Ministry of Foreign Affairs, Foreign Employment and Tourism

PROCUREMENT DOCUMENT

(National Competitive Bidding Procedure)

EIGHTY TWO (82) BRAND NEW DESKTOP COMPUTERS

IFB No: MFA/ADMIN/PROC/DESKTOP-2026

Volume II

Secretary

Ministry of Foreign Affairs, Foreign Employment and Tourism

Republic Building, Sir Baron Jayathilaka Mawatha

Colombo 01.

July 2026

Invitation for Bids

Ministry of Foreign Affairs, Foreign Employment and Tourism
Procurement of Eighty Two (82) Brand New Desktop Computers

Bid Number: MFA/ADMIN/PROC/DESKTOP-2026

1. The Chairman, Ministry Procurement Committee (Minor) on behalf of the Secretary, Ministry of Foreign Affairs, Foreign Employment and Tourism, invites sealed bids from eligible and qualified bidders for "Procurement of Eighty Two (82) Brand New Desktop Computers" for Ministry of Foreign Affairs, Foreign Employment and Tourism, Republic Building, Sir Baron Jayathilaka Mawatha, Colombo 01.

2. Bidding will be conducted through the National Competitive Bidding procedure.

3. Qualification requirements to qualify for contract award include:
   (i) The bidder shall provide documentary evidence demonstrating experience in supplying and maintaining the offered make of Brand New Desktop Computers and related accessories in Sri Lanka during the last five (05) years.
   (ii) The bid should be accepted only from an Authorized local agent nominated by the respective Manufacturer.
   (iii) The bidder should submit Audited Financial Statements of the 3 years period of the 2022/23, 2023/24, 2024/25. This document shall be submitted with confirmation from the internal Auditor or External Auditor of the bidder's Entity.
   (iv) Documents demonstrating PC3 certificate compliance with the Public Contract Act, No. 03 of 1987.

4. Interested eligible bidders may obtain further information from **Procurement Unit (Tel – 011-7711109)** and inspect the bidding documents at the **Procurement Unit, Ministry of Foreign Affairs, Foreign Employment and Tourism, 2nd Floor, No. 03, Times Building (Miloda Building), Sir Razik Fareed Mawatha (Bristol Street), Colombo 01 from 27.07.2026 to 17.08.2026 from 0900hrs to 1500hrs.**

5. Interested bidders may purchase a complete set of bidding document in English language on submission of a written application to the **Procurement Unit, Ministry of Foreign Affairs, Foreign Employment and Tourism, 2nd Floor, Times Building (Miloda Building), No. 03, Sir Razik Fareed Mawatha (Bristol Street), Colombo 01** from **27.07.2026 to 17.08.2026 from 0900hrs to 1500hrs upon payment of Non-refundable fee of Rupees Rs. 10,000.00.** The method of **payment will be in cash** only. In addition to that procurement document available in the web site of the Ministry of Foreign Affairs, Foreign Employment and Tourism only for reference purposes. *(https://www.mfa.gov.lk /)*

6. Sealed Bids must be either delivered to the **Procurement Unit, Ministry of Foreign Affairs, Foreign Employment and Tourism, 2nd Floor, No. 03, Times Building (Miloda Building), Sir Razik Fareed Mawatha (Bristol Street), Colombo 01** or deposit in the 'Bid Box' keep in **Procurement Unit** of the Ministry of Foreign Affairs, Foreign Employment and Tourism on or before **1400hrs on 18.08.2026.** Bidder must mark as "**Procurement of Brand New Desktop Computers-MFA"** on left hand corner of the envelope of the sealed bid.

7. Late bids will be rejected. Bids will be opened soon after closing in the presence of the bidder/bidder's representative who chooses to attend for bid opening.

