Invitation of Quotations for

Tender for the Supply of

Food city Trolley - 01 No.

Tender No. Q 985/26

BID CLOSING DATE & TIME : 26/11/2026 10.00 a.m.

SRI JAYEWARDENEPURA GENERAL HOSPITAL
THALAPATPITIYA
NUGEGODA.

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 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 • Section IV. Technical Specifications & Compliance with Specifications • Section V. Quotation submission Form(s) A,B,C • Section VI . Specimen form for Bank Guarantee • Section VII . Specimen form for Performance Guarantee
	C: Preparation of Quotation
3.Documents Comprising your Quotation	3.1 The Quotation shall comprise the following: (a) Quotation Submission Form and the Price Schedules; (b) Technical Specifications & Compliance with Specifications
4. Quotation Submission Form and Price Schedules	4.1 The vendor shall submit the Quotation Submission Form using the form furnished in Section V. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested. 4.2 **Alternative 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. 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 IV, "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.
8. Period of Validity of quotation	8.1 Quotations shall remain valid for the period of Ninety (90) 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.
10. Bid Security & Performance Security.	10.1 Supplier should furnish a **Bid Bond** at an amount as per in Data Sheet for a period of 06 months from the date of closing the tender. Bank guarantee can be obtain from reputed bank accepted by Central Bank of Sri Lanka, Insurance agency as per specimen form or can be deposit by a cash to accountant SJGH and copy of receipt to attached with offer. 10.2 If Failed to provide Bid Security offer will rejected. 10.3 If the supplier failed to meet terms and condition of this tender ,bond will be encased. 10.4 Successful supplier should furnish **"on demand performance bond"** amount as per in data sheet within 14 days of the purchase order date if required. Validity period of the performance bond should be 12 months Failure to meet the delivery the Hospital authority has right to forfeit the performance bond without prior notice. The order will be cancelled if the performance bond is not forwarded within the stipulated period. As per in Specimen form

D: Submission and Opening of Quotation

11. Submission of Quotation	11.1 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. 11.2 If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.

12. Deadline for Submission of Quotation	12.1 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.
13. Late Quotation	13.1 The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITV Clause 12.1 above.
14. Opening of Quotations	14.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet. 14.2 A representative of the bidders may be present and mark its attendance.

E: Evaluation and Comparison of Quotation

15. Clarifications	15.1 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. 15.2 The Purchaser's request for clarification and the response shall be in writing.
16. Responsiveness of Quotations	16.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received. 16.2 If a quotation is evaluated as not substantially responsive to the issued , it may be rejected by the Purchaser.
17. Evaluation of quotation	17.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive. 17.2 To evaluate a quotation, the Purchaser may consider the following: (a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (c) price adjustment due to discounts offered. 17.3 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. .
18. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	18.1 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

19. Acceptance of the Quotation	19.1 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.
20. Notification of acceptance	20.1 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

ITV Clause Reference	
1.1	The Purchaser is : ***Sri Jayewardenepura General Hospital.*** Address: ***Thalapathpitiya, Nugegoda***
5.1	If the bidder is allowed to quote for less than the all the items specified, indicate the details. " Bidder can quote one or more item from the list."
7.3	Manufacture's Authorization is /~~is not~~ required.
10.1 10.4	Amount of the Bid Security - ***Not Applicable*** Amount of Performance Security - ***If request – 10% of Order Value***
12.1	Address for submission of Quotations is : ***Chairman,*** ***Sri Jayewardenepura General Hospital,*** ***Thalapathpitiya,*** ***Nugegoda.*** Deadline for submission of quotations is : **26/11/2026 10.00 A.M**
14	The quotations shall be opened at the following address: ***Lecture Hall*** ***Sri Jayewardenepura General Hospital,*** ***Thalapathpitiya,*** ***Nugegoda.***
17	Other factors that will be considered for evaluation are (List and describe the methodology): Priority given Ex Stock or immediate supplies. Credit Period (at least 15 - 30 days)

Section III:
Schedule of Requirements

Item No.	Description of Goods	Quantity	Unit	Required installment	Final destination	Transportation and any other services	Delivery Date / s	
							Delivery date/s or installment	Bidder's offered Delivery date [to be provided by the bidder]
1.	**Food city Trolley**	01	No	One time	**SJGH**	**Should be done by the Bidder**	**Immediately**	

Name of Bidder : …….

Signature of Bidder : …….

Name of Signatory : …….

