

*THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA*

PROCUREMENT OF INTERIOR DESIGN AND FURNITURE TO SLIBTEC  
PHASE I BUILDING,  
MAHENWATTA, THALAGALA ROAD,  
PITIPANA, HOMAGAMA

## **INTERIOR DESIGN AND FURNITURE**

**Contract No. SLIBTEC/PROC/001/NCB/WORKS/INTERIOR  
DESIGN AND FURNITURE**

# **BID DOCUMENT**

### **Volume 1**

- Section I - Instructions to Bidders (ITB)
- Section VI - Conditions of Contract (CC)
- Section VIII - Contract Forms

### **Volume 2**

- Section II - Bidding Data Sheet (BDS)
- Section III - Evaluation and Qualification Criteria
- Section IV - Bidding Forms
- Section V - Schedule of Requirements
- Section VII - Contract Data
- Invitation For Bid

Date of issue: 25 April 2022

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**Purchaser,**

**Sri Lanka Institute of Biotechnology Pvt. Ltd,  
Phase I Building,  
Mahenwatta,  
Thalagala Road,  
Pitipana, Homagama**

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**INTERIOR DESIGN AND  
FURNITURE**

**Contract No.  
SLIBTEC/PROC/001/NCB/WORKS/INTERIOR  
DESIGN AND FURNITURE**

**BID DOCUMENT**  
**(2 Envelope System)**

**Volume 1**

- |   |              |   |                               |
|---|--------------|---|-------------------------------|
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| • | Section VI   | - | Conditions of Contract (CC)   |
| • | Section VIII | - | Contract Forms                |

Date of issue: 25 April 2022

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**Purchaser**

**Sri Lanka Institute of Biotechnology Pvt. Ltd,  
Phase I Building,  
Mahenwatta,  
Thalagala Road,  
Pitipana, Homagama**

**Volume 01 to be refered**

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**BID DOCUMENT**  
**(2 Envelope System)**

**Volume 2**

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| • Invitation for Bid |   |

Date of issue: 25 April 2022

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Phase I Building,  
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## 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.

ITB Clause Reference	A. General
ITB 1.1	<b>The Purchaser is:</b> Sri Lanka Institute of Biotechnology Pvt. Ltd
ITB 1.1	<b>The name and identification number of the Contract are</b> Supply and place in position as indicated in the layout drawings of Furniture for new office building for SLIBTEC. (Contract No. SLIBTEC/PROC/001/NCB/WORKS/INTERIOR DESIGN AND FURNITURE)
ITB 2.1	<b>The source of funding is:</b> Government of Sri Lanka
ITB 4.4	Foreign bidders are not allowed to participate in bidding. Local bidders are expected to source materials required for the project from local suppliers and agents, through the use of material already available within the country, no additional importation of material is encouraged for the project.
	<b>B. Contents of Bidding Documents</b>
ITB 6.1	Add new Section IX . Schedules in Volume 2
ITB 7.1	For <b><u>Clarification of bid purposes</u></b> only, the Engineer's address is: Attention: Procurement Assistant Address: Sri Lanka Institute of Biotechnology Pvt. Ltd, Phase I Building, Mahenwatta, Thalagala Road, Pitipana, Homagama Telephone: 011 3431844 Electronic mail address: <a href="mailto:navoda.balasooriya@slibtec.gov.lk">navoda.balasooriya@slibtec.gov.lk</a> / <a href="mailto:ndbalasooriya21@gmail.com">ndbalasooriya21@gmail.com</a>
	<b>C. Preparation of Bids</b>
ITB 11.1 (e)	<b>The Bidder shall submit the following General Information documents.</b> (To be furnished documentary evidence for the following). All documents submitted by photocopies shall be authenticated by

