



MINISTRY OF EDUCATION
UVA PROVINCIAL COUNCIL

PROCUREMENT OF GOODS
(NATIONAL COMPETITIVE BIDDING)

BIDDING DOCUMENTS

For Supply, Delivery Laptop Computer (Intel® Core™ 5),UPS & Ink Tank
Monochrome Printer for Ministry of Education,uva provincial Council

Description	Bid No
Supply, Delivery Laptop Computer (Intel® Core™ 5),UPS & Ink Tank Monochrome Printer	9/ACC/9/2025/02

VOLUME-1 (TO BE SUBMITTED)

Date:.....

Company Name & Address -:
.....

Non-refundable fee

Amount -

Receipt No -

Receipt Date -

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Draft Document



Invitation for Bids (IFB)

Uva Provincial Ministry of Education – Badulla

Bid No – 9/ACC/9/2025/02

- 1.) **The Chairman, Ministry Procurement Committee** on behalf of the **Secretary, Ministry of Education, Uva Provincial Council, Badulla** now invites sealed bids from eligible and qualified bidders for Supply, delivery & installation of following equipment under the allocation of Sri Lankan Government Funds as described below.

Description	Item No.	Type of goods	Quantity	Bid Security (LKR)	Non-Refundable fee (Rs.)
Lot No -(02). Supply, Delivery Laptop Computer (Intel® Core™ 5),UPS & Ink Tank Monochrome Printer. Bid No- 9/ACC/9/2025/02	1	Laptop Computer (Intel® Core™ 5)	40	94,000.00	3,500.00
	2	UPS	280	24,000.00	
	3	Ink Tank Monochrome Printer.	20	15,000.00	

- 2.) Bidding will be conducted through National Competitive Bidding (NCB).
- 3.) Interested eligible bidders may obtain further information from **Chief Accountant, Uva Provincial Ministry of Education, Uva Provincial Council, Badulla. (Tel: 055-2222814 Fax: 055-2230962)** and inspect the Bidding Documents at the aforesaid same address during the office hours (**09.00 a.m. to 3.00 p.m.**) from 03rd of September 2025 to 23rd of September 2025. **Also can be inspected more details at www.edumin.up.gov.lk website from Tender Notice category.**
- 4.) A complete set of Bidding Documents in English language may be purchased by interested bidders on the submission of a written application to the above (Para 3) address from **3rd of September 2025 to 23rd of September 2025 from 09.00 a.m. to 3.00 p.m.** on working days upon payment of a non-refundable fee as above table and it should be paid to the Shroff. The method of payment will be by cash.

A Pre - Bid meeting will be held on 10th of September 2025 at 10.00 a.m. at the Conference Room of the Uva Provincial Ministry of Education at the address given in Para 3. The Zoom meeting will be arranged for the bidders who can not participate for the Pre-bid meeting (WhatsApp No-0714337371)

- 5.) Bids must be delivered under the registered cover in duplicate to the above (Para 1) address or deposited in the Tender Box kept at the Accountant's Office room of the Ministry of Education on or before **24th of September 2025 at 1.00 p.m.** **Duplicate should be a certified photocopy of the all pages of the original. All tenders Should be submitted in a sealed envelope and Write the description of goods and bid number on the top left hand corner.** Late bids will be rejected. Bids will be opened after closing and bidders or their authorized representatives can participate for the opening at the address below at **24th of September 2025 at 1.30 p.m.**
- 6.) The Procurement Committee reserves all the right, regarding the procurement decision.

Chairman,

Ministry Procurement Committee,

Uva Provincial Ministry of Education,

Uva Provincial Council, Badulla.

