

# **SRI LANKA AIR FORCE**

**DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA**



## **BIDDING DOCUMENT**

**[NATIONAL COMPETITIVE BIDDING –RATE RUNNING CONTRACTS]**

**ANNUAL CONTRACT FOR THE SUPPLY OF DOG FOOD  
TO THE SRI LANKA AIR FORCE YEAR 2019**

**TENDER REFERENCE: (AHQ/18/PUB/MIS/1004)**

## **PROCUREMENT OF GOODS AND SERVICES THROUGH NATIONAL COMPETITIVE BIDDING**

This Bidding Document has been drawn up in line with the Procurement Guidelines (Goods & Works) – 2006 of National Procurement Agency in view of

- a. Maximizing Economy, efficiency and effectiveness (value for money).
- b. Adhering to prescribed standards, specifications, local laws rules and regulations and international obligations.
- c. Fair, equal and maximum opportunity for interested parties to participate in the Procurement process.
- d. Expeditious execution of delivery of Goods and Services.
- e. Ensuring transparency and consistency and
- f. Retaining confidentiality of information.

This Bidding Document for procurement of service shall be used for National Competitive Bidding, for the tender that is financed by the Government of Sri Lanka.

Please feel free to contact any of the following Officers to make any clarifications on this Bidding Document.

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## SECTION I. INSTRUCTIONS TO BIDDERS (ITB)

*ITB shall be read in conjunction with the Section II, Bidding Data Sheet (BDS), which shall take precedence over ITB.*

### General

#### 1. Scope of Bid

1.1 The PURCHASER **indicated in the Bidding Data Sheet (BDS)**, issues these Bidding Documents for the supply of Goods and Related Services incidental thereto as specified in Section V, Schedule of Requirements. The name and identification number of this procurement are **specified in the BDS**. The name, identification, and number of lots (individual contracts) if any, are **provided in the BDS**.

1.2 Throughout these Bidding Documents:

- (a) The term “in writing” means communicated in written form by mail (other than electronic mail) or hand delivered with proof of receipt;
- (b) If the context so requires, “singular” means “plural” and vice versa; and
- (c) “Day” means calendar day.

#### 2. Source of Funds

2.1 Payments under this contract will be financed by the source **specified in the BDS**.

#### 3. Ethics, Fraud and Corruption

3.1 The attention of the BIDDER is drawn to the following guidelines of the Procurement Guidelines published by National Procurement Agency:

- Parties associated with Procurement Actions, namely, suppliers/ contractors and officials shall ensure that they maintain strict confidentiality throughout the process;
- Officials shall refrain from receiving any personal gain from any Procurement Action. No gifts or inducement shall be accepted. Suppliers/contractors are liable to be disqualified from the bidding process if found offering any gift or inducement which may have an effect of influencing a decision or impairing the objectivity of an official.

3.2 The PURCHASER requires the BIDDERS, suppliers, contractors, and consultants to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy:

- (a). “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
- (b). “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- (c). “collusive practice” means a scheme or arrangement between two or more BIDDERS, with or without the knowledge of the PURCHASER to establish bid prices at artificial, non-competitive levels; and
- (d) “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

3.3 If the PURCHASER found any unethical practices as stipulated under ITB Clause 3.2, the PURCHASER will reject a bid, if it is found that a BIDDER directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

#### **4. Eligible Bidders**

4.1. All BIDDERS shall possess legal rights to supply the Goods under this contract.

4.2 A BIDDER shall not have a conflict of interest. All BIDDERS found to have conflict of interest shall be disqualified. BIDDERS may be considered to have a conflict of interest with one or more parties in this bidding process, if they:

- (a). are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the PURCHASER to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under these Bidding Documents ; or
- (b). submit more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid.

4.3 A BIDDER that is under a declaration of ineligibility by the National Procurement Agency (NPA), at the date of submission of bids or at the date of contract award, shall be disqualified. The list of debarred firms is available at the website of NPA, [www.npa.gov.lk](http://www.npa.gov.lk).

4.4 Foreign BIDDERS may submit a bid only if so **stated in the BDS**.

## 5. Eligible Goods and Related Services

5.1 All goods and related services supplied under this contract shall be complied with applicable standards stipulated by the Sri Lanka Standards Institute (SLSI). In the absence of such standards, the Goods and related services supplied shall be complied to other internationally accepted standards other than **specified in the BDS.**

## Contents of Bidding Documents

## 6. Sections of Bidding Documents

6.1 The Bidding Documents consist of 2 Volumes, which include all the sections indicated below, and should be read in conjunction with any addendum issued in accordance with ITB Clause 8. All eligible BIDDERS specified in the ITB sub clause 5 shall download a copy of this bidding document as **specified in the BDS.**

### 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. Special Conditions
- Section IV. Bidding Forms
- Section V. Schedule of Requirements
- Section VII. Contract Data
- Invitation for Bid

6.2 The BIDDERS is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.

## 7. Clarification of Bidding Documents

7.1 A prospective BIDDERS requiring any clarification of the Bidding including the restrictiveness of specifications shall contact the PURCHASER in writing at the PURCHASER address **specified in the BDS.** The PURCHASER will respond in writing to any request for clarification, provided that such request is received no later than ten (10) days prior to the deadline for submission of bids. The PURCHASER shall forward copies of its response to all those who have purchased the Bidding Documents, including a

description of the inquiry but without identifying its source. Should the PURCHASER deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under ITB Clause 8.

## **8. Amendment of Bidding Documents**

8.1 At any time prior to the deadline for submission of bids, the Bidding PURCHASER may amend the Bidding Documents by issuing Documents addendum.

8.2 Any addendum issued shall be part of the Bidding Documents and shall be communicated in writing to all who have purchased the Bidding Documents.

8.3 To give prospective BIDDERS reasonable time in which to take an addendum into account in preparing their bids, the PURCHASER may, at its discretion, extend the deadline for the submission of bids, pursuant to ITB Sub-Clause 23.2.

## **Preparation of Bids**

### **9. Cost of Bidding**

9.1 The BIDDER shall bear all costs associated with the preparation and submission of its bid, and the PURCHASER shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **10. Language of Bid**

10.1 The Bid, as well as all correspondence and documents Bid relating to the Bid (including supporting documents and printed literature) exchanged by the BIDDER and the PURCHASER, shall be written in English language.

### **11. Documents Comprising the Bid**

11.1 The Bid shall comprise the following:

- (a) Bid Submission Form and the applicable Price Schedules, in accordance with ITB Clauses 12, 14, and 15;
- (b) Bid Security or Bid-Securing Declaration, in accordance with ITB Clause 20;
- (c) Documentary evidence in accordance with ITB Clauses 18 and 30, that the Goods and Related Services conform to the Bidding Documents;
- (d) Documentary evidence in accordance with ITB Clause 18 establishing the BIDDER's qualifications to perform the contract if its bid is accepted; and
- (e) Any other document **required in the BDS**.

## **12. Bid Submission Form and Price Schedules**

12.1 The BIDDER shall submit the Bid Submission Form using the form furnished in Section IV, Bidding Forms. 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.

