



Procurement of Goods

Under

National Shopping Procedures

Invitation for Quotations

For

Procurement for Purchasing of Packing & Pelletizing Machines &
with necessary equipment for nitrogen fertilizer

Contract No: LDSP/EP/AMP/Str/PS/PT2/2023/01

Sammanthurai Pradeshiya Sabha

NPA/SBD/GOODS/01

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.]

Bidding Data Sheet (BDS)

ITB Clause Reference	A. General
ITB 1.1	The Purchaser is ¹ : Secretary, Sammanthurai Pradeshiya Sabha, Sammanthurai.
ITB 1.1	The name and identification number of the Contract are ² : Purchasing of Packing & Pelletizing Machines & with necessary equipment for nitrogen fertilizer Bid No :- LDSP/EP/AMP/Str/PS/PT2/2023/01 The number, identification and names of the lots comprising this procurement are ³ :
ITB 2.1	The source of funding is ⁴ : LDSP – PT2
	B. Contents of Bidding Documents
ITB 7.1	For <u>Clarification of bid purposes</u> only, the Purchaser's address is: Attention ⁶ : Secretary, Sammanthurai Pradeshiya Sabha, Sammanthurai Telephone: 067 2260043 Facsimile number: 067 2260235 Electronic mail address: strps2009@yahoo.com
	C. Preparation of Bids
ITB 11.1 (e) ⁸	The Bidder shall submit the following additional documents: <ul style="list-style-type: none"> • If the bidder is limited company, a certified/ attested copy of the certificate of incorporation. • If the bidder is a joint venture, a certified/ attested copy of the JV agreement or the Memorandum of Understanding. • If the bidder is partnership or sole proprietorship a certified copy of business registration issued by the respective institution.

	<ul style="list-style-type: none"> • Documents related to business profile of the bidder. • Acceptable brochures related to each goods.
ITB 14.3 ⁹	The bidders may quote following minimum quantities: as Annexed 1
ITB 15.1 ¹⁰	The bidder shall quote in Sri Lankan Rupees.
ITB 18.1 (b)	After sales service is: Required
ITB 19.1 ¹²	The bid shall be validity until – 29.05.2023 .
ITB 20.1	Bid shall include a Separate Bid Security for each lot issued by a bank registered under Central Bank of Sri Lanka on the format included in Section IV Bidding Forms in favor of Secretary, Sammanthurai Pradeshiya sabha.
ITB 20.2 ¹³	The amount of the Bid Security shall be ¹⁴ : The validity period of the bid security shall be until ¹⁵ :
D. Submission and Opening of Bids	
ITB 22.2 (c)	The inner and outer envelopes shall bear the following identification marks ¹⁶ Purchasing of Packing & Pelletizing Machines & with necessary equipment for nitrogen fertilizer
ITB 23.1	For bid submission purposes, the Purchaser's address is: Attention ¹⁷ : Secretary Address ¹⁸ : Sammanthurai Pradeshiya Sabha, The Deadline for the submission of bids is – Date :- 29th May 2023 Time :- 15.00 pm

TB 26.1	The bid opening shall take place at: Address: Office of Sammanthurai Pradeshiya Sabha, Date: 29th May 2023 Time :- 15.30 pm
E. Evaluation and Comparison of Bids	
ITB 34.1	Not Applicable

ITB 35.4 ²⁶	The following factors and methodology will be used for evaluation: As Per Clause
ITB 35.5	Bidders may be allowed to quote for one lot or more than one lot. but should quote whole items in each lots

Annex 1

Lot ITB 14.3 :- The bidders may quote following quantities.

Description of Lot	Description of Goods	No of Units
Lot 1	Purchasing of Pelletizing Machines & with necessary equipment for nitrogen fertilizer Unit	01

Section III. Evaluation and Qualification Criteria

1. Evaluation Criteria (ITB 35.3 (d))

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

(a) Delivery schedule²⁷

The goods covered under this invitation are required to be delivered within four (4) weeks from the date of contract signed as specified in the Schedule of Requirement. No credit will be given to earlier deliveries, and bids offering deliver beyond this period will be treated as nonresponsive.

