

Ministry of Health & Mass Media

Procurement of Goods

Under

National Shopping Procedures

Invitation of Quotations

for

Procurement of

Supply & Installation of Laptop Computers & Tablet for Digitalization of Terrestrial Television Broadcasting Project

Quotation No: MMM/BTTB/PMU/06/03 R– Laptop and Tablet

**DIGITALIZATION OF TERRESTRIAL TELEVISION BROADCASTING PROJECT
PROJECT MANAGEMENT UNIT**

TORRINTON

COLOMBO 07.

October 2025

Contents

No.	Description	Page No.
	Table of Contents	i
1.	Section I. Instructions to Vendors (ITV)	1-1 1-4
2.	Section II: Data Sheet	2-1 2-2
3.	Section III: Schedule of Requirements/Delivery	3-1
4.	Section IV: Appendices	4-1 4-8
	Appendix 1: Technical Specification & Compliance	4 - 1
	Appendix 2: Quotation Submission Form	4 - 2
	Appendix 3: Price Schedule	4 - 3
	Appendix 4: Manufacturer's Authorization	4 - 4
	Appendix 5: Sample Purchase Order	4-5 4-6
	Appendix 6: Affidavit by the Bidder	4 - 7
5.	Section V: Specifications	

Section I. Instructions to Vendors (ITV)

Section I. Instructions to Vendors (ITV)

A : General	
1. Scope of Bid	1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply & installation of Goods as specified in Section III Schedule of Requirements. Upon receipt of this invitation you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation. The Purchaser may not consider you for inviting quotations in the future, if you failed to acknowledge the receipt of this invitation or not submitting a quotation after expressing the intention as above.
B: Contents of Documents	
2.Contents of Documents	2.1 The documents consist of the Sections indicated below. • Section I. Instructions to Vendors (ITV) • Section II. Data Sheet • Section III. Schedule of Requirements / Delivery • Section IV. Appendices • Section V. Technical Specifications & Compliance with Specifications
C: Preparation of Quotation	
3. Documents Comprising Quotation	3.1 The Quotation shall comprise the following: (a) Quotation Submission Form (Appendix 2) and the Price Schedules (Appendix 3) (b) Technical Specifications & Compliance with Specifications (c) ISO 9001:2008 Quality Management System certificate for manufacturing factory for Laptop computers and Tab.
4. Quotation Submission Form and Price Schedules	4.1 The vendor shall submit the Quotation Submission Form using the form furnished in Appendix 2. 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. 4.2 Alternative or optional offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.

5. Prices and Discounts	5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules. 5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered. Transportation up to the final destination, customs duty and any other duties, taxes etc. 5.3 The applicable VAT shall be indicated separately. 5.4 Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non-responsive and may be rejected.
6. Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
7.Documents to Establish the Conformity of the Goods	7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications and standards specified in Section V, "Technical Specifications & Compliance with Specifications". 7.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial responsiveness of the Goods to the technical specifications, and if applicable, a statement of deviations and exceptions to the Provisions of the Technical Specifications given. 7.3 If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Sri Lanka. 7.4 Bidder shall submit duly filled List of Corporate Clients (Similar in Scope to this Tender) served by the bidder during last Three (03) Years attached
8. Period of Validity of quotation	8.1 Quotations shall remain valid for the period of sixty (60) days after the quotation submission deadline date.
9. Format and Signing of Quotation	9.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor.
D: Submission and Opening of Quotation	
10. Submission of Quotation	10.1 Vendors may submit their quotations by mail or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number.
11. Deadline for Submission of Quotation	11.1 Quotation must be received by the Purchaser at the address set out in Section II, "Data Sheet", and no later than the date and time as specified in the Data Sheet.

