

IFQ No. ASMP/MOA/G/RH/2018
.....
.....
.....

Dear Sir/ Madam,

Hiring Rented House for PPMU Office (Northern Province)
IFQ No. ASMP/MOA/G/RH/2018

1. You are requested to submit a quotation for the above supply /Service.
2. This request for Quotation is comprises with under mentioned documents.
 - I. Letter of Invitation
 - II. Section I - Instructions to Venders (ITV)
 - III. Section II – Data Sheet
 - IV. Section III – Schedule of Requirements
 - V. Section IV – Technical Specification and Compliance
 - VI. Section V – Quotation Submission Form
 - VII. Section VI – Price Schedule
3. Sealed Invitations for Quotations (IFQ) documents shall be submitted on or before 10.30A.M. on 22nd January, 2018 with duly filled documents mentioned above, to the following Address;

Provincial Deputy Project Director's office
ASM Project
127, Kachcheri Nallur Road,
Nallur, Jaffna

4. IFQ Number and Title shall be stated on the top left-hand corner of the envelop.

Thank you.

Yours faithfully,

Provincial Deputy Project Director
ASM Project,
Northern Province.



**AGRICULTURE SECTOR MODERNIZATION PROJECT
MINISTRY OF AGRICULTURE**

**BIDDING DOCUMENT
(SHOPPING)**

Invitation of Quotation
For
Hiring of Rented House for PPMU Office
Northern Province

Contract No: ASMP/MOA/G/RH/2018

**Provincial Project Management Unit
ASM Project
127, Kachcheri Nallur Road,
Nallur, Jaffna**

Letter of Invitation
Agriculture Sector Modernization Project (ASMP)
Ministry of Agriculture
Credit No: 5873 – LK

Letter of Invitation

Hiring Rented House for PPMU, Northern Province

IFB No: ASMP/MOA/G/RH/2018

1. Democratic Socialist Republic of Sri Lanka has received a credit from the International Development Association (IDA) in various currencies equivalent to US\$ 58.63.0Million towards the cost of the Agriculture Sector Modernization Project (ASMP Project) Ministry of Agriculture and intends to apply part of the proceeds of this credit to eligible payments under the Contract for which this invitation for quotations is issued.
2. The Project Director will receive sealed Quotations for Hiring of Rented House for PPMU, Northern Province office and receiving will be closed at 10.30 a.m on 22nd January, 2018
3. Quotations shall be valid up to 49 days from bid closing date.
4. Deadline for submission of bids shall be **at 10.30 a.m. on 22nd January, 2018**
5. Sealed Quotations may be dispatched either by registered post or hand delivered to the Provincial **Deputy Project Director's office, Agriculture Sector Modernization Project, 127, Kachcheri Nallur Road, Nallur, Jaffna** to receive before closing time. (Please mark "IFQ No: ASMP/MOA/G/RH /2018" on the left-hand corner of the envelope).
6. Quotations will be opened immediately after the closing at the above address;
7. Bidders or their authorized representatives are requested to be present at the opening of Quotations.
8. For further details or clarifications, bidders may contact Provincial Deputy Project Director (021 221 3092 at office hours), Provincial Project Management Unit, ASM Project.
9. We look forward to receiving your quotations

Date: 5th January 2018

Provincial Deputy Project Director,
ASM Project,
Northern Province.

SECTION I. - INSTRUCTIONS TO VENDORS (ITV)

A: General	
1. Scope of Quotation	1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Goods/ Non Consultancy Services as specified in Section III Schedule of Requirements.
B: Content of Documents	
2. Contents of Documents	2.1 The documents consist of the Sections indicated below. <ul style="list-style-type: none"> • Section I. – Instructions to Vendors(ITV) • Section II. – Data Sheet • Section III. – Schedule of Requirements • Section IV. – Technical Specifications and Compliance with Specifications • Section V. - Quotation submission Form(s)
C: Preparation of Quotation	
3. Documents Comprising your Quotation	3.1 The Quotation shall comprise the following: <ul style="list-style-type: none"> (a) Quotation Submission Form and the Price Schedules (b) Technical Specifications & Compliance with Specifications
4. Quotation Submission Form and Price Schedules	4.1 The vendor shall submit the Quotation Submission Form using the form furnished in Section V. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested. All the pages of the submission shall be initialed by the vendor. 4.2 Alternative offers shall not be considered. The vendors are advised not to quote for different options for the same item but furnish the most competitive among the options available to the bidder.
5. Prices and Discounts	5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules. 5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered. 5.3 The applicable VAT shall be indicate separately. 5.4 Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non responsive and may be rejected.

6. Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Goods	<p>7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications and standards specified in Section IV, "Technical Specifications & Compliance with Specifications".</p> <p>7.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial responsiveness of the Goods to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.</p> <p>7.3 If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Sri Lanka.</p>
8. Period of Validity of quotation	8.1 Quotations shall remain valid for the period of forty nine (49) days after the quotation submission deadline date.
9. Format and Signing of Quotation	9.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor.
D: Submission and Opening of Quotation	
10. Submission of Quotation	<p>10.1 Vendors may submit their quotations by mail or by hand in sealed envelopes addressed to the Purchaser and bear the specific identification of the quotation number.</p> <p>10.2 If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.</p>
11. Deadline for Submission of Quotation	11.1 Quotation must be received by the Purchaser at the address set out in Section II, "Data Sheet", and not later than the date and time as specified in the Data Sheet.
12. Late Quotations	12.1 The Purchaser shall reject any quotation that arrives after the Dead line for submission of quotations, in accordance with ITV Clause 11.1 above.
13. Opening of Quotations	<p>13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>13.2 A representative of the bidders may be present and mark his attendance.</p>

E: Evaluation and Comparison of Quotations	
14. Clarifications	<p>14.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of his quotation. Any clarification submitted by a vendor in respect to his quotation which is not in response to a request by the Purchaser shall not be considered.</p> <p>14.2 The Purchaser's request for clarification and the response shall be in writing.</p>
15. Responsiveness of Quotations	<p>15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>15.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>
16. Evaluation of quotations	<p>16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>16.2 To evaluate a quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"> (a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (c) price adjustment due to discounts offered. <p>16.3 The Purchaser's evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods.</p>
17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	<p>17.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without there by incurring any liability to bidders.</p>
F: Award of Contract	
18. Acceptance of the Quotation	<p>18.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.</p>
19. Notification of acceptance	<p>19.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that his quotation has been accepted.</p>

	Additional Clauses
20. Source of Funds	Democratic Socialist Republic of Sri Lanka has received a credit from the International Development Association (IDA) in various currencies equivalent to US\$ 58.63.0 Million towards the cost of the Agriculture Sector Modernization Project (ASMP Project) Ministry of Agriculture intends to apply portion of the proceeds of this credit to eligible payments under this Contract. Payments by the Bank will be made only at the request of Democratic Socialist Republic of Sri Lanka and upon approved by the bank, and will be subject, in all respect, to the terms and Conditions of the Credit Agreement. The credit Agreement prohibits a withdrawal from the Credit Account for the purpose of any payment to person or entities, or for any import of goods, if such payment or import, to the knowledge of Bank, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than Democratic Socialist Republic of Sri Lanka shall derive any rights from the Loan Agreement or have any claim to the proceeds of the Credit.
21. Payment	Payment shall be made within two weeks after receiving the invoice for each item provided.
22. Liquidated Damages	The supplier should deliver the items within the delivery period stipulated in the schedule of requirements. The supplier should make payment to the purchaser for each week of delay in delivery, at the rate of 0.05% of Initial Contract Sum per day up to a maximum of 10% of the Initial Contract Sum.
23. Samples	The supplier shall produce a sample/ samples to the TEC approval. Approved sample shall be kept at a place that ASMP directs until the full quantity delivered to the site.
24. Awarding	The purchaser has a right to award the contract with 10% increase or decrease of the initial amount of the requirement.
25. Termination of Contract	The contract agreement shall be terminated by either parties on two weeks notice