2. Evaluation Criteria (ITB 35.4

(Describe the methodology)

3. Multiple Contracts (ITB 35.5)

The Purchaser shall award multiple contracts to the Bidder that offers the lowest evaluated bids for one lot as one contract for one lot and meets the post-qualification criteria (this Section III, Sub-Section ITB 37.2 Post-Qualification Requirements)

The Purchaser shall:

(a) evaluate from the each lot that include all items as specified in ITB Sub Clause 14.3

Only lots or contracts that include at least the percentages of items perlot and quantity per item as specified in ITB Sub Clause 14.3

Take into account:

- (i) the lowest-evaluated bid for each lot and
- (ii) the price reduction per lot and the methodology for its application as offered by the Bidder in its bid"

3. Post qualification Requirements (ITB 37.2)

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

(a) Financial Capability

The Bidder shall furnish documentary evidence that it meets the following financial requirement(s):

1. Financial Position :

The Bidders should demonstrate that it has liquid assets to finance this Bid. Hence, working capital and line of credit to date of dead line of bid submission should be greater than 25% the bid price.

(The bidder shall submit information as requirements in qualification form 1 in section IV Bidding forms)

(b) Experience and Technical Capacity

1. Bidder shall have been in business for a minimum period of two years in Sri Lanka.
2. Bidder shall have proven track records of supplied minimum quantities of said goods indicated in list of goods and delivery schedule in section V Schedule of requirements.

(The Bidder shall furnish documentary evidence to as requirements in qualification form 2 in section IV Bidding forms)

Section IV. Bidding Forms

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Bid Submission Form

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

Date: [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];

Lot - 1	Price (Rs)
Purchasing of Pelletizing Machines & with necessary equipment for nitrogen fertilizer Unit	
Total Amount (In Figures)	
Total Amount (In Words) :-	

- (d) Our bid shall be valid for the period of time specified in ITB Sub-Clause 19.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 23.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) 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;
- (f) We have no conflict of interest in accordance with ITB Sub-Clause 4.3;
- (g) 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, Ministry of Finance and the World Bank.

- (h) 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.

- (i) 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]*

Bidder Information Form

[The Bidder shall fill in this form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date :-.....

Bid No :-.....

1. Bidder's Legal Name:.....
2. In case of JV, Legal Name of each party:.....
3. Bidder's actual or intended Country of Registration:.....
4. Bidder's Year of Registration:
5. Bidder's Legal Address in Country of Registration:
6. Bidder's Authorized Representative Information Name:
Address:
Telephone/ Fax Numbers:
Email Address:
7. Attached are copies of original documents of:
[Check the box(es) of the attached original documents]
<input type="checkbox"/> Articles of Incorporation or Registration of firm named in 1 above,
<input type="checkbox"/> In case of JV, Letter of intent to form JV or JV agreement,
<input type="checkbox"/> In case of government owned entity from the Purchaser's country, documents establishing legal and financial autonomy and compliance with commercial law.

Price Schedule

- Note: 1. Unless otherwise allowed under ITB Clause 15, the bidders are required to quote the prices under 'A' column;
 2. Bidders may quote prices under 'B' columns only if the ITB Clause 15 provides provisions to bid in foreign currencies for the line item

1	2	3	4	5	6	7	8	9	10
	Goods and related Services offered within Sri Lanka (in Sri Lankan Rupees)								
	A								
Line Item No.	Description of Goods or related services	Qty and unit	Unit price (inclusive of duties, sales and other taxes) Excluding VAT	Price per line item (Col. 3x4)	Inland transportation, insurance and other related services to deliver the goods to their final destination if not included under column n 4	Total Price Excluding VAT (Col 5+6)	Discounted Total price(if any) excluding VAT	VAT	Total Price Including VAT (Col. 7 or 8+9)
LOT - 1									
1	Purchasing of Pelletizing Machines & with necessary equipment for nitrogen fertilizer Unit								

Name of Bidder:
 [Insert complete name of Bidder]

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

Date: -
 [Insert date]

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: **Secretary, Sammanthurai Pradeshiya sabha, Sammanthurai**

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:

- has withdrawn its Bid during the period of bid validity specified; or
- does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- 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 of authorized representative(s)]

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.]