## **13. Alternative Bids**

13.1 Alternative bids shall not be considered.

## **14. Bid Prices and Discounts**

14.1 The BIDDER shall indicate on the Price Schedule the unit prices and total bid prices of the goods it proposes to supply under the Contract.

14.2 Any discount offered against any single item in the price schedule shall be included in the unit price of the item. However, a BIDDER wishes to offer discount as a lot the BIDDER may do so by indicating such amounts appropriately.

14.3 If so indicated in ITB Sub-Clause 1.1, bids are being invited for individual contracts (lots) or for any combination of contracts (packages). Unless otherwise **indicated in the BDS**, prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. BIDDER s wishing to offer any price reduction (discount) for the award of more than one Contract shall specify the applicable price reduction separately.

14.4 (i) Prices indicated on the Price Schedule shall include all duties and sales and other taxes already paid or payable by the Supplier. However, **VAT shall not be included in the price** but shall be indicated separately;

14.5 The 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 bid submitted with an adjustable price quotation will be treated as non-responsive and rejected, pursuant to ITB Clause 32.

14.6 All lots if any and items must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items.

14.7 If the BIDDERS are registered for the purpose of VAT, they should indicate the amount of VAT claimed separately in the price schedule in addition to the net value of the Bid, along with the VAT registration number. Declaration of VAT registration number is a mandatory requirement for determination of Bids and any BIDDER who does not declare his/her VAT registration number will be liable for rejection of the Bid. All BIDDER s who do not pay VAT shall submit the VAT exception letter issued by the Inland Revenue Department along with the bid. It is essential that the Unit Prices of the Article or Services be inclusive of NBT Tax, if applicable.

14.8 If unrealistically low rates quoted by a BIDDER are found on critical or very important items he will be asked to prove to the satisfaction of the PURCHASER how he could supply the particular item within that rate, if relevant with a rate analysis also. If the PURCHASER is of the view that the clarifications given are unacceptable and BIDDER would fail in performing on those rates the Bid may be rejected. If clarifications are acceptable and Technical Evaluation Committee is satisfied on that evaluation will be continued.

**15. Currencies of Bid**

15.1 Unless otherwise **stated in Bidding Data Sheet**, the BIDDER shall quote in Sri Lankan Rupees and payment shall be payable only in Sri Lanka Rupees.

**16. Documents Establishing the Eligibility of the BIDDER**

16.1 To establish their eligibility in accordance with ITB Clause 4, BIDDER s shall complete the Bid Submission Form, included in Section IV, Bidding Forms.

**17. Documents Establishing the Conformity of the Goods and Related Services**

17.1 To establish the conformity of the Goods and Related Services to the Bidding Documents, the BIDDER shall furnish as part of its Bid the documentary evidence that the Goods conform to the technical specifications and standards specified in Section V, Schedule of Requirements.

17.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description (given in Section V, Technical Specifications) of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Schedule of Requirements.

17.3 The BIDDER shall also furnish a list giving full particulars, including quantities, available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period if **specified in the BDS** following commencement of the use of the goods by the PURCHASER.

**18. Documents Establishing the Qualifications of the BIDDER**

18.1 The documentary evidence of the BIDDER's qualifications to perform the contract if its bid is accepted shall establish to the PURCHASER satisfaction:

- (a) A BIDDER that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV, Bidding Forms to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods;



(b) that, if **required in the BDS**, in case of a BIDDER not doing business within Sri Lanka, the BIDDER is or will be (if awarded the contract) represented by an Agent in Sri Lanka equipped and able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

## 19. Period of Validity of Bids

19.1 Bids shall remain valid until the date **specified in the BDS**. A bid valid for a shorter date shall be rejected by the PURCHASER as non responsive.

19.2 In exceptional circumstances, prior to the expiration of the bid validity date, the PURCHASER may request BIDDER s to extend the period of validity of their bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB Clause 20, it shall also be extended for a corresponding period. A BIDDER may refuse the request without forfeiting its Bid Security. A BIDDER granting the request shall not be required or permitted to modify its bid.

## 20. Bid Security

20.1 The BIDDER shall furnish as part of its bid, a Bid Security or a Bid-Securing Declaration, as **specified in the BDS**.

20.2 The Bid Security shall be in the amount **specified in the BDS** and denominated in Sri Lanka Rupees, and shall:

- (a) At the BIDDER's option, be in the form of either a bank draft, a letter of credit, or a bank guarantee from a banking institution;
- (b) Be issued by an institution acceptable to PURCHASER. The acceptable institutes are published in the NPA website, [www.npa.gov.lk](http://www.npa.gov.lk).
- (c) Be substantially in accordance with the form included in Section IV, Bidding Forms;
- (d) Be payable promptly upon written demand by the PURCHASER in case the conditions listed in ITB Clause 20.5 are invoked;
- (e) Be submitted in its original form; copies will not be accepted;
- (f) Remain valid for the period **specified in the BDS**

20.3 Any bid not accompanied by a substantially responsive Bid Security or Bid Securing Declaration in accordance with ITB Sub-Clause 20.1 and 20.2, may be rejected by the PURCHASER as non-responsive.

20.4 The Bid Security of unsuccessful BIDDER s shall be returned as promptly as possible upon the successful BIDDER's furnishing of the Performance Security pursuant to ITB Clause 44.

20.5 The Bid Security may be forfeited or the Bid Securing Declaration executed:

- (a) If a BIDDER withdraws its bid during the period of bid validity specified by the BIDDER on the Bid Submission Form, except as provided in ITB Sub-Clause 19.2; or
- (b) If a BIDDER does not agreeing to correction of arithmetical errors in pursuant to ITB Sub-Clause 31.3
- (c) If the successful BIDDER fails to:
  - (i) sign the Contract in accordance with ITB Clause 43;
  - (ii) Furnish a Performance Security in accordance with ITB clause 44

## **21. Format and Signing of Bid**

21.1 The BIDDER shall prepare one original of the documents comprising the bid as described in ITB Clause 11 and clearly mark it as “ORIGINAL.” In addition, the BIDDER shall submit a copy of the bid and clearly mark it as “COPY.” In the event of any discrepancy between the original and the copy, the original shall prevail.

21.2 The original and the Copy of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the BIDDER.

21.3 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Bid

## **Submission and Opening of Bids**

## **22. Submission, Sealing and Marking of Bids**

22.1 BIDDER s may always submit their bids by mail or by hand.

(a) BIDDER s submitting bids by mail or by hand, shall enclose the original and the copy of the Bid in separate sealed envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” These envelopes containing the original and the copy shall then be enclosed in one single envelope.

22.2 The inner and outer envelopes shall:

- (a) Bear the name and address of the BIDDER;
- (b) Be addressed to the SERVICE RECIPIENTS in accordance with ITB Sub-Clause 23.1;
- (c) Bear the specific identification of this bidding process as **indicated in the BDS**; and

(d) Bear a warning not to open before the time and date for bid opening, in accordance with ITB Sub-Clause 27.1.

If all envelopes are not sealed and marked as required, the PURCHASER will assume no responsibility for the misplacement or premature opening of the bid.

