



THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

Ministry of Agriculture, Livestock, Land and Irrigation

Sri Lanka Survey Department

**Invitation for Bids for Procurement of
Annual Procurement Plan – 2026**

(Brand-new branded Photo copy machine)

(Bid Number SD/III/2026)

Read Only

Volume II

- **Section II. Bidding Data Sheet (BDS)**
- **Section III. Evaluation and Qualification Criteria**
- **Section IV. Bidding Forms**
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Read Only

Section II. Bidding 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.

[Instructions for completing the Bid Data Sheet are provided, as needed, in the notes in italics mentioned for the relevant ITB Clauses.]

ITB Clause Reference	A. General
ITB 1.1	The Purchaser is ¹ : <i>Surveyor General</i>
ITB 1.1	The name and identification number of the Contract are ² : <i>SD/III/2026</i> The number, identification and names of the lots comprising this procurement are ³ : <i>Purchase of Brand-new branded Photo copy machine</i>
ITB 2.1	The source of funding is ⁴ : <i>GOSL</i>
ITB 4.4 ⁵	Foreign bidders <i>are allowed to participate in bidding.</i> <i>Not Allowed</i>
	B. Contents of Bidding Documents
ITB 7.1	For <u>Clarification of bid purposes</u> only, the Purchaser's address is: Attention ⁶ : <i>Senior Superintendent of Survey (Procurement & Supply)</i> Address ⁷ : <i>Procurement & Supply Branch, Surveyor General's Office, No.150, Kirula Road, Colombo 05.</i> Telephone: <i>011-2368106</i> Facsimile number: <i>011-2368106</i> Electronic mail address: <i>snrsspns@survey.gov.lk</i>
	C. Preparation of Bids
ITB 11.1 (e) ⁸	The Bidder shall submit the following additional documents: <i>Refer the Technical Specification (see the page 33-35)</i>

¹ insert complete legal name of the Procuring Entity

² insert title of procurement and bid number reference of the Procuring Entity

³ Applicable only if separate contracts are awarded to different lots; if so insert lot reference and title of the each lot

⁴ insert the source of funding such as GOSL, World Bank, Asian Development Bank etc

⁵ Insert only for foreign funded projects or only when foreign bidders are allowed to participate under GOSL funded projects.

⁶ insert name and designation of the Officer responsible for clarifications e.g. Head of the Procurement Division if any]

⁷ insert floor and room number, if applicable

⁸ If no additional documents are required may delete this row

ITB 14.3 ⁹	<i>The bidders may quote following minimum quantities: 9 number of Brand-new branded Photo copy machine</i>
ITB 15.1 ¹⁰	The bidder shall quote the local expenditure in Sri Lankan Rupees. The bidder may quote the foreign expenditure of the following items in foreign currencies. : Not Applicable
ITB 17.3 ¹¹	Period of time the Goods are expected to be functioning (for the purpose of spare parts): For Seven (07) Years
ITB 18.1 (b)	After sales service is: required
ITB 19.1 ¹²	The bid shall be validity until 21st July 2026
ITB 20.1	Bid shall include a Bid Security (issued by bank or surety) included in Section IV Bidding Forms
ITB 20.2 ¹³	The amount of the Bid Security shall be ¹⁴ : R S . 1 6 , 2 0 0 . 0 0 The validity period of the bid security shall be until ¹⁵ : 1 8 t h A u g u s t 2 0 2 6
	D. Submission and Opening of Bids
ITB 22.2 (c)	The outer envelopes shall bear the following identification marks ¹⁶ : Outer- "Quotation for the item Brand-new branded Photo copy machine of Lot No 06 relevant to Procurement of items in procurement Plan- 2026"
ITB 23.1	For bid submission purposes, the Purchaser's address is: Attention ¹⁷ : J.P.K. Liyanage Senior Superintendent of Survey (Procurement & Supply) Address ¹⁸ : Procurement & Supply Branch, Surveyor General's Office, No.150, Kirula Road, Colombo 05.

⁹ Insert only if bidders are allowed to quote less than 100% of items in a lot or less than 100% of the quantity for each item.

¹⁰ Delete if the bidders are not allowed to quote in currencies other than Sri Lankan Rupees

¹¹ Insert only if required; if so insert duration

¹² insert day, month, and year, i.e. 16 September, 2006

¹³ Delete if BDS ITB 20.1 (b) is selected

¹⁴ [insert amount

¹⁵ insert day, month, and year, i.e. 13 October, 2006

¹⁶ insert the name and/or number that must appear on the bid envelope to identify this specific bidding process

¹⁷ insert full name and the designation of the officer in charge

¹⁸ insert floor and room number, if applicable] [important to avoid delays or misplacement of bids

