

ANNEXURE 01 OF THE ADDENDUM 01 TO THE BIDDING DOCUMENTS FOR THE PROCUREMENT OF SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF 75 NOS. OF DESKTOP COMPUTERS FOR THE DEPARTMENT OF IMMIGRATION AND EMIGRATION

Section II

Bid Data Sheet (BDS)

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

ITB Clause Reference		A. General
ITB 1.1	The Purchaser	Controller General Department of Immigration and Emigration
ITB 1.1	The name and identification number of the contract	Supply, Delivery, Installation and Maintenance of 75 Nos. of Desktop Computers for the Department of Immigration and Emigration. DIE/PRO/06/2024/12
	Lots Comprising this Procurement	No Lots
ITB 2.1	The source of funding	Government of Sri Lanka (GOSL)
ITB 4.4	Foreign Bidders	Not allowed to participate in bidding.
		B. Contents of Bidding Documents
ITB 7.1	Attention Address	<i>For clarification of bid purposes only.</i> Deputy Controller (Procurement) Procurement Unit, Department of Immigration and Emigration, 5 th Floor, "Suhurupaya", Sri Subhuthipura Road, Battaramulla.
	Telephone	0112101559
	Fax	011-2879091
	email	procurement@immigration.gov.lk

		C. Preparation of Bids
ITB 11.1 (e)	The Bidder shall submit the following additional documents	<p>Bidder shall provide following supporting documents:</p> <ol style="list-style-type: none"> 1. The bidder shall be a company registered in Sri Lanka for a period of more than ten (10) years .The bidder shall provide copies of original documents defining the constitution or legal status, place of registration, and principal place of business. 2. The bidder shall be in the business as of the nature of the goods and services of this contract for at least last five (05) years .Three (03) Customer reference letters shall be submitted. (If not attached, the bidder offer shall be treated as a non-responsive bid) 3. The authorization shall be given to the person who signs the bid and other documents in terms of a Power of Attorney. Power of Attorney should be registered in Registrar General Department or a Board of resolution made in this regard certify by company Secretary (If not attached, the bidder offer shall be treated as a non-responsive bid) 4. The Bidder shall be ISO 9001:2015 (Quality Management) certified. (Copies of the original certificates shall be submitted) 5. Local company, if not the manufacturer, or local partner of foreign company bidding for this tender shall be registered under the Public Contract Act No. 3 of 1987 at the time of bid submission and the original Certificate shall be submitted with the Bidding Document. (If not attached, the bidder offer shall be treated as a non-responsive bid)

		<p>6. The Bidders shall be an Authorized distributor / Service Provider of the Original Equipment Manufacturer for offered products. Proof of the same shall be enclosed with the bid together with the contact details of the Original Equipment Manufacturers and if applicable their local agent / distributors. (Manufacturer’s Authorization letters from the original manufacturer shall be provided with the bid and if not attached, the bid offer shall be treated as a non-responsive bid).</p> <p>7. The Bidder shall have an average annual turnover of at least Rs. 50Mn or above for a period of last three (03)years. (2021, 2022, 2023) (Documentary evidence with a summary shall be submitted).</p> <p>8. The Bidder shall possess a minimum of Rs. 30Mn net liquid assets (Current assets/Inventory/Current Liabilities) and / or credit facilities for this project (Documentary evidence with a summary shall be submitted).</p> <p>9. The Bidder shall submit the certified copies of Audited Financial Statements of the company for the last three (03) years.(2020/2021 , 2021/2022 , 2022/2023)</p> <p>10. The Bidder shall have competent professional technical staff for installation, maintenance and support services. (Staff Details shall be provided-Name,Designation,Qualification).</p> <p>11. The bidder shall mention separately the minimum Resolution time if breakdown occurs for within Colombo & out of Colombo areas.</p> <p>12. Technical Literature/ Brochures shall be submitted.</p> <p>13. Information regarding any litigation, current or</p>
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		<p>during the last five (05) years (2019-2023), in which the Bidder is involved, the parties concerned, and disputed amount.</p> <p>14. The Bidder or its subsidiaries or affiliated companies shall not be blacklisted by any government institution during the past ten (10) (2013-2023) years.</p>
ITB 14.3 14.4	<p>The bidders may quote following minimum quantities</p> <p>Tax Exemption</p>	<p>Prices quoted shall correspond to 100% of the items specified and to 100% of the quantities specified.</p> <p>Not Applicable</p>
ITB 15.1	The bidder shall quote the local expenditure	In Sri Lankan Rupees
ITB 17.3	Proper and continuing functioning of the Goods within given period	Required, including three year's comprehensive onsite warranty and one to one replacement.
ITB 18.1 (b)	After sales service	Required as per details specified in the schedule of requirements.
ITB 19.1	Bid shall be valid until	Bid validity period shall be ninety one (91) days from the bid closing date. (for the period from 28.10.2024 to 26.01.2025)
ITB 20.1	Bid Security	<p>Bid shall include a Bid Security issued by: a commercial bank operating in Sri Lanka approved by the Central Bank of Sri Lanka</p> <ul style="list-style-type: none"> • <i>Bid Guarantee should submit in the given format. Alternative formats will not be accepted</i>
ITB 20.2	<p>The amount of the Bid Security</p> <p>The validity period of the bid security</p>	<p>Bid Security shall be LKR Two Hundred Eighty Thousand only (Rs.280,000.00)</p> <p>Bid security shall remain valid for one hundred and nineteen (119) days from the bid closing date (for the period from 28.10.2024 to 23.02.2025)</p>