12. Late Quotation	12. The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITV Clause 11.1 above
13. Opening of Quotations	13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet. 13.2 A representative of the bidders may be present and mark its attendance.
E: Evaluation and Comparison of Quotation	
14. Clarifications	14.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its quotation which is not in response to a request by the Purchaser shall not be considered. 14.2 The Purchaser's request for clarification and the response shall be in writing.
15. Responsiveness of Quotations	15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received. 15.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.
16. Evaluation of quotation	16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive. 16.2 To evaluate a quotation, the Purchaser may consider the following: (a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (a) price adjustment due to discounts offered. 16.3 The Purchaser's evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods. 16.4 Evaluation shall be done Item wise.
17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	17.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.

F: Award of Contract		
18. Acceptance of the Quotation	18.1	The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.
19. Notification of acceptance	19.1	Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that its quotation has been accepted.

Section II: Data Sheet

Section II: Data Sheet

ITV Clause Reference	
1.1	The Purchaser is: Digitalization of Terrestrial Television Broadcasting Project (DTTBP) Address: Project Management Unit, No.315/A, Baudhaloka Mawatha, Colombo 07.
3	Add 3.1 The bidder shall submit their offer by filling the section V : Specifications. Otherwise the bid shall be rejected. If the Bidder has not filled any Row of the Section V specifications it is considered as "Yes" and agreed to supply as per the given specifications
5.1	If the bidder is allowed to quote for less than all the items specified, indicate the details.
7.3	Manufacture's Authorization is required.
7	Add 7.4 Technical brochures or literature of supplied items should be provided (Laptop and Tab)
11.1	Address for submission of Quotations is, Project Management Unit, No.315/A, Baudhaloka Mawatha, Colombo 07. Tel: 011-2169542 Fax: 011-2169542
	Deadline for submission of Quotations is 16 th October 2025 Time .14.30hrs
13	Date for opening of Quotations is 16 th October 2025 at No.315/A, Baudhaloka, Mawatha, Colombo 07. Time .14.30hrs
15.1	The quotation will be responsive if each quotation; a) Has been signed by a person duly authorized to sign on behalf of the vendor. b) Has sufficient bid validity period as per Clause 8.1 (b) hereof, and c) is substantially responsive to the requirements of the Shopping Document, A substantially responsive quotation is one which conforms to all the terms above without material deviation or reservation.
13.1	The quotations shall be opened at the following address: Project Management Unit, No.315/A, Baudhaloka Mawatha, Colombo 07.

	Other factors that will be considered for evaluation are (List and describe the methodology): N/A
16.4	The evaluation of the quotations shall be based on item wise.
18	Add 18.2 The purchaser will accept the quotation based on each item (item wise).
20	Add sub clause The vender shall give a warranty for the goods for a period of two year if it is not stated in the Specification.

Section III: Schedule of Requirements/Delivery

Section III: Schedule of Requirements / Delivery

Line Item No	Description of Goods	Quantity	Unit	Final Destination	Transportation and any other services	Delivery Date	
						Latest Delivery Date Ex. Stocks	Bidder's offered Delivery date [to be provided by the bidder]
01	Supply and Installation of Laptop computers as per the specification	07	Nos.	Project Management Unit, Colombo 07.	By the Supplier		
02	Supply and Installation of Tablet as per the specification	01	Nos.	Project Management Unit, Colombo 07.	By the Supplier		

Section IV: Appendices

Appendix 1: Technical Specification & Compliance

Item No.	Name	Component Description	Minimum Specifications	Bidder's Response (Yes/No)	If "No" comment/s on the offer
01	Laptop Computers Category 01	01 Nos.	Refer specifications		
	Laptop Computers Category 02	01 Nos.	Refer specifications		
	Laptop Computers Category 03	02 Nos.	Refer specifications		
	Laptop Computers Category 04	03 Nos.	Refer specifications		
02	Tablet	01 Nos.	Refer specifications		

Appendix 2: Quotation Submission Form

[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*

DTTB Project, Project Management Unit, No.315 – A Bauddhaloka Mawatha, Colombo 07

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;
- (b) We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods Please “✓ ” to the quoted item’s
- i. Laptop - Category 01 ☐
 - ii. Laptop - Category 02 ☐
 - iii. Laptop - Category 03 ☐
 - iv. Laptop - Category 04 ☐
 - v. Tablet ☐
- (c) The total price of our quotation including any discounts offered is:.....
.....[insert the total quoted price in words and figure];
- (d) Our quotation shall be valid for the period of time specified in ITV Sub-Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITV Sub-Clause 11.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that this quotation, together with your written acceptance thereof 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]

Name of the Company

Dated:.....

