

Procurement of Goods Under National Shopping Procedures

Invitation of Quotations for Procurement Recovery Machines

Contract No: [04/06/04/Tender 2019/1]

Ministry of Mahaweli Development and Environment

NPA/SBD/GOODS/01

Section I. Instructions to Vendors (ITV)

| A: General | |
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| 1. Scope of Bid | 1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Goods as specified in Section III Schedule of Requirements. Upon receipt of this invitation you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation. The Purchaser may not consider you for inviting quotations in the future, if you failed to acknowledge the receipt of this invitation or not submitting a quotation after expressing the intention as above. |
| B: Contents of Documents | |
| 2. Contents of Documents | 2.1 The documents consist of the Sections indicated below. <ul style="list-style-type: none"> • Section I. Instructions to Vendors (ITV) • Section II. Data Sheet • Section III. Schedule of Requirements • Section IV. Technical Specifications & Compliance with Specifications • Section V. Quotation Submission Form and Price Schedule |
| C: Preparation of Quotation | |
| 3. Documents Comprising Your Quotation | 3.1 The Quotation shall comprise the following: <ol style="list-style-type: none"> (a) Quotation Submission Form and the Price Schedule; (b) Technical Specifications & Compliance with Specifications |
| 4. Quotation Submission Form and Price Schedules | 4.1 The vendor shall submit the quotation submission form using the form furnished in Section V. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested. 4.2 Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder. |
| 5. Prices and Discounts | 5.1 Unless specifically stated in data sheet, all items must be priced separately in the Price Schedules. 5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered. |

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| | <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 & 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 thirty (30) days after the quotation submission deadline date. |
| 9. Format and Signing of Quotation | 9.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor. |
| D: Submission and Opening of Quotation | |
| 10. Submission of Sealed Quotation | <p>10.1 Vendors may submit their quotations by registered mail or by hand in sealed envelopes addressed to the Purchaser bearing the specific identification of the contract number on the upper left corner of the envelope.</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. |

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| 12. Late Quotation | 12.1 The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITV Clause 11.1 above. |
| 13. Opening of Quotations | 13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet. 13.2 A representative of the bidders may be present and mark its attendance. |
| E: Evaluation and Comparison of Quotations | |
| 14. Clarifications | 14.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its quotation which is not in response to a request by the Purchaser shall not be considered. 14.2 The Purchaser's request for clarification and the response shall be in writing. |
| 15. Responsiveness of Quotations | 15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received. 15.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser. |
| 16. Evaluation of Quotations | 16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive. 16.2 To evaluate a quotation, the Purchaser may consider the following: (a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (a) price adjustment due to discounts offered. 16.3 The Purchaser's evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods. |
| 17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations | 17.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders. |
| F: Award of Contract | |
| 18. Acceptance of the Quotation | 18.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued. |
| 19. Notification of Acceptance | 19.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that its quotation has been accepted. |

Section II: Data Sheet

| ITV Clause Reference | |
|-----------------------------|---|
| 1.1 | <p>The Purchaser is: Secretary, Ministry of Mahaweli Development & Environment Address: ‘Sobadampiyasa’ No.416/C/1, Robert Gunawardana Mawatha Battaramulla</p> |
| 5.1 | <p>If the bidder is allowed to quote for less than the all the items specified, indicate the details. Not allowed.</p> |
| 7.3 | <p>Manufacture’s Authorisation is-required.</p> |
| 11.1 | <p>Address for submission of Quotations is: Director Air Resource Management & National Ozone Unit Ministry of Mahaweli Development & Environment ‘Sobadampiyasa’ No.416/C/1, Robert Gunawardana Mawatha Battaramulla</p> <p>Deadline for submission of quotations is 2.00 p.m. on 19.08.2019.</p> |
| 13 | <p>The quotations shall be opened at the following address: Air Resource Management & National Ozone Unit Ministry of Mahaweli Development & Environment ‘Sobadampiyasa’ No.416/C/1, Robert Gunawardana Mawatha Battaramulla</p> |
| 16 | <p>Other factors that will be considered for evaluation (List and describe the methodology):</p> <ol style="list-style-type: none"> a. Availability of Ex-Stocks, b. A copy of business registration shall be submitted. |