D. Submission and Opening of Bids		
ITB 22.2	<p>The purchaser address for the bid submission</p> <p>For identification of the bid the envelop should indicate</p>	<p>Controller General Department of Immigration and Emigration 05thFloor, “Suhurupaya” Sri Subhuthipura Road, Battaramulla.</p> <p>Supply, Delivery, Installation and Maintenance of 75 Nos. of Desktop Computers for the Department of Immigration and Emigration DIE/PRO/06/2024/12</p>
ITB 23.1	<p>Attention Address</p> <p>Date & Time</p>	<p>Controller General, Department of Immigration and Emigration 5th Floor, “Suhurupaya” Sri Subhuthipura Road, Battaramulla.</p> <p>The deadline for the submission of bids: 28.10.2024. 2.00 p.m</p>
ITB 26.1	<p>Address:</p> <p>Date:</p> <p>Time:</p>	<p>The bid opening shall take place at: Procurement Division, Department of Immigration and Emigration, 5th Floor, “Suhurupaya” Sri Subhuthipura Road, Battaramulla.</p> <p>28.10.2024 2.00 p.m.</p>
E. Evaluation and Comparison of Bids		
ITB 35.3(d)	Evaluation of Bids	<p>The adjustments shall be determined using the following criteria, from amongst those set out in Section III, Evaluation and Qualification Criteria</p> <p>(a) Deviation in Delivery schedule 0.5% deduction from Contract Value Per Week.</p> <p>(b) Deviation in payment schedule: No</p> <p>(c) the cost of major replacement components, mandatory spare parts, and service: No</p>
ITB 35.4		Refer Section III

Section III –
Evaluation and Qualification Criteria
Contents

1. Evaluation Criteria (ITB 35.3 {d})
2. Evaluation Criteria (ITB 35.4
3. Multiple Contracts (ITB 35.5)
- 4.Domestic Preference (ITB 34.1)
5. Post qualification Requirements (ITB 37.2)

1.Evaluation Criteria (ITB 35.3 (d))

The Purchaser’s evaluation of a bid may take into account, in addition to the Bid Price quoted in accordance with ITB Clause 14, one or more of the following factors as specified in ITB Sub-Clause 35.3(d) and in BDS referring to ITB 35.3(d), using the following criteria and methodologies.

(a) Delivery schedule

The goods covered under this invitation are required to be delivered within an acceptable range of weeks specified in the Schedule of Requirement.

(b) Deviation in payment schedule - Not Applicable.

(c) Cost of major replacement components, mandatory spare parts, and service.

(i) The list of items and quantities of major assemblies, components, and selected spare parts, likely to be required during the initial period of operation specified in the BDS Sub-Clause 17.3, is in the List of Goods. An adjustment equal to the total cost of these items, at the unit prices quoted in each bid, shall be added to the bid price, for evaluation purposes only.

(d) Specific additional criteria Other specific additional criteria to be considered in the evaluation, and the evaluation method shall be detailed in BDS Sub-Clause 35.3(d)]

- Warranty
- Manufacturer Authorization

2. Evaluation Criteria (ITB 35.4)

Evaluation is done based on the-

- Compliance to the Specifications
- Unit Price

3. Multiple Contracts (ITB 35.5)

Bidders shall not be allowed to quote for one or more lots.

4. Domestic Preference (ITB 34.1)

Domestic preference shall not be a bid evaluation factor.

5. Post qualification Requirements (ITB 37.2)

After determining the lowest-evaluated bid in accordance with ITB Sub-Clause 36.1, the Purchaser shall carry out the post qualification of the Bidder in accordance with ITB Clause 37, using only the requirements specified. Requirements not included in the text below shall not be used in the evaluation of the Bidder's qualifications.