	<p>Attorney at Law</p> <ul style="list-style-type: none"> <li>• Should be in the business continuously for last Five years and should be a Manufacture or authorized representative or authorized to assemble parts obtained from Manufacturer who must have manufactured and supplied satisfactorily similar furniture for at least during the last five years continuously.</li> <li>• Should have supplied similar furniture for a value of not less than Rs. 50 million within six months during the last 5 years.</li> <li>• Average annual volume of furniture supplies performed during the last five years shall be not less than Rs. 50 million.</li> <li>• The minimum amount of liquid assets and / or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, shall be not less than Rs. 50 million.</li> <li>• Details of Furniture listed should be submitted in diagram/photos with catalogues and specifications. Samples of materials, Country of Origin, Technical Literature are also to be submitted. (Designs required are annexed separately)</li> <li>• The Bidder should furnish information on past supplies and their satisfactory performance for the last 5years.</li> <li>• The Bidder should submit the following documents along with the Bid; <ul style="list-style-type: none"> <li>○ Certificate of Business Registration or Incorporation (Certified photocopy).</li> <li>○ Audited Statements of Accounts for the last <b>Five</b> years. (Certified photocopy).</li> <li>○ Bankers Certificates about the financial capability. (original)</li> <li>○ Consignee's Certificates for the last <b>Five</b> years in the supply of relevant Furniture to government / other institutions. (Certified photocopy).</li> <li>○ Manufacture's Authorization (original)</li> <li>○ Warranty Certificates (original)</li> </ul> </li> <li>• Notwithstanding anything stated above, the Purchaser reserves the right to assess Bidder's capability and capacity to perform the contract should circumstances warrant such an assessment in the overall interest of the Purchaser.</li> <li>• Bidder shall furnish International/Local Product Quality Certificates with the bid.</li> </ul>
<b>ITB 14.3</b>	Not applicable (Total quantities stated in each package to be quoted)
<b>ITB 15.1</b>	The bidder shall quote in Sri Lankan Rupees.

<b>ITB 18.1 (b)</b>	<b>After sales service is:</b> required
<b>ITB 19.1</b>	The bid shall be valid until <b>60 Days</b> from the date of the Bid opening.
<b>ITB 20.1</b>	Bid shall include a Bid Security (issued by bank) strictly in accordance with the form included in Section IV Bidding Forms
<b>ITB 20.2</b>	<p>The amount of the Bid Security shall be Rs. 1 Mn</p> <p>The validity period of the bid security shall be 88 Days from the date of bid opening.</p>
	<b>D. Submission and Opening of Bids</b>
<b>ITB 22.2</b>	<p>22.1 The bidder shall submit the bid under <b>two</b> separately sealed envelopes as follows;</p> <p>The first envelope shall be clearly marked “<b>ENVELOPE 1 – GENERAL INFORMATION AND TECHNICAL PROPOSAL</b>” and shall include separately sealed one inner envelope of the original and copy of the General Information. (Refer the <b>ITB 11.1 (e)</b>). Shall include separate sealed another inner envelop of the original and copy of the Technical Proposal.</p> <p>The Third envelope shall be clearly marked “<b>ENVELOPE 2 – FINANCIAL BID</b>” and shall include separately sealed inner envelope of the original and copy of the Financial Bid.</p> <p>22.2 The Bidder shall seal the original and the copy of the General Information in two separate covers, duly marked as “<b>ORIGINAL OF GENERAL INFORMATION</b>” and “<b>COPY OF GENERAL INFORMATION</b>”. The two covers shall then be sealed as inner covers in the Envelope 1 described above. The original cover shall include the originals and the copy shall include copies of the following;</p> <ul style="list-style-type: none"> <li>• Certificate of Business Registration or Incorporation (Certified photocopy).</li> <li>• Audited Statements of Accounts for the last <b>Five</b> years. (Certified photocopy).</li> <li>• Bankers Certificates about the financial capability. (original)</li> <li>• Consignee’s Certificates for the last <b>Five</b> years in the supply of relevant Furniture to government / other institutions. (Certified photocopy).</li> <li>• Manufacture’s Authorization (original)</li> <li>• Warranty Certificates (original)</li> </ul> <p>The Bidder shall seal the original and the copy of the Technical Bid in two separate covers, duly marked as “<b>ORIGINAL OF</b>”</p>



