

# Procurement of Goods

## Invitation of Quotations

For

Procurement of

**Purchasing Computers, Printers, and Computer Batteries for Community Empowerment Units of Divisional Secretariats and District secretariat office under the ‘Praja Shakthi’ National Program for Eliminating Poverty**

Contract No: [MO/DS/ACC/12/09/2026]

**DISTRICT SECRETARIAT - MONARAGALA**

## 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                         | <p>2.1 The documents consist of the Sections indicated below.</p> <ul style="list-style-type: none"> <li>• Section I. Instructions to Vendors (ITV)</li> <li>• Section II. Data Sheet</li> <li>• Section III. Schedule of Requirements</li> <li>• Section IV. Technical Specifications &amp; Compliance with Specifications</li> <li>• Section V. Quotation submission Form(s)</li> <li>• Section VI - Price Schedule</li> <li>• Section VII - Manufacturer's Authorization</li> <li>• Section VIII - Form Of Bid Security</li> </ul> |
| C: Preparation of Quotation                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 3. Documents Comprising your Quotation           | <p>3.1 The Quotation shall comprise the following:</p> <ul style="list-style-type: none"> <li>(a) Quotation Submission Form and the Price Schedules;</li> <li>(b) Technical Specifications &amp; Compliance with Specifications</li> </ul>                                                                                                                                                                                                                                                                                            |
| 4. Quotation Submission Form and Price Schedules | <p>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.</p> <p>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.</p>                                      |
| 5. Prices and Discounts                          | <p>5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules.</p> <p>5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.</p>                                                                                                                                                                                                                                                                       |

|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                       | <p>5.3 The applicable VAT shall be indicated separately.</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 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 &amp; 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 Forty Nine (49) 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>D: Submission and Opening of Quotation</b>         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 10. Submission of Quotation                           | <p>10.1 Vendors may submit their quotations by registered 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                                              | 12.1 The Purchaser shall reject any quotation that arrives after the                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

|                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Quotation                                                                          | 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>E: Evaluation and Comparison of Quotation</b>                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 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"> <li>(a) the Price as quoted;</li> <li>(b) price adjustment for correction of arithmetical errors;</li> <li>(a) Price adjustment due to discounts offered.</li> </ul> <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 | 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 : District Secretariat</p> <p>Address: District Secretariat, Bibila Road, Monaragala</p> <p>Attention: The Chairman -Procurement Committee, District Secretariat, Monaragala.</p> <p>Telephone: 0552276067</p>                                                                                                                                                        |
| 5.1                  | To be eligible for evaluation and contract award, bidders must quote for the entire quantity of a lot specified in the schedule of requirements. Partial bids within a lot shall be deemed non responsive and will be rejected.                                                                                                                                                           |
| 7.3                  | Manufacture's Authorization is required.                                                                                                                                                                                                                                                                                                                                                  |
| 8.1                  | Quotations shall remain valid for forty nine (49) days from the deadline for submission of quotations                                                                                                                                                                                                                                                                                     |
| 11.1                 | <p>Address for submission of Quotations is</p> <p>Account Branch, 2<sup>nd</sup> Floor, District Secretariat, Monaragala</p> <p>Deadline for submission of quotations is 07<sup>th</sup> of October 2026 at 2.30 P.M</p>                                                                                                                                                                  |
| 13                   | The quotations shall be opened at the following address:<br>Accountant's Office Room, 2 <sup>nd</sup> Floor, District Secretariat, Monaragala.                                                                                                                                                                                                                                            |
| 16 <sup>1</sup>      | <p>Other factors that will be considered for evaluation are :</p> <ul style="list-style-type: none"> <li>• Evaluation is done by the BEC (Bid Evaluation Committee)</li> <li>• Bid evaluation committee shall compare all substantially responsive bids to determine the lowest evaluated bids</li> <li>• Bid evaluation committee shall determine to its satisfaction whether</li> </ul> |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>the evaluated and substantially responsive bid is qualified to perform the contract</p> <ul style="list-style-type: none"> <li>• Bids will be evaluated on the basis of lowest price meeting the Monaragala District secretariat's procurement specifications &amp; other conditions.</li> <li>• Bidders who cannot offer the delivery on or before the Monaragala District secretariat's required the PO will be rejected.</li> </ul> |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Section III - Schedule of Requirements