8. Bids shall be valid up to **17.11.2026** (91 Calendar Days from the date of bid opening)

9. The bid shall be accompanied by a Bid Security: Rs. 400,000.00. Bid security shall be valid up to **15.12.2026**

   The bid security shall be in the form of a Bank Guarantee issued by a commercial bank operated in Sri Lanka approved by the Central Bank of Sri Lanka, in favor of the **Secretary, Ministry of Foreign Affairs, Foreign Employment and Tourism.**

10. Volume I
    - Section I. Instructions to Bidders (ITB)
    - Section VI. Conditions of Contract (CC)
    - Section VIII. Contract Forms

    Please refer to the Ministry of Foreign Affairs website (https://www.mfa.gov.lk/en) for Volume I of the Standard Bidding Document.

11. The Purchaser reserves the right to accept or reject any bid, and to amend the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to bidders.

Chairman,
Ministry Procurement Committee (Minor),
Ministry of Foreign Affairs, Foreign Employment and Tourism,
Republic Building, Sir Baron Jayathilaka Mawatha
Colombo 01.
Date: 27.07.2026

VOLUME II

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.

<table>
<tr><td>ITB Clause Reference</td><td>A. General</td></tr>
<tr><td>ITB 1.1</td><td>The Purchaser is:
Secretary, Ministry of Foreign Affairs, Foreign Employment and Tourism.</td></tr>
<tr><td>ITB 1.1</td><td>The name and identification number of the Contract is:
MFA/ADMIN/PROC/DESKTOP-2026
The number, identification, and names of the lots comprising this procurement is:
<table>
<tr><th>Item</th><th>Description</th><th>Quantity</th></tr>
<tr><td>1</td><td>Brand New Desktop Computers</td><td>82</td></tr>
</table>
</td></tr>
<tr><td>ITB 2.1</td><td>The source of funding is: Government of the Democratic Socialist Republic of Sri Lanka (GOSL)</td></tr>
<tr><td>ITB 4.4[5]</td><td>Foreign bidders are not allowed to participate in bidding.</td></tr>
<tr><td></td><td>B. Contents of Bidding Documents</td></tr>
<tr><td>ITB 7.1</td><td>For <u>Clarification of bid purposes</u> only, the Purchaser’s address is:
Address: Procurement Unit,
Ministry of Foreign Affairs, Foreign Employment and Tourism,
2nd Floor, No. 03, Times Building (Miloda Building),
Sir Razik Fareed Mawatha (Bristol Street),
Colombo 01.
Telephone: 011-7711109
Email: procurement@mfa.gov.lk</td></tr>
<tr><td></td><td>C. Preparation of Bids</td></tr>
</table>

<table>
<tr><td>ITB 11.1 (e)[8]</td><td>The Bidder shall submit the following additional documents:
i. The bidder shall provide documentary evidence demonstrating experience in supplying and maintaining the offered make of brand-new desktop computers and related accessories in Sri Lanka during the last five (05) years, and of having successfully completed at least three (03) contracts of a similar nature within the same period.
ii. The bid should be accepted only from an Authorized local agent nominated by the respective Manufacturer.
iii. Original brochures of the proposed product.
iv. The bidder shall submit confirmation letters issued by the Department of Inland Revenue verifying tax compliance of the respective bidder.
v. Duly completed Non-Collusion Affidavit.
vi. Certified copy of the Business Registration.
vii. VAT Registration Certificate.
viii. Audited Financial Statements of the 3 years period of the 2022/23, 2023/24,2024/25.
ix. Details of available service centers within Colombo district limit.
x. Power of Attorney or Board Resolution authorizing the person to sign the bid on behalf of the company, issued through an appropriate Company Board Resolution or equivalent document.</td></tr>
<tr><td>ITB 14.3[9]</td><td>The bidder shall be allowed to quote following all items:<table><tr><th>Item</th><th>Description</th><th>Quantity</th></tr><tr><td>1</td><td>Brand New Desktop Computers</td><td>82</td></tr></table></td></tr>
<tr><td>ITB 15.1[10]</td><td>The bidder shall quote the local expenditure in Sri Lankan Rupees.
The bidder may quote the foreign expenditure of the following items in foreign currencies. : Not allowed</td></tr>
<tr><td>ITB 17.3[11]</td><td>Period of time the Goods are expected to be functioning (for the purpose of spare parts): 08 Years</td></tr>
<tr><td>ITB 18.1 (a)</td><td>Manufacturer’s Authorization: Required</td></tr>
<tr><td>ITB 18.1 (b)</td><td>After-sales service is: Required</td></tr>
<tr><td>ITB 19.1[12]</td><td>The bid shall be validity until 17.11.2026 (91 Calendar Days from the date of bid opening)</td></tr>
<tr><td>ITB 20.1</td><td>Bid shall include a Bid Security issued by a commercial bank operated in Sri Lanka using the form included in Section IV Bidding Forms.</td></tr>
<tr><td>ITB 20.2[13]</td><td>The amount of the Bid Securities shall be: Rs. 400,000.00.