	<p><b>TECHNICAL PROPOSAL” and “COPY OF TECHNICAL PROPOSAL”.</b> The two covers shall then be sealed as inner covers in the Envelope 1 described above. The original cover shall include the originals and the copy shall include copies of the following;</p> <ul style="list-style-type: none"> <li>(i) Volume 1 of the Bidding Document (Section I, Section VI, Section VIII)</li> <li>(ii) Invitation for Bid</li> <li>(iii) Section II – Bidding Data Sheet</li> <li>(iv) Section III – Evaluation and Qualification Criteria</li> <li>(v) Section V – Schedule of Requirements</li> <li>(vi) Section VII – Contract Data</li> <li>(vii) Power of Attorney or Board Resolution for the authentication of the Signature for the Bid</li> <li>(viii) Duly filled and signed Form of Bid</li> <li>(ix) Bid Security</li> <li>(x) Duly filled Section IX – Schedules with documentary evidence</li> <li>(xi) Duly Signed Manufactures Authorization Form</li> <li>(xii) Other information requested in Bidding Data clause 11.1(e); and</li> <li>(xiii) Any other information, bidder may wish to include</li> </ul> <p>22.3 The Bidder shall seal the original and the copy of the Financial Bid in two separate covers, duly marked as <b>ORIGINAL OF FINANCIAL BID</b> and <b>COPY OF FINANCIAL BID</b>. The two covers shall then be sealed as inner covers in the Envelope 2 described above. The original cover shall include the originals and the copy shall include copies of the following;</p> <ul style="list-style-type: none"> <li>(i) Duly filled and signed Form of Financial Bid</li> <li>(ii) Duly completed Price Schedules</li> </ul> <p>22.4 All inner and outer envelopes/covers shall:</p> <ul style="list-style-type: none"> <li>(a) be addressed to the Purchaser at the address provided in Bidding Data;</li> <li>(b) bear the name and identification number of the Contract as defined in Bidding Data; and</li> <li>(c) provide a warning as specified in the Sub-Clause 22.1</li> </ul> <p>22.5 In addition to the identification required in Sub-Clause 22.4 (b),</p>
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	<p>all inner covers shall indicate the name and address of the Bidder to enable the Bid to be returned unopened.</p> <p>22.6 If the outer cover is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the Bid.</p>
<b>ITB 23.1</b>	<p>For bid submission purposes, the Purchaser's address is:</p> <p>Attention: <b>The Chairman, Department Procurement Committee</b></p> <p>Address: <b>Sri Lanka Institute of Biotechnology Pvt. Ltd, Phase I Building, Mahenwatta, Thalagala Road, Pitipana, Homagama.</b></p> <p>The deadline for the submission of bids is:</p> <p>Date: 20<sup>th</sup> May 2022                      Time: 10:00 hrs</p>
<b>ITB 26.1</b>	<p>The bid opening shall take place at:</p> <p>Address: <b>Corporate Area, Ground Floor, Sri Lanka Institute of Biotechnology Pvt. Ltd, Phase I Building, Mahenwatta, Thalagala Road, Pitipana, Homagama.</b></p> <p>Date: 20<sup>th</sup> May 2022</p> <p>Time: 10:30 hrs</p>
<b>ITB 26.3</b>	<p>26.3 The Purchaser will open the envelope marked "Envelope 1- General Information and Technical Proposal first. The Bidder's names the presence (or absence) of Bid Security, and any such other details as the Purchaser may consider</p> <p>Appropriate, will be announced by the purchaser at the opening. No bid shall be rejected at Bid opening except for late bids.</p> <p>26.4 The envelopes marked Envelope 2- Financial Bid will be opened after the completing the evaluation of envelope marked Envelope 1- General Information and Technical Proposal in the manner described in the Section III – Evaluation and Qualification Criteria.</p>
	<b>E. Evaluation and Comparison of Bids</b>
<b>ITB 35.3(d)</b>	<p>The adjustments shall be determined using the following criteria, from amongst those set out in Section III, Evaluation and Qualification</p>