Appendix 3: Price Schedule

1	2	3	4	5	6	7	8
Line Item No	Description of Goods	Quantity	unit	Unit price (excluding VAT)	Total Price for Item	VAT	Country of Origin
				<i>[insert price per unit](including transport)</i>	<i>[(6) = (3) x(5)]</i>	<i>[insert total VAT of line item]</i>	<i>[insert country of origin of the Good]</i>
01	Supply and Installation of Laptop Computers as per the specification - Category 01	01	Nos.				
02	Supply and Installation of Laptop Computers as per the specification - Category 02	01	Nos.				
03	Supply and Installation of Laptop Computers as per the specification - Category 03	02	Nos.				
04	Supply and Installation of Laptop Computers as per the specification - Category 04	03	Nos.				
05	Tablet	01	Nos.				
06	Cost of Microsoft Office 2024 licensed software						

Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]*

Appendix 4: Manufacturer's Authorization

[If requested under ITV clause 7.3, the Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated & shall be on a Manufacturer's Letter Head]

Date:

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a quotation the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and supply the goods.

We hereby extend our full guarantee and warranty, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Appendix 5: Sample Purchase Order

(Purchaser may modify this form to suit the requirements)

Title of Procurement... <i>(Name of Procurement)</i>					Date: <i>(Date of this purchase Order)</i>			
Our Reference: <i>(Quotation Number)</i>					Your Reference: <i>(Quotation submitted by you with your cover letter dated)</i>			
Item #	Description	Model Number & Specification Reference	Unit	Qty.	Unit Price	Amount	Delivery Location	Remarks
01	Supply and Installation of Laptop Computers as per the specification - Category 01		Nos.	01			Project Management Unit, Colombo 07	
02	Supply and Installation of Laptop Computers as per the specification - Category 02		Nos.	01			Project Management Unit, Colombo 07	
03	Supply and Installation of Laptop Computers as per the specification - Category 03		Nos.	02			Project Management Unit, Colombo 07	
04	Supply and Installation of Laptop Computers as per the specification - Category 04		Nos.	03			Project Management Unit, Colombo 07	
05	Tablet		Nos.	01			Project Management Unit, Colombo 07	
1.	<u>Fixed Price:</u> The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.							

