



Ministry of Foreign Affairs, Foreign Employment and Tourism

PROCUREMENT DOCUMENT

(National Competitive Bidding Procedure)

**TWENTY (20) BRAND NEW HYBRID MOTOR CARS,
FOUR (04) BRAND NEW PASSENGER VANS, AND
THREE (03) BRAND NEW DOUBLE CABS**

IFB No: MFA/AD/vehicle Prurchase-2025

Chairman

Ministry Procurement Committee

Ministry of Foreign Affairs, Foreign Employment and Tourism

Republic Building, Sir Baron Jayathilaka Mawatha

Colombo 01.

October 2025

Invitation for Bids

Ministry of Foreign Affairs, Foreign Employment and Tourism
Procurement of Twenty (20) Brand New Hybrid Motor Cars, Four (04) Brand New Passenger Vans,
and Three (03) Brand New Double Cabs

Bid Number: MFA/AD/vehicle Prurchase-2025

1. The Chairman, Ministry Procurement Committee on behalf of the Secretary, Ministry of Foreign Affairs, Foreign Employment and Tourism, invites sealed bids from eligible and qualified bidders for “Procurement of Twenty (20) Brand New Hybrid Motor Cars, Four (04) Brand New Passenger Vans, and Three (03) Brand New Double Cabs” for Ministry of Foreign Affairs, Foreign Employment and Tourism, Republic Building, Sir Baron Jayathilaka Mawatha, Colombo 01.

The details are as follows:

Item	Description	Quantity	
1	Brand New Hybrid Motor Cars		20
1.1	Brand New Hybrid Motor Car (1300 CC – 1500 CC)	17	
1.2	Brand New Hybrid Motor Car (1600 CC – 1800 CC)	03	
2	Brand New Passenger Vans		04
3	Brand New Double Cabs		03

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 Automobiles and related accessories in Sri Lanka during the last ten (10) years.
 - II. The bid should be accepted only from an Authorized local agent nominated by the respective Manufacturer.
 - III. The bidder shall provide documentary evidence demonstrating experience in the supply of at least 1000 Nos. Brand New above mentioned categories of Vehicles of the proposed make, within the last ten (10) years. This document shall be submitted with confirmation from the internal Auditor or External Auditor of the bidder's Entity.
 - IV. The bidder shall maintain a minimum of three (03) service and repair centers under the ownership of the respective bidder located in the Western Province. A franchise or associate is not accepted.
 - V. The bidder shall have maintained a minimum average annual turnover of not less than Rs. 5,000 million (Rs.5 Bn) during the period 2015 to 2019, which is prior to the period of the vehicle importation ban (five consecutive years).
 - VI. The bidder shall submit documentary evidence confirming registration and compliance under the Public Contract Act, No. 03 of 1987 (PC3 Certificate).
 - VII. The bidder shall submit confirmation letters issued by the Department of Inland Revenue verifying tax compliance of the respective bidder.
 - VIII. The bidder shall submit a Non-Collusion Affidavit.

4. Interested eligible bidders may obtain further information from **Procurement Unit (Tel – 011-7711109)** and inspect the bidding documents at the **Deputy Director/ Administration, General Administration Division, Ministry of Foreign Affairs, Foreign Employment and Tourism, 5th Floor, No. 03, Times Building (Miloda Building), Sir Razik Fareed Mawatha (Bristol Street), Colombo 01** from **24th October 2025 to 12th November 2025** 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 **Deputy Director/ Administration, General Administration Division, Ministry of Foreign Affairs, Foreign Employment and Tourism, 5th Floor, Times Building (Miloda Building), No. 03, Sir Razik Fareed Mawatha (Bristol Street), Colombo 01** from **24th October 2025 to 12th November 2025** from **0900hrs to 1500hrs upon payment of Non-refundable fee of Rupees Rs. 75,000.00**. 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 **Deputy Director/ Administration, General Administration Division, Ministry of Foreign Affairs, Foreign Employment and Tourism, 5th Floor, No. 03, Times Building (Miloda Building), Sir Razik Fareed Mawatha (Bristol Street), Colombo 01** or deposit in the ‘Bid Box’ keep in **General Administration Division** of the Ministry of Foreign Affairs, Foreign Employment and Tourism on or before **1400hrs on 13th November 2025**. Bidder must mark as “**Procurement of Brand New Vehicles**” 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 12 February 2026.
9. All bids shall be accompanied by a Bid Security as follows. Separate bids securities must be submitted for each category:

Item	Description	Bid Security Value (Rs million)	Bid Validity Period
1	Brand New Hybrid Motor Car (1300 CC – 1500 CC)	3.5	11 March 2026
2	Brand New Hybrid Motor Car (1600 CC – 1800 CC)	1.0	
3	Brand New Passenger Vans	1.0	
4	Brand New Double Cabs	1.0	

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 Finance website (<https://www.treasury.gov.lk/>) for Volume I of the Standard Bidding Document for National Competitive Bidding.