	<p>Criteria:</p> <p>(a) Deviation in Delivery schedule: Deviations will not be permitted</p> <p>(b) Deviation in payment schedule: Deviations will not be permitted</p> <p>(c) evaluation criteria detailed in ITB 35.4</p>								
<b>ITB 35.4</b>	<p>The following factors and methodology will be used for evaluation:</p> <p>1. The Purchaser will evaluate the information submitted with the envelope marked “Envelop 1 – General Information” to determine whether each bid,</p> <p>a) Meets the eligibility criteria;</p> <p>b) Has been properly signed;</p> <p>c) Is accompanied by the required securities;</p> <p>d) Is substantially responsive to the requirements of the bidding document; and</p> <p>e) Provides any clarification and/or substantiation that the Employer may require to determine responsiveness</p> <p>2. Evaluation of Technical Proposals</p> <p>Purchaser will evaluate and compare only the Bids determined to be substantially respective in technical evaluation. Evaluators of envelop marked “Envelop 1 –Technical Proposal” shall have no access to the envelop marked “Envelop 2 – Price Proposal” until the technical evaluation, is concluded.</p> <p>The Purchaser, evaluates the “Envelop 2 – Technical Proposals” on the basis of their responsiveness to the Employer’s Requirements, applying the evaluation criteria, and points system specified below.</p> <table><tr><th>Sr. No.</th><th>Evaluation Criteria</th><th>Minimum marks required (Out of 100) %</th><th>Maximum marks (%)</th></tr><tr><td>i</td><td>Specific experience of the bidder for the composition of the Design Team related to the design of proposed work</td><td>06</td><td>10</td></tr></table>	Sr. No.	Evaluation Criteria	Minimum marks required (Out of 100) %	Maximum marks (%)	i	Specific experience of the bidder for the composition of the Design Team related to the design of proposed work	06	10
Sr. No.	Evaluation Criteria	Minimum marks required (Out of 100) %	Maximum marks (%)						
i	Specific experience of the bidder for the composition of the Design Team related to the design of proposed work	06	10						

ii	Overall compliance with the requirements of the bidding document	06	10
iii	Experience of the key members of the Design Team  Distribution of marks are as follows. <ul style="list-style-type: none"> <li>▪ General Qualifications - 25%</li> <li>▪ Total experience - 25%</li> <li>▪ Experience related to the task - 50%</li> </ul>	15	20
iv	Work plan and time schedules	10	15
iv	Preliminary Design approach including schematic designs	28	35
v	Any other improvements to the Employer's requirements suggested by the bidder	-	10
	<b>Total</b>	<b>65*</b>	<b>100</b>

\* The minimum Technical score ( $S_t$ ) to consider for Financial Proposal shall be 65%

Bidders, who have complied with the Post Qualification Requirements mentioned in Envelop 1 – General Information, will be qualified for further evaluation of Technical proposal. When the Post Qualification requirements are evaluated and who have qualified, a time will be given to make presentation, to submit samples for inspections. After the evaluation of Post Qualification requirements is completed, the Purchaser shall notify those Bidders whose Technical Proposal were considered as non-responsive, indicating that their Envelope 2 – Financial Bid will be returned unopened after completing the selection process.

Bidders who have failed to arrange presentation and infectious of samples will be disqualified for further evaluation and their Financial Bids will be return un-open.

The Purchaser shall notify the successful Bidders indicating the date and time set for opening the envelope marked Envelope 2 – Financial Bid are open.

The Envelope 2 shall be opened in the presence of the Bidder's representatives who choose to attend.

Evaluation of “Envelop 2 - Financial Proposals”

In evaluating the Financial Proposal, the Purchaser will determine for each bid the Evaluated Bid Price by adjusting the Bid Price as follows:

