[Col (4)*(5)]</i>	<i>6[insert total cost for total quantity for inland transportation and other services required]</i>	<i>7[insert total VAT for total quantity]</i>	<i>[(7)+(8)+(9)]</i>
Lot No 06	Photocopy machine		01					
	TOTAL							
Lot No 07	Item No 01: UPS		02					
	TOTAL							

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

Lot wise bids are accepted.

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]*

Performance Security

[Note: the purchaser is required to fill the information marked as “” and delete this note prior to selling of the bidding document]*

[The issuing agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

----- *[Issuing Agency's Name, and Address of Issuing Branch or Office]* -----

* **Beneficiary:** ----- *[Name and Address of Purchaser]* -----

Date: -----

PERFORMANCE GUARANTEE No.: -----

We have been informed that ----- *[name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. ----- *[reference number of the contract]* dated ----- with you, for the ----- *Supply of* ----- *[name of contract and brief description]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we ----- *[name of Agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- *[amount in figures]* --
----- *[amount in words]*, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the day of, 20.. *[insert date, 28 beyond the scheduled completion date of the supply of Goods]* and any demand for payment under it must be received by us at this office on or before that date.

[signature(s)]