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 ,
Ministry of Foreign Affairs, Foreign Employment and Tourism,
Republic Building, Sir Baron Jayathilaka Mawatha
Colombo 01.
Date: 24.10.2025

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.

ITB Clause Reference	A. General																								
ITB 1.1	The Purchaser is: Secretary, Ministry of Foreign Affairs, Foreign Employment and Tourism.																								
ITB 1.1	<p>The name and identification number of the Contract is: MFA/AD/vehicle Prurchase-2025</p> <p>The number, identification, and names of the lots comprising this procurement are:</p> <table><tr><th>Item</th><th>Description</th><th colspan="2">Quantity</th></tr><tr><td>1</td><td>Brand New Hybrid Motor Cars</td><td></td><td>20</td></tr><tr><td>1.1</td><td>Brand New Hybrid Motor Car (1300 CC – 1500 CC)</td><td>17</td><td></td></tr><tr><td>1.2</td><td>Brand New Hybrid Motor Car (1600 CC – 1800 CC)</td><td>03</td><td></td></tr><tr><td>2</td><td>Brand New Passenger Vans</td><td></td><td>04</td></tr><tr><td>3</td><td>Brand New Double Cabs</td><td></td><td>03</td></tr></table>	Item	Description	Quantity		1	Brand New Hybrid Motor Cars		20	1.1	Brand New Hybrid Motor Car (1300 CC – 1500 CC)	17		1.2	Brand New Hybrid Motor Car (1600 CC – 1800 CC)	03		2	Brand New Passenger Vans		04	3	Brand New Double Cabs		03
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ITB 2.1	The source of funding is: Government of the Democratic Socialist Republic of Sri Lanka (GOSL)																								
ITB 4.4 ⁵	Foreign bidders are not allowed to participate in bidding.																								
	B. Contents of Bidding Documents																								
ITB 7.1	<p>For <u>Clarification of bid purposes</u> only, the Purchaser’s address is:</p> <p>Attention: Deputy Director/ Administration</p> <p>Address: General Administration Division, Ministry of Foreign Affairs, Foreign Employment and Tourism, 5th Floor, No. 03, Times Building (Miloda Building), Sir Razik Fareed Mawatha (Bristol Street), Colombo 01.</p> <p>Telephone: 011-77111109</p> <p>Email: procurement@mfa.gov.lk</p>																								

	C. Preparation of Bids																								
ITB 11.1 (e) ⁸	<p>The Bidder shall submit the following additional documents:</p> <ul style="list-style-type: none">i. The bidder shall provide documentary evidence demonstrating experience in supplying and maintaining the offered make of Brand New Automobiles and related accessories in Sri Lanka during the last ten (10) years.ii. The bid should be accepted only from an Authorized local agent nominated by the respective Manufacturer.iii. The bidder shall provide documentary evidence demonstrating experience in the supply of at least 1000 Nos. Brand New above mentioned categories of Vehicles of the proposed make, within the last ten (10) years. This document shall be submitted with confirmation from the internal Auditor or External Auditor of the bidder’s Entity.iv. The bidder shall maintain a minimum of three (03) service and repair centers under the ownership of the respective bidder located in the Western Province. A franchise or associate is not accepted.v. The bidder shall have maintained a minimum average annual turnover of not less than Rs. 5,000 million (Rs.5 Bn) during the period 2015 to 2019, which is prior to the period of the vehicle importation ban (five consecutive years).vi. The bidder shall submit documentary evidence confirming registration and compliance under the Public Contract Act, No. 03 of 1987 (PC3 Certificate).vii. The bidder shall submit confirmation letters issued by the Department of Inland Revenue verifying tax compliance of the respective bidder.viii. The bidder shall submit a Non-Collusion Affidavit.ix. Certified copy of the Business Registration.x. VAT Registration Certificate.xi. Audited Financial Statements of the 5 years period of the 2015/16, 2016/17, 2017/18, 2018/19, 2019/20.																								
ITB 14.3 ⁹	<p>The bidder shall be allowed to quote following all items or each item:</p> <table><tr><th>Item</th><th>Description</th><th colspan="2">Quantity</th></tr><tr><td>1</td><td>Brand New Hybrid Motor Cars</td><td></td><td>20</td></tr><tr><td>1.1</td><td>Brand New Hybrid Motor Car (1300 CC – 1500 CC)</td><td>17</td><td></td></tr><tr><td>1.2</td><td>Brand New Hybrid Motor Car (1600 CC – 1800 CC)</td><td>03</td><td></td></tr><tr><td>2</td><td>Brand New Passenger Vans</td><td></td><td>04</td></tr><tr><td>3</td><td>Brand New Double Cabs</td><td></td><td>03</td></tr></table>	Item	Description	Quantity		1	Brand New Hybrid Motor Cars		20	1.1	Brand New Hybrid Motor Car (1300 CC – 1500 CC)	17		1.2	Brand New Hybrid Motor Car (1600 CC – 1800 CC)	03		2	Brand New Passenger Vans		04	3	Brand New Double Cabs		03
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ITB 15.1 ¹⁰	The bidder shall quote only in Sri Lankan Rupees.																								
ITB 17.3 ¹¹	Period of time the Goods are expected to be functioning (for the purpose of spare parts): 10 Years																								
ITB 18.1 (a)	Manufacturer’s Authorization: Required																								
ITB 18.1 (b)	After-sales service is: Required																								
ITB 19.1 ¹²	The bid shall be validity until 12 February 2026																								