Date: 03.09.2025

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	The Purchaser is: Secretary, Ministry of Education of Uva Provincial Council																
ITB 1.1	The name and identification number of the Contract are: Supply, Delivery Laptop Computer (Intel® Core™ 5),UPS & Ink Tank Monochrome Printer. Bid No. 9 /ACC/9/2025/02 The items to be procured are as follows: <table><tr><th>Item No.</th><th>Description</th><th>Quantity</th><th>Amount of Bid Security (LKR)</th></tr><tr><td>1</td><td>Laptop Computer (Intel® Core™ 5)</td><td>40</td><td>94,000.00</td></tr><tr><td>2</td><td>UPS</td><td>280</td><td>24,000.00</td></tr><tr><td>3</td><td>Ink Tank Monochrome Printer</td><td>20</td><td>15,000.00</td></tr></table> Bidder is allowed to bid for single item or multiple items. Bidder, All Items should be complied with technical specifications. All items will be evaluated separately. If any discounts are offered, it should be indicated. The Quantity of above mentioned equipment purchased may vary by up to 15 % from our advertised quantity	Item No.	Description	Quantity	Amount of Bid Security (LKR)	1	Laptop Computer (Intel® Core™ 5)	40	94,000.00	2	UPS	280	24,000.00	3	Ink Tank Monochrome Printer	20	15,000.00
Item No.	Description	Quantity	Amount of Bid Security (LKR)														
1	Laptop Computer (Intel® Core™ 5)	40	94,000.00														
2	UPS	280	24,000.00														
3	Ink Tank Monochrome Printer	20	15,000.00														
ITB 2.1	The source of funding is: Sri Lankan Government Fund																
ITB 4.4	Foreign bidders are not allowed to participate in bidding.																
	B. Contents of Bidding Documents																
ITB 7.1	For Clarification of bid purposes only, the Purchaser’s address is: Attention: Chief Accountant Address: Ministry of Education, Uva Provincial Council, Badulla. Telephone: 055-2222814 Fax number: 055-2230962 WhatsApp No -0714337371 Electronic mail address: minofedupu@gmail.com Web Site: www.edumin.up.gov.lk																
	C. Preparation of Bids																
ITB 11.1 (e)	The Bidder shall submit the following additional documents: Original Brochures, all specifications, website address & Email to get further details for the quoted items in the respective Lot. ISO Certifications of the quoted items																

ITB 13.1	Alternative bids shall not be considered. Options are not allowed. The bids submitted with options shall be treated as non-responsive and shall be rejected.												
ITB 14.3	The bidders shall quote 100% of quantities specified in each item.												
ITB 15.1	The bidder shall quote in Sri Lankan Rupees (LKR) & payment shall be payable only in Sri Lankan Rupees.												
ITB 17.3	Period of time that the Goods are expected to be functioning (for purpose of spare parts): 5 years												
ITB 18.1(a)	Manufacturer / Dealer Authorization is required in the form specified in the Section IV.												
ITB 18.1(b)	After sales service is: Required. Bidders should have trained technical staff. Included Section 111.												
ITB 19.1	The bid shall be valid until 10th of December 2025.												
ITB 20.1	Bid shall include a Bid Security-The bid security shall be submitted as a refundable cash deposit or in the bank guarantee in accordance with the approved format. (An unconditional guarantee issued by a reputed bank approved by Central Bank of Sri Lanka) included in Section IV Bidding Forms. Non- compliance of these requirements will result in disqualification of the bidder.												
ITB 20.2	The amount of the Bid Security shall be as follows for item. <table><tr><th>Item No.</th><th>Description</th><th>Amount of Bid Security (LKR)</th></tr><tr><td>1</td><td>Laptop Computer (Intel® Core™ 5)</td><td>94,000.00</td></tr><tr><td>2</td><td>UPS</td><td>24,000.00</td></tr><tr><td>3</td><td>Ink Tank Monochrome Printer</td><td>15,000.00</td></tr></table> Bid-Security - Bank Guarantee from Commercial bank approved by the Central Bank of Sri Lanka or refundable cash Deposit. Refundable Cash Bid Security fee as above table and it should be paid to the Shroff. Bid Security should be valid until 7th of January 2026. Bid Security shall be issued in favor of(Bank Guarantee Or Cash Guarantee) , Secretary, Ministry of Education, Uva Provincial Council, Badulla.	Item No.	Description	Amount of Bid Security (LKR)	1	Laptop Computer (Intel® Core™ 5)	94,000.00	2	UPS	24,000.00	3	Ink Tank Monochrome Printer	15,000.00
Item No.	Description	Amount of Bid Security (LKR)											
1	Laptop Computer (Intel® Core™ 5)	94,000.00											
2	UPS	24,000.00											
3	Ink Tank Monochrome Printer	15,000.00											
ITB 20.2(f)	Bid Security shall be valid until 7th of January 2026.												