Date : ……. (Company Seal)

Section IV:
Technical Specification & Compliance

	Purchaser's Requirements		Bidder's Offer		
		Priority	Conformity		Remarks
			Yes	No	
01.	Basket Volume - 60 litres; this describes volume, not a weight rating				
02.	Basket construction - Steel wire basket				
03.	Frame - Metal lower frame				
04.	Finish appearance - Polished metal appearance				
05.	Handle - Push handle				
06.	Wheel count - 04				
07.	Overall height (pictured version) - Approx. 92 cm in the gallery dimension drawing				
08.	Handle width (pictured version) - Approx. 44 cm in the gallery dimension drawing				
					
	General Conditions:				
09.	Minimum 01 year warranty				

Model Number :……
Brand Name :……
Country of Origin :……
Warranty Period :……
Relevant catalogue, image & technical information should attached (Yes / No)
I confirm above information given under "Bidder's offer" is true & correct
Bidder's Name, Signature & Date :……
Company seal:

1 Bidder shall fill in Columns of 'Conformity' and 'Remarks'
2 Purchaser will mark C for critical requirements, O for optional
3 Bidder should describe the relevant technical feature of their offered model
4 If the brand name and model number or sufficient specification details not mentioned for applicable items, offer will not be considered.

Section V

A. **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 accepted.]

Date: ……..……

To: Chairman, Sri Jayawardenepura General Hospital , Thalapathpitiya, Nugegoda

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

……...

.....

(c) The total price of our quotation including any discounts offered is Rupees

……

(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: ……..

Capacity : ……..

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

Dated:…….

Company Seal

B. **Bidders Information Sheet.**

1. Bidder's Name : …….
2. Address : …….
   ……..
3. Telephone No. : ……..
4. Fax No. : …….
5. Contact Person : …….
6. Vat Registration No. : ……
7. Bank Guarantee Detail. : Amount Rs. : ……
   Bank :……
   Guarantee No/ Cash Receipt No. :…….
8. Warranty period for offered item :……..

Bidder's Signature : ……

Name of Signatory : ……..

Date : …….

Company Seal

C. **Price Schedule**

1	2	3	4	5	6	7	8	9	10
Item No.	Description of goods	Quantity	Unit	Unit Price Rs.	Sub Total - Rs.	VAT for sub total Rs.	Total Cost with VAT Rs.	Country of Origin Insert	Remarks
1.	Food city Trolley	01	No						
Total									

Name of Bidder : …….

Signature of Bidder : ……..

Name of Signatory : ……. Date ……..

(Company Seal)

1. Contract Agreement

THIS CONTRACT AGREEMENT is made the …… day of ……., 2025.

BETWEEN

(1) Sri Jayewardenepura General Hospital establish under Sri Jayewardenepura General Hospital Board Act No. 54 of 1983 and having its principal place of business at Thalapathpitiya, Nugegoda (hereinafter called "the Purchaser"), and

(2) ……., a corporation incorporated under the laws of …….. and having its principal place of business at …… ……..er] (hereinafter called "the Supplier").

WHEREAS the Purchaser invited bids for certain Goods and ancillary services, viz., …….. and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of Rupee …….. (Rs. ……..) (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:

   (a) This Contract Agreement
   (b) Instruction to venders
   (c) Data sheet
   (d) Schedule of Requirements
   (e) Technical Specification & Compliance with Specification.
   (f) Quotation Submission Form
   (g) The Purchaser's Notification of Award
   (h) [Add here any other document(s)]

3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Democratic Socialist Republic of Sri Lanka on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed: ……..……

in the capacity of ……..

the presence of (witness) : ……..

For and on behalf of the Supplier

Signed: ……..……..

in the capacity of …….

in the presence of (official witness) : ……..

Bid Security Guarantee

[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**: **Chairman, Sri Jayewardenepura General Hospital**

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 Bidders (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.----------

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[signature(s) of authorized representative(s)]

Performance Security

[Note: the purchaser is required to fill the information marked as "*" and delete this note prior to selling of the bidding document]

[The issuing agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

---------- [Issuing Agency's Name, and Address of Issuing Branch or Office] ----------
* Beneficiary:----------[Name and Address of Employer] ----------
Date: ----------
PERFORMANCE GUARANTEE No.: ----------
We have been informed that ---------- [name of Supplier] (hereinafter called "the Supplier") has entered into Contract No. ---------- [reference number of the contract] dated---------- with you, for the ---------- Supply of ---------- [name of contract and brief description] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we ---------- [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ---------- [amount in figures] (----------) [amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the …. day of ……, 20…. [insert date, 28 days beyond the scheduled completion date including the warranty period] and any demand for payment under it must be received by us at this office on or before that date.

[signature(s)]