**23. Deadline for Submission of Bids**

23.1 Bids must be received by the PURCHASER at the address and no later than the date and time **specified in the BDS**.

23.2 The PURCHASER may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB Clause 8, in which case all rights and obligations of the PURCHASER and BIDDERS previously subject to the deadline shall thereafter be subject to the deadline as extended.

**24. Late Bids**

24.1 The PURCHASER shall not consider any bid that arrives after the deadline for submission of bids, in accordance with ITB Clause 23. Any bid received by the PURCHASER after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the BIDDER.

**25. Withdrawal and Modification of Bids**

25.1 A BIDDER may withdraw, or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 22, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITB Sub-Clause 21.2, (except that no copies of the withdrawal notice are required). The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must be:

(a) Submitted in accordance with ITB Clauses 21 and 22 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked "WITHDRAWAL," or "MODIFICATION;" and

(b) Received by the PURCHASER prior to the deadline prescribed for submission of bids, in accordance with ITB Clause 23.

25.2 Bids requested to be withdrawn in accordance with ITB Sub-Clause 25.1 shall be returned to the BIDDERS only upon notification of contract award to the successful BIDDER in accordance with sub clause 42.1.

25.3 No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the BIDDER on the Bid Submission Form or any extension thereof.

## **26. Samples**

26.1 Samples are required.

## **27. Bid Opening**

27.1 The PURCHASER shall conduct the bid opening in public at the address, date and time **specified in the BDS**.

27.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid may be opened at the discretion of the PURCHASER. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening. Envelopes marked "MODIFICATION" shall be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening. Only envelopes that are opened and read out at Bid opening shall be considered further.

27.3 All other envelopes shall be opened one at a time, reading out: the name of the BIDDER and whether there is a modification; the Bid Prices, including any discounts and alternative offers; the presence of a Bid Security or Bid-Securing Declaration, if required; and any other details as the PURCHASER may consider appropriate. Only discounts and alternative offers read out at Bid opening shall be considered for evaluation. No Bid shall be rejected at Bid opening except for late bids, in accordance with ITB Sub-Clause 24.1.

27.4 The PURCHASER shall prepare a record of the Bid opening that shall include, as a minimum: the name of the BIDDER and whether there is a withdrawal, or modification; the Bid Price, per lot if applicable, including any discounts, and the presence or absence of a Bid Security or Bid-Securing Declaration. The bids that were opened shall be resealed in separate envelopes, promptly after the bid opening. The BIDDER s' representatives who are present shall be requested to sign the attendance sheet. A copy of the record shall be distributed to all BIDDER s who submitted bids in time.

## **Evaluation and Comparison of Bids**

## **28. Confidentiality**

28.1 Information relating to the examination, evaluation, comparison, and post-qualification (if applicable) of bids, and recommendation of contract award, shall not be disclosed to BIDDER s or any other persons not officially concerned with such process until publication of the Contract Award.

28.2 Any effort by a BIDDER to influence the PURCHASER in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its Bid.

28.3 Notwithstanding ITB Sub-Clause 28.2, if any BIDDER wishes to contact the PURCHASER on any matter related to the bidding process, from the time of bid opening to the time of Contract Award, it should do so in writing.

**29. Clarification of Bids**

29.1 To assist in the examination, evaluation, comparison and post-qualification of the bids, the PURCHASER may, at its discretion, request any BIDDER for a clarification of its Bid. Any clarification submitted by a BIDDER in respect to its Bid and that is not in response to a request by the PURCHASER shall not be considered for purpose of evaluation. The PURCHASER request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the PURCHASER in the Evaluation of the bids, in accordance with ITB Clause 31.

**30. Responsiveness of Bids**

30.1 The PURCHASER determination of a bid's responsiveness is to be based on the contents of the bid itself.

30.2 A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission. One that: A material deviation, reservation, or omission is

- (a) affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
- (b) Limits in any substantial way, inconsistent with the Bidding Documents, the PURCHASER rights or the BIDDER's obligations under the Contract; or
- (c) If rectified would unfairly affect the competitive presenting of other BIDDER s presenting substantially responsive bids.

30.3 If a bid is not substantially responsive to the Bidding Documents, it shall be rejected by the PURCHASER and may not subsequently be made responsive by the BIDDER by correction of the material deviation, reservation, or omission.

**31. Non conformities, Errors, and Omissions**

31.1 Provided that a Bid is substantially responsive, the PURCHASER may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.

31.2 Provided that a bid is substantially responsive, the SERVICE RECIPIENTS may request that the BIDDER submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the BIDDER to comply with the request may result in the rejection of its Bid.

31.3 Provided that the Bid is substantially responsive, the PURCHASER shall correct arithmetical errors on the following basis:

- (a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the PURCHASER there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

31.4 If the BIDDER that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid-Securing Declaration shall be executed.

### **32. Preliminary Examination of Bids**

32.1 The PURCHASER shall examine the bids to confirm that all documents and technical documentation requested in ITB Clause 11 have been provided, and to determine the completeness of each document submitted.

32.2 The PURCHASER shall confirm that the following documents and information have been provided in the Bid. If any of these documents or information is missing, the Bid shall be rejected.

- (a) Bid Submission Form, in accordance with ITB Sub-Clause 12.1;
- (b) Price Schedules, in accordance with ITB Sub-Clause 12;
- (c) Bid Security or Bid Securing declaration in accordance with ITB Clause 20.

### **33. Examination of Terms and Conditions; Technical Evaluation**

33.1 The PURCHASER shall examine the Bid to confirm that all terms and conditions specified in the CC and the Contract Data have been accepted by the BIDDER without any material deviation or reservation.

33.2 The PURCHASER shall evaluate the technical aspects of the Bid submitted in accordance with ITB Clause 17, to confirm that all requirements specified in Section V, Schedule of Requirements of the Bidding Documents have been met without any material deviation or reservation.

33.3 If, after the examination of the terms and conditions and the technical evaluation, the PURCHASER determines that the Bid is not substantially responsive in accordance with ITB Clause 30, the PURCHASER shall reject the Bid.

#### **34. Conversion to Single Currency**

34.1 If the BIDDERS are allowed to quote in foreign currencies in accordance with sub clause 15.1, for evaluation and comparison purposes, the PURCHASER shall convert all bid prices expressed in foreign currencies in to Sri Lankan Rupees using the selling rates prevailed 28 days prior to closing of bids as published by the Central Bank of Sri Lanka. If this date falls on a public holiday the earliest working day prior to the date shall be applicable.

#### **35. Domestic Preference**

35.1 Domestic preference shall be a factor in bid evaluation only if **stated in the BDS**. Application of domestic preference for local manufacture will be effected as per the public Finance Circular No 01 dated 02<sup>nd</sup> January 2013. Bidders who wish to claim domestic preference shall duly complete the schedule at the section VII schedule of requirements. Only the bidders who fulfill the National Procurement Guideline criteria 7.9.6 shall be eligible to request for a domestic preference after submitting relevant documentary evidence.

#### **36. Evaluation of Bids**

36.1 The PURCHASER shall evaluate each bid that has been determined, up to this stage of the evaluation to be substantially responsive.