	D. Submission and Opening of Bids
ITB 22.2 (c)	The inner and outer envelopes shall bear the following identification marks: Supply, Delivery Laptop Computer (Intel® Core™ 5),UPS & Ink Tank Monochrome Printer. Bid No. 9 /ACC/9/2025/02 <u>Duplicate should be a certified photocopy of the all pages of the original.</u>
ITB 23.1	For bid submission purposes, the Purchaser's address is: Attention: Secretary, Address: Ministry of Education, Uva Provincial Council, Badulla. The deadline for the submission of bids is: Date: 24th of September 2025 Time:13.00 Hrs. (1.00 p.m)
ITB 26.1	The bid opening shall take place at: Address: Ministry of Education, Uva Provincial Council, Badulla. (1st Floor, Conference Room of the Ministry of Education) Date: 24th of September 2025 Time:13.00 Hrs. (1.30p.m)
	E. Evaluation and Comparison of Bids
ITB 34.1	Domestic preference "shall not" be a bid evaluation factor.
ITB 35.3(d)	There will be no price adjustments; the selection will be based on the lowest evaluated substantial responsive bid price received from the eligible qualified bidder & supply & delivery is within 60 days from the date of award of contract as mentioned in the Delivery Schedule of Section V-Schedule of Requirements
ITB 35.5	Bidder, is allowed to bid for single item or multiple items. Items shall be complied with technical specifications. If any discounts are offered, it should be indicated.
ITB 37.2	Documentary evidence shall be furnished pursuant to Section III-Evaluation and Qualification Criteria-2.Post Qualification Requirements.

Section III. Evaluation and Qualification Criteria

Contents

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.

1. Evaluation Criteria (ITB 35.3 {d}) **Applicable**
2. Evaluation Criteria (ITB 35.4) Not Applicable
3. Multiple Contracts (ITB 35.5) Not Applicable
4. Domestic Preference (ITB 34.2) Not Applicable
5. Post-qualification Requirements (ITB 37.2) **Applicable**

1. Evaluation Criteria (ITB 35.3(d))

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

Option 2

The goods covered under this invitation are required to be delivered within an acceptable range of weeks specified in the schedule of requirement. No credit will be given to earlier deliveries, and bids offering delivery beyond this range will be treated as non-responsive.

2. Post-qualification Requirements (ITB 37.2)

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

(a) Financial Capability

The Bidder shall furnish documentary evidence that it meets the following financial Requirement:

- I. Bidder must have had a turnover not less than Rs. 3 Million in below mentioned last three (03) years –
 - i. (2022/2023 - 2023/2024 -2024/2025)
- II. Certified copy of Audited Financial Accounts of the below mentioned Last three (03) years
 - i. (2022/2023 - 2023/2024 -2024/2025)

(b) Experience and Technical Capacity

The Bidder shall furnish documentary evidence to demonstrate that it meets the following experience requirements

- I. Bidder shall be in the business of supply, delivery, service & maintenance of above equipment for at least last five (05) years. Bidder shall be a manufacturer or a supplier having manufacturer's authorization or a Dealer with authorization to bid.
- II. product should have ISO certification (Copies of ISO Certificates should be attached).
- III. Past Performance of after sales service of the bidder will be considered for the evaluation.
- IV. Duly completed attached Manufacturer/ Dealer Authorization.
- V. Technical Experience and Certification of the staff to carry out necessary after sales services.

VI. **Details of technical staff** should be provided in **following format**.

Name	NIC No.	Qualification	Contact details		
			Personal Address	Contact No fixed	Contact No Mobile

VII. Bidders should be able to attend for the all equipment breakdown within 48 hours after receipt of call from the purchaser or his authorized officer and expeditiously repair or replace the defective goods or parts specified in the Technical Specifications, at no cost to the Purchaser.

VIII. All Bidders should be attached a Customer list of Last Three (3) Years.(2022/2023/2024)

(c) The Bidder shall furnish documentary evidence to demonstrate that the Goods it offers meet the following usage requirement(s):

IX .Comprehensive warranty from the date of acceptance by the purchaser shall be as follows:

Item No.	Description	Quantity	Warranty Period
1	Laptop Computer (Intel® Core™ 5)	40	3 Years
2	UPS	280	2 Years
3	Ink Tank Monochrome Printer	20	3 Years

IX. Bidder shall be in a position to confirm the availability of spare parts for the **next five years** for Following Items.