(a) Financial Capability

- (i) The Bidder shall have an **average annual turnover of at least Rs. 50Mn or above for a period of last 3 years.** (Documentary evidence with a summary should be submitted).
- (ii) The Bidder shall possess a **minimum of Rs. 30Mn net liquid assets** (Current assets/Inventory/Current Liabilities) and / or **credit facilities** for this project (Documentary evidence with a summary should be submitted).
- (iii) The Bidder shall submit the **certified copies of Audited Financial Statements** of the company for the **last three (03) years.**

(b) Experience and Technical Capacity

- I. The Bidder shall furnish documentary evidence to demonstrate that it meets the following experience requirement(s): Experiences during past five years, with company registration.
- II. The Bidder must be a **company registered in Sri Lanka for a period of more than ten (10) years.**

(c) The Bidder shall furnish documentary evidence to demonstrate that the Goods it offers meet the following usage requirement: Technical Literature/ Brochures.

Section IV
Bidding Forms
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Section IV -Bidding Forms

BID SUBMISSION FORM

Date .../.../2024

No: DIE/PRO/06/2024/12

To: Chairman
Department Procurement Committee
Department of Immigration Emigration
“Suhurupaya”, Sri Subuthipura Road, Battarmulla

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No (Insert the number and issuing date of each Addendum);
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the of **Supply, Delivery, Installation and Maintenance of 75 Nos. Desktop Computers for the Department of Immigration and Emigration.**
- (c) The total price of our Bid without VAT, including any discounts offered is (state in words & figures)

Line item	Description of Goods	Qty	Unit Price (Excluding VAT) Rs.	Total price (Excluding VAT) Rs.	Discount If Any Rs.	Total price After discounts (Excluding VAT) Rs.
1	Desktop Computers	75				

Total Cost for quoted items after discounts (without VAT)

Rs.

In word:

- (d) Our bid shall be valid for the period of time specified in ITB Sub-Clause 19.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 23.1, and

it shall remain binding upon us and may be accepted at any time before the expiration of that period;

- (e) If our bid is accepted, we commit to obtain a performance security in accordance with ITB clause 42 and GCC Clause 17 for the due performance of the Contract;
- (f) We have no conflict of interest in accordance with ITB Sub-Clause 4.2;
- (g) Our firm, its affiliates or subsidiaries-including any subcontractors or suppliers for any part of the contract-has not been declared blacklisted by the National Procurement Agency;
- (h) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a bidding contract between us, until a formal contract is prepared and executed.
- (j) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed

In the capacity of

Name:

Duly authorized to sign the bid for and behalf of:

Date on.....Day of

Section IV Bidding Forms

PRICE SCHEDULE

1	2	3	4	5	6	7	8	9	10
Goods and related Services offered with in Sri Lanka (in Sri Lankan Rupees LKR)									
Line Item No.	Description of Goods	Qty Nos	Price per unit Rs.	Total Price (3x4) Rs.	Inland transportation and other related services to deliver the goods to their final destination if not included under column 4 Rs.	Total Price Excluding VAT (COL 5+6) Rs.	Discounted Total Price (if any) Excluding VAT Rs.	Total VAT Rs.	Total price Including VAT (COL (7 or 8) +9) Rs.
01	Desktop Computers	75							
Total									

Signature : _____

Date:

(Common Seal)

Name of the Representative: :

Section V - Schedule of Requirements

Delivery Schedule

Goods should be delivered and installed **within 08 Weeks** from the date of awarding the contract.

Refer Clause 17.2 of the Section VI – General Conditions of Contract.

1.List of Goods and Delivery Schedule

Delivery Schedule

- i. The Below Items should be delivered within **08 weeks** after signing of the contract.

Line Item	Description of Goods	Quantity	Delivery Period	Related Services	Bidder's offered Delivery Period
01	Desktop Computers	75	Within 08 weeks from awarding the contract.	Supply, Delivery, Installation and Maintenance	

Name of the Bidder

Signature

Common Seal

Date

Related Services and Warranty

The warranty period for each item is mentioned in the specification sheet and it shall be comprehensive with on-site support (One to One replacement). During the period of warranty the supplier should make arrangements to service the machines with sufficient technical staff onsite.

Technical Specifications

Bidder's compliance for the Technical Specification.

TECHNICAL, FUNCTIONAL AND NON FUNCTIONAL REQUIREMENTS

To be completed by the bidder and submitted with the bidding documents.