| Lot No. | Description of Goods | Quantity | Unit | Final Destination               | Transportation & Any Other Services      | Latest Delivery Date         | Bidder's offered Delivery date [ <i>to be provided by the Bidder</i> ] |
|---------|----------------------|----------|------|---------------------------------|------------------------------------------|------------------------------|------------------------------------------------------------------------|
| 01      | computers,           | 24       | Nos  | Monaragala District Secretariat | Supply and Delivery to each destinations | Within 14 days of issuing PO |                                                                        |
| 02      | printers             | 12       | Nos  |                                 |                                          |                              |                                                                        |
| 03      | computer batteries   | 24       | Nos  |                                 |                                          |                              |                                                                        |

\*\*\* Payment - Paid on delivery method. No advance payment will be granted. Full payment will be made upon complete delivery and acceptance of goods.

## Section IV - Technical Specification & Compliance

### Specifications For Black & White Laser Printer

| Item No | Description                                               | Require Specification                                                | Bidder Offer | Compliance If No Bidders Response |
|---------|-----------------------------------------------------------|----------------------------------------------------------------------|--------------|-----------------------------------|
| 01      | Brand                                                     | Globally recognized and internationally reputed brand only           |              |                                   |
| 02      | Technology                                                | Monochrome Laser                                                     |              |                                   |
|         | Model                                                     | Should be specified                                                  |              |                                   |
| 03      | Country of origin & country of Manufacture and Assembling | Should be specified                                                  |              |                                   |
| 04      | Year of Manufacture                                       | Should be specified                                                  |              |                                   |
| 05      | Print Speed                                               | Minimum 40ppm(A4)                                                    |              |                                   |
| 06      | Paper Type                                                | Plain paper, recycled paper                                          |              |                                   |
| 07      | Paper Size                                                | A4, Letter, Legal, Folio,A3                                          |              |                                   |
| 08      | First Print-Out Time                                      | Should be specified                                                  |              |                                   |
| 09      | Maximum Paper Capacity                                    | Should be specified                                                  |              |                                   |
| 10      | Print Resolution                                          | 600 × 600 dpi or more                                                |              |                                   |
| 11      | Print Mode                                                | Duplex                                                               |              |                                   |
| 12      | Paper Input                                               | Paper Tray #1 - Paper Type                                           |              |                                   |
| 13      | Plain paper,                                              | Recycled paper                                                       |              |                                   |
| 14      | Paper Input                                               | A4, Letter, Legal, Folio, A5, A5(Long Edge), B5, Executive           |              |                                   |
| 15      | Paper Tray Capacity                                       | Should be specified                                                  |              |                                   |
| 16      | Paper Input -                                             | Should be specified                                                  |              |                                   |
| 17      | Paper Output                                              | Should be specified                                                  |              |                                   |
| 18      | Printing Method                                           | Should be specified                                                  |              |                                   |
| 19      | Wireless LAN                                              | Can connect the machine to a wireless network                        |              |                                   |
| 20      | Cables                                                    | USB Printer Cable, Power Cable and Ethernet Cable Should be supplied |              |                                   |
| 21      | Display & Memory                                          | LCD Display 512MB                                                    |              |                                   |
| 22      | Duty Cycle                                                | 75,000 pages per month (C)<br>750 to 4000 pages (c)                  |              |                                   |
| 23      | Memory Capacity                                           | Should be specified                                                  |              |                                   |
| 24      | Weight                                                    | Should be specified                                                  |              |                                   |
| 25      | Time To Frist page                                        | ≤ 7 Seconds                                                          |              |                                   |
| 26      | Operating Systems Support                                 | Windows-XP,2000,Server 2003,Windows 10,11,Vista 7,Mac-OX,OS 9.x      |              |                                   |