Item No.	Description	Yes / No
1	Laptop Computer (Intel® Core™ 5)	
2	UPS	
3	Ink Tank Monochrome Printer	

XI. Attached manufacturer website link of quoted item to get further details.

Section IV. Bidding Forms

Table of Forms

- Bid Submission Form
- Price Schedule
- Price and Completion Schedule-Related Services
- Bid Security (Guarantee).
- Manufacturer's Authorization
- Non-Collusion Affidavit

Draft Document

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:

Bid No . 9/ACC/9/2025/02

To: **Secretary, Ministry of Education, Uva Provincial Council, Badulla**

We, the undersigned, declare that:

(a) We have examined and have no reservations to the Bidding Documents, including Addenda
Bid No.: 9/ACC/9/2025/02

(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 **of Laptop Computer i5,UPS,Printers**

(c) The total price of our **Bid without VAT**, including any discounts offered is.....
[insert the total bid price in words and figures];

Item No.	Total price of our Bid without VAT, including any discounts offered in figures (LKR)	Total price of our Bid without VAT, including any discounts offered in words (LKR)
1.Laptop Computer (Intel® Core™ 5)		
2.UPS		
3.Ink Tank Monochrome Printer		

(d) The total price of our Bid **including VAT** and any discounts offered is...
[insert the total bid price in words and figures]

Item No.	Total price of our Bid without VAT, including any discounts offered in figures (LKR)	Total price of our Bid without VAT, including any discounts offered in words (LKR)
1.Laptop Computer (Intel® Core™ 5)		
2.UPS		
3.Ink Tank Monochrome Printer		

- (e) Our bid shall be valid for the period of time specified in ITB Sub-Clause 19.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 23.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (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 4.2;
- (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;
- (i) 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.
- (j) 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.

The list of line items in column 1 of the **Price Schedules** shall coincide with the List of Goods specified by the Purchaser in the Schedule of Requirements.]

Draft Document

PRICE SCHEDULE

1	2	3	4	5	6	7	8	9	10
Item No.	Description of Goods or related services	Quantity (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	1.Laptop Computer (Intel® Core™ 5)	40							
2.	2.UPS	280							
3.	3.Ink Tank Monochrome Printer	20							

Company Rubber Stamp

Signature

Date

VAT Registration Number -:

1. List of Related Services and Completion Schedule

[This table shall be filled in by the Purchaser. The Required Completion Dates should be realistic, and consistent with the required Goods Delivery Dates]

Service	Description of Service	Quantity ¹	Unit	Place where Services shall be performed	Final Completion Date(s) of Services
[insert Service No]	[insert description of Related Services]	[insert quantity of items to be supplied]	[insert unit for the items]	[insert name of the Place]	[insert required Completion Date(s)]

Bid Security (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: Secretary, Ministry of Education of Uva Provincial Council, Badulla.

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 - - - - -[insert name]

*Contract Identification N^o-----[insert number]

*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/ Dealer 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: **Secretary, Ministry of Education, Uva Provincial Council, Badulla.**
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

The undersigned bidder or agent, hereby solemnly, sincerely, and truly declares and affirms/makes an oath and states as follows;

- a) That he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership representing him/her, entered into any combination, collusion, or similar agreement with any person in connection with the price to be bid;
- b) That he/she or anyone representing him/her has not taken any step whatsoever to prevent any person from bidding, nor to induce anyone to refrain from bidding; and
- c) That this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to this bid.

He/she further states that no person, firm, or corporation has received or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value in connection with the submission of this bid.

The bidder accepts full responsibility for ensuring the absence of collusion and hereby pledges to abide by fair and ethical competition practices throughout the procurement process and fully comply with the applicable Procurement Guidelines.

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

The foregoing Affidavit having been duly read over and explained by me to the Affirmant above named and he/she having understood the contents therein and admitted to be correct, affirmed and set his/her signature hereto before me) on this day of ... at ...

BEFORE ME,

JUSTICE OF THE PEACE/COMMISSIONER OF OATHS

Section V. Schedule of Requirements

Contents

1. List of Goods and Delivery Schedule
2. Technical Specifications
3. Inspection and Tests

Draft Document

1. List of Goods and Delivery Schedule

Bid No.: 9/ACC/9/2025/02

Item No.	Description	Quantity	Final (Project Site) Destination as specified in BDS	Delivery Details	Bidders offered delivery date(to be provided by the bidder)
1	Laptop Computer (Intel® Core™ 5)	40	40 Units -Ministry of Education,uva provincial Council.	Should be delivered within 60 days from the date of Award of Contract.	
2.	UPS	280	240 units-Provincial store of department of Education Kinigama. / 40 Units –Ministry Of Education,uva provincial Council		
3.	Ink Tank Monochrome Printer	20	20 units-Provincial store of department of Education Kinigama		