	The deadline for the submission of bids is: Date ¹⁹ : 2nd June 2026 Time ²⁰ : 12.00 a.m.
ITB 26.1	The bid opening shall take place at: Address: Senior Superintendent of Survey (Procurement & Supply)’s office, No.150, Kirula Road, Colombo 05. Date: 2nd June 2026 Time: 12.05 a.m.
	E. Evaluation and Comparison of Bids
ITB 34.1	Domestic preference “ shall not ” be a bid evaluation factor.
ITB 35.3(d)	The adjustments shall be determined using the following criteria, from amongst those set out in Section III, Evaluation and Qualification Criteria ²¹ : Refer the Technical Specification (see the page 33-35) (a) Deviation in Delivery schedule ²² : Option 1 is selected and the adjustment is ²³ : Option 2 is selected and the adjustment is Rupees Option 3 is selected and the adjustment is% per week (b) Deviation in payment schedule ²⁴ : (c) the cost of major replacement components, mandatory spare parts, and service ²⁵ : (d) [insert any other specific criteria]
ITB 35.4 ²⁶	The following factors and methodology will be used for evaluation: Refer the Technical Specification (see the page 33-35)
ITB 35.5	Bidders [insert “shall” or “shall not”] be allowed to quote for one or more lots. [refer to Section III Evaluation and Qualification Criteria, for the evaluation methodology, if appropriate]

¹⁹ insert date, month, and year, i.e. 15 September, 2006

²⁰ insert time, and identify if a.m. or p.m., i.e. 10:30 am

²¹ refer to Schedule III, Evaluation and Qualification Criteria; insert complementary details if necessary

²² Select one option and delete the other two options

²³ Suggest 0.5 to 1 % per week

²⁴ insert Yes or No. If yes insert the rate per annum to calculate interest earned

²⁵ insert Yes or No. If yes, insert the Methodology and criteria

²⁶ Insert only if required

Section III. Evaluation and Qualification Criteria

This Section complements the Instructions to Bidders. It contains the criteria that the Purchaser uses to evaluate a bid and determine whether a Bidder has the required qualifications. No other criteria shall be used.

[The Purchaser shall select the criteria deemed appropriate for the procurement process, insert the appropriate wording using the samples below or other acceptable wording, and delete the text in italics]

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)

Follow the Technical Specifications (see the page 33-35)

Section IV. Bidding Forms

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Bidder Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date:-----

RFB No.: **SD/III/2026**

Lot No.: *[insert identification No if this is a Bid for an alternative]*

Page _____ of _____ pages

1. Bidder's Name.....
[insert Bidder's legal name]

2. In case of JV, legal name of each member: *[insert legal name of each member in JV]*.....

3. Bidder's actual or intended country of registration.....
[insert actual or intended country of registration]

4. Bidder's year of registration.....
[insert Bidder's year of registration]

5. Bidder's Address in country of registration:
.....
[insert Bidder's legal address in country of registration]

6. Bidder's Authorized Representative Information Name:
.....
[insert Authorized Representative's name]

Address:
[insert Authorized Representative's Address]

Telephone/Fax numbers:
[insert Authorized Representative's telephone/fax numbers]

Email Address:
[insert Authorized Representative's email address]

7. Attached are copies of original documents of *[check the box(es) of the attached original documents]*

- ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITB 4.4.
- ☐ In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB 4.1.
- ☐ In case of state-owned enterprise or institution, in accordance with ITB 4.6 documents establishing:
 - Legal and financial autonomy
 - Operation under commercial law
 - Establishing that the Bidder is not under the supervision of the agency of the Employer

8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

[The successful Bidder shall provide additional information on beneficial ownership, using the Beneficial Ownership Disclosure Form.]

Read Only

Bid Submission Form

[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date:

No.: **SD/III/2026**

To: **Surveyor General**

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 Addenda];

- (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 following Goods **for Purchasing of 09 Brand-new branded Photo copy machine**

- (c) The total price of our Bid without VAT, including any discounts offered is:.....

.....
[insert the total bid price in words and figures];

- (d) The total price of our Bid including VAT, and any discounts offered is:

.....
[insert the total bid price in words and figures];

- (e) Our bid shall be valid for the period of time specified in ITB Sub-Clause 18.1, 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;.....

- (f) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 43 and CC Clause 17 for the due performance of the Contract;

- (g) We have no conflict of interest in accordance with ITB Sub-Clause 4.3;

- (h) 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;

- (k) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

- (l) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed:

[insert signature of person whose name and capacity are shown]

In the capacity of

[insert legal capacity of person signing the Bid Submission Form]

Name:

[insert complete name of person signing the Bid Submission Form]

Duly authorized to sign the bid for and on behalf of:

[insert complete name of Bidder]

Dated on _____ day of _____, _____ *[insert date of signing]*

Read Only

Price Schedule

[The Bidder shall fill in these Price Schedule in accordance with the instructions indicated. The list of line items in column 1 of the Price Schedules shall coincide with the List of Goods and Related Services specified by the Purchaser in the Schedule of Requirements.]

See Page No 14

Read Only

PRICE SCHEDULE

- Note: 1. Unless otherwise allowed under ITB Clause 15, the bidders are required to quote the prices under 'A' columns;
2. Bidders may quote prices under 'B' columns only if the ITB Clause 15 provides provisions to bid in foreign currencies for the line item
3. Purchaser is advised to fill columns 1,2 and 3 before issuing the bidding document and delete this note 3;*

1	2	3	4	5	6	7	8	9	10
			Goods and related Services offered within Sri Lanka (in Sri Lankan Rupees)						
			A						
Line Item No.	Description of Goods or related services	Qty and unit	Unit price (inclusive of duties, sales and other taxes) Excluding VAT	Price per line item (Col. 3x4)	Inland transportation, insurance and other related services to deliver the goods to their final destination if not included under column 4	Total Price Excluding VAT (Col 5+6)	Discounted Total price (if any) excluding VAT	VAT	Total Price Including VAT (Col. 7 or 8+9)
1	Brand-new branded Photo copy machine	09							
Total									