| <b>Item No</b> | <b>Description</b>                   | <b>Require Specification</b>                                                                                                                     | <b>Bidder Offer</b> | <b>Compliance If No Bidders Response</b> |
|----------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------------|
| 27             | Printer Language                     | PCL 6, PS 3                                                                                                                                      |                     |                                          |
| 28             | Processor                            | 1200 MHz or higher C                                                                                                                             |                     |                                          |
| 29             | Consumables                          | After market Toner Cartridge support minimum 10000 pages<br>Shipped with toner should support minimum 3000 page or higher                        |                     |                                          |
| 30             | Power Source                         | 220 - 240 V AC 50/60Hz                                                                                                                           |                     |                                          |
| 31             | Power Consumption - Ready            | Approx. 40 W at 25 ° C                                                                                                                           |                     |                                          |
| 32             | Power Consumption - Sleep            | Approx. 0.7 W                                                                                                                                    |                     |                                          |
| 33             | Power Consumption - Power Off        | Approx. 0.28 W                                                                                                                                   |                     |                                          |
| 34             | Noise Level Below                    | Should be specified                                                                                                                              |                     |                                          |
| 35             | Cartridges Usage                     | Should be specified                                                                                                                              |                     |                                          |
| 36             | Temperature - Operating              | Should be specified                                                                                                                              |                     |                                          |
| 37             | Wireless Setup Support Utility - WPS | Should be specified                                                                                                                              |                     |                                          |
| 38             | Supported OS                         | Window 11 10 8.1 Windows Vista, Windows XP<br>Home/Professional/Professional x64, Windows Server 2012/2012 R2/2008 R2/2008/2003 x64 Edition/2003 |                     |                                          |
| 39             | Authorization                        | A manufacturer Authorization letter should be provided Letter from the manufacturer should be attached confirming 05 year.                       |                     |                                          |

|    | <b>Description</b>             | <b>Require Specification</b>                                                                                   | <b>Bidder Offer</b> | <b>Compliance If No Bidders Response</b> |
|----|--------------------------------|----------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------------|
| 40 | Warranty Minimum               | 3 Years of comprehensive on-site                                                                               |                     |                                          |
| 41 | Warranty Information           | A sticker with<br>-Supplier name<br>-Contact Numbers<br>-Date of Commissioning of Hardware<br>-Warranty Period |                     |                                          |
| 42 | Manuals                        | Operating Manual and user/Driver CD(s) for printer                                                             |                     |                                          |
| 43 | Cost to Print a Page (A4) (5 % | Toner Price<br>No of Copies                                                                                    |                     |                                          |

| <b>Item No</b> | <b>Description</b>                     | <b>Require Specification</b>                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Bidder Offer</b> | <b>Compliance If No Bidders Response</b> |
|----------------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------------|
|                | of area coverage)                      | Drum Price<br>No of Copies                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     |                                          |
| 44             | Bidders Experience                     | Bidders Experience The offered brand of Laser printer should have been sold by the bidder in the market for a minimum of 05 years. The bidder should provide documentary evidence to support the above.                                                                                                                                                                                                                                                        |                     |                                          |
| 45             | Manufacturer Experience                | Manufacturer should have minimum of 10 years' experience in manufacturing of the same brand. (Proof document should be attached)                                                                                                                                                                                                                                                                                                                               |                     |                                          |
| 46             | Manufacturer Authorization Certificate | Manufacturer Authorization Certificate should be provided (Originals should be provided on request                                                                                                                                                                                                                                                                                                                                                             |                     |                                          |
| 47             | Warranty                               | Comprehensive on-site manufacturer authorized warranty for 36 months (Labor and Parts) Excluding consumes. Bidder or its parent company or its subsidiary should have Island wide owned branch network and delivery and installation should be done Documentary evidence to be provided of the following under bidders' name. (a) Address, Contact Details and Date of Commencement of each branch/regional office and delivery and installions should be done |                     |                                          |
| 48             | Warranty Information                   | A sticker with -Supplier name - Contact Numbers -Date of Commissioning of Hardware - Warranty period On all Laser printers                                                                                                                                                                                                                                                                                                                                     |                     |                                          |
| 49             | Brochure                               | Supplier should provide original brochure of make/model quoted as per above specification                                                                                                                                                                                                                                                                                                                                                                      |                     |                                          |

Date: .....