Bid security shall be valid up to 15.12.2026

The bid security shall be in the form of a Bank guarantee issued by a commercial bank operated in Sri Lanka approved by the Central Bank of Sri Lanka, in favor of the Secretary, Ministry of Foreign Affairs, Foreign Employment and Tourism, or it may be deposited in cash with the Shroff at the Ministry of Foreign Affairs, Foreign Employment and Tourism.

The Bid Security shall be issued in favor of
Secretary
Ministry of Foreign Affairs, Foreign Employment and Tourism
Republic Building
Sir Baron Jayathilaka Mawatha, Colombo 01</td></tr>
</table>

	D. Submission and Opening of Bids
ITB 22.2 (c)	The inner and outer envelopes shall bear the following identification marks: **Bid Number: MFA/ADMIN/PROC/DESKTOP-2026 and Procurement of Brand Desktop**
ITB 23.1	For bid submission purposes, the Purchaser's address is: Address: **Procurement Unit,** **Ministry of Foreign Affairs, Foreign Employment and Tourism,** **2nd Floor, No. 03, Times Building (Miloda Building),** **Sir Razik Fareed Mawatha (Bristol Street),** **Colombo 01.**
	The deadline for the submission of bids is: Date: **18.08.2026** Time: **2.00 PM**
ITB 26.1	The bid opening shall take place at: Address: **Procurement Unit,** **Ministry of Foreign Affairs, Foreign Employment and Tourism,** **2nd Floor, No. 03, Times Building (Miloda Building),** **Sir Razik Fareed Mawatha (Bristol Street),** **Colombo 01.** Date: **18.08.2026** Time: **2.00 PM**
	E. Evaluation and Comparison of Bids
ITB 34.1	Domestic preference **shall not be** a bid evaluation factor.
ITB 35.3	Items comparison, evaluation of Bids and Award of Contract shall be made on the basis of a single item.
ITB 35.3(d)	The adjustments shall be determined using the following criteria, from amongst those set out in Section III, Evaluation and Qualification Criteria: **(a)** Deviation in Delivery schedule: **Shall not apply** (b) Deviation in payment schedule: **Shall not apply**
ITB 35.4[26]	The following factors and methodology will be used for evaluation: 1. The Evaluation criteria mentioned in Section III *2.* Bidder should comply with the eligibility criteria.
ITB 35.5	Bidders shall **not be allowed to quote for one or more items; each bidder must submit a bid for all items.**

Section III. Evaluation and Qualification Criteria

This Section complements the Instructions to Bidders. It contains the criteria that the Purchaser use to evaluate a bid and determine whether a Bidder has the required qualifications. No other criteria shall be used.

Contents

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.

Delivery schedule[27]

> *The Goods specified in the List of Goods are required to be delivered within the acceptable time range (after the earliest and bef*ore the final date, both dates inclusive) specified in Section VI, Delivery Schedule. No credit will be given to deliveries before the earliest date, and bids offering delivery after the final date shall be treated as non-responsive. Within this acceptable period, an adjustment, as specified in BDS Sub-Clause 35.3(d), will be added, for evaluation purposes only, to the bid price of bids offering deliveries later than the
> ―Earliest Delivery Date‖ specified in Section VI , Delivery Schedule.

