

IFQ No. ASMP/MOA/NC/14/2018

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Dear Sir/ Madam,

Quotation for Hiring a Vehicle (Van – 5 Seated) for the Provincial Deputy Director’s Office,

Agriculture Sector Modernization Project (ASMP), Northern Province

IFQ No. ASMP/MOA/NC/14/2018

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 Service Provider (ITSP)
 - III. Section II – Data Sheet
 - IV. Section III – Schedule of Requirements
 - Annex I - Schedule of Detail Requirements
 - Annex II - Schedule of Particulars and Price Quotations
 - V. Section IV – Technical Specifications & 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
ASM Project
No. 127, Kachcheri Nallur Road,
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/Provincial Financial specialist
ASM Project, Northern Province



AGRICULTURE SECTOR MODERNIZATION PROJECT

MINISTRY OF AGRICULTURE

BIDDING DOCUMENT

(SHOPPING)

Invitation of Quotation

For

Hiring a Vehicle (Van with driver and fuel)

For Provincial Project Management Unit (PPMU)

Northern Province

Contract No: ASMP/MOA/NC/14/2018

ASM Project
Ministry of Agriculture
288, Sri Jayawarthanapura Mawatha,
Rajagiriya

Letter of Invitation

Agriculture Sector Modernization Project (ASMP)

Ministry of Agriculture

Credit No: 5873 - LK

Hiring a Vehicle (Van – 5 seated) with driver and fuel

IFB No: ASMP/MOA/NC/14/2018

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 (ASM 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 Transport Services (Van – 5 seated with Driver & Fuel) 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, Agriculture Sector Modernization Project, No. 127, Kachcheri Nallur Road, Jaffna.** to receive before closing time. (Please marked **"IFQ No: ASMP/MOA/NC/14 /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 (Tel- 021 - 221 - 3092) at office hours in ASMP Office.
9. We look forward to receiving your quotations

Date: 5th January 2018

Provincial Deputy Project Director
ASM Project,
Northern Province

SECTION I. - INSTRUCTIONS TO SERVICE PROVIDER(ITSP)