Signature of the Bidder: .....

Official Seal:.....

### **Specifications For UPS 650VAC**

| <b>Item No</b> | <b>Item Description</b>              | <b>Required specification</b>                                                                                              | <b>Bidders Offer (Specified)</b> | <b>Compliance If No Bidders Response</b> |
|----------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------|----------------------------------|------------------------------------------|
| 01             | Brand                                | Supplier shall specify                                                                                                     |                                  |                                          |
| 02             | Model                                | Supplier shall specify                                                                                                     |                                  |                                          |
| 03             | Country of Origin                    | Supplier shall specify                                                                                                     |                                  |                                          |
| 04             | Country of Manufacture/<br>Assembled | Supplier shall specify                                                                                                     |                                  |                                          |
| 05             | Year of manufacturing                | Supplier shall specify                                                                                                     |                                  |                                          |
| 06             | Capacity                             | 650 VA –Line Interactive                                                                                                   |                                  |                                          |
| 07             | Input Voltage                        | 160-300 VAC 50/60Hz                                                                                                        |                                  |                                          |
| 08             | Phase                                | Single + GND                                                                                                               |                                  |                                          |
| 09             | Output Voltage                       | 230VAC +/- 10% 50Hz                                                                                                        |                                  |                                          |
| 10             | Wave form                            | Simulated Sine Wave (Battery Mode)<br>Sine Wave (AC Mode)                                                                  |                                  |                                          |
| 11             | Transfer Time                        | 2 - 6ms                                                                                                                    |                                  |                                          |
| 12             | Alarm                                | Batt.Mode, Low Battery, Overload etc                                                                                       |                                  |                                          |
| 13             | Battery type                         | 12V 7AH Sealed Maintenance free - 1pc                                                                                      |                                  |                                          |
| 14             | Backup Time                          | 7- 20 minutes Depending on Load                                                                                            |                                  |                                          |
| 15             | Recharge Time                        | 90% capacity after 8 hours                                                                                                 |                                  |                                          |
| 16             | Surge Protection                     | Should be Available                                                                                                        |                                  |                                          |
| 17             | Power Factor                         | Up to 0.7                                                                                                                  |                                  |                                          |
| 18             | Working Temperature                  | Specify                                                                                                                    |                                  |                                          |
| 19             | Manufacture Experience               | Manufacture should have minimum 10 years experience in manufacturing of the same brand. Proof document should be attached. |                                  |                                          |

| <b>Item No</b> | <b>Item Description</b>               | <b>Required specification</b>                                                                                                                                                          | <b>Bidders Offer (Specified)</b> | <b>Compliance If No Bidders Response</b> |
|----------------|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|------------------------------------------|
| 20             | Bidders Experience                    | The bidder should have successfully sold the same product for last 3 years. (Documentary evidence should be provided)                                                                  |                                  |                                          |
| 21             | Manufacture Authorization certificate | Manufacture Authorization certificate should be provided                                                                                                                               |                                  |                                          |
| 22             | Warranty                              | Comprehensive on site manufacturer authorized warranty for minimum 24 months (Labor & Parts) Excluding Consumes. Bidder or its subsidiary should have island wide owned branch network |                                  |                                          |
| 23             | Warranty Information                  | A sticker with<br>-Supplier name, contact number, date of commencing, Warranty period on all UPS.                                                                                      |                                  |                                          |

Date: .....

Signature of the Bidder: .....