	<p>a) Excluding Provisional Sums and the provision, if any</p> <p>b) Correct the arithmetical errors</p> <p>c) Making an appropriate adjustment on sound technical and/or financial grounds for any other quantifiable acceptable variations, deviations or alternative offers.</p> <p>d) Applying any discounts offered by the Bidder.</p> <p>2.1 The lowest evaluated Financial Proposal (<math>F_m</math>) will be given the maximum financial score (<math>S_f</math>) of 100 points.</p> <p>2.2 The financial scores (<math>S_f</math>) of the other Financial Proposals will be computed as indicated in the Data sheet.</p> <p>The formula for determining the financial score is the following.</p> <p><math>S_f = 100 \times \frac{F_m}{F}</math> in which <math>S_f</math> is the financial score, <math>F_m</math> is the lowest price and <math>F</math> is the price of the proposal under consideration.</p> <p>Combined Evaluation</p> <p>Proposals will be ranked according to their combined technical (<math>S_t</math>) and financial (<math>S_f</math>) scores using the weights.</p> <p>The weights given to the Technical and Financial Proposal are, <math>T = 0.8</math> and <math>P = 0.2</math></p> <p><math>S = (S_t \times T\%) + (S_f \times P\%)</math></p> <p>The firm achieving the highest combined technical and financial score will be invited for negotiations.</p>
<b>ITB 35.5</b>	Bidders shall <u>not</u> be allowed to quote for Packages.

**Section IV. Bidding Forms**

**Table of Forms**

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Price and Completion Schedule - Related Services .....

Bid Security (Guarantee) .....

Bid-Securing Declaration .....

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## FORM OF BID

**NAME OF CONTRACT:**     **Procurement of Interior Design and Furniture to SLIBTEC Phase I Building** - Contract SLIBTEC/PROC/001/NCB/WORKS/INTERIOR DESIGN AND FURNITURE

**To:**

**The Chairperson,**

**Department Procurement Committee**

**Sri Lanka Institute of Biotechnology Pvt. Ltd, Phase I Building,**

**Mahenwatta, Thalagala Road,**

**Pitipana, Homagama**

We have examined the Conditions of Contract, Schedule of Requirements, Contract Data, and Addenda Nos. .... for the execution of the above-named supply. We accordingly offer to execute and complete the said Supply and submit a warranty in conformity with the Bidding Documents and the enclosed Financial Bid, at the sum stated in the Form of Financial Bid included in an Envelope No. 3 and submitted with this bid, or other such sums as may be determined in accordance with the terms and conditions of the Contract.

We confirm that our bid includes this General Information, Technical Proposal and Financial Bid sealed under three separate envelopes.

We agree to abide by this Bid until **60 days** from the date of Bid opening, and it shall remain binding upon us and may be accepted at any time before that date.

If this offer is accepted, we will provide the specified Performance Security, commence the Works as soon as reasonably practicable after the Commencement Date, and complete the Works in accordance with the above-named documents within the Time for Completion. We will ensure that works will be done in conformity with the contract.

Unless and until a formal Agreement is prepared and executed this Bid, together with your written acceptance thereof, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest offer or any other bid 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]*

## Bid Submission Form (Financial Bid)

*[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: SLIBTEC/PROC/001/NCB/WORKS/INTERIOR  
DESIGN AND FURNITURE

To:

**The Chairperson,  
Department Procurement Committee  
Sri Lanka Institute of Biotechnology Pvt. Ltd,  
Phase I Building,  
Mahenwatta, Thalagala Road,  
Pitipana, Homagama**

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 and Related Services; Supply and placing of Furniture as indicated in the layout drawings in Interior Design and procurement of furniture at Sri Lanka Institute of Biotechnology (Contract No. SLIBTEC/PROC/001/NCB/WORKS/INTERIOR DESIGN AND FURNITURE)
- (c) The total price of our Bid without VAT, including any discounts offered is:  
.....  
.....  
.....  
(Rupees ..... ) *[insert the total bid price in words and figures];*
- (d) 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;
- (e) 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;
- (f) We have no conflict of interest in accordance with ITB Sub-Clause 4.3;



- (g) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared blacklisted by the National Procurement Agency;
- (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]*

# Price Schedule

The Bidder shall fill in this Price Schedule in accordance with the instructions indicated.

Prices for supply, fabrication, inland transportation, insurance, preliminary cost etc. and other local costs incidental to delivery of goods to their final destination defined as the Project Site, place furniture at such places as per layout drawing Nos. from SLIBTEC/LAB/BF/001 to SLIBTEC/LAB/FF/003 will have to be borne by the bidder and shall be included in the bid price.