2. Evaluation Criteria (ITB 35.4)

2.1 The bidder shall be substantially responsive for the major technical specification to be in compliance with the requirement.

2.2 The bidder shall submit proof documents to demonstrate following

i. The bidder shall provide documentary evidence demonstrating experience in supplying and maintaining the offered make of brand-new desktop computers and related accessories in Sri Lanka during the last five (05) years, and of having successfully completed at least three (03) contracts of a similar nature within the same period.

ii. The bid should be accepted only from an Authorized local agent nominated by the respective Manufacturer.

iii. The bidder should submit Audited Financial Statements of the 3 years period of the 2022/23, 2023/24, 2024/25.This document shall be submitted with confirmation from the internal Auditor or External Auditor of the bidder's Entity.

iv. Documents demonstrating PC3 certificate compliance with the Public Contract Act, No. 03 of 1987.

3. Multiple Contracts (ITB 35.5)

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

3.1 Evaluate only lots or contracts that include at least the percentages of items per lot and quantity per item as specified in ITB Sub Clause 14.8

3.2 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"

4. 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 the following financial requirement(s):

i. Documentary evidence of audited financial statements for the last three (03) years.
ii. Bank reference or proof of access to sufficient working capital.

(b) Experience

The Bidder shall demonstrate that it meets the following experience requirement(s):

i. Documentary evidence that the bidder has been engaged in the supply of computer hardware and related ICT equipment for a minimum period of five (05) years.
ii. Documentary evidence that the bidder has successfully completed at least three (03) contracts of a similar nature during the last five (05) years.

(c) Technical Capacity

i. Well established service centers in the Colombo District.
ii. Help desk facilities in working hours.
iii. Dedicated staff shall be provided

Section IV. Bidding Forms

Content

1. 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: **Secretary,**
Ministry of Foreign Affairs, Foreign Employment and Tourism,
Republic Building,
Sri Baron Jayathilaka Mawatha,
Colombo 01

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 175 days, 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]*

2. Price Schedule

[The Bidder shall fill in these Price Schedule in accordance with the instructions indicated. The list of line items in column 1 of the Price Schedules shall coincide with the List of Goods and Related Services specified by the Purchaser in the Schedule of Requirement]

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/required services to deliver the goods to their final destination if not included under column 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)
1	Brand New Desktop Computers	82							
					Total				

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

In the capacity of [insert legal capacity of person signing]

Name: [insert complete name of person signing]

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

Dated on day of , [insert date of signing]

3. Bid 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: **Secretary,**

Ministry of Foreign Affairs, Foreign Employment and Tourism

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.

____

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

4. Manufacturer's Authorisation

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the BDS.]

Date: *[insert date (as day, month and year) of Bid Submission]*
No.: *[insert number of bidding process]*

To: **Secretary,**

Ministry of Foreign Affairs, Foreign Employment and Tourism

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 bid 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 sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 27 of the Conditions of Contract, 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]*

5. Non – collusion Affidavit

The undersigned bidder or agent, hereby solemnly, sincerely, and truly declares and affirms/makes an oath and states as follows;

a) That he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership representing him/her, entered into any combination, collusion, or similar agreement with any person in connection with the price to be bid;
b) That he/she or anyone representing him/her has not taken any step whatsoever to prevent any person from bidding, nor to induce anyone to refrain from bidding; and
c) That this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to this bid.

He/she further states that no person, firm, or corporation has received or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value in connection with the submission of this bid.

The bidder accepts full responsibility for ensuring the absence of collusion and hereby pledges to abide by fair and ethical competition practices throughout the procurement process and fully comply with the applicable Procurement Guidelines.

I hereby affirm, under the penalties for perjury, that all statements made by me in this affidavit are true and correct.

The foregoing Affidavit having been duly read over and explained by me to the Affirmant above named and he/she having understood the contents therein and admitted to be correct, affirmed and set his/her signature hereto before me) on this …. day of ………. at ………

BEFORE ME,

JUSTICE OF THE PEACE/COMMISSIONER OF OATHS

Section V. Schedule of Requirements

Content

Notes for Preparing the Schedule of Requirements

The Schedule of Requirements shall be included in the bidding documents by the Purchaser, and shall cover, at a minimum, a description of the goods and services to be supplied and the delivery schedule.