Supply and delivery:

1. It is required to supply and delivery the goods in correct quantities as specified in the above schedule.
2. It is the supplier's responsibility to obtain letters of acceptance of goods from the Purchaser or person/s nominated by the Purchaser.
3. Operation Manuals/Catalogues in English for Equipment supplied should be handed over to the Purchaser at the time of delivery along with the Warranty Certificates and Licenses.
4. Supplier's responsibility is when get the right information from purchaser for installation the equipment in correct site.

02. Technical Specifications

The Bidder shall fill the bidder's offer column. Bidder's failure to provide information requested in bidder's offer column, may be a reason for the rejection of bid.

Draft Document

Technical Specifications

The Bidder shall fill the bidder's offer column. Bidder's failure to provide information requested in bidder's offer column, may be a reason for the rejection of bid.

Item No. 01 – Laptop Computer (Intel® Core™ 5)

#	Description	Minimum Requirement	Bidder's Offer (Specified)
1	Brand	Should be Internationally Reputed Brand (To be Specified by the Bidder)	
2	Model	(To be Specified by the Bidder)	
3	Country of Manufacture	(To be Specified by the Bidder)	
4	Year of Manufacture	(To be Specified by the Bidder)	
5	Processor & Speed	Intel Core 5 (120U or Later), 5.0GHz (Max Turbo Frequency) or higher Total Cores 10 or Higher Total Threads 12 or Higher * Intel K-series Processors will not be Accepted	
6	Cache	12 MB L3 cache or Higher	
7	Memory	8 GB DDR4 (3200MHz) RAM or higher, (Soldered RAM will not be Accepted) At least Two (2) RAM slots should be available	
8	Hard Disk	512GB NVMe M.2 SSD or Higher	
9	Display Type & Resolution	15.6" or Higher LED-Backlit Display FHD (1920 x 1080) or Higher	
10	Graphics	Intel Graphics or Better	
11	Audio	Integrated Stereo Speakers, Stereo Headphone & Microphone Combo port	
12	Webcam	Integrated HD webcam with Microphone	
13	Wireless	Built in wireless 802.11 support and Bluetooth	
14	USB Ports HDMI Port Ethernet Port	2x USB Type-A 1x USB Type-C 1x HDMI Inbuilt Ethernet (10/100/1000 NIC)	
15	Battery	Lithium-Ion/Pol 41Wh or Higher	

16	Exterior Chassis / Frame Materials:	Metal or heavy plastic housing	
17	Keyboard	Spill-resistant, full-size keyboard with Numeric keypad	
18	Physical Performance Test (workload performance)	Minimum One (1) Hour or more capability should be available for 100% performance test for offered Desktop Computer	
19	Carrying Case	Should be Provided with same Brand	
20	Windows Operating System	➤ Windows 11 Pro (Preloaded – Embedded with Bios) - or ➤ Windows 11 Pro OEI (Physical pack with hologram sticker) from the Microsoft Authorized Sri Lanka Distributor (Genuine License Documents should be provided)	
21	Software Applications	➤ Software Should be GNU General Public License or Free. 01- LibreOffice Package 02- Foxit PDF Reader (Free) 03- Sinhala Tamil Unicode 04- Avast Free Antivirus 2025 05- Firefox, Chrome Web Browser 06- KMPlayer Media Player 07- WinZip 08- Ccleaner	
22	Warranty	Minimum Three (3) years comprehensive onsite manufacturer warranty (Battery, Labor & all parts). Authorized Confirmation Letter Should be attached. Replacement machine to be provided during repairs. Maximum service level of 3 business days for hardware problems. Maximum response time of 1 business day.	
23	Quality Certification	ISO 9001 : 2015	
24	Manufacturer Certificates	Manufacture should have minimum Ten (10) years' experience in Manufacturing of the same brand (Proof Documents should be attached).	
25	Brochures	Enclose Original Brochures / Technical Data Sheets	

26	Unit Price without VAT Rs.	
27	Unit Price with VAT Rs.	

Note

01. Bidder shall produce the Web Address of the manufacturer for confirm the above configurations.

Web Address -:

02. All statements of conformity should be supported by product documentation provided by the manufacturer. Without such documentary support, the bid will be considered non-responsive.