Prices to be excluding Value Added Tax (VAT)

## Bid Guarantee

*[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:** Sri Lanka Institute of Biotechnology (Pvt) Ltd

*[ name and address of Purchaser]*

**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 the procurement of Interior Design and Furniture to the new office building for SLIBTEC.

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)]*

## 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: -----

No.: -----

To: **Sri Lanka Institute of Biotechnology**

### 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]*

## **Section V. Schedule of Requirements**

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## 1. List of Goods and Delivery Schedule

Line Item No	Description of Goods	Quantity	unit	Final (Project Site) Destination as specified in BDS	Delivery Date From the Letter of Award
01	Furniture as per the proposed layout design	Total Quantity	nr	Sri Lanka Institute of Biotechnology Pvt. Ltd, Phase I Building, Mahenwatta, Thalagala Rd, Pitipana, Homagama	60 Days

## 2. List of Related Services and Completion Schedule

Services	Description of Service	Quantity <sup>1</sup>	Unit	Place where Services shall be performed	Final Completion Date(s) of Service
01	Prices for fabrication, inland transportation, insurance and other local costs incidental to delivery of goods to their final destination defined as the Project Site, install furniture at such places as per layout drawing Nos. will have to be borne by the bidder and shall be included in the bid price	Total Quantity stated in the Bidding document	nr	Sri Lanka Institute of Biotechnology Pvt. Ltd Phase I Building, Mahenwatta, Thalagala Rd, Pitipana, Homagama	60 Days from the issue of Letter of Award

### **3. Technical Specification**

## 4. Drawings

These Bidding Documents includes *[insert “the following” or “no”]* drawings.

*[If documents shall be included, insert the following List of Drawings]*

List of Drawings		
Drawing Nr.	Drawing Name	Purpose
SLIBTEC/LAB/BF/001	Furniture Layout	Conceptual Drawings
To SLIBTEC/LAB/FF/003		

## 5. Inspections and Tests

**The following inspections and tests shall be performed**

Bidders shall get one sample from each of the selected items (by the Purchaser) to be tested by;

Industrial Technology Institute (Materials Technology Division)  
No.. 363, Bauthaloka Mawatha,  
Colombo-07



## 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]*

<b>CC 1.1(i)</b>	The Purchaser is: Sri Lanka Institute of Biotechnology Pvt. Ltd.
<b>CC 1.1 (l)</b>	The Project Site/Final Destination(s) is, Sri Lanka Institute of Biotechnology Pvt. Ltd, Phase I Building, Mahenwatta, Thalagala Road, Pitipana, Homagama.
<b>CC 1.1 (m)</b>	<p><b>Add new definitions</b></p> <p><b>“Engineer”</b> means the person appointed by the Purchaser and who is responsible for supervising the execution of the supply and administering the Contract.</p> <p>Engineer: Facilities Manager Sri Lanka Institute of Biotechnology Pvt. Ltd, Mahenwatta, Thalagala Road, Pitipana, Homagama</p> <p><b>“Week”</b> means calendar week.</p>
<b>CC 1.1 (n)</b>	<b>“Acceptance Certificate”</b> means the acceptance of the goods delivered and services provided, which certifies the Supplier’s fulfillment of the Contract in respect of functional requirement (other than warranty obligations and maintenance obligations) signed by the Purchaser.
<b>CC 1.1(p)</b>	
<b>CC 8.1</b>	<p>For <b><u>notices</u></b>, the Purchaser’s address shall be:</p> <p>Attention: Facilities Manager</p> <p>Address: Sri Lanka Institute of Biotechnology Pvt. Ltd, Phase I Building, Mahenwatta, Thalagala Road, Pitipana, Homagama</p> <p>Telephone: 0113431844</p> <p>Electronic mail address: <a href="mailto:thejani.marage@slibtec.gov.lk">thejani.marage@slibtec.gov.lk</a></p>
<b>CC 12.1</b>	Details of Shipping and other Documents to be furnished by the Supplier are as requested by the Purchaser
<b>CC 15.1</b>	<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>Payment shall be made in Sri Lanka Rupees within thirty (30) days of</p>