SECTION II: DATA SHEET

ITV Clause Reference	
1.1	<p>The Purchaser is: Project Director Address: Agriculture Sector Modernization Project, Ministry of Agriculture, No. 288 Sri Jayawarthanapura Mawatha, Rajagiriya</p>
8.1	<p>The Quotation should be valid up to the date of 12th of March, 2018</p>
11.1	<p>Address for submission of Quotations is.</p> <p>Provincial Project Management Unit, Agriculture Sector Modernization Project, 127, Kachcheri Nallur Road, Nallur, Jaffna</p> <p>Dead line for submission of Quotation Time. 10.30 AM Date: 22nd January, 2018</p>
13	<p>The quotations shall be opened at the following address:</p> <p>Provincial Project Management Unit, Agriculture Sector Modernization Project, 127, Kachcheri Nallur Road, Nallur, Jaffna</p> <p>Date & Time of Bid opening Time. 10.30 AM Date: 22nd January, 2018</p>
161	<p>Other factors that will be considered for evaluation are : None</p>

Section III - Schedule of Requirements

Name of bid

IFB NO.

List of Requirements

Items Number	Brief Description of Goods	Specification	Qty.	Available Date for Rent	Address & Surrounding Area Near the Town / office premises
1	Hiring of Rental House for PPMU Office, ASM Project, Northern Province	1. Minimum 3,000 sq.ft 2. Ownership of House / legal Authority (Deeds details / Power of Attorney) 3. Recently built / renovated and painted and having electricity and water supply 4. Vehicle parking space for 2-3 vehicles 5. The location should be within Jaffna Municipality area. 6. Other facilities expected, a. Telephone (land line available) b. Ceiling fan and number available c. Minimum 04 numbers of Toilets and 02 numbers of bathrooms should be available d. Suitable to fit air condition immediately. e. Minimum number of 08 rooms with a hall to conduct conference. f. House should be available for immediate use	1	1 st of March	

*Offers submitted with alternative delivery period will not be accepted

.....
Name of Bidder.....
Signature of Bidder.....
Date

Section IV - Technical Specifications & Compliance

Name of bid

IFB NO.

Item Name	Listed Specification*	Conformity to specification "YES"/ "NO"		IF "NO" BIDDERS RESPONSE
		Yes	No	
	1. Floor Area – Minimum 3,000 Sq.ft or above			
	2. Ownership of House / legal Authority (Deeds details / Power of Attorney)			
	3. Recently built / recently renovated and painted with electricity and water supply			
	4. Vehicle parking space for 2-3 vehicles			
	5. The location should be within Jaffna Municipal area			
	6. Other facilities available			
	6.1 Telephone (land line) available			
	6.2 Ceiling fan and number available			
	6.3 Toilet and bathroom number available			
	6.4 Other availabilities			
	7. Rooms minimum 08 available			
	8. A hall available			
	9. House available for immediate use			
	10. Suitability to fit air condition immediately.			

.....
Name of Bidder

.....
Signature of Bidder

.....
Date

SECTION V – QUOTATION SUBMISSION FORM

Hiring of Rented House for PPMU Office, ASM Project, Northern Province

[The Vendor shall fill in this Form in accordance with the instructions indicated. No Alterations to its form at shall be permitted and no substitutions will be accepted.]

Date:

To: Project Director ,
ASM Project,
Ministry of Agriculture,
No. 288, Sri Jayawarthanapura Mawatha
Rajagiriya

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;
- (b) We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements, the following Goods / Non Consultancy Services; **Hiring of Rented House for PPMU Office, ASM Project, Northern Province**
- (c) The total price of our quotation including any discounts offered is: [insert the total quoted price in words and in figures];
.....
excluding VAT.
- (d) Our quotation shall be valid for the period of time specified in ITVSub-Clause8.1, from the date fixed for the quotation submission deadline in accordance with ITV Sub-Clause11.1 and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that this quotation, together with your written acceptance there of included in your notification of award, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

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

.....

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

.....

Section VI–Price Schedule

Name of Procurement

Item No	Description	QTY.	Total Amount Rs. (without VAT)	VAT
1				

agree to supply & Maintenance of the above item in accordance with the technical specifications for a monthly contract price of Rupees.....(amount in figures) without VAT (amount in words) within the period specified in the Invitation for Quotations.

VAT Registration No:

.....
Signature of the Bidder

.....
Name of the Bidder

.....
Date