Official Seal:

### Specifications for Desktop Computer

| Item No | Features                                             | Required specification                                                                | Bidders Offer | Compliance If No Bidders Response |
|---------|------------------------------------------------------|---------------------------------------------------------------------------------------|---------------|-----------------------------------|
| 01      | Brand                                                | (Branded)                                                                             |               |                                   |
| 02      | Model                                                | (Branded)                                                                             |               |                                   |
| 03      | Country of Origin & country of Manufacture/ Assembly | (Branded)                                                                             |               |                                   |
| 04      | Processor                                            | <b>Intel Core i5 - 14400 / 14500 (2.5 GHz Base, up to 4.7 GHz / 5.0 GHz Max Turbo</b> |               |                                   |
| 05      |                                                      | No of Cores - specify                                                                 |               |                                   |
| 06      |                                                      | No of Treads - specify                                                                |               |                                   |
| 07      | Processor Generation                                 | <b>14th Generation</b>                                                                |               |                                   |
| 08      | Clock speed                                          | 3.4 GHz Actual clock speed or Higher                                                  |               |                                   |
| 09      | Cache Memory                                         | <b>20 MB Intel Smart Cache (L3 Cache)</b>                                             |               |                                   |
| 10      | Form Factor                                          | Micro Tower or Higher (specify)                                                       |               |                                   |
| 11      | chassis                                              | Mini/ Micro tower desktop casing with locking facility or Higher (specify)            |               |                                   |
| 12      | chipset                                              | <b>Intel B760 / H770 Express Business Chipset</b>                                     |               |                                   |
| 13      | Mother board                                         | Should be the same quoted brand (serial number of the CPU should show in BIOS)        |               |                                   |
| 14      | Memory                                               | <b>16 GB DDR4 (3200 MHz) or DDR5 (4800 MHz/Higher)</b>                                |               |                                   |
| 15      |                                                      | Upgradeable up to 64 GB                                                               |               |                                   |
| 16      | Memory Dims                                          | 2 Dims                                                                                |               |                                   |
| 17      | Hard Disk                                            | <b>512 GB NVMe M.2 PCIe SSD</b>                                                       |               |                                   |
| 18      | Graphics                                             | Integrated Intel UHD Graphics                                                         |               |                                   |
| 19      | Keyboard                                             | Standard OEM Keyboard provided with the desktop (Same brand as CPU)                   |               |                                   |
| 20      | Mouse                                                | <b>Standard OEM Optical Mouse provided with the desktop (Same brand as CPU)</b>       |               |                                   |
| 21      | Sound                                                | <b>Integrated High Definition Audio with Built-in Internal Speaker (Standard OEM)</b> |               |                                   |

| Item No | Features                                   | Required specification                                                                                                                                                                                                                        | Bidders Offer | Compliance If No Bidders Response |
|---------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------------------------|
| 22      | Video controller                           | Integrated graphics                                                                                                                                                                                                                           |               |                                   |
| 23      | Network Interface                          | Gigabit Ethernet network interface card (10/100/1000)<br>Internal Wi-Fi card and USB Dongle support                                                                                                                                           |               |                                   |
| 24      | I/O ports                                  | Minimum 8 USB ports at least 2 nos 3.1 USB, including minimum 1 HDMI port, ! VGA port, Microphone, Headphones, RJ 45 and other default ports are required – (please specify)                                                                  |               |                                   |
| 25      | Power supply                               | (specify) should have energy star certification                                                                                                                                                                                               |               |                                   |
| 26      | Operating system                           | <b>Genuine Windows 11 Professional 64-bit</b>                                                                                                                                                                                                 |               |                                   |
| 27      | Display                                    | 19.5 -21 inch widescreen colour LED Monitor supporting resolutions WXGA or better. Should be as the same brand of the Desktop                                                                                                                 |               |                                   |
| 28      | Security                                   | Cable lock, chassis security slot and padlock loop                                                                                                                                                                                            |               |                                   |
| 29      | Application software                       | Sinhala and Tamil Unicode software                                                                                                                                                                                                            |               |                                   |
| 30      |                                            | <b>MS Office Home &amp; Business / Pro 2021</b>                                                                                                                                                                                               |               |                                   |
| 31      |                                            | Professional Adobe Reader latest – free version                                                                                                                                                                                               |               |                                   |
| 32      |                                            | Latest versions of updated web browser's (Google chrome)                                                                                                                                                                                      |               |                                   |
| 33      |                                            | <b>Built-in Windows Defender / Windows Security with real-time protection enabled via Windows Update.</b>                                                                                                                                     |               |                                   |
| 34      | Product certifications of the quoted model | Product certifications of the quoted Model Energy star or any other equal certificate to energy star, issued by authorised body who has the authority to do so, (Documentary evidence must be provided) valid ISO 9001: 2015 & ISO 14001:2015 |               |                                   |