ITB 20.1	Bid shall include a Bid Security issued by a commercial bank operated in Sri Lanka using the form included in Section IV Bidding Forms.																	
ITB 20.2 ¹³	<p>The amount of the Bid Securities shall be:</p> <p>All bids shall be accompanied by a Bid Security as follows. Separate bids securities must be submitted for each category:</p> <table><tr><th>Item</th><th>Description</th><th>Bid Security Value (Rs. million)</th><th>Validity Period</th></tr><tr><td>1</td><td>Brand New Hybrid Motor Car (1300 CC – 1500 CC)</td><td>3.5</td><td rowspan="4">11 March 2026</td></tr><tr><td>2</td><td>Brand New Hybrid Motor Car (1600 CC – 1800 CC)</td><td>1.0</td></tr><tr><td>3</td><td>Brand New Passenger Vans</td><td>1.0</td></tr><tr><td>4</td><td>Brand New Double Cabs</td><td>1.0</td></tr></table> <p>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.</p> <p>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</p>	Item	Description	Bid Security Value (Rs. million)	Validity Period	1	Brand New Hybrid Motor Car (1300 CC – 1500 CC)	3.5	11 March 2026	2	Brand New Hybrid Motor Car (1600 CC – 1800 CC)	1.0	3	Brand New Passenger Vans	1.0	4	Brand New Double Cabs	1.0
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	D. Submission and Opening of Bids																	
ITB 22.2 (c)	<p>The inner and outer envelopes shall bear the following identification marks:</p> <p>Bid Number: MFA/AD/vehicle Pruchase-2025 and Procurement of Brand New Vehicles</p>																	
ITB 23.1	<p>For bid submission purposes, the Purchaser’s address is:</p> <p>Attention: Deputy Director/ Administration</p> <p>Address: General Administration Division, Ministry of Foreign Affairs, Foreign Employment and Tourism, 5th Floor, No. 03, Times Building (Miloda Building), Sir Razik Fareed Mawatha (Bristol Street), Colombo 01.</p>																	
	<p>The deadline for the submission of bids is:</p> <p>Date: 13th November 2025</p> <p>Time: 2.00 PM</p>																	

ITB 26.1	<p>The bid opening shall take place at: Address: General Administration Division, Ministry of Foreign Affairs, Foreign Employment and Tourism, 5th Floor, No. 03, Times Building (Miloda Building), Sir Razik Fareed Mawatha (Bristol Street), Colombo 01.</p> <p>Date: 13th November 2025 Time: 2.00 PM</p>
	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)	<p>The adjustments shall be determined using the following criteria, from amongst those set out in Section III, Evaluation and Qualification Criteria:</p> <p>(a) Deviation in Delivery schedule: Option 03 is applicable: The adjustment is 0.5% per week</p> <p>(b) Deviation in payment schedule: Option 1 is applicable</p>
ITB 35.4 ²⁶	<p>The following factors and methodology will be used for evaluation:</p> <ol style="list-style-type: none"> 1. The Evaluation criteria mentioned in Section III 2. Bidder should comply with the eligibility criteria.
ITB 35.5	Bidders shall be allowed to quote one or more items.
ITB 40.1	The Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section V, Schedule of Requirements, provided this does not exceed twenty five percent (25%) or one unit whichever is higher and without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.