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]*

Section V. Schedule of Requirements

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1. List of Goods and Delivery Schedule

[The Purchaser shall fill in this table, with the exception of the column "Bidder's offered Delivery date" to be filled by the Bidder]

Line Item No	Description of Goods	Quantity	Unit	Final (Project Site) Destination as specified in BDS	Delivery Date ¹	
					Latest Delivery Date	Bidder's offered Delivery date [to be provided by the bidder]
[insert item No]	[insert description of Goods]	[insert quantity of item to be supplied]	[insert unit for the quantity]	[insert place of Delivery]	[insert the number of days following the date of effectiveness the Contract]	[insert the number of days following the date of effectiveness the Contract]
LOT 1	Purchasing of Pelletizing Machines & with necessary equipment for nitrogen fertilizer Unit	1.00	1.00	Office of the Pradeshiya Sabha Sammanthurai Ampara	Within 04 weeks from the date of contract agreement signed	

¹ applicable only if delivery is considered for evaluation. If not only one column "Delivery Date" duly filled by the Purchaser is required

2 Refer ITB 17.3 and list accordingly

2. List of Related Services and Completion Schedule

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

Service	Description of Service	Quantity ¹	Unit	Place where Services shall be performed	Final Completion Date(s) of Services
<i>[insert Service No]</i>	<i>[insert description of Related Services]</i>	<i>[insert quantity of items to be supplied]</i>	<i>[insert unit for the items]</i>	<i>[insert name of the Place]</i>	<i>[insert required Completion Date(s)]</i>
1	All Requires Service				
2	Other if any (to be specify by the bidder)				

1. If applicable

3. Technical Specifications

The purpose of the Technical Specifications (TS), is to define the technical characteristics of the Goods and Related Services required by the Purchaser. The Purchaser shall prepare the detailed TS take into account that:

- *The TS constitute the benchmarks against which the Purchaser will verify the technical responsiveness of bids and subsequently evaluate the bids. Therefore, well-defined TS will facilitate preparation of responsive bids by bidders, as well as examination, evaluation, and comparison of the bids by the Purchaser.*
- *The TS shall require that all goods and materials to be incorporated in the goods be new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided for otherwise in the contract.*
- *The TS shall make use of best practices. Samples of specifications from successful similar procurements may provide a sound basis for drafting the TS.*
- *Standardizing technical specifications may be advantageous, depending on the complexity of the goods and the repetitiveness of the type of procurement. Technical Specifications should be broad enough to avoid restrictions on workmanship, materials, and equipment commonly used in manufacturing similar kinds of goods.*
- *Standards for equipment, materials, and workmanship specified in the Bidding Documents shall not be restrictive. Recognized standards should be specified as much as possible. Reference to brand names, catalogue numbers, or other details that limit any materials or items to a specific manufacturer should be avoided as far as possible. Where unavoidable, such item description should always be followed by the words "or substantially equivalent." When other particular standards or codes of practice are referred to in the TS, a statement should follow other authoritative standards that ensure at least a substantially equal quality, then the standards mentioned in the TS will also be acceptable.*
- *Reference to brand names and catalogue numbers should be avoided as far as possible; where unavoidable the words "or at least equivalent" shall always follow such references.*
- *Technical Specifications shall be fully descriptive of the requirements in respect of, but not limited to, the following:*
 - (a) *Standards of materials and workmanship required for the production and manufacturing of the Goods.*
 - (b) *Detailed tests required (type and number).*
 - (c) *Other additional work and/or Related Services required to achieve full delivery/completion.*
 - (d) *Detailed activities to be performed by the Supplier, and participation of the Purchaser thereon.*