Signature of Bidder -:
[Signature of person signing the Bid]

Rubber Stamp -:

Date -: *[Insert date]*

Draft Document

Technical Specifications

The Bidder shall fill the bidder's offer column. The bidder's failure to provide information requested in bidder's offer column, may be a reason for the rejection of bid.

Item No. 02 – UPS

#	Description	Minimum Requirement	Bidder's Offer (<i>Specified</i>)
1	Brand	<i>(To be Specified by the Bidder)</i>	
2	Model	<i>(To be Specified by the Bidder)</i>	
3	Country of Origin	<i>(To be Specified by the Bidder)</i>	
4	Capacity	650 VA minimum	
5	Input Power	180-270 Volts, 50Hz	
6	Output Power	230 Volts, 50 Hz	
7	Output Slots	At least two output slots (plug base slots)	
8	Backup Time	7 minutes or above	
9	Transfer Time	6 ms or less	
10	Indicator	Audible power failure alarm, separate LED for A/C power, battery charging, battery backup, low battery alarm (Specify)	
11	Protection	Short circuit protection, Surge protection	
12	Battery Type	Sealed & Maintenance free	
13	Recharge Time	6-8 hours to 90% Capacity	
14	Cables	input power cable (Square Pins)	
15	Manufacture Authorization Certificates	Should be attached	
16	Product Quality Certification	ISO 9001 : 2008 (Copies of ISO Certificates should be attached).	
17	Warranty	Manufacture Warranty for a minimum of Two (2) years including replacements of all defective parts, Warranty for a minimum of Two years for Rechargeable batteries. All defective parts should be replaced with brand new parts during the warranty period.	

18	Brochures	Enclose Original Brochures / Technical Data Sheets	
	Unit Price Without VAT RS.		
	Unit Price With VAT RS.		

Note

01. All statements of conformity should be supported by product documentation provided by the manufacturer. Without such documentary support, the bid will be considered non-responsive.
02. Bidder shall produce the Web Address of the manufacturer for confirm the above Specifications & details. The web address of the manufacturer's country would be preferred.

Web Address -

Signature of Bidder:

[Signature of person signing the Bid with Rubber stamp]

Date: *[Insert date]*

Technical Specification

The Bidder shall fill the bidder's offer column. Bidder's failure to provide information requested in bidder's offer column, may be a reason for the rejection of bid.

Item No. 03 – Ink Tank Monochrome Printer

#	Description	Minimum Requirement	Bidder's Offer (Specified)
1	Brand	<i>(To be Specified by the Bidder)</i>	
2	Model	<i>(To be Specified by the Bidder)</i>	
3	Country of Origin	<i>(To be Specified by the Bidder)</i>	
4	Country of Manufacture/Assembled	<i>(To be Specified by the Bidder)</i>	
5	Year of Manufacture	<i>(To be Specified by the Bidder)</i>	
6	Type	Inkjet - Ink Tank	
7	Print Direction	Bi-directional Printing	
8	Print Resolution	1200 x 2400 dpi or higher	
9	Number of Nozzles	<i>(To be Specified by the Bidder)</i>	
10	Ink Type	Individual Pigment Ink Bottle	
11	Ink Bottle	Pigment Black	
12	Print Speed Simplex (ISO 24734)	20 ipm or Higher	
13	Print Speed Duplex (ISO 24734)	9.0 ipm or Higher	
14	Paper Size	A4, A5, B5, Letter, Legal, Envelopes	
15	Double Side / Duplex Printing	Automatic Duplex Printing should be available	
16	Standard Interface	High-Speed USB 2.0 or Later	
17	Wired Network Interface	Ethernet 10Base-T/100 Base-TX	
18	WiFi / Wireless	Wireless LAN IEEE 802.11b/g/n	
19	High yield Black Ink Cartridge Capacity	<i>(To be Specified by the Bidder)</i>	ml