	<p>presentation of invoice supported by an Acceptance Certificate from the Purchaser declaring that the project completion or Goods have been delivered and that all other contracted Services have been performed.</p> <p><b>Advance Payment:</b> Thirty (30%) percent of the total project value as indicated in the Letter of Award would be made within 14 days of submission of Performance Bond and a Bank guarantee to an amount equivalent to the advance payment.</p> <p><b>1<sup>st</sup> Progress payment</b> – On completion of minimum of Twenty-Five (25%) percent of the total project as evaluated and approved by the purchaser, a progress payment of Twenty-Five (25%) percent of the contract value will be made on the submission of an invoice. 25% from the advance payment would be deducted from the certified progress payment and 5% from the invoiced amount would be deducted as retention.</p> <p><b>2<sup>nd</sup> Progress payment</b> – On completion of minimum of Fifty (50%) percent of the total project as evaluated and approved by the purchaser, a progress payment of Twenty-Five (25%) percent of the contract value will be made on the submission of an invoice. 25% from the advance payment would be deducted from the certified progress payment and 5% from the invoiced amount would be deducted as retention.</p> <p><b>3<sup>rd</sup> Progress payment</b> – On completion of minimum of Seventy-Five (75%) percent of the total project as evaluated and approved by the purchaser, a progress payment of Twenty-Five (25%) percent of the contract value will be made on the submission of an invoice. 25% from the advance payment would be deducted from the certified progress payment and 5% from the invoiced amount would be deducted as retention.</p> <p><b>Final payment</b> – On completion of the total project as evaluated and approved by the purchaser, the final payment of Twenty-Five (25%) percent of the contract value will be made on the submission of an invoice. 25% from the advance payment would be deducted from the certified final payment and 5% from the invoiced amount would be deducted as retention. Two and a Half percent (2.5%) of the total retention withheld will be reimbursed on project completion.</p> <p><b>Retention Term</b> – Balance Two and a Half percent (2.5%) percent will be reimbursed at the end of the defect liability period of 1 year</p> <p>Acceptance Certificate will be issued in 20 Days after the delivery and receiving the Invoice.</p>
CC 17.1	A Performance Security

<p><b>CC 17.3</b></p> <p><b>CC 21.1</b></p>	<p>The amount of performance security, as a percentage of the Contract Price, shall be: Ten (10%) percent of the Contract Price and shall be valid up to 28 Days beyond the date of issue of Acceptance Certificate</p> <p>The acceptable form is unconditional Bank Guarantee acceptable to the Purchaser.</p> <p>Add (d ) The given images (hard copy &amp; soft copy) are only for the guidance and any sample/ samples which are complied to bid shall be furnished by the Supplier for selection. Visits at the local factory/ Showroom should be arranged by the supplier. All the expenses for the above should be borne by the Supplier.</p>
<p><b>CC 25.1</b></p>	<p>The inspections and tests shall be:</p> <p>For all items of furniture, supplier should arrange facilities to the Engineer for inspection of such items at workshop/ showroom before the delivery to the final destination at his own cost.</p> <p>Final inspection of all items will be carried out within 20 days after delivery of items to the destination indicated as Project Site by officers nominated and authorized by the Chairman of Sri Lanka Institute of Biotechnology Pvt. Ltd.</p> <p>The supplier should arrange the test at his own cost prior to issuing the Acceptance Certificate. The goods will be checked for quality as per CC25.2 after delivery, if the Purchaser requested for.</p> <p>Evaluation of project completion for progress payment would be considered under the below criteria as per the BOQ;</p> <ul style="list-style-type: none"> <li>- <b>1<sup>st</sup> Progress Payment</b> - On completion of sourcing of 80% of materials</li> <li>- <b>2<sup>nd</sup> Progress Payment</b> - On completion of 60% of assembly and fabrication work</li> <li>- <b>3<sup>rd</sup> Progress Payment</b> - On completion of 50% of delivery</li> <li>- <b>Final Payment</b> - On completion and handover of project</li> </ul>
<p><b>CC 25.2</b></p>	<p>The Inspections and tests shall be conducted at:</p> <p>Materials and Technology Division of Industrial Technology Institute, No. 363, Bauthaloka Mawatha, Colombo-07</p>
<p><b>CC 26.1</b></p>	<p>The liquidated damage shall be one (1%) percent from the total contracted value per week or part</p>