Section III: Schedule of Requirements

| Line Item No | Description of Goods | Quantity | Unit | Final Destination | Transportation and any other services | Latest Delivery Date |
|--------------|----------------------|----------|-------------------|---------------------------|---------------------------------------|----------------------|
| 1. | Recovery Pumps | 5 | Recovery Pump | Ministry of Mahaweli | Transportation to final destination | 10.09.2019 |
| | Recovery Cylinders | 5 | Recovery Cylinder | Development & Environment | | |

Section IV: Technical Specification & Compliance

| Item # and Name | Component Description | Minimum Specifications | Bidder's Response (Yes/No) | If "No" comments on the offer |
|----------------------------|---|--|----------------------------|-------------------------------|
| Recovery Pumps & Cylinders | Brand | Should be internationally or locally reputed brand (specify) | | |
| | Power Supply | 230V/1 Ph/ 50Hz | | |
| | Refrigerant Recovery rate | Minimum 200g/min | | |
| | Possible Refrigerant to be recovered | R-134a, R22 etc. | | |
| | Compressor | ½ Hp oil less compressor | | |
| | Condenser | Air cooled | | |
| | Connections | 1/4 Flare and extra 2 nos. of 3/8 adaptor (IN/OUT) | | |
| | Pressure Gauge | High and Low sides | | |
| | Weight | less than 15kg | | |
| | Operation temperature Range | 0°C to 40 °C | | |
| | Machine On/Off Position | - Auto and Manual | | |
| | Applicable DOT cylinders | to be supply with machine (2nos) with over fill safety switch and pressure relief valve (Two valve liquid and Vapor) | | |
| | Accessories | mention all accessories which you supply along with machine | | |
| | Bidders Experience | Minimum two-year experience for offered make in Sri Lanka. (Relevant documents should be submitted with the bid) | | |
| | Specific information | Submit your product catalogue along with the quotation | | |
| | Warranty | 2 Years | | |
| | Note -to be mention after sales service, spare parts availability and accessories. | | | |

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 be accepted]

Date:

To: Secretary, Ministry of Mahaweli Development & Environment

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:

Price Schedule

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|------------------------|--|---|-------------------------|-------------------|--|----------------------|---------------------------------|
| Description of Goods | Country of Origin | Quantity | Unit price | Sub Total] | Inland transportation and other services | Total Price for Item | VAT |
| [insert name of Goods] | [insert country of origin of the Good] | [insert number of units to be supplied] | [insert price per unit] | [(5) = (3) x (4)] | [insert total cost of line item for inland transportation and other services required] | [(7) = (5) + (6)] | [insert total VAT of line item] |
| Recovery pumps | | | | | | | |
| Recovery cylinders | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Total | | | | | | | |

Name of Bidder [*insert complete name of Bidder*]

Signature of Bidder [*signature of person signing the Bid*]

Date [*insert date*].....

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 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 Recovery machines and relived accessories, 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 our 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]*

Sample Purchase Order

| Title of Procurement: Purchase of Recovery Machines and related accessories | | Date: (Date of this purchase Order) | | | | | | | |
|---|-------------|--|-----|------------|--------|---------------|-------------------|---------|--|
| Our Reference: (Quotation Number) | | Your Reference: (Quotation submitted by you with your cover letter dated) | | | | | | | |
| We are pleased to inform you that we have accepted your quotation for the supply of following goods as detailed below: | | | | | | | | | |
| Item # | Description | Unit | Qty | Unit Price | Amount | Delivery Date | Delivery Location | Remarks | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| <p>Other Conditions of this supply are as follows:</p> <ol style="list-style-type: none"> 1. The Goods supplied under this Contract shall conform to the technical specifications and standards mentioned above; 2. The Supplier warrants that all the Materials are new, unused, free from defects. 3. Payment will be made within 2week time after delivery goods subjected to confirmation of the compliances to the specifications by and accredited lab or government institute 4. If the Supplier fails to deliver any or all of the Goods by the Date (s) specified above, the Purchaser may without prejudice to all its other remedies, deduct from the payments due to the Supplier, as liquidated damages, a sum equivalent to the 0.5 % per each day, of the delivered price of the delayed Goods; 5. Upon the Supplier's fulfillment of all the obligations stipulated above and making a request for payment to the Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered payments shall be made by the Purchaser. <p>Signature Name and Address of Purchaser.....</p> | | | | | | | | | |