****Bidders shall be submit price for both hardware & software***

²⁹ Write the discounted price if any

Bid Guarantee

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

[this Bank 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: **Surveyor General, Surveyor General's Office, No.150, Kirula Road, Colombo 05.**

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; if a joint venture, list complete legal names of partners] (hereinafter called "the Bidder") has submitted to you its bid dated ----- [insert (by issuing agency) date] (hereinafter called "the Bid") for the supply of [insert name of Supplier] under Invitation for Bids No. ----- [insert IFB number] ("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"); or
- (c) having been notified of the acceptance of its Bid by the 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) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to (insert date)

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

[signature(s) of authorized representative(s)]

Bid-Securing Declaration

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

[The Bidder shall fill in this form in accordance with the instructions indicated in brackets]

Date: ----- *[insert date by bidder]*

*Name of contract - **Purchase of 09 Brand-new branded Photo copy machine**

*Contract Identification N^o : **SD/III/2026**

*Invitation for Bid No. ----- *(insert number)*

*To: ----- *[insert the name of the Purchaser]*

We, the undersigned, declare that:

1. We understand that, according to instructions to bidders (hereinafter “the ITB”), bids must be supported by a bid-securing declaration;
2. We accept that we shall be suspended from being eligible for contract award in any contract where bids have being invited by any of the Procuring Entity as defined in the Procurement Guidelines published by National Procurement Agency of Sri Lanka, for the period of time of *three years* starting on *the latest date set for closing of bids of this bid*, if we:
 - (a) withdraw our Bid during the period of bid validity period specified; or
 - (b) do not accept the correction of errors in accordance with the Instructions to Bidders of the Bidding Documents; or
 - (c) having been notified of the acceptance of our Bid by you, during the period of bid validity, (i) fail or refuse to execute the Contract Form, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the ITB.
3. We understand this bid securing shall expire if we are not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the bidder was unsuccessful; or (ii) twenty-eight days after the expiration of our bid.
4. We understand that if we are a JV, the Bid Securing Declaration must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed *[insert signature(s) of authorized representative]* In the Capacity of *[insert title]*

Name *[insert printed or typed name]*

Duly authorized to sign the bid for and on behalf of *[insert authorizing entity]*

Dated on *[insert day]* day of *[insert month]*, *[insert year]*

Manufacturer's Authorization

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the BDS.]

Date:

[insert date (as day, month and year) of Bid Submission]

No.:

[insert number of bidding process]

To: **Surveyor General**

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 bid 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 sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 27 of the Conditions of Contract, 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]*

Non-collusion Affidavit
(Procurement Guideline Reference - 1.5)

I, the undersigned bidder/bidder's representative/bidder's agent, honestly, truthfully and solemnly declare that;

- a) I, not any other member, agent or representative of the firm/ company/ corporation/ partnership/sole proprietorship that I represent, have entered into any combination, collusion, or similar agreement with any person in connection with the price to be submitted by any person with respect to the invitation for bid;
- b) I, nor any person who represents me have acted to prevent any person from submitting a bid or to induce anyone to refrain from submitting a bid in connection with the intention for bid SD/III/2026;
- c) This this bid is not submitted in collusion with any other bid and is not made pursuant to any agreement, understanding, or combination with any other person in relation to such bid.

I declare that, I have not received and will not accept any discount, fee, reward, commission or anything of value, directly or indirectly, from any person, company or corporation in connection with the submission of the bid.

I further declare that, I have not given and will not give any discount, fee, reward, commission or anything of value, directly or indirectly, to any person, company or corporation in connection with the submission of this bid.

I, taking full responsibility for ensuring the absence of collusion, hereby pledge to abide by fair and ethical competitive practices throughout the entire procurement process and to fully comply with the relevant Procurement Guideline issued by the National procurement Commission.

I hereby declare that all the statement made by me above is true and correct.

I affirm, under the penalties for perjury, that all statements made by me in this affidavit are true and correct.

.....
Signature of the Declarant

Joint Venture Information Form

Each member of the Joint Venture must fill out this form separately to provide information relating to each JV member.

1.	Bidder's legal name:	<i>[insert full name]</i>
2.	Joint Venture Partner's legal name:	<i>[insert full name of Joint Venture Partner]</i>
3.	Joint Venture Partner's Country of Registration:	<i>[insert country of registration]</i>
4.	Joint Venture Partner's Legal Address in Country of Registration:	<i>[insert street/number/town or city/country]</i>
5.	Joint Venture Partner's Trading address	<i>[insert street/number/town or city/country]</i>
6.	Joint Venture Partner's Year of Registration:	<i>[insert year of registration]</i>
7.	Joint Venture Partner's Telephone/Fax numbers:	<i>[insert telephone/fax numbers, including country and city codes]</i>
8.	Joint Venture Partner's Email Address:	<i>[insert email address]</i>
9.	Joint Venture Partner's Authorized Representative Information:	
	Name:	<i>[insert full name]</i>
	Address:	<i>[insert street/number/town or city/country]</i>
	Telephone/Fax numbers:	<i>[insert telephone/fax numbers, including country and city codes]</i>
	Email Address:	<i>[insert email address]</i>

1. Articles of incorporation or constitution and company incorporation/registration of the legal entity named above, in accordance with ITB 4.2 and ITB 4.8
2. Authorization to represent the firm named above, in accordance with ITB 22.2
3. In the case of a government-owned enterprise, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB 4.5

Pending Litigation Form

Each Bidder or member of a JV must fill in this form **Choose**

one of the following:

- No pending litigation, arbitration or any other material events impacting the net worth and/or liquidity of the bidder.
- Below is a description of all pending litigation, arbitration involving the Bidder or any other material events impacting the net worth and/or liquidity of the bidder (or each Joint Venture partner if Bidder is a Joint Venture).