2.	<u>Delivery Schedule:</u> The delivery schedule should be completed but not exceeding 14 days from the date of awarding of contract.																						
3.	The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, free from defects and that they incorporate all recent improvements in design and materials;																						
4.	The warranty shall remain valid for the period given in specifications or in ITV Sub Clause 20, after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated;																						
5.	Upon the Supplier's fulfillment of all the obligations stipulated above and making a request for payment to the Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered payments shall be made by the Purchaser as in the payment schedule																						
	<table border="1"> <thead> <tr> <th colspan="2">Stage of payment</th><th>Stage of contract</th><th>Document to be submitted</th><th>Amount of payment</th><th>Remarks</th></tr> </thead> <tbody> <tr> <td>01</td><td>Payment on Final Acceptance</td><td>On taking over by the Engineer for the delivery installation and testing</td><td> a) A written request for final Payment in the form of an invoice based on the BOQ b) Engineer's representative's approval for the payment (Compliance Reports) c) Original Guarantee or Warrantee certificate </td><td>Up to 90% the contract price</td><td>Payment shall beco within 28 days from the date of Enginee Final Acceptance Certificate</td></tr> <tr> <td>02</td><td>Final payment</td><td>Successful completion of the contract</td><td> a) Written request for the release of retention money b) Final Certificate </td><td>Up to 10% of the Contract price</td><td></td></tr> </tbody> </table>					Stage of payment		Stage of contract	Document to be submitted	Amount of payment	Remarks	01	Payment on Final Acceptance	On taking over by the Engineer for the delivery installation and testing	a) A written request for final Payment in the form of an invoice based on the BOQ b) Engineer's representative's approval for the payment (Compliance Reports) c) Original Guarantee or Warrantee certificate	Up to 90% the contract price	Payment shall beco within 28 days from the date of Enginee Final Acceptance Certificate	02	Final payment	Successful completion of the contract	a) Written request for the release of retention money b) Final Certificate	Up to 10% of the Contract price	
Stage of payment		Stage of contract	Document to be submitted	Amount of payment	Remarks																		
01	Payment on Final Acceptance	On taking over by the Engineer for the delivery installation and testing	a) A written request for final Payment in the form of an invoice based on the BOQ b) Engineer's representative's approval for the payment (Compliance Reports) c) Original Guarantee or Warrantee certificate	Up to 90% the contract price	Payment shall beco within 28 days from the date of Enginee Final Acceptance Certificate																		
02	Final payment	Successful completion of the contract	a) Written request for the release of retention money b) Final Certificate	Up to 10% of the Contract price																			
6.	If the Supplier fails to deliver any or all of the Goods by the Date(s) specified above, the Purchaser may without prejudice to all its other remedies, deduct from the payments due to the Supplier, as liquidated damages, a sum equivalent to the 1% of the per each day up to maximum not exceeding 10% of the contract value of the delayed Goods;																						
7.	<u>Defects:</u> All defects will be corrected by the Supplier without any cost to the Purchaser within 30 day from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the supplier within the warranty period are: Facility _____ Address _____																						

Name of Supplier : _____ Authorized Signature : _____ Place: _____ Date
: _____

Appendix 6 – Affidavit by the Bidder

I of being a (Buddhist or any other religionist), do hereby solemnly sincerely and truly declare and affirm as follows.

01. I am the Affirmant above named.
02. I hereby declare that I have applied for the contract of Digitalization of Terrestrial Television Project bearing No:and my spouse or dependent does not work in Ministry of Health and Mass Media, DTTBP and any other institution under the control of the ministry on permanent, casual or contract basis.

The foregoing affidavit having been read over and explained to the affirmant above named who having understood its nature content and context affirmed hereto and set his usual signature hereto in on this day of 2025.

Before me
Declarant

.....
Justice of the peace /
Commissioner for Oaths

Section V: Specifications

1.0 GENERAL SPECIFICATIONS FOR COMPUTERS AND ACCESSORIES

Office equipment shall meet the following general requirements with regard to the performance and operation unless otherwise stated under particular specifications.

Operating Voltage	-	230 V, 50Hz. 15 A plug point will be provided by DTTBP.
Voltage Fluctuation	-	Office equipment shall be capable of withstanding $\pm 10\%$ of voltage fluctuation.
Noise	-	Computers and Accessories shall not produce excessive noise unacceptable for office environment.
Guarantee and Free Maintenance Period	-	All equipment shall carry a guarantee for a minimum period of two year (unless otherwise stated) from the date of installation, and all repairs which may become necessary during that period shall be attended by the contractor free of charge.
Maintenance/repair work Following the free Maintenance period.	-	All regular maintenance work during this period shall also be attended by the contractor free of charge. The Bidder shall indicate the cost of maintenance work following free maintenance
Market Position	-	Preference will be given for the models and makes which are commonly used in Sri Lanka and for which consumable/ repair parts are commonly available in the open market.
Software requirement		Microsoft Office 2024 (professional) licensed software one-time purchase.