A: General	
1. Scope of Bid	1.1 The Client 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: Contents of Documents	
2. Contents of Documents	2.1 The documents consist of the Sections indicated below. <ul style="list-style-type: none"> • Section I. – Instructions to Service Provider(ITSP) • Section II. – Data Sheet • Section III.- Schedule of Requirements • Section IV.– Employer’s Requirements and Drawings and Technical specification • Section V. – Quotation submission form and price schedule
C:Pre paration of Quotation	
3. Documents Comprising your Quotation	3.1 The Quotation shall comprises the following: <ol style="list-style-type: none"> (a) Quotation Submission form and the Price Schedules (b) Employers Requirements and Drawings & Activity schedule
4. Bid Submission Form and Activity Schedules	4.1 The Service Provider shall submit the Quotation Submission Form using the form furnished in Section III. 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 bidder. 4.2 Alternative offers shall not be considered. The Bidders are advised not to quote for different options for the same service but furnish the most competitive among the options available to the bidder.
5. Rates and Discounts	5.1 Unless specifically stated in Data Sheet, all items must be rated separately in the Activity Schedule. 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 indicated separately. 5.4 Prices quoted by the bidder shall be fixed during the bidder’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 Service Provider shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Service	<p>7.1 The Service Provider shall furnish as part of its quotation the documentary evidence that the Service on form to the Requirements and Drawings specified in Section IV, Employer's requirements and drawings".</p> <p>7.2 The document any evidence may be in the form of literature, drawings or data, and shall consist of a detailed Component description of the essential technical and performance characteristics of the Service, demonstrating substantial responsiveness of the service to the requirements, and if applicable, a statement of deviations and exceptions to the provisions of the requirements given.</p> <p>7.3 If stated in the Data Sheet the Service Provider 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 Quotations	8.1 Quotation shall remain valid for the period of forty nine (49) days after the bid submission deadline date.
9. Format and Signing of Quotations	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 service Provider.
D: Submission and Opening of Bid	
10. Submission of Quotations	<p>10.1 Service Providers may submit their Bid by mail or by hand in sealed Envelopes addressed to the Employer and bear the specific identification of the bid number.</p> <p>10.2 If the bid is not sealed and marked as required, the Employer will assume no responsibility for the misplacement or premature opening of the Quotation.</p> <p>10.3 The quotations should be submitted in one document including Section I to V. Other attachments if available should be submitted as a separate document</p>
11. Deadline for Submission of Quotations	11.1 Quotation must be received by the Employer 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 Client shall reject any bid that arrives after the Deadline for submission of bids, in accordance with ITSP Clause 11.1 above.
13. Opening of Quotations	<p>13.1 The Employer shall conduct the opening of quotations 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 Quotation, the Client may, at its discretion, ask any Service Provider for a clarification of his quotation. Any clarification submitted by a Service Provider in respect to his quotation which is not in response to a request by the client shall not be considered.</p> <p>14.2 The Client'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 Client.</p>
16. Evaluation of Quotations	<p>16.1 The Client shall evaluate each Bid that has been determined, to be substantially responsive.</p> <p>16.2 To evaluate a Quotation, the Client may consider the following:</p> <ul style="list-style-type: none"> (a) the rate as quoted; (b) price adjustment for correction of arithmetical errors; (c) price adjustment due to discounts offered. <p>16.3 The Client's evaluation of a bid 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 provider of the service.</p>
17. Employer's Right to Accept any Quotation, and to Reject any or all quotations	<p>17.1 The Client 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 Service Providers.</p>
F: Award of Contract	
18. Acceptance of the Quotation	<p>18.1 The Client will accept the quotation of the service provider whose offer has been determined to be the lowest evaluated quotation 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 the 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\$ 58.63.0Million 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.
21. Payment	Payment shall be made within two weeks after receiving the invoice for each service 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 Service Provider shall produce proposed vehicle to the TEC / Engineers approval/ inspection before start the services.
24. 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 Client is: Project Director Address: Agriculture Sector Modernization Project, Ministry of Agriculture, No. 288, Sri Jayawarthanapura Mawatha, Rajagiriya</p>
7.3	<p>Manufacture's Authorization: Not relevant</p>
8.1	<p>The Quotation should be valid up to the date of 12th March, 2018</p>
11.1	<p>Address for submission of Quotation is.</p> <p>Provincial Deputy Project Director, Agriculture sector Modernization Project No. 127, Kachcheri Nallur Road, Jaffna</p> <p>Dead line for submission of Quotation Date : 22nd January, 2018 Time. 10.30 AM .</p>
13	<p>The Bids shall be opened at the following address:</p> <p>Provincial Deputy Project Director, Agriculture sector Modernization Project No. 127, Kachcheri Nallur Road, Jaffna</p> <p>Time and Date of Quotation Opening Time: 10.30 A.M. Date: 22nd January, 2018</p>
16,	<p>Other factors that will be considered for evaluation are: None</p>

Section III - Schedule of Requirements

Name of Quotation

IFQ NO.

List of Requirements

Items Number	Brief Description of Goods	Specification/ Requirements	Qty.	Delivery Period from issue of award of contract	Place of Supply the Servicer
1	Minimum 5 Nos. seated (including driver) Van with Driver and Fuel	As per attached statement	01	Within two weeks of the Letter of awarding	Provincial Deputy Project Director, NP ASM Project, 127, Kachcheri Nallur Road, Jaffna.

*Offers submitted with alternative delivery period will not be accepted

.....
Name of Service Provider.....
Signature of Service Provider.....
Date

Section III – Schedule of Detail Requirements

Item No.	Component Description	Minimum Specifications	Bidder's Response (Yes/No)	If "No" Comments on the Offer
1.	Minimum 5 Nos. seated (including driver) Van with Driver and Fuel	<p>1. Full Option Vehicles should be provided with driver and fuel. Minimum 05 Nos. seated (Including Driver) Van should have adjustable seats.</p> <p>2. The year of manufacture of the vehicle provided should be after 1st of January 2012 or later and it should be in good running Condition as well as Interior (the condition should be satisfaction of the Technical Evaluation Committee)</p> <p>3. Minimum pay load of the offered vehicle shall be as Kg. 750</p> <p>4. Dual Air Condition facility should be in perfect working condition.</p> <p>5. Transport should be provided for any areas of the country. Expected hiring period is three months.</p> <p>6. The bidder has the responsibility of timely pickup, transport, and drop-off of persons according to the given schedule. Services of the vehicle should be done on holidays if required.</p>		

Tender Form - 1

		7. Vehicles should be available for all working days of the month (Normally Monday to Friday, excluding Public holidays). Project have a right to call for the vehicle/s any day including holidays.		
		8. The vehicle should be 100% reliable and has comfortable seats, suitable for long distance travel.		
		9. Project reserve the right for return the vehicle with one month notification and the Bidder may remove vehicle with one month notification or by paying the value equal to the contract one month to the other party.		
		10. If the Bidder required removing the vehicle for repairs or any other requirement during the contract period, should be substituted by a suitable vehicle.		
		11. The drivers should be reliable with sober habits and in suitable attire for office environment.		
		12. The drivers should be contactable on mobile phones, so that changes to travel plans could be notified.		
		13. The drivers should obtain their own meals except in special circumstances.		
		14. The parking place of the vehicle is project office normally. But it may change according to the project requirement. In that instances, the Driver's accommodation will not be provided by the project.		
		15. The drivers should be provided with fuel expenses and emergency funds.		