Year	Matter in Dispute	Value of Pending Claim in NRs	Value of Pending Claim as a Percentage of Net Worth
<i>[insert year]</i>	<ul style="list-style-type: none"> • Contract Identification: <i>[indicate complete Contract name, number, and any other identification]</i> • Name of Purchaser: <i>[insert full name]</i> • Address of Purchaser: <i>[insert street/city/country]</i> • Matter in dispute: <i>[indicate main issues in dispute]</i> • Party who initiated the dispute: <i>[indicate "Purchaser" or "Supplier"]</i> • Status of dispute: <i>[indicate if it is being treated by under Arbitration or being dealt with by the Judiciary]</i> 	<i>[insert amount]</i>	<i>[insert amount]</i>

Letter of Technical Bid

(The Bidder shall accomplish the Letter of Technical Bid in its Letter Head Clearly showing the Bidders Complete name and address.)

Date: _____ Contract No.: _____
Invitation for Bid No.: _____

To: _____

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including Addenda issued in accordance with Instructions to Bidders (ITB) Clause 9;
- (b) We offer to supply in conformity with the Bidding Document and in accordance with the delivery schedule specified in the **Section V** (Schedule of Requirements), the following Goods and Related Services:

[insert a brief description of the goods and related services];

- (c) Our Bid consisting of the Technical Bid and the Price Bid shall be valid for a period of *[insert validity period as specified in ITB 20.1 of the BDS]* days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) Our firm, including any subcontractors or suppliers for any part of the Contract, has nationalities from eligible countries in accordance with ITB 4.8 and meets the requirements of ITB 3.4 & 3.5;
- (e) We are not participating, as a Bidder or as a subcontractor/supplier, in more than one Bid in this bidding process in accordance with ITB 4.3(e), other than alternative Bids in accordance with ITB 14;
- (f) Our firm, its affiliates or subsidiaries, including any Subcontractors or Suppliers for any part of the contract, has not been declared ineligible by DP, under the Purchaser's country laws or official regulations or by an act of compliance with a decision of the United Nations Security Council;

- (g) We are not a government owned entity/we are a government owned entity but meet the requirements of ITB 4.5;³
- (h) We declare that, we including any subcontractors or suppliers for any part of the contract do not have any conflict of interest in accordance with ITB 4.3 and we have not been punished for an offense relating to the concerned profession or business.
- (i) The following commissions, gratuities, or fees, if any, have been paid or are to be paid with respect to the bidding process or execution of the Contract:

Name of Recipient	Address	Reason	Amount
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(If none has been paid or is to be paid, indicate “none.”)

- (j) We declare that we are solely responsible for the authenticity of the documents submitted by us. The document and information submitted by us are true and correct. If any document/information given is found to be concealed at a later date, we shall accept any legal actions by the purchaser.
- (k) We agree to permit GOSL/DP or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by the GOSL/DP.

Name

In the capacity of

Signed

Duly authorized to sign the Bid for and on behalf of

Date: -

³ Select one of the options

Letter of Price Bid

The Bidder must accomplish the Letter of Bid in its letterhead clearly showing the Bidder's complete name and address.

Date:

Name of the contract:

Invitation for Bid No.:

To:.....

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders (ITB) Clause 9;
- (b) We offer to supply in conformity with the Bidding Document and in accordance with the delivery schedule specified in the **Section V** (Schedule of Requirements), the following Goods and Related Services:*[insert a brief description of the goods and related services]*

- (c) The total price of our Bid, excluding any discounts offered in item (d) below, is:

[In case of only one lot/package, insert the total Bid Price in words and figures];

[In case of multiple lots/packages, insert the total price of each lot/package]

- (d) The discounts offered and the methodology for their application are:

The discounts offered are:

[specify in detail each discount offered]

The exact method of calculations to determine the net price after application of discounts is shown below:

[specify in detail the method that shall be used to apply the discounts];

- (e) Our bid shall be valid for a period of *[insert validity period as specified in ITB 20.1]* days from the date fixed for the bid submission deadline in accordance with the Bidding

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

- (f) If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Document;
- (g) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (h) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
- (i) We agree to permit the Employer/DP or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by the Employer.
- (j) We confirm and stand by our commitments and other declarations made in connection with the submission of our Letter of Technical Bid.

Name:

In the capacity of.....

Signed

Duly authorized to sign the Bid for and on behalf of.....

Date.....

Financial Situation Form

Each Bidder must fill out this form.