The objective of the Schedule of Requirements is to provide sufficient information to enable bidders to prepare their bids efficiently and accurately, in particular, the Price Schedule, for which a form is provided in Section IV. In addition, the Schedule of Requirements, together with the Price Schedule, should serve as a basis in the event of quantity variation at the time of award of contract pursuant to ITB Clause 41.

The date or period for delivery should be carefully specified, taking into account (a) the implications of delivery terms stipulated in the Instructions to Bidders', and (b) the date prescribed herein from which the Purchaser's delivery obligations start (i.e., notice of award, contract signature).

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	Units	Final (Project Site) Destination as specified in BDS	Delivery Date [1]		
					Earliest Delivery Date *[insert the number of days following the date of effectiveness of the Contract]*	Latest Delivery Date *[insert the number of days following the date of effectiveness of the Contract]*	Bidder's offered Delivery date [*to be provided by the bidder*] *[insert the number of days following the date of effectiveness the Contract]*
1	Brand New Desktop Computers	42	Nos.	Ministry of Foreign Affairs, Foreign Employment and Tourism, Republic Building, Sri Baron Jayathilaka Mawatha, Colombo 01	On or before two (02) weeks from the date of contract award	On or before four (04) weeks from the date of contract award	
2	Brand New Desktop Computers	40	Nos.		On or before six (06) weeks from the date of contract award	On or before eight (08) weeks from the date of contract award	

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

In the capacity of [insert legal capacity of person signing]

Name: [insert complete name of person signing]

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

Dated on day of , [insert date of signing]

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
[insert Service No]	*[insert description of Related Services]*	*[insert quantity of items to be supplied]*	*[insert unit for the items]*	*[insert name of the Place]*	*[insert required Completion Date(s)]*
01	The supplier shall attend to any reported machine error and commence necessary corrective action within twenty-four (24) hours of being notified by the Purchaser			MFA	
02	The supplier shall provide a dedicated hotline service, accessible during official working hours, for the purpose of reporting faults, requesting assistance, and obtaining technical support			MFA	
03	The supplier shall maintain fully operational service centers within the Colombo District limits to ensure the timely provision of maintenance, repairs, and technical support			MFA	

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

In the capacity of [insert legal capacity of person signing]

Name: [insert complete name of person signing]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]
Dated on day of , [insert date of signing

3. Technical Specifications

*The Technical specifications may be provided in the following format. The bidder shall fill in the columns "**Bidder's Compliance**". Bidder's failure to provide the information requested in the column of **Bidder's Compliance** shall be a reason for the rejection of the bid. If any discrepancy is observed between the information provided by the bidder in the columns of **Bidder's Compliance** and the other technical information attached to the bid, the information provided herein shall take precedence.*

Specification	Details	Bidder's Compliance	
		Yes / No	If "No", Bidder's Response
Brand	(Specify)		
Model	(Specify)		
Country of Origin	(Specify)		
Country of Manufacture	(Specify)		
Processor (CPU)	Intel Core i5 (13TH Gen or Later) Minimum 6 Performance Cores		
Clock Speed	Up to 4.6 GHz		
Cache	12 MB		
Form Factor	Mid Tower		
Chassis	Steel, Black		
Chipset	(Specify)		
Max Resolution	Full HD (1920×1080) Minimum; 4K supported via HDMI preferred		
Motherboard	Should be the same quoted brand (Serial number of the CPU should show in BIOS)		
Memory (RAM)	16GB DDR4 or DDR5 (1 x 16 GB)		
Network Interfaces	Wi-Fi 6 (802.11ax) with backward compatibility		
	1× RJ – 45 Gigabit Ethernet (10/100/1000 Mpps)		
	Gigabit Ethernet network Interface card (10/100/1000) Internal Wi-Fi card - USB Dongle is not accepted		
Maximum Memory	64 GB		
Bluetooth	Version 5.2 or higher		
Front USB Ports	2×USB 3.2 Gen 1 (Type-A) 1×USB-C		
Rear USB Ports	2×USB 2.0 1×USB 3.2 Gen 1 or Gen 2		
Audio Ports	1×Headphone/Microphone Combo Jack (Front)		
Memory DIMMs	2 DIMM slots		
Hard Disk	512 GB NVMe PCIe M.2 SSD or better		
Display Output	1×HDMI 1×VGA If VGA not present, include HDMI-to-VGA converter		
Keyboard	Full-Size USB Keyboard		
Mouse	USB Optical Mouse		
Optical Drive	DVD-RW (Not Mandatory)		