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		16. In the event of breakdown, a similar replacement vehicle shall be provided by the bidder as soon as possible.		
		17. The vehicles provided shall have comprehensive insurance policy and agreement including hiring purposes and shall cover all passengers, liabilities claim throughout the entire contract period at bidders cost.		
		18. Drivers should have passed G.C.E. (O/L) examination in six (6) subjects with at least two (2) credit passes including one credit pass in language (Tamil / Sinhala) in not more than two sittings out of which five subjects in one sitting and minimum five (05) years driving experience with similar type of vehicle from the date of driving license issued.		
		19. Minimum monthly transport requirement is 3000 Km. Usage of vehicle may change according to the project requirement .		
		20. If the monthly run exceeds 3000 Km, project will pay separately for the additional Km. As such Km bid price should be quoted in the bid.		

Date:

Name & Address of the Bidder:

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Section III - Schedule of Particulars and Price Quotation

Hiring of Vehicle (Van – 5 seated) – Fuel with Driver

IFQ No. ASMP/MOA/NC/14/2018

(To be completed by the Bidder)

S.No.	Description	Vehicle No:
1	Bidder's Name	
2	Address	
3	Telephone no. (Land line)	
4	Mobile No	
5	Fax No.	
6	Vehicle Registration No.	
7	Vehicle First registration date	
8	Vehicle model & make	
9	Pay Load Kg.	
10	Year of Manufacture of vehicle	
11	Engine capacity	
12	Seating capacity (excluding driver)	
13	Is the vehicle air conditioned, specify dual A/C or single A/C	
14	Additional items of vehicle Connection for mobile phone charging Radio Cassette Player	
15	Operational items of vehicle Power shutters Air bags Front Engine	

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16	Condition of vehicle	
17	Name of Driver (Proposed)	
18	Driving License No.	
19	Experience of Driver (No. of years	
20	Is the copy of Registration attached (Yes/No)	
21	Is the copy of revenue license attached (Yes/No)	
22	Is the vehicle registered to the bidder's name (Yes/No) If not, is the owners agreement letter attached (Yes/No/NA)	
23	Is the vehicle fully insurance with passenger cover (Yes/ No)	
24	Is the vehicle insurance copy attached (Yes /No)	
25	Is the vehicle financed or leased? If it is financed or leased name of the finance / leasing company	

Item No.	Description	Unit Rate (Rs.)
01	Up to three thousand km (3000 km.) of running for a month	
02	Rate (Rs / Km) exceeding 3000 km for a month	

The above particulars are correct

Signature of the Bidder:

Date:

Section IV - Technical Specifications & Compliance

Name of Quotation

IFQ NO.

Item Name	Listed Specification*	Conformity to specification "YES"/ "NO"		IF "NO" BIDDERS RESPONSE
		Yes	No	
	The specified technical specifications are attached in the section III annexure I & II			

.....
Name of Service Provider

.....
Signature of Service Provider

.....
Date

SECTION V – QUOTATION SUBMISSION FORM

Hiring a Vehicle (Van with driver and fuel) for Provincial Deputy Project Director’s office – Northern Province

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

Date:

To: Project Director, ASM Project,
Ministry of Agriculture,
288, Sri Jeyawarthanapura 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; **Hiring a Vehicle (Van with driver and fuel) for Provincial Deputy Directors office –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 ITSP Sub-Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITSP Sub-Clause 11.1, and it shall remain binding up on 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]

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Section VI – Price Schedule

Name of Procurement

Item No	Description	QTY.	Total Amount Rs. (without VAT)	VAT
1	Minimum 5 Nos. seated (including driver) Van with Driver and Fuel	01		

We agree to Delivery of the above item in accordance with the technical specifications for a total contract price of Rupees.....(amount in figures) without VAT (amount in word) within the period specified in the Invitation for Quotations.

VAT Registration No:

.....

Signature of the Bidder

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Name of the Bidder

.....

Date

Tender Form - 1