20	High yield Black Ink Cartridge Price (Rs.)	<i>(To be Specified by the Bidder)</i>	
21	No. of Copies per High yield Black ink Cartridge	<i>(To be Specified by the Bidder)</i>	
22	Cost Per Copy for A4 size (Black and White) (Rs.)	<i>(To be Specified by the Bidder)</i>	
23	Warranty:	Three (3) years comprehensive onsite manufacturer authorized warranty (Labor & parts). Replacement machine to be provided during repairs. Maximum service level of 3 business days for hardware problems. Maximum response time of 1 business day. Bidder or it's parent company or its subsidiary should have owned branches or Service Centers in Uva Province Documentary evidence to be provided of the following under bidders' name. (a) Address, Contact Details	
24	Warranty Information	A sticker with -Supplier name -Contact Numbers -Date of Commissioning of Hardware -Warranty period on all printers	
25	Manufacture Authorization Certificates	Manufacture should have minimum Three (3) years' experience in Manufacturing of the same brand (Proof Documents should be attached).	
26	Product Quality Certification	ISO 9001 : 2015 and ISO 14001 : 2015 (Documentary evidence must be provided)	

27	Cables	USB printer cable, Power cable should be supplied	
28	Brochures	Supplier should provide brochure of make/model quoted as per above specification	
	Unit Price Without VAT RS.		
	Unit Price With VAT RS.		
	VAT Registration No should be mentioned		

Note

- 01.** All statement of conformity should be supported by product documentation provided by the manufacturer. Without such documentary support, the bid will be considered non-responsive.
- 02.** Bidder shall produce the Web Address of the manufacturer for confirm the above specifications & details. Web address of manufacturer country would be preferred.

Web Address -

Signature of Bidder:
[Signature of person signing the Bid with Rubber stamp]

Date: *[Insert date]*

3. Inspections and Tests

The inspections and tests shall be carried out for **all items as per specifications provided in the “Section-V, 2.Technical Specifications” of the Bidding Document**

Draft Document

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.

CC 1.1(i)	The Purchaser is. Secretary, Ministry Education of Uva Provincial Council
CC 1.1 (m)	The Project Site(s)/Final Destination(s) is/are: Laptop computer, UPS, Printers , Provincial store of department of Education Kinigama and Ministry Of Education, uva provincial Council
CC 8.1	For notices , the Purchaser's address shall be: Attention: Secretary , Ministry of Education, Uva Provincial Council, Badulla. Address: Uva Provincial Council, Badulla. Telephone: 055-2222814 Facsimile number: 055-2230962 Electronic mail address: minofedupu@gmail.com Web Site : www.edumin.up.gov.lk
CC 12.1	Details of Shipping and other Documents to be furnished by the Supplier are: 1) Supplier's Invoice showing Contract Number, Goods Description, Quantity, Unit Price and Total Amount 2) Delivery Note or Acknowledgement of Receipt of Goods with confirming the Serial Nos. of the equipment delivered . 3) Acceptance Certificate certifying that the goods supply and delivery are in good condition and good order. This acceptance certificate will be issued by the Purchaser or nominated person by the Purchaser. 4) Original Manufacturer's/Supplier's Warranty Certificate 5) Certificate of Origin 6) If you charge VAT ,Bidder should be provided VAT Registration Copy, VAT Activation Certificate with invoice. 7) Warranty sticker (including warranty details, contact details) should be pasted on the equipment. 8) Purchase invoice (In detail) Packing List (Shipping Documents), Custom Description
CC 15.1	The method and conditions of payment to be made to the Supplier under this Contract shall be as follows: Payment shall be made in Sri Lankan Rupees within 28 days after completing our inspection and tests of the lot. Advanced payments will not be given by the Ministry of Education.
CC 17.1	A Performance Security shall be required. Performance Security Amount: 10% of the Contract Price. Performance Security Period shall be, intended completion of delivery date plus 28 days. After delivery and acceptance of the goods, An amount of 2% of the contract

	value will be retained till the end of warranty period, For which a recognized commercial bank security should be submitted.
CC 17.3	Format of the Performance Security is given in the Section-IX
CC 25.1	The inspections and tests shall be carried out for all items as per specifications provided in the Section-V of the Bidding Document
CC 25.2	The Inspections and tests shall be conducted at: Stores of Provincial Education Department at Kinigama in Bandarawela & Ministry of Education,Uva provincial Council,badulla.
CC 26.1	The liquidated damage shall be 0.5% of the Contract Price per week The maximum amount of liquidated damages shall be 10 % of the Total Contract Price
27.3	Warranty periods shall be as specified in the Technical Specification.
27.5	Bidders should be able to attend for the all equipment breakdown within 48 hours after receipt of call from the purchaser or his authorized officer and expeditiously repair or replace the defective goods or parts thereof as specified in the Technical Specifications, at no cost to the Purchaser.