Expansion Slots	2 x PCIe x16, 2 x PCIe x1		
Video Controller	(Specify)		
Inbuilt speakers	Internal speaker preferred; if unavailable, separate USB speakers must be provided.		
I/O Ports	USB 3.0, HDMI, VGA, Audio Ports		
Power Supply	250W-400W (80+Bronze Certified or better)		
Power Input	Input: 220-240V AC, 50/60Hz		
Operating System	**Operating System**: Windows 11 Pro(64bit) OEM, pre-installed and activated via UEFI digital license. **License Terms**: One license per PC, permanently bound to the system motherboard. Licenses are non-transferable. **Compliance**: Supplier must provide verifiable proof of OEM license authenticity and ensure all licenses are valid and active. **Certificate of Authenticity (COA)**: COA labels or equivalent authenticity markings must be affixed to the chassis or supplied in accompanying documentation.		
Application Software	Utility Software		
Product Certifications	FCC, CE, RoHS		
Display (Monitor)	21.5” or 23.8” Full HD (1920×1080) **IPS-panel monitor with LED backlighting** Must have HDMI and VGA input		
Manufacturer Experience	Manufacturer should have minimum of 3 years’ experience in manufacturing of the same brand. (Proof document should be attached)		
Manufacturer Authorization Certificate	Manufacturer Authorization Certificate should be provided (Originals should be provided on request)		
Warranty	Comprehensive on-site manufacturer authorized warranty for 36 months (Labor and Parts) excluding consumes. Bidder or its parent company or its subsidiary should have Island wide owned branch network Documentary evidence to be provided of the following under bidders’ name. (a) Address, Contact Details and Date of Commencement of each branch/regional office (Should have completed minimum of 5 years from the Date of Commencement of each ranch/regional)		
Warranty Information	Should be fix a sticker with -Supplier name -Contact Numbers -Date of Commissioning of Hardware -Warranty period In all computers -Minimum 3 Year		
After sales services	-Repair and Re-Install/ Replace parts - A replacement machine shall be provided if the repair requires more than two (02) days to complete.		

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

In the capacity of [insert legal capacity of person signing]

Name: [insert complete name of person signing]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]
Dated on day of , [insert date of signing

4. Inspections and Tests

The following inspections and tests shall be performed: *[insert list of inspections and tests if any]*

After the selection of the bidding procedure and the identification of the successful bidder, the selected bidder must be provided with a clear schedule indicating the number of desktop computers to be procured and the agreed delivery period as per the List of Goods and Delivery Schedule in page No: 22 . This ensures transparency and the timely supply of goods.

In accordance with the procurement process, the Ministry of Foreign Affairs, Foreign Employment and Tourism as the procurement entity, has appointed an Acceptance Committee. The primary responsibility of this committee is to review and verify whether the goods supplied by the selected bidder meet the required technical specifications, which are considered in the evaluation process.

All goods delivered must strictly comply with the technical requirements specified in the procurement documents and its amendments. Any deviations, substitutions, or inferior quality goods shall not be accepted.

Section VII. Contract Data

The following Contract Data shall supplement and / or amend the Conditions of Contract (CC). Whenever there is a conflict, the provisions herein shall prevail over those in the CC.