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

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04	Post Qualification Requirements (ITB 37.2)	13

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 schedule

Option 1

The Goods specified in the List of Goods are required to be delivered within the acceptable time range (after the earliest and before the final date, both dates inclusive) specified in Section V, 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 V ,

Option 2

The goods covered under this invitation are required to be delivered within an acceptable range of weeks specified in the Schedule of Requirement. No credit will be given to earlier deliveries, and bids offering delivery beyond this range will be treated as non-responsive. Within this acceptable range, an adjustment per week, as specified in the Bid Data Sheet, will be added for evaluation to the bid price of bids offering deliveries later than the earliest delivery period specified in the Schedule of Requirements

Option 3

The goods covered under this invitation are required to be delivered in partial shipments, as specified in the Schedule of Requirements. Bids offering deliveries earlier or later than the specified deliveries will be adjusted in the evaluation by adding to the bid price a factor equal to a percentage, specified in the Bid Data Sheet, of price per week of variation from the specified delivery schedule

Deviation in payment schedule. [Insert one of the following]

Option 1

Bidders shall state their bid price for the payment schedule outlined in the Contract Data. Bids shall be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule. The Purchaser may consider the alternative payment schedule and the reduced bid price offered by the bidder selected on the basis of the base price for the payment schedule outlined in the Contract Data.

Option 1

The Contract Data stipulate the payment schedule specified by the Purchaser. If a bid deviates from the schedule and if such deviation is considered acceptable to the Purchaser, the bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the bid as compared with those stipulated in the Contract Data, at the rate per annum specified in BDS Sub-Clause 35.3 (d).

(c) Cost of major replacement components, mandatory spare parts, and service. [Insert one of the following]

(i) The list of items and quantities of major assemblies, components, and selected spare parts, likely to be required during the initial period of operation specified in the BDS Sub-Clause 17.3, is in the List of Goods. An adjustment equal to the total cost of these items, at the unit prices quoted in each bid, shall be added to the bid price, for evaluation purposes only. Add quantities

Or

(ii) The Purchaser will draw up a list of high-usage and high-value items of components and spare parts, along with estimated quantities of usage in the initial period of operation specified in the BDS Sub-Clause 17.3. The total cost of these items and quantities will be computed from spare parts unit prices submitted by the Bidder and added to the bid price, for evaluation purposes only.

(c) Specific additional criteria

Other specific additional criteria to be considered in the evaluation, and the evaluation method shall be detailed in BDS Sub-Clause 35.3(d)]

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 Automobiles and related accessories in Sri Lanka during the last ten (10) years.
- ii. The bid should be accepted only from an Authorized local agent nominated by the respective Manufacturer.
- iii. The bidder shall provide documentary evidence demonstrating experience in the supply of at least 1000 Nos. Brand New above mentioned categories of Vehicles of the proposed make, within the last ten (10) years. This document shall be submitted with confirmation from the internal Auditor or External Auditor of the bidder's Entity.
- iv. The bidder shall maintain a minimum of three (03) service and repair centers under the ownership of the respective bidder located in the Western Province. A franchise or associate is not accepted.
- v. The bidder shall have maintained a minimum average annual turnover of not less than Rs. 5,000 million (Rs.5 Bn) during the period 2015 to 2019, which is prior to the period of the vehicle importation ban (five consecutive years).
- vi. The bidder shall submit documentary evidence confirming registration and compliance under the Public Contract Act, No. 03 of 1987 (PC3 Certificate).
- vii. The bidder shall submit confirmation letters issued by the Department of Inland Revenue verifying tax compliance of the respective bidder.
- viii. The bidder shall submit a Non-Collusion Affidavit.

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 documentary evidence that it meets the following financial requirement(s):

Minimum Average Annual turnover of not less than Rs. 5,000 million (Rs.5Bn) during the period 2015 to 2019.

(b) Experience and Technical Capacity

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

- i. The bidder shall provide documentary evidence demonstrating experience in supplying and maintaining the offered make of Brand New Automobiles and related accessories in Sri Lanka during the last ten (10) years.
- ii. The bidder shall provide documentary evidence demonstrating experience in the supply of at least 1000 Nos. Brand New above mentioned categories of Vehicles of the proposed make, within the last ten (10) years. This document shall be submitted with confirmation from the internal Auditor or External Auditor of the bidder's Entity.

(c) The Bidder shall furnish documentary evidence to demonstrate that the Goods it offers meet the following usage requirement:

Refer to Schedule of Requirements.