36.2 To evaluate a Bid, the PURCHASER shall only use all the factors, methodologies and criteria defined in this ITB Clause 36.

36.3 To evaluate a Bid, the PURCHASER shall consider the following:

- (a) The Bid Price as quoted in accordance with clause 14;
- (b) Price adjustment for correction of arithmetic errors in accordance with ITB Sub-Clause 31.3;
- (c) Price adjustment due to discounts offered accordance with ITB Sub-Clause 14.2; and 14.3 in
- (d) Adjustments due to the application of the evaluation criteria **specified in the BDS**.
- (e) Adjustments due to the application of a domestic preference, in accordance with ITB Clause 35 if applicable.

36.4 The PURCHASER evaluation of a bid may require the consideration of other factors, in addition to the factors stated in ITB Sub-Clause 36.3, if **specified in BDS**. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of bids

36.5 If so **specified in the BDS**, these Bidding Documents shall allow BIDDERS to quote for one or more lots, and shall allow the PURCHASER to award one or multiple lots to more than one BIDDER. The methodology of evaluation to determine the lowest-evaluated lot combinations is specified in Section III, Evaluation and Qualification Criteria.

**37. Comparison of Bids**

37. The PURCHASER shall compare all substantially responsive bids to determine the lowest-evaluated bid, in accordance with ITB Clause 36.

**38. Post qualification of the BIDDER**

38.1 The PURCHASER shall determine to its satisfaction whether the BIDDER that is selected as having submitted the lowest evaluated and substantially responsive bid is qualified to perform the Contract satisfactorily.

38.2 The determination shall be based upon an examination of the documentary evidence of the BIDDER's qualifications submitted by the BIDDER, pursuant to ITB Clause 18.

38.3 An affirmative determination shall be a prerequisite for award of the Contract to the BIDDER. A negative determination shall result in disqualification of the bid, in which event the PURCHASER shall proceed to the next lowest evaluated bid to make a similar determination of that BIDDER's capabilities to perform satisfactorily.

**39. PURCHASER's Right to Accept Any Bid, and to reject any or All Bids**

39.1 The PURCHASER reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to BIDDER s.

**Award of Contract**

**40. Award Criteria**

40.1 The PURCHASER shall award the Contract to the BIDDER whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the BIDDER is determined to be qualified to perform the Contract satisfactorily.

**41. PURCHASER's Right to Vary Quantities at Time of Award**

41.1 At the time the Contract is awarded, the PURCHASER reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section V, Schedule of Requirements, provided this does not exceed twenty five percent (25%) or one unit whichever is higher and without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.

**42. Notification of Award**

42.1 Prior to the expiration of the period of bid validity, the PURCHASER shall notify the successful BIDDER, in writing, that its Bid has been accepted.

42.2 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.



42.3 Upon the successful BIDDER's furnishing of the signed Contract Form and performance security pursuant to ITB Clause 44, the PURCHASER will promptly notify each unsuccessful BIDDER and will discharge its bid security, pursuant to ITB Clause 20.4.

**43. Signing of Contract**

43.1 Within Seven (7) days after notification, the PURCHASER shall complete the Agreement, and inform the successful BIDDER to sign it.

43.2 Within Seven (7) days of receipt of such information, the successful BIDDER shall sign the Agreement.

**44. Performance Security**

44.1 Within fourteen (14) days of the receipt of notification of award from the PURCHASER, the successful BIDDER, if required, shall furnish the Performance Security in accordance with the CC, using for that purpose the Performance Security Form included in Section VIII Contract forms. The Employer shall promptly notify the name of the winning BIDDER to each unsuccessful BIDDER and discharge the Bid Securities of the unsuccessful BIDDER s pursuant to ITB Sub-Clause 20.4.

44.2 Failure of the successful BIDDER to submit the above mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security or execution of the Bid-Securing Declaration. In that event the PURCHASER may award the Contract to the next lowest evaluated BIDDER, whose offer is substantially responsive and is determined by the PURCHASER to be qualified to perform the Contract satisfactorily.

**45. Payment Method**

45.1 Minimum 45 days of credit period is required

08<sup>th</sup> August 2018

**-Signed-**  
**(HMMSB HERATH)**  
Group Captain  
**CHIEF PROCUREMENT OFFICER**

## Section II. Bidding Data Sheet (BDS)

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to BIDDERS (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

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

| ITB Clause                              | A. General   |
|---|--|
| ITB 1.1                                 | The PURCHASER is Sri Lanka Air Force Democratic Socialist Republic of Sri Lanka  |
| ITB 1.1                                 | The name and identification number of the Contract are :<br><b>ANNUAL CONTRACT FOR THE SUPPLY OF DOG FOOD TO THE SRI LANKA AIR FORCE FOR YEAR 2019.</b><br>Tender reference: <b>AHQ/18/PUB/MIS/1004</b>  |
| ITB 2.1                                 | The source of funding is : Government of Democratic Socialist Republic Of Sri Lanka  |
| ITB 4.4                                 | Foreign BIDDERS are not allowed to participate in bidding.   |
| ITB 5.1                                 | All specifications and special conditions are stipulated at Volume- 2, Section III and Section V Schedule of requirements respectively.  |
| <b>B. Contents of Bidding Documents</b> |  |
| ITB 6.1                                 | Bidding documents could be inspected by interested bidders from the Sri Lanka Air Force website <a href="http://www.airforce.lk">www.airforce.lk</a> and may purchase <b>between 1000 hrs and 1300 hrs on every working day from the Procurement Division, Sri Lanka Air Force Station Colombo</b> upon payment of a <b>non-refundable fee of Rs. 3000.00</b> to the shroff Sri Lanka Air Force for each procurement. Last date for the Bidding Document issuance is the closing date of respective bid. The offers submitted without the payment will not be accepted and the receipt for the payment shall be attached to the offer at the time of depositing. |
| ITB 7.1                                 | For <b>Clarification of bid purposes</b> only, the PURCHASER address is:<br>Attention : Chief Procurement Officer<br>Address: No 140, Chittampalam A Gardiner Mawatha, Colombo 02.<br>Telephone: 0112325468<br>Facsimile number: 0112347694 /0112441553<br>Electronic mail address: CPO@slaf.gov.lk  |
| <b>C. Preparation of Bids</b>           |  |
| ITB 11.1 (e)                            | The BIDDER shall submit the following additional documents:<br>(a) A copy of company registration certificate.<br><br>(b) VAT Registration certificate or VAT exemption letter issued by the Inland Revenue department.<br><br>(c) The offer shall be submitted along with original catalogues/ sketches/ diagrams/ brochures/ warranty certificate / pictures and technical details.  |