In case of a Joint Venture, each Joint Venture Partner must fill out this form separately and provide the Joint Venture Partner's name:

Joint Venture Partner: *[Insert Name of Joint Venture Partner]*

Financial Data for PreviousYears (in LKR)		
Year 1:	Year 2:	Year

Information from Balance Sheet

Total Assets (TA)			
Total Liabilities (TL)			
Net Worth = TA-TL			
Current Assets (CA)			
Current Liabilities (CL)			
Working Capital = CA-CL			

Information from Income Statement

Total Revenues			
Profits Before Taxes			
Profits After Taxes			

➔ Attached are copies of financial statements (balance sheets including all related notes, and income statements) for number of years, as indicated above, complying with the following conditions:

- All such documents reflect the standalone financial situation of the legal entity or entities comprising the Bidder and not the Bidder's parent companies, subsidiaries, or affiliates.
- Historic financial statements must be audited by a certified accountant.
- Historic financial statements must be complete, including all notes to the financial statements.
- Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

Read Only

Average Annual Turnover Form

Each Bidder must fill out this form.

The information supplied should be the Annual Turnover of the Bidder or each partner of a Joint Venture in terms of the amounts billed to clients for each year for work in progress or completed to LKRs at the end of the period reported.

In case of a Joint Venture, each Joint Venture Partner must fill out this form separately and provide the Joint Venture Partner's name:

Joint Venture Partner: [Insert Name of Joint Venture Partner]

Annual Turnover Data for the Last..... Years	
Year	Amount (in LKRs)
Average Annual Turnover	

Financial Resources Form

Specify proposed sources of financing, such as liquid assets⁴, unencumbered real assets, and other financial means (other than any contractual advance payments) available to meet the total cash flow requirements of the subject contract

Financial Resource		
No.	Source of financing	Amount (in LKRS)
1		
2		
3		

⁴ Liquid assets mean cash and cash equivalents, short-term financial instruments, short-term available-for-sale securities, marketable securities, trade receivables, short-term financing receivables, and other assets that can be converted into cash within one (1) year.

Letter of Intent

[on letterhead paper of the Purchaser]

..... date.

Notes on Letter of Intent

The issuance of Letter of Intent is the information of the selection of the bid of the successful bidder by the Purchaser and for providing information to other unsuccessful bidders who participated in the bid as regards to the outcome of the procurement process. This standard form of Letter of Intent to Award should be filled in and sent to the successful Bidder only after evaluation and selection of substantially responsible lowest evaluated bid.

To: name and address of the Supplier
.....

Subject: Issuance of letter of intent to award the contract

This is to notify you that, it is our intention to award the contract for execution of the

..... name of the contract and identification number, as given in the Contract Data/SCC to you as your bid price.....amount in figures and words in Sri

Lankan Rupees as corrected and modified in accordance with the Instructions to Bidders is hereby selected as substantially responsive lowest evaluated bid.

Authorized Signature:

.....

Name:

.....

Title:

.....

CC:

[Insert name and address of all other Bidders, who submitted the bid]

Section V. Schedule of Requirements

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Read Only

Notes for Preparing the Schedule of Requirements

The Schedule of Requirements shall be included in the bidding documents by the Purchaser, and shall cover, at a minimum, a description of the goods and services to be supplied and the delivery schedule.

The objective of the Schedule of Requirements is to provide sufficient information to enable bidders to prepare their bids efficiently and accurately, in particular, the Price Schedule, for which a form is provided in Section IV. In addition, the Schedule of Requirements, together with the Price Schedule, should serve as a basis in the event of quantity variation at the time of award of contract pursuant to ITB Clause 41.

The date or period for delivery should be carefully specified, taking into account (a) the implications of delivery terms stipulated in the Instructions to Bidders', and (b) the date prescribed herein from which the Purchaser's delivery obligations start (i.e., notice of award, contract signature, opening or confirmation of the letter of credit).

1. List of Goods and Delivery Schedule

[The Purchaser shall fill in this table, with the exception of the column “Bidder’s offered Delivery date” to be filled by the Bidder]

Line Item N°	Description of Goods	Quantity	unit	Final (Project Site) Destination as specified in BDS	Delivery Date ¹		
					Earliest Delivery Date	Latest Delivery Date	Bidder’s offered Delivery date [<i>to be provided by the bidder</i>]
<i>[insert item No]</i>	<i>[insert description of Goods]</i>	<i>[insert quantity of item to be supplied]</i>	<i>[insert unit for the quantity]</i>	<i>[insert place of Delivery]</i>	<i>[insert the number of days following the date of effectiveness the Contract]</i>	<i>[insert the number of days following the date of effectiveness the Contract]</i>	<i>[insert the number of days following the date of effectiveness the Contract]</i>
01	Brand-new branded Photo copy machine	09	No	Surveyor’s General Office, Colombo 05.	within 14 days of after receiving date of Purchased order	within 45 days of after receiving date of Purchased order	

¹ applicable only if delivery is considered for evaluation. If not only one column “Delivery Date” duly filled by the Purchaser is required

² Refer ITB 17.3 and list accordingly

Technical specification for Photocopiers Black & White– 2026

Item	Minimum Detail Specification	Remarks
Compliance report		
Unit Price/ SL Rs		
Total Price/ SL Rs.	Without VAT	
Total Price/ SL Rs.	Without VAT	
	With VAT	
PCA 3 form		
Eligibility for detailed examination		