| <b>Item No</b> | <b>Features</b>                        | <b>Required specification</b>                                                                                                                    | <b>Bidders Offer</b> | <b>Compliance If No Bidders Response</b> |
|----------------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------|
|                |                                        | offered model must possess FCC or CE or Equal                                                                                                    |                      |                                          |
| 35             | Manufacturer Experience                | Manufacturer should have a minimum of 10 years' experience in manufacturing of the same brand(proof document should be attached)                 |                      |                                          |
| 36             | Manufacturer Authorization certificate | Manufacturer Authorization certificate should be provided(originals should be provided on request)                                               |                      |                                          |
| 37             | Bidders experience                     | The bidder should have successfully sold same similar product for last 5 years (Bidder should provide Documentary evidence to support the above) |                      |                                          |
| 38             | warranty                               | Comprehensive on site Manufacturer authorized warrenty for 36 months for (Labor & parts)                                                         |                      |                                          |
| 39             | Brochure                               | Supplier should provide brochure of make/model quoted as per above specification (original or certified by manufacture)                          |                      |                                          |

Date: .....

Signature of the Bidder: .....

Official Seal:

## 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: District Secretariat Monaragala

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:.....

## Section VI - Price Schedule

| Item No.<br>(1)              | Description<br>(2)                        | Unit<br>(3) | Quantity<br>(4) | Unit Rate before VAT (LKR) |                        | Total before VAT (LKR)<br>(7)=(4x5) | Only VAT Amount 18% (LKR)<br>(8)=(7x18%) | Total After VAT (LKR)<br>(9)=(7+8) | Remarks<br>(10) |
|------------------------------|-------------------------------------------|-------------|-----------------|----------------------------|------------------------|-------------------------------------|------------------------------------------|------------------------------------|-----------------|
|                              |                                           |             |                 | In Figures<br>(5)          | <u>In Words</u><br>(6) |                                     |                                          |                                    |                 |
| 01                           | Supply and Delivery of Computers          | Nos         | 24              |                            |                        |                                     |                                          |                                    |                 |
| 02                           | supply and delivery of printers           | Nos         | 12              |                            |                        |                                     |                                          |                                    |                 |
| 03                           | supply and delivery of computer batteries | Nos         | 24              |                            |                        |                                     |                                          |                                    |                 |
| 02                           | Delivery cost (if applicable)             | Nos         | 1               |                            |                        |                                     |                                          |                                    |                 |
| <b>Total Contract Amount</b> |                                           |             |                 |                            |                        |                                     |                                          |                                    |                 |

VAT Reg. No: .....

Signature and Name of the Bidder: .....

Date: .....

Official Seal:

## Section VII - 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:

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 VIII - FORM OF BID SECURITY

*[This Guarantee form shall be filled in accordance with the instructions indicated in brackets]*

.....  
*[Insert issuing agency's name and address of issuing branch or office]*

**Beneficiary: District Secretary, District Secretariat Office, Monaragala**

**Date:** ..... *[insert (by issuing agency) date]*

**BID GUARANTEE No.:** ..... *[insert (by issuing agency) number]*

We have been informed that ..... *[insert (by issuing agency) name of the bidder]* (hereinafter called "the bidder") has submitted to you its bid dated

..... *[insert (by issuing agency) date]* (hereinafter called "the Bid") for Purchasing Computers, Printers, and Computer Batteries for Community Empowerment Units of Divisional Secretariats and District secretariat office under the "Prajha Shakti" National Program for Eliminating Poverty, under Invitation for Bids No. .... ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the bidder, we ..... *[insert name of issuing agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ..... *[insert amount in figures]* ..... *[insert amount in words]* upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB") of the IFB; or
- (c) having been notified of the acceptance of its Bid by the Employer / Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) the successful Bidder furnishing the Performance security, otherwise it will remain in force up .....  
*(insert date)*

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date.....

\_\_\_\_\_  
*[Signature of authorized representative(s)]*