|                     |   |
|---------------------|---|
| <b>ITB 14.3</b>     | Not Applicable  |
| <b>ITB 15.1</b>     | The BIDDER shall quote in Sri Lankan rupees.  |
| <b>ITB 17.3</b>     | Not applicable  |
| <b>ITB 18.1 (a)</b> | Not applicable  |
| <b>ITB 18.1 (b)</b> | Not applicable  |
| <b>ITB 19.1</b>     | <b>The Bid shall valid until 31<sup>st</sup> December 2019.</b>   |
| <b>ITB 20.1</b>     | Bid shall included a bid security issued by bank included in section IV bidding forms   |
| <b>ITB 20.2</b>     | <p>a. <b>The amount of the bid security shall be Rs : 50,000.00</b></p> <p>b. <b>The validity period of the Bid Security Shall be until 31<sup>st</sup> March 2019.</b></p> <p>c. <b>The beneficiary of the bid security shall be address to the Commander of the Sri Lanka Air Force</b></p>   |
|                     | <b>D. Submission and opening of Bids</b>  |
| <b>ITB 22.2 (c)</b> | <p>The inner and outer envelops shall bear the following identification marks</p> <p>Heading : <b>ANNUAL CONTRACT FOR THE SUPPLY OF DOG FOOD TO THE SRI LANKA AIR FORCE FOR YEAR 2019.</b></p> <p>Tender reference: <b>AHQ/18/PUB/MIS/1004</b></p> <p>Opening Date : <b>17<sup>th</sup> September 2018</b></p>  |
| <b>ITB 23.1</b>     | <p>For the bid submission purposes, the <b>ANNUAL CONTRACT FOR THE SUPPLY OF DOG FOOD TO THE SRI LANKA AIR FORCE FOR YEAR 2019.</b> address is</p> <p>Attention :Chief Procurement Officer</p> <p>Address: No 140, Chittampalam A Gardiner Mawatha, Colombo 02.</p> <p>The deadline for the submission of bids is :</p> <p>Date: <b>17<sup>th</sup> September 2018</b></p> <p>Time: 1030 hrs</p>                    |
| <b>ITB 26</b>       | <p><b>Samples for the item requested in section V (Technical Specifications) shall be submitted along with the Bid of the time of opening Bids.</b></p> <p>Samples shall be marked/tagged with the following details;</p> <p>a. Bidder's Name.</p> <p>b. Tender identification number.</p> <p>* Any sample submitted not in compliance to the above requirement may not be accepted by the Sri Lanka Air Force.</p> |
| <b>ITB 27.1</b>     | <p>The bid opening shall take place at :</p> <p>Address: No 140, Chittampalam A Gardiner Mawatha, Colombo 02.</p> <p>Date: <b>17<sup>th</sup> September 2018</b></p> <p>Time: 1030 hrs</p>  |
|                     | <b>E. Evaluation and comparison of bids</b>   |
| <b>ITB 35.1</b>     | Domestic preference will be a bid evaluation factor   |
| <b>ITB 36.3(d)</b>  | Not applicable  |
| <b>ITB 36.5</b>     | Not applicable  |

### Section III. Special Conditions

#### Special condition

| No of Dogs      | Food Requirement per day  | Total requirement for the year 2019 |
|-----------------|---------------------------|-------------------------------------|
| Adult Dog - 150 | 0.550Kg X 150<br>82.50 Kg | 82.5 Kg X 365<br><b>30112.5Kg</b>   |
| Puppies - 60    | 0.450Kg X 60<br>27.0 Kg   | 27.0 Kg X 365<br><b>9855.0 Kg</b>   |

- Item to be supplied to SLAF Base Katunayake

## Section IV. Bidding Forms

### Table of Forms

|                                |  |
|--------------------------------|--|
| Bid Submission Form .....      |  |
| Price Schedule:.....           |  |
| Bid Security (Guarantee) ..... |  |
| Bid-Securing Declaration ..... |  |

## **Bid Submission Form**

*[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 No alterations to its format shall be permitted and no substitutions shall be accepted.]*

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

No.: *[insert number of bidding process]*

To: *[\* insert complete name of PURCHASER]*

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 *[\* insert a brief description of the Goods and Related Services]*;
- (c) The total price of our Bid without VAT, including any discounts offered is: *[insert the total bid price in words and figures]*;
- (d) The total price of our Bid including VAT, and any discounts offered is: *[insert the total bid price in words and figures]*;
- (e) Our bid shall be valid for the period of time specified in ITB Sub-Clause 18.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 23.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 43 and CC Clause 17 for the due performance of the Contract;
- (g) We have no conflict of interest in accordance with ITB Sub-Clause 4.3;
- (h) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared blacklisted by the National Procurement Agency;
- (k) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

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

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

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

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

Duly authorized to sign the bid for and on behalf of: *[insert complete name of BIDDER]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

## PRICE SCHEDULE

| ITEM NO | SLAF NO        | DESCRIPTION | D of Q | QTY | Period of Validity of prices<br>1 <sup>ST</sup> JANUARY 2019 TO 31 <sup>ST</sup> DECEMBER 2019. |                     |                          |
|---------|----------------|-------------|--------|-----|---|---------------------|--------------------------|
|         |                |             |        |     | UNIT PRICE (Rs)   | VAT<br>(.....<br>%) | UNIT PRICE WITH VAT (Rs) |
| 1       | SLAF8940001002 | Adult Food  | Kg     | 1   |   |                     |                          |
| 2       | SLAF8940001005 | Puppy Food  | Kg     | 1   |   |                     |                          |

### IMPORTANT

- \* The price schedule shall be authenticated by the BIDDER.
- \* The BIDDER shall ensure that all the details provided herein are 100% accurate.
- \* It is mandatory that the unit price of the article or service be inclusive of NBT Tax, if applicable. Based on that, VAT shall be indicated separately in the price schedule.
- \* Please indicate the details listed below with regard to the above items.



**IMPORTANT**

|   |          |                           |
|---|----------|---------------------------|
| ADDRESS   |          |                           |
| TELEPHONE NUMBER  |          |                           |
| FAX NUMBER  |          |                           |
| VAT REGISTRATION LETTER<br>(applicable for VAT payees)  | YES / NO | VAT REGISTRATION NUMBER : |
| VAT EXCEPTION LETTER<br>ATTACHED (applicable for non<br>VAT payees)   | YES / NO |                           |
| <b>VALIDITY OF BID till 31<sup>st</sup><br/>December 2019</b>   | YES / NO |                           |
| <b>VALIDITY OF BID BOND till<br/>31<sup>st</sup> March 2019</b>   | YES / NO |                           |
| BID BOND NO   |          |                           |
| BID BOND OBTAINED FROM  |          |                           |
| DELIVERY PERIOD (confirm<br>you agreement to deliver the<br>Goods within 48 Hours from the<br>date of order confirmation) |          |                           |
| DISCOUNT OFFERED  | YES / NO |                           |

**Address and Contact details of the bidder:**

**Name & Address:**

**Name:** .....

**Address:**.....

**Tel:**...../...../.....

**Fax:** .....

**Email.** .....

**Date** .....

**Signature of Bidder** .....

**Affix Company Rubber Seal**

## Bid Guarantee

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

*[this Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]*

----- *[insert issuing agency’s name, and address of issuing branch or office]* -----

**\*Beneficiary:** ----- *[ 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 ; 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 BIDDER s (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 BIDDERS 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<sup>o</sup>: -----[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]*

## **Section V. Schedule of requirements**

### **Contents**

#### **1. Technical Specifications**

## TECHNICAL SPECIFICATIONS

### **DRY PELLETED DOG FOOD**

The purpose of the Technical Specifications (TS), is to define the technical characteristics of the Goods and Related Services required by the Sri Lanka Air Force. The Bidder shall provide the bid in compliance to the Technical Specification, attached given below with confirmation of conformity of bid to the laid down specifications.