Item No.	Component	Specification	Bidder's Compliance
1.	Make/Brand (Indicate by the bidder)		
2.	Model (Indicate by the bidder)		
3.	Country of manufacture (Indicate by the bidder)		
4.	Year of manufacture (Indicate by the bidder)		
5.	Input power	220-240V AC 50-60Hz	
6.	Power consumption (Indicate by the bidder)		
7.	Type	Desktop or standing/Digital	
8.	Functions	Copier/Printer/Scanner	
9.	Memory	512MB or higher	
10.	Paper size	A5 to A3	
11.	Reduction/Magnification(fixed magnifications should be Indicated by the bidder - Eg. As 25%, 50% etc)	25 to 400% (1% increment)	
12.	Paper feeding/Sources Specify	Two universal trays adjustable to A3 from A5 and Bypass Tray	
13.	Direct Print (USB Pen Drive Print)	Specify file format (JPEG,TIFF,PDF & XPS)	
14.	Paper GSM supported	60 to 120 GSM or better	
15.	Exposure control	Automatic/Manual-5 steps minimum	
16.	Color sensitivity	All colors	
17.	Print resolution	600x600 dpi (Minimum)	
18.	Multiple copy	1-99 minimum or higher	
19.	Image control	Automatic/manual	
20.	Copy speed (indicate by the bidder)		
21.	Warm up time	30 sec. or less from power on	
22.	Copy counter	Mechanical or digital	
23.	Transmission speed	Less than 5 Sec	
24.	Locking the device (Indicate by the bidder)		
25.	Two sided Printing (Duplex)	Should be available in automatic	
26.	Extra features (Indicate by the bidder)		

Item No.	Component	Specification	Bidder's Compliance
27.	Supported network OS	Windows 7 or higher	
28.	Interface type	USB , Wi-Fi support printing and LAN (RJ45)	
29.	User Passwords & report	Enable to connect with Password through Network & able to get Usage report	
30.	Operating temperature	5-40 Celsius and 20%-80% R.H.	
31.	Duty cycle	20000 copies per month	
32.	Standard Toner with validity to be provided with the machine		
33.	Validity period for the standard toner price		
34.	Price per Photo drum replacement (manufacture confirmed stranded yield with splitting of items) (Indicate by the bidder)		
35.	Price per Developer (Indicate by the bidder)		
36.	Recommended no of A4 copies per the standard toner (Indicate by the bidder)		
37.	Recommended no of A4 copies per developer (Indicate by the bidder)		
38.	Avg. cost per A4 size copy (Indicate by the bidder)		
39.	Life span of Drum (Indicate by the bidder)		
40.	Scanner	Scanning color and B & W originals up to A3	
41.	Resolution	Up to 600 dpi Min	
42.	PC connectivity	Specify	
43.	2 Side printing	Automatic	
44.	Toner saver mode	Should be available	
45.	Spare parts	Should be available at least for 6 years	
46.	Copier stand	Should be supplied	
47.	Energy star certification (Indicate by the bidder)		
48.	Brochures	Original brochures of the quoted model should be supplied	
49.	Demonstration	Should be demonstrated on at evaluation on request	
50.	Accessories	All accessories supplied with the model should be clearly listed	
51.	Island wide maintenance facility	Specify island wide branches	
52.	Experience in field	At least five years experience in vending related field in Sri	

Item No.	Component	Specification	Bidder's Compliance
		Lanka	
53.	Warranty	Manufacturer's warranty for minimum one year, including replacement of all defective parts with original parts and labour with no cost. All kind repairs should be performed onsite within 3 working days in warranty period.	
54.	Maintenance cost after warranty	Annual cost after the warranty for period of 5 years	
55.	Remarks	Incomplete bids will be liable to be rejected during the evaluation phase	

Signature Of Bidder :

Contact Number :

Fax No :

Name & Company seal :

TECHNICAL SPECIFICATIONS

[The Technical specifications may be provided in the following format. The bidder shall fill the columns 6 and 7. Bidder's failure to provide the information requested in the columns 6 and 7 may be a reason for the rejection of the bid. If any discrepancy is observed between the information provided by the bidder in the columns 6 and 7 and the other technical information attached to the bid, the information provided herein shall take precedence.]

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Line Item No ³²	Description of Goods or Related Service ³³	Sub Component ³⁴	Technical Specifications and Standards			
			Purchaser's Requirements		Bidder's Offer	
			Detail ³⁵	Priority ³⁶	Yes(Y)/ No(N)	Remarks ³⁷
1.		1.1				
		1.2				
2.		2.1				
		2.2				
3.		3.1				

³² Same as list of goods and Delivery schedule table

³³ Same as list of goods and Delivery schedule table

³⁴ insert identification name for sub-component

³⁵ insert in detail specifications for sub-component

³⁶ Mark the sub-components that the Purchaser will consider as critical during the evaluation as "C"

³⁷ If the bidder has stated 'N' in column 6 it is essential that bidder shall fill information of his offer against the sub-component under column 7. If the bidder has stated 'Y' in column 6, the bidder has the option of providing additional information of his offer, to establish that it conforms to the specifications given.

2. Inspections and Tests

The following inspections and tests shall be performed: *[insert list of inspections and tests if any]*

Refer the Technical Specification (see the page 33-35)

Read Only

Section VI. Conditions of Contract

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Read Only

Section VII. Contract Data

The following Contract Data shall supplement and / or amend the Conditions of Contract (CC). Whenever there is a conflict, the provisions herein shall prevail over those in the CC.