<b>CC 26.1</b>	The maximum number of liquidated damages shall be 10 %
<b>CC27.3</b>	Warranty Period Shall be 1 year and complete replacement of the Product should be within 7 Days

# Invitation for Bids (IFB)

## NATIONAL COMPETITIVE BIDDING (NCB)

### Procurement of Interior Design and Furniture to SLIBTEC Phase I Building, Mahenwatta, Thalagala Rd, Pitipana, Homagama.

#### Contract No:

1. The Chairperson, Department Procurement Committee of Sri Lanka Institute of Biotechnology (Pvt) Ltd (SLIBTEC) invites sealed proposals from the eligible & qualified Service Providers for **Interior Design and Furniture to SLIBTEC Phase I Building, Mahenwatta, Thalagala Rd, Pitipana, Homagama.**
2. To be eligible for contract award, the successful bidder shall not have been blacklisted, shall have Business Registration in relevant field as per the qualification criteria.
3. Interested bidders may obtain further information from Sri Lanka Institute of Biotechnology Pvt Ltd, Phase I Building, Mahenwatta, Thalagala Rd, Pitipana, Homagama.; Telephone 0113 431 844, Electronic mail address: [slibtec@gmail.com](mailto:slibtec@gmail.com) , [Info@slibtec.gov.lk](mailto:Info@slibtec.gov.lk) and inspect the bidding documents from 09:30 hrs to 15:30 hrs on working days at Procurement Division of SLIBTEC / available on the SLIBTEC Web site (<https://www.slibtec.gov.lk/procurement>).
4. A complete set of Bidding Documents in English language may be downloaded from the SLIBTEC Website (<https://www.slibtec.gov.lk/procurement>) by interested bidders from **25<sup>th</sup> April 2022 to 20<sup>th</sup> May 2022.**
5. The payment of non-refundable fee of **LKR 4,000.00** should be deposited to the Bank A/c No. **049-1-001-7-0067474 – Sri Lanka Institute of Biotechnology Pvt. Ltd, Peoples Bank, Homagama Branch**, (Note: Please Fill the Depositor's Details and Purpose of Deposit in the Cash Deposit Slip as “Non-Refundable Tender Fee” and it is mandatory to submit the aforesaid original cash deposit slip with the Bid. The payment should be made in cash and other payments are not allowed)
- 6 Bids shall be delivered in duplicate to the address: The Chairperson, Departmental Procurement Committee, Sri Lanka Institute of Biotechnology Pvt. Ltd (SLIBTEC), Phase I Building. Mahenwatta, Thalagala Rd, Pitipana, Homagama on or before **20<sup>th</sup> May 2022, 10.00Hrs. Late bids will be rejected.** Bids will be opened soon after closing in the presence of the bidders’ representatives who choose to attend.
7. Pre-Bid Meeting will be held on **05<sup>th</sup> May 2022 at 10:00 hrs.** Site visits will commence at 10:30 hrs at the same day.

8. Bids shall be valid for **60 days** from the date of Bid closing and all bids shall be accompanied by a bid security of **LKR. 1 million** Bid Security shall be valid up to 28 days beyond the date of Bid validity date.
9. An Employee or a firm and/or an individual that has a close family relationship with an employee of the Sri Lanka Institute of Biotechnology Pvt Ltd (SLIBTEC) and any other institution under the control of the Ministry of Technology shall not be eligible for award of the contract.

**The Chairperson,**

**Departmental Procurement Committee  
Sri Lanka Institute of Biotechnology Pvt. Ltd (SLIBTEC)  
22 April 2022**