- a. Dry Pelleted Dog Food is required in Two categories:-
- Puppy feed for large breeds - To be fed up to 01 year
  - Adult feed for large breeds - To be fed from 01 to 08 years
- b. Composition of Dry Pelleted Dog Food should be:-

| Category   | Minimum Amount |         |                   | Maximum Amount |
|------------|----------------|---------|-------------------|----------------|
|            | Protein (%)    | Fat (%) | Energy (Kcal/ Kg) | Water %        |
| Adult Food | 25             | 12      | 3400              | 15             |
| Puppy Food | 26             | 15      | 3900              | 15             |

- c. Please note on evaluation of the tenders preference will be given to bids offering higher protein, Fat and Energy values and for the food manufactured with proteins of animal origin.
- d. The bidders should provide 02 Kg samples in two packages (Original packing) along with the offer. Offers without samples will be rejected.
- e. Bidder shall indicate the Brand Name, Country of Origin and Pack size of Dog Food supplied.
- f. Further, the offered samples will be dispatched to Veterinary Research Institute, Gannoruwa, Peradeniya for laboratory testing.

**Section VI.**

**CONTRACT AGREEMENT**



**CONTRACT**

**Between**

**THE PURCHASER**

**SRI LANKA AIR FORCE**

**for and on behalf of**

**THE GOVERNMENT OF DEMOCRATIC SOCIALIST REPUBLIC OF  
SRI LANKA**

**and**

**THE SUPPLIER**

.....

.....

**for the**

**SUPPLY OF DOG FOOD ON ANNUAL CONTRACT BASIS  
TO THE SRI LANKA AIR FORCE FOR THE YEAR 2019**

**TENDER: - AHQ/18/PUB/MIS/1004**

**CONTRACT NO:-.....**

**CONTRACT FOR THE YEAR 2019 ANNUAL SUPPLY OF DOG FOOD TO SRI LANKA**  
**AIR FORCE FROM 01<sup>ST</sup> JANUARY 2019 TO 31<sup>ST</sup> DECEMBER 2019**  
**CONTRACT NO: SLAF/PD/...../2018**

THIS INDENTURE MADE AND ENTERED INTO ON THIS .....day of ..... **Two Thousand Eighteen (2018)** between..... having its registered Office at ..... its successors and heirs, executors and administrators of the one part, hereinafter called and referred as the **CONTRACTOR** and the Commander of the Sri Lanka Air Force his successors in the said office for the time being acting herein for and on behalf of the **Government of Democratic Socialist Republic of Sri Lanka** of the other part.

WITNESSED

1. That the **CONTRACTOR** shall supply to the entire satisfaction of the Commander of the Air Force or his representative (hereinafter called and referred to as the “**COMMANDER**”) such items of Dog Food set out in the schedule hereto (hereinafter referred to as “**DOG FOOD**”) in such quantities at the rates stated therein according to the Tender Condition given in the Tender referenced AHQ/18/PUB/MIS/1004 Dated ....., as may from time to time required by the Commander from the **01<sup>st</sup> January 2019 to 31<sup>st</sup> December 2019**.

2. **The delivery** of the **DOG FOOD** shall be made by the **CONTRACTOR** to Sri Lanka Air Force Base Katunayake at the rates mentioned at para 17 hereof or at such other place as they may be directed by the **COMMANDER** on an order being served on the **CONTRACTOR** within **Forty Eight (48)** hours. The **CONTRACTOR** shall if so require by the **COMMANDER**, appoint a representative to represent him in all matters relating to this contract.

3. The delivery of the **DOG FOOD** shall be made by the **CONTRACTOR** as stated in the schedule and to the Sri Lanka Air Force Base Katunayake as more fully described in para 2 above.

4. All **DOG FOOD** supplied by the **CONTRACTOR** shall be according to the given specification and shall be subject to inspection by the Officer nominated by the **COMMANDER** to receive the same and shall be passed as being wholesome and fit for usage and there should be fully safe in handling by personnel and if any of the scheduled **DOG FOOD** so supplied by the **CONTRACTOR** shall in the opinion of the receiving officer be not of the quality contracted for and safe, such Officer shall have the right to reject the **DOG FOOD**. The **CONTRACTOR** shall not re-tender or re-deliver any rejected **DOG FOOD** either upon an order but may replace any rejected **DOG FOOD** with those meeting the standards laid down by the Sri Lanka Air Force as per the tender document referred above.

5. The payment shall be made after the receipt and acceptance of **DOG FOOD** to the Sri Lanka Air Force.

6. In the event the **CONTRACTOR** fail to supply the **DOG FOOD** demanded within the period specified in Clauses 1 and 2 hereof or any rejected **DOG FOOD** in terms of Clause 3 hereof the **COMMANDER** shall be at liberty to purchase on account and at the risk of the



CONTRACTOR such **DOG FOOD** elsewhere, and at any price whatsoever and encash the performance bond submitted by the CONTRACTOR.

7. Should the **DOG FOOD** purchased by the COMMANDER on account of such default on the part of the CONTRACTOR, cost more than the contract price, the CONTRACTOR shall be liable to pay the Government the amount of such excess in price and all expenses attending the purchase.

8. It is hereby expressly agreed between the parties to these presents that any of the **DOG FOOD** supplied by the CONTRACTOR, in the opinion of the COMMANDER to be of a quality inferior to that described in the schedule it shall be lawful for the COMMANDER in his discretion to reduce the price payable in respect of the **DOG FOOD** so supplied.

9. The CONTRACTOR shall not assign or otherwise transfer or sublet his rights and obligations under this contract, without the consent and authority in writing of the COMMANDER. The COMMANDER reserves the right to refuse to recognize a Power of Attorney issued by the CONTRACTOR to any person to carry out this contract on his behalf. The COMMANDER may for reasons which appear to him sufficient give the CONTRACTOR notice in writing of his objections to the employment by the CONTRACTOR of any person specified in such notice and no such person shall be employed by the CONTRACTOR. The CONTRACTOR shall not employ any person suffering from an infectious disease. Breach of this contract shall render this contract liable for cancellation without compensation to the CONTRACTOR.

10. The CONTRACTOR shall inform the COMMANDER the name of his authorized representative at the station to attend all requirements of this contract and such representative shall accept all orders, and comply on behalf of the CONTRACTOR.

11. The CONTRACTOR shall indemnify the Government against any claims for compensation by or in respect of any employee of the CONTRACTOR, under the Workman's compensation ordinance **No. 19 of 1934** or any other statutory amendment or modification thereof.

12. The payment to which the CONTRACTOR may render himself liable under this contract shall be deducted by the COMMANDER from all moneys due or that may become due to the CONTRACTOR under this or any other contract he may hold under Government, and from the security deposit by the CONTRACTOR and hypothecated to and with the Government under clause 18 hereof.