[The Purchaser shall select insert the appropriate wording using the samples below or other acceptable wording, and delete the text in italics]

CC 1.1(i)	The Purchaser is ³⁸ : <i>Surveyor General</i>
CC 1.1 (m)	The Project Site(s)/Final Destination(s) is/are ³⁹ : <i>Survey General Office, Colombo 05.</i>
CC 8.1	<p>For <u>notices</u>, the Purchaser's address shall be: Attention⁴⁰: <i>J.P.K.Liyanage</i></p> <p style="text-align: center;"><i>Senior Superintendent of Survey (Procurement & Supply)</i></p> <p>Address: <i>Senior Superintendent of Survey (Procurement & Supply)'s office, No.150, Kirula Road, Colombo 05.</i></p> <p>Telephone: <i>011-2368106</i></p> <p>Facsimile number: <i>011-2368106</i></p> <p>Electronic mail address: <i>snrsspns@survey.gov.lk</i></p>
CC 12.1	Details of Shipping and other Documents to be furnished by the Supplier are ⁴¹ .
CC 15.1	<p><i>Sample provision [Select appropriately]</i></p> <p>CC 15.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:</p> <p>A: For Goods offered within Sri Lanka</p> <p>Payment shall be made in Sri Lanka Rupees within thirty (30) days of presentation of claim supported by a certificate from the Purchaser declaring that the Goods have been delivered and that all other contracted Services have been performed.</p> <p>(i) On Delivery: Up to a maximum of Eighty (80) percent of the Contract Price, shall be paid on receipt of the Goods and upon submission of the documents specified in CC Clause 12.</p> <p>(ii) On Acceptance: The remaining twenty (20) percent of the</p>

³⁸ Insert complete legal name of the Purchaser

³⁹ Insert name(s) and detailed information on the location(s) of the site(s)

⁴⁰ insert full name and the designation of the officer, if applicable

⁴¹ insert shipping details and other documents

	<p>Contract Price shall be paid to the Supplier within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Purchaser.</p> <p>B: For Goods offered to be imported and supply⁴²:</p> <p><i>Follow only Option 3</i></p>
--	--

⁴² select 'Option 1', 'Option 2' or 'Option 3'

	<p><i>Option 3:</i></p> <p>(i) On Delivery: Eighty (80) percent of the Foreign currency portion of the Goods shall be paid through irrevocable confirmed letter of credit opened in favor of the Supplier in a bank in Sri Lanka, upon the delivery of the goods to the final destination and upon submission of documents specified in GCC Clause 12. (After Receiving acceptance certificate)</p> <p>(ii) On Acceptance: Twenty (20) percent of the Foreign currency portion of Goods received shall be paid within thirty (30) days of receipt of the Goods upon submission of claim supported by the acceptance certificate issued by the Purchaser.</p> <p>Payment of local currency portion shall be made in Sri Lankan Rupees within thirty (30) days of presentation of claim supported by a certificate from the Purchaser declaring that the Goods have been delivered and that all other contracted Services have been performed.</p>
CC 17.1	A Performance Security ⁴⁵ <i>Shall be required</i>
CC 25.1	The inspections and tests shall be ⁴⁶ : <i>Required (refer the technical specification page no 33-35)</i>
CC 25.2	The Inspections and tests shall be conducted at ⁴⁷ : <i>Survey General Office, Colombo 05.</i>
CC 26.1	The liquidated damage shall be ⁴⁸ : <i>0.001% per week</i>
CC 26.1	The maximum amount of liquidated damages shall be ⁴⁹ : <i>0.1%</i>

⁴⁵ insert "shall" or "shall not" be required

⁴⁶ insert nature, frequency, procedures for carrying out the inspections and tests

⁴⁷ insert name(s) of location(s)

⁴⁸ insert number

⁴⁹ insert number

Letter of Acceptance

[on letterhead paper of the Purchaser]

..... date.

To: name and address of the Supplier

Subject: Notification of Award

This is to notify that your Bid dated date for execution of the
.name of the contract and identification number, as given in the Contract Data/SCC
for the Contract price of Sri Lankan Rupees [insert amount in figures and words in Sri
Lankan Rupees], as corrected in accordance with the Instructions to Bidders is hereby
accepted in accordance with the Instruction to Bidders.

You are hereby instructed to contract this office to sign the formal contract agreement
within 15 days. As per the Conditions of Contract, you are also required to submit
Performance Security, as specified in SCC, consisting of a Bank Guarantee in the
included in the Bidding Document.

The amount of performance security shall be LKR..... [Insert amount] and
validity period of performance security shall be..... [insert validity period].

The Purchaser shall forfeit the bid security, in case you fail to furnish the Performance
Security and to sign the contract within specified period.

Authorized Signature:

Name and Title of Signatory:

Performance Security

[insert complete name and number of Contract]

To: *[insert complete name of Purchaser]*

WHEREAS *[insert complete name of Supplier]* (hereinafter “the Supplier”) has received the notification of award for the execution of *[insert identification number and name of contract]* (hereinafter “the Contract”).