CC 1.1(i)	The Purchaser is: **Secretary, Ministry of Foreign Affairs, Foreign Employment and Tourism**
CC 1.1 (m)	The Project Site(s)/Final Destination(s) is: **Ministry of Foreign Affairs, Foreign Employment and Tourism** **Republic Building, Sir Baron Jayathilaka Mawatha** **Colombo 01.**
CC 8.1	For notices, the Purchaser's address shall be: Address: **Procurement Unit,** **Ministry of Foreign Affairs, Foreign Employment and Tourism,** **2nd Floor, No. 03, Times Building (Miloda Building),** **Sir Razik Fareed Mawatha (Bristol Street),** **Colombo 01.** Telephone: 011-7711109 email: procurement@mfa.gov.lk
CC 15.1	The method and conditions of payment to be made to the Supplier under this Contract shall be as follows: For Goods offered within Sri Lanka Payment shall be made in Sri Lankan rupees within thirty (30) days of presentation of the claim supported by a certificate from the Purchaser declaring that the Goods have been delivered and that all other contracted Services have been performed as follow. On Acceptance: 100% percent of the Contract Price shall be paid to the Supplier within thirty (30) days after the date of the acceptance committee certificate for the respective delivery issued by the Purchaser.
CC 17.1	**A Performance Security:** Within fourteen (14) days of the receipt of Letter of Acceptance from the purchaser, the successful Bidder should furnish **10%** of the Total Value of the Contract, as the performance security issued by a commercial bank operated in Sri Lanka approved by the Central Bank of Sri Lanka. The Performance Security shall be valid for a period of 28 days beyond the date of completion of the contract of agreement.
CC 25.1	The inspections and tests shall be done by **the acceptance committee appointed by the procurement entity for this purpose.**
CC 25.2	The Inspections and tests shall be conducted at the **Ministry of Foreign Affairs, Foreign Employment and Tourism**
CC 26.1	The liquidated damage shall be 0.1% per week as per the delivery schedule.
CC 26.1	The maximum amount of liquidated damages shall be 5 % of the contract value.

Acceptable Format for Performance Guarantee/Security

_______________[Issuing Agency's Name, and Address of Issuing Branch or Office]________________

Beneficiary: ____________________ [Name and Address of Employer]
____

Date: _____________________

PERFORMENCE GUARANTEE/SECURITY No.: ____________________

We have been informed that __________________________ [name of Contractor/supplier] (hereinafter called „the Contractor") has entered into Contract No. _______________ [*reference number of the contract*] dated ___________________with you, for the __________________________________ [*insert "construction / "supply"*] of _______________ [*Name of contract and brief description of Works or supply*] (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 Contractor, we ___________________ [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of _________________ [*amount of 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 28 days beyond the scheduled contract completion date] and any demand for payment under it must be received by us at this office on or before that date.

____
signature(s)

Contract Agreement (Specimen)

Contract Agreement

THIS CONTRACT AGREEMENT is made the [insert: number] day of [insert: month], [insert: year].

BETWEEN

(1) [*insert complete name of Purchaser*], a [insert description of type of legal entity, for example, an agency of the Ministry of ………… or corporation and having its principal place of business at *[insert address of Purchaser*] (hereinafter called “the Purchaser”), and

(2) …………………[*Insert name of Supplier*], and the place of Business at ………. [*Insert address of the Supplier*]

WHEREAS the Purchaser invited Bids for certain Goods and ancillary services, viz., …….[*insert brief description of Goods and ancillary services*] and has accepted a Bids by the Supplier for the supply of those Goods and ancillary services in the sum of ……….. [*insert Contract Price in words and figures*, (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) Technical Requirements (including Schedule of Requirements and Technical Specifications)
   (c) The Supplier’s Bid and original Price Schedules
   (d) The Purchaser’s Letter of Acceptance
   (e) [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: [*insert signature*]
in the capacity of [*insert title or other appropriate designation*]
in the presence of [*insert identification of official witness*]

For and on behalf of the Supplier

Signed: *[insert signature of authorized representative(s) of the Supplier]*
in the capacity of *[insert title or other appropriate designation]*
in the presence of *[insert identification of official witness]*