13. All notices to be served upon the CONTRACTOR shall be deemed to have been served if given to him either personally or left at..... which place the CONTRACTOR hereby selects for the purpose.

14. The COMMANDER of the Air Force reserves the right to terminate the contract, without notice, for reasons of national security or any other reason as determined by him. In such an event. the COMMANDER or the Government shall not be held responsible or liable for any loss or damages caused to the Supplier by reason of such termination.

15. The Government shall not be held responsible or liable for any damages that may be incurred by the CONTRACTOR as a result of war, disturbance, strikes, lock outs earthquakes, fires, storm or floods or other hindrances or acts of God or beyond the control of the COMMANDER at any time during the tenure of this CONTRACTOR.

16. Should the CONTRACTOR fails to deliver DOG FOOD within the stipulated period, due to no fault of Sri Lanka Air Force, **One Percent (01%)** of the total order value will be recovered on monthly basis as **Liquidated Damages** not as a penalty up to a maximum of **Five Percent (05%)** in respect of failure to perform within the specified period.

17. For securing the due and punctual performance of the foregoing contract on the part of the CONTRACTOR and the payment of all such sums or moneys as he may become liable to pay to the Government under this Contract, the CONTRACTOR do hereby acknowledge that he has deposited with the COMMANDER of the Air force, all that Sum of ..... **Rs** ..... on the ..... day of ..... **2019** on form of a Bank guarantee.

**THE SCHEDULE OF ITEMS - DOG FOOD**

| <b>S/No</b> | <b>Item Description</b> | <b>D of Q</b> | <b>Unit Price</b> | <b>VAT.....%</b> | <b>Unit Price with VAT (Rs.)</b> |
|-------------|-------------------------|---------------|-------------------|------------------|----------------------------------|
| 1           | Dog Food Adult          |               |                   |                  |                                  |
| 2           | Dog Food Puppy          |               |                   |                  |                                  |

All the Terms and Conditions of this contract have been read and understood and accepted and confirmed by both the party of the First part and the party of the Second part

**IN WITNESS WHEREOF** the said COMMANDER and the said CONTRACTOR have herein to set their representative hands at Colombo on the..... day of ..... **Two Thousand Eighteen (2018)** for the above referred Contract for the supply of **“DOG FOOD”** .

(.....)  
**NAME:** .....  
**NIC NO:**.....  
**FOR AND BEHALF OF THE  
PARTY OF THE FIRST PART**

**Witnesses:1**

Signature.....  
Name .....  
Address.....  
Date .....

**Witnesses:2**

Signature.....  
Name .....  
Address.....  
Date.....

Performance Bond No

Bank of Issuing

Date of issue

Date of Expire

Amount (Rs.)

.....  
**(HMMSB HERATH)**  
**Group Captain**  
**CHIEF PROCUREMENT OFFICER**  
**FOR AND ON BEHALF OF  
PARTY OF THE SECOND PART**

**Witnesses:1**

Signature.....  
Name .....  
Address.....  
Date .....

**Witnesses:2**

Signature.....  
Name .....  
Address.....  
Date .....

:- .....  
;- .....  
;- .....  
:- .....  
:- .....

## **SECTION VII. CONTRACT DATA**

**As per the Contract agreement.**

## **Section VIII. Contract Forms**

- 01. Contract Agreement**
- 02. Performance Security**

**\* Formats will be submit along with the Letter of award**

## Invitation for Bids (IFB)

### Paper Advertisement

## INVITATION FOR BIDS



### **PROCUREMENT OF GOODS AND SERVICES FOR THE SRI LANKA AIR FORCE ON RATE RUNNING CONTRACT BASIS FOR THE YEAR 2019**

1. The Chairman, Department Procurement Committee of the Sri Lanka Air Force invites sealed Bids from eligible and qualified bidders for the under mentioned goods/services for the year 2019 on Rate Running Contract basis;

| Procurement Identification Number | Description  | Date and time of Bid closing / opening      |
|-----------------------------------|--|---|
| AHQ/18/PUB/B&CE/1001              | Chemical and Water Proofing Materials                      | 29 <sup>th</sup> August 2018 at 1030 Hrs    |
| AHQ/18/PUB/B&CE/1002              | GI Pipes   | 29 <sup>th</sup> August 2018 at 1030 Hrs    |
| AHQ/18/PUB/B&CE/1003              | Road Tar   | 29 <sup>th</sup> August 2018 at 1030 Hrs    |
| AHQ/18/PUB/B&CE/1004              | Plywood Sheets, MDF Boards, Melamine Boards, Plywood Doors | 30 <sup>th</sup> August 2018 at 1030 Hrs    |
| AHQ/18/PUB/B&CE/1005              | Sanitary Fittings  | 30 <sup>th</sup> August 2018 at 1030 Hrs    |
| AHQ/18/PUB/B&CE/1006              | Auto Paint and Paint Material                              | 30 <sup>th</sup> August 2018 at 1030 Hrs    |
| AHQ/18/PUB/B&CE/1007              | Plumbing Items   | 31 <sup>st</sup> August 2018 at 1030 Hrs    |
| AHQ/18/PUB/B&CE/1008              | Building Material  | 31 <sup>st</sup> August 2018 at 1030 Hrs    |
| AHQ/18/PUB/B&CE/1009              | Miscellaneous Items  | 31 <sup>st</sup> August 2018 at 1030 Hrs    |
| AHQ/18/PUB/B&CE/1010              | Timber   | 03 <sup>rd</sup> September 2018 at 1030 Hrs |
| AHQ/18/PUB/B&CE/1011              | GI /Aluminum / Colour Bonded Sheets                        | 03 <sup>rd</sup> September 2018 at 1030 Hrs |
| AHQ/18/PUB/B&CE/1012              | Paint and Paint Material                                   | 03 <sup>rd</sup> September 2018 at 1030 Hrs |
| AHQ/18/PUB/B&CE/1013              | Asbestos   | 04 <sup>th</sup> September 2018 at 1030 Hrs |
| AHQ/18/PUB/B&CE/1014              | Wire Nail, Screw Nail, 'J' & "L" Hooks & L Pop rivet       | 04 <sup>th</sup> September 2018 at 1030 Hrs |
| AHQ/18/PUB/B&CE/1015              | Angle Iron, Flat Iron, Box Iron, "C" Channel & MS Plate    | 04 <sup>th</sup> September 2018 at 1030 Hrs |
| AHQ/18/PUB/B&CE/1016              | Rib Steel & Mild Steel Rod                                 | 05 <sup>th</sup> September 2018 at 1030 Hrs |
| AHQ/18/PUB/B&CE/1017              | Aluminum Extrusions  | 05 <sup>th</sup> September 2018 at 1030 Hrs |
| AHQ/18/PUB/B&CE/1018              | Special Aluminum Items                                     | 05 <sup>th</sup> September 2018 at 1030 Hrs |