AND WHEREAS it has been stipulated by you in the aforementioned Contract that the Supplier shall furnish you with a security *[insert type of security]* issued by a reputable guarantor for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS the undersigned *[insert complete name of Guarantor]*, legally domiciled in *[insert complete address of Guarantor]*, (hereinafter the “Guarantor”), have agreed to give the Supplier a security:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of *[insert currency and amount of guarantee in words and figures]* and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract, without cavil or argument, any sum or sums within the limits of *[insert currency and amount of guarantee in words and figures]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This security is valid until the *[insert day, month, year]*.

Name: *[insert complete name of person signing the Security]*

In the capacity of: *[insert legal capacity of person signing the Security]*

Signed: *[insert signature of person whose name and capacity are shown above]*

Duly authorized to sign the security for and on behalf of: *[insert seal and complete name of Guarantor]*

Date: *[insert date of signing]*

Advance Payment Security

[insert complete name and number of Contract]

To: *[insert complete name of Purchaser]*

In accordance with the payment provision included in the Contract, in relation to advance payments, *[insert complete name of Supplier]* (hereinafter called “the Supplier”) shall deposit with the Purchaser a security consisting of *[indicate type of security]*, to guarantee its proper and faithful performance of the obligations imposed by said Clause of the Contract, in the amount of *[insert currency and amount of guarantee in words and figures]*.

We, the undersigned *[insert complete name of Guarantor]*, legally domiciled in *[insert full address of Guarantor]* (hereinafter “the Guarantor”), as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Purchaser on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[insert currency and amount of guarantee in words and figures]*.

This security shall remain valid and in full effect from the date of the advance payment being received by the Supplier under the Contract until *[(insert day, month, year) Contract completion date may be a basis for this date]*.

Name: *[insert complete name of person signing the Security]*

In the capacity of: *[insert legal capacity of person signing the Security]*

Signed: *[insert signature of person whose name and capacity are shown above]*

Duly authorized to sign the security for and on behalf of: *[insert seal and complete name of Guarantor]*

Date: *[insert date of signing]*

Guarantee of Release of Retention Money

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

Beneficiary-----*[Name and Address of Employer]*

Date: -----

RETENTION MONEY GUARANTEE No.: -----

We have been informed that----- *[Name of Contractor]* (hereinafter called „the Contractor”) has entered into Contract No ----- *[Reference number of the contract]* dated ----- with you, for the execution of----- *[Name of the contract and brief description of works]* (hereinafter called “the Contract”).

Furthermore, we understand that, according to the conditions of the Contract, when the Works have been taken over and the first half of the retention money could be obtained by submission of retention money guarantee. The balance fifty percent (50%) also could be released may be made against a retention money guarantee which shall be valid 28 days beyond the defect's notification period.

At the request of the Contractor, we ----- *[Name of the bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- *[amount of figures]* (-----) *[amount in words]* I upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract because the Contractor has not attended to the defects in accordance with the Contract.

This guarantee shall expire, at the latest,----- *[Insert 28 days after the end of the defect's liability period]*. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

[signature(s)]

Invitation for Bids (IFB)

THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

Ministry of Agriculture, Livestock, Land and Irrigation

Sri Lanka Survey Department

Invitation for Bids for Procurement of

Purchase of 9 Brand-new branded Photo copy machine

(Bid Number SD/III/2026)

1. Survey Department of Sri Lanka requests quotations to procure 9 Brand-new branded Photo copy machine as per the requirement of the Survey Department.
2. The **Senior Superintendent of Survey (Procurement & Supply)** on behalf of **Surveyor General** now invites sealed Bids from eligible Bidders.
3. Invitation of bids will be conducted through the National Competitive Bidding Procedure as per the **Single Stage Single Envelope Budding Procedure** (Relevant Reference to the Procurement Guidelines – 3.3.1).
4. **The Instruction to bidders, Conditions of Contract and Contract Forms should be downloaded from the website www.survey.gov.lk**
5. Interested bidders may obtain further details from the Senior Superintendent of Surveys (Procurement and Supply) of the Surveyor General's Office and inspect the bidding documents from **08.05.2026 to 01.06.2026 during office hours from 9.00 a.m.to 3.00 p.m.**
6. Bidders may obtain the bidding documents by submitting an application and **paying non-refundable fee of One thousand two hundred fifty only (Rs.1,250.00) at the address below until 01.06.2026 during office hours from 9.00 a.m. to 3.00 p.m.** at the following address.
7. Pre bid meeting will be conducted at the Surveyor General's Office **on 15.05.2026 at 10.30 a.m.**
8. **"Quotation for the item Brand-new branded Photo copy machine of Lot No 06 relevant to Procurement of items in procurement Plan- 2026"** should be marked on the top left-hand corner of the envelope containing bids in duplicate and sealed envelopes containing bids should be sent to reach to the address below on or **before 2nd June 2026 at 12.00 a.m.** Late bids will be rejected. Bids will be opened in the presence of bidders or their representatives at the following address on **2nd June 2026 at 12.05 a.m.** All bids must be accompanied by a photocopy of the receipt for payment of the bid security.
9. The bid security is Sixteen thousand two hundred rupees. (Rs.16,200.00)

Address-Senior Superintendent of Surveys (Procurement and Supply), Surveyor General's Office,
No.150, Kirula Road, Colombo 05, Telephone/Fax:0112368106

Surveyor General
29.08.2025

Read Only