	Purchaser's Requirements		Bidder's Response	
			Compliance*	Remarks
1	Brand	Specify		
2	Model	Specify		
3	Country of Origin & Country of Manufacture / Assembly	Specify		
4	Processor	Option 1: Intel® Core i7-12700 12th Generation Processor or Later Option 2: AMD Ryzen™ 7 5750G Processor or Later	Yes / No	
5	Base Frequency	Intel: 2.1GHz or Higher AMD: 3.8GHz or Higher	Yes / No	
6	Cache	Intel: 25MB or Higher AMD: 20MB L2/L3 Cache or Higher	Yes / No	
7	Video Controller	Intel UHD Graphics 770 / Radeon™ Vega 11 Graphics or Better	Yes / No	

8	Form Factor	Business Desktop	Yes / No	
9	Chassis	Mini ITX or Micro ATX Tower / MID Tower / Tower Casing	Yes / No	
10	Chipset	Intel: Intel Express H / Q Business 600 Series Chipset or Higher AMD: AMD B Chipset or Higher Note: Bidder should clearly specify the chipset	Yes / No	
11	Motherboard	Should be the same quoted brand (Serial number of the CPU should show in BIOS)	Yes / No	
12	Memory	16 GB DDR 4 3200MHz or Higher	Yes / No	
13	Maximum Memory	Upgradeable to Maximum of 64 GBRAM	Yes / No	
14	Memory DIMM's	2 DIMM's	Yes / No	
15	Hard Disk Drive	256GB SSD +1TB SATA HDD	Yes / No	
16	Keyboard	Standard Keyboard with numeric pad to be as same brand in English	Yes / No	
17	Mouse	Two buttons with scroll wheel optical Mouse with Mouse Pad	Yes / No	

18	Optical Drive	Internal SATA DVD Drive (+/-RW)	Yes / No	
19	Expansion Slots	Minimum 2 Expansion Slots including 1 Nos PCI x 16, (Specify)	Yes / No	
20	Network Interface	Gigabit Ethernet Network Interface Card (10/100/1000) Internal Wi-Fi Card - USB Dongle is not accepted	Yes / No	
21	I/O Ports	- Minimum 8 USB Ports; from that at least 2 USB Ports should USB 3.2 -Minimum 1 HDMI Port -VGA Port - 1x Display Port	Yes / No	
22	Power Supply	260W or Better Power Supply	Yes / No	
23	Operating System	Window 11 64-bit Pro, with OEM license Manufacturer Authorization Certificate should be provided. (Originals should be provided)	Yes / No	
24	Manufacturer ISO Certification (Quality Management)	Valid ISO 9001: 2015 certificate should be submitted	Yes / No	

25	Display	22" or above Widescreen Color LED Monitor Supporting resolutions WXGA or better. Should be as the same brand of the Desktop	Yes / No	
26	Manufacturer Authorization Certificate	Manufacturer Authorization Certificate should be provided. (Originals should be provided)	Yes / No	
27	Warranty	Comprehensive on-site manufacturer authorized warranty for 36 months (Labor & Parts) Excluding Consumes.	Yes / No	
28	Warranty Support	24 x 7 on site (Head office, & Island wide air ports, Sea ports and 04 regional Offices) Resolve or replace : within 03 days		
29	Warranty Information	Should be fix a sticker with -Supplier name -Contact Numbers -Date of Commissioning of Hardware -Warranty period On all computers	Yes / No	
30	Brochure	Supplier should provide brochure of make/model quoted as per above specification.	Yes / No	
Unit Price Rs. (without VAT)				

	VAT Rs.	
	Total Price Rs. (With VAT)	

**-Mandatory Field should be marked*

Note: The proposals submitted without the dully filled and signed compliance sheet will not be considered for evaluation

Name of the Bidder

Signature

Company Seal

Date:

Chairman,
Department Procurement Committee,
05th Floor, B Wing, Department Of Immigration and Emigration
“Suhurupaya”, Sri Subhuthipura Road,
Battaramulla.

Dear Sir,

SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF 75 NOS. OF DESKTOP COMPUTERS FOR THE DEPARTMENT OF IMMIGRATION AND EMIGRATION - IFB No: DIE/PRO/06/2024/12

We hereby certify that five (05) pages of Addendum 01 and Bidding Formats as Annexure 01 (i- xviii pages) , have been received by us and considered for pricing and bidding as a part of the Bidding Document in accordance to the “Instructions to Bidders”, Clause 11 – Documents Comprising of the Bid, in Bidding Document.

Yours Truly,

Signature of the Bidder: Company Seal

Date

“Bidders shall enclose this letter with the “ORIGINAL” of Tender submission as a bid validity and completeness requirement.”