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| AHQ/18/PUB/M&E/1001        | Electrical Items (Switches)  | 06 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/M&E/1002        | Conduit Items  | 06 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/M&E/1003        | Welding Rods   | 06 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/M&E/1004        | Lamps and Lamp Fittings  | 07 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/M&E/1005        | Electrical Items   | 07 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/M&E/1006        | Fans   | 07 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/M&E/1007        | Electrical Items (Switch Gears)  | 10 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/M&E/1008        | Air Conditioner Spare Parts  | 10 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/M&E/1009        | Wires and Cables   | 10 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/MED/1001        | Spectacle Lenses   | 11 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/MED/1002        | Laboratory Items   | 11 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/MED/1003        | Insecticide  | 11 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/MED/1004        | Drugs and Medical Items  | 12 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/MED/1005        | Obtaining of Urgent non- available Medical Investigations from Private Sector Hospitals                                    | 12 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/MED/1006        | Hiring Medical Instruments Required to perform orthopaedic Surgeries   | 12 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/MED/1007        | Perform Coronary Angiogram   | 13 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/ST/1002         | Computer Related Stationary Items  | 13 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/D/1001          | Oil and Lubricants   | 13 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/D/1002          | Cleaning Materials   | 14 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/D/1003          | Floor Polish and Wax   | 14 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/BRK/1001        | Curtain Accessories  | 14 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/MIS/1002        | Washing and Dry Cleaning of Uniform and Barrack Linen  | 17 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/MIS/1003        | Obtaining of Full Janitorial Services for SLAF Hospital Colombo & Diyathalawa  | 17 <sup>th</sup> September 2018 at 1030 Hrs       |
| <b>AHQ/18/PUB/MIS/1004</b> | <b>Dog Food</b>  | <b>17<sup>th</sup> September 2018 at 1030 Hrs</b> |
| AHQ/18/PUB/MIS/1005        | Horse Food   | 18 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/DEN/1001        | Dental Materials   | 18 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/E/1024          | Industrial Gases   | 18 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/E/1026          | LP Gas   | 19 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/E/1027          | Vehicle Batteries  | 19 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/MT/1001         | Vehicle Tyres/Tubes and Tyre Collars   | 19 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/MT/1002         | Engine overhaul Repair of MT Vehicles  | 20 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/MT/1003         | Engine Rework Repair of MT Vehicles  | 20 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/MIS/1006        | Obtaining of Freight Services for Sea Transportation of Export and Import Cargo to and from South Sudan and Central Africa | 20 <sup>th</sup> September 2018 at 1030 Hrs       |
| AHQ/18/PUB/MIS/1007        | Obtaining of Sea Freight Services For Dispatch Air Craft Spares For Overseas Repair (Port To Port basis)                   | 21 <sup>st</sup> September 2018 at 1030 Hrs       |

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| AHQ/18/PUB/MIS/1008 | Obtaining of Freight Services for Air Transportation of Export and Import Cargo to and from South Sudan and Central Africa | 21 <sup>st</sup> September 2018 at 1030 Hrs |
| AHQ/18/PUB/MIS/1009 | Obtaining of Freight Services for Air Lifting of Cargo from Sri Lanka Air Force (port to port basis)                       | 21 <sup>st</sup> September 2018 at 1030 Hrs |
| AHQ/18/PUB/MIS/1010 | Obtaining of Fumigation services for Wooden Boxes and Containers use for Cargo Export                                      | 21 <sup>st</sup> September 2018 at 1030 Hrs |

2. Bidding will be conducted through National Competitive Bidding procedure.
3. Complete set of bidding documents in English language could be inspected by interested bidders from the Sri Lanka Air Force website [www.airforce.lk](http://www.airforce.lk). Further Bidding documents may purchase from 1000 hrs and 1300 hrs on every working day from the Procurement Division upon payment of a non refundable fee of Rs. 3000.00 for each procurement to the Shroff at Sri Lanka Air Force Station Colombo. Deadline for the payment and document collection will be the closing date of the respective procurement. The offers submitted without the payment will not be accepted and the receipt for the payment shall be attached to the offer at the time of submitting.
4. The sealed bids shall be submitted in duplicate and be addressed to “The Chairman, Departmental Procurement Committee. The sealed bids may be either dispatched by registered post to the address mentioned below or deposited in the Tender Box at the Main Guard Room well before the closing time. Bids will be opened soon after closing the bids and late bids will not be accepted. Bidders or their authorized representatives will be permitted to be present at the opening of the bids, upon presentation of their National Identity Card and letters of authorization from their employers. No bidder or his representative will be permitted to attend the bid opening after the bid closing time.
5. The special conditions for the procurement and required goods/services are listed in the each bidding document. The applicable rates of goods/services shall be indicated separately for each item/service listed only in the “price Schedule”. The rates quoted by each bidder in the Price Schedule shall be valid till 31<sup>st</sup> December 2019 and shall not be subjected to variation on any account.
6. The delivery of goods/services with regard to Dry Cleaning and Laundering, LP Gas, Industrial Gases, Building Materials and Horse Food shall be made to Bases/Stations listed below and each delivery considered as a separate procurement. The details of the Base/Station to which the bid is submitted, shall be clearly marked on the sealed envelop and the bid. The delivery for all other procurements shall be made to Sri Lanka Air Force Base Katunayake. The prospective bidders shall be aware that they shall include all their expenses with all taxes including VAT and other levies in the quotations submitted.

**Building Materials** - Colombo, TTS - Ekala, Katunayake, BIA -Katunayake, Ratmalana, Katukurunda, Palaly, Mirigama, Anuradhapura, Hingurakgoda, Sigiriya, Koggala, Diyatalawa, Pidurutalagala, Weerawila, Vavuniya, Ampara, Batticaloa, Academy Chinabay, RTS Vanni, Morawewa, Palavi – Puttalam, Iranamadu, Mullaitivu, DSCSC Batalanda.



**Laundering of Clothing and Linen** - Katunayake, Ratmalana, Anuradhapura, Academy Chinabay, Hingurakgoda, Colombo, TTS - Ekala, Batticaloa, Palaly, Ampara, Morawewa, Weerawila, Sigiriya, Koggala, Katukurunda, Palavi-(Puttlam), BIA – Katunayake, Mirigama, RTS Vanni, Iranamadu and Mullaitivu.

**LP Gas** - Ampara, Anuradhapura, Akuregoda, Batticaloa, BIA –Katunayake, China Bay, Colombo, Diyatalawa, TTS - Ekala, Hingurakgoda, Iranamadu, Katukurunda, Katunayake, Koggala, Mirigama, Morawewa, Mullaitivu, Palaly, Palavi – Puttalam, Ratmalana, Sigiriya, RTS Vanni, Vavuniya, Weerawila, Piduruthalagala.

**Industrial Gases** - Katunayake, Ratmalana, Anuradhapura, Hingurakgoda, Academy Chinabay

**Horse Food** – Combat Training School - Diyatalawa

7. Interested and eligible bidders may obtain further information from the Chief Procurement Officer (Tel. 011-2325468) or Procurement Officer Tenders (Tel. 011-2441553 or 011-2441044 Extension 23569 Fax: 011- 2441553 and 011-2347694).

8. The address referred to above is:  
Sri Lanka Air Force  
No.140  
Sir Chittampalam A Gardiner Mawatha  
Colombo 02

**COMMANDER OF THE AIR FORCE**

Air Force Headquarters  
P.O. Box 1592  
Colombo 02