Section IV. Bidding Forms

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04 Manufacturer's Authorisation	18
05 Non-Collusion Affidavit Form	19

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 Hybrid Motor Cars (1300 CC – 1500 CC)	17							
2	Brand New Hybrid Motor Cars (1600 CC – 1800 CC)	03							
3	Brand New Passenger Vans (2800CC – 3000CC)	04							
4	Brand New Double Cabs (2500CC – 2800CC)	03							
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

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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 <i>[insert the number of days following the date of effectiveness of the Contract]</i>	Latest Delivery Date <i>[insert the number of days following the date of effectiveness of the Contract]</i>	Bidder’s offered Delivery date <i>[to be provided by the bidder]</i> <i>[insert the number of days following the date of effectiveness of the Contract]</i>
1	Brand New Hybrid Motor Cars (1300 CC – 1500 CC)	17	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 three (03) weeks from the date of contract award	
2	Brand New Hybrid Motor Cars (1600 CC – 1800 CC)	03	Nos.		On or before two (02) weeks from the date of contract award	On or before three (03) weeks from the date of contract award	
3	Brand New Passenger Vans (2800CC – 3000CC)	04	Nos.		On or before two (02) weeks from the date of contract award	On or before three (03) weeks from the date of contract award	
4	Brand New Double Cabs (2500CC – 2800CC)	03	Nos.		On or before two (02) weeks from the date of contract award	On or before three (03) 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
<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>
01	Three free Compulsory Services, including lubricant and Material				
02	Free Carrier Service during the warranty period in the event of breakdown of the vehicle				
03	24/7 free Breakdown Services within warranty period				
04	Free demonstration and training for the drivers and technicians				
05	Keeping Servicing and maintaining records during the expected lifetime				

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.*

3.1 Specification for Brand New Hybrid Motor Cars (1300 CC – 1500 CC)

Description		Bidder's Response	
Make			
Model			
Country of Origin			
Country of Manufacture			
Year of Manufacture			
Warranty			
Stipulated Specifications		Comment of the bidder Yes/No	If No, Bidders Response
1. General			
The vehicle offered should be of a well-known make with agents in Sri Lanka and should have reputed after-sales service facilities and ample supply of spare parts at least for next 10 years			
The car should be a brand-new hybrid vehicle incorporated with the most advanced modern technical features			
The year of manufacture should be the current year in which Bids open or the previous year			
The car should be factory fitted, imported and should not be a locally assembled			
2. Engine			
4 Cylinder, 4-Stroke, in-line, 16 Valves DOHC, Gasoline engine of capacity 1300CC – 1500CC			
Water-cooled, pressurized, closed circuit			

Maximum Engine output should not be less than 65 Kw at rated rpm		
Maximum torque should not be less than 120 Nm at rated rpm		
Average Fuel Consumption Data (Please specify)		
3. Hybrid Motor		
Motor maximum output should not be less than 55 Kw		
Maximum torque should not be less than 135 Nm at rated rpm		
4. Transmission		
Automatic transmission		
Floor mounted gear shift		
5. Suspension		
Front: MacPherson strut with stabilizer		
Rear: Torsion beam		
6. Brakes		
Hydraulically actuated brakes on all wheels with Anti-Locking Braking System (ABS)		
Electronic parking brake		
Front & Rear disc brakes preferred		
7. Steering		
Steering on right-hand side		
Electronic power steering with tilt and telescopic		
Multi-function Steering		
8. Wheels		
Factory fitted 18" Alloy wheels with center ornament, preferably with 215/55R18 tyres.		
Suitably mounted alloy spare wheel		
9. Interior		
Factory fitted air-conditioner (Auto)		

Fully adjustable front seats (Slide & Reclining)		
Seating capacity for 5 passengers including the driver. Headrests, seat belts for driver and all passengers		
Synthetic leather seat material preferred		
Sun visors with mirror and lamp for driver and front passenger		
Digital Clock, Multi information display		
Audio AM/FM Radio, USB setup (about 10 inches display) with Smart connectivity, 6 speakers and shark fin antenna		
Front personal Lamp and Room Lamp		
4 doors with integrated arm rests with power windows		
Central Locking system, wireless door locks with speed sensors & remote key		
Anti-glare rear view mirror		
Digital meter cluster		
Smart key with push start		
Assist grips (Front/Rear)		
Shift Indicator		
Leather Steering Wheel		
Accessory connector		
Door Courtesy Lamps		
Glove Box (Lockable)		
Dealer fitted Floor Mats (3M Carpets)		
Dealer fitted Tinted Glasses		
Cup Holders (Front and Rear)		
10. Exterior		
Power Mirrors with Auto retract & wipers		
Rear Spoiler		

Intermittent windscreen wipers (Time Adjustment), Rear wiper		
Rear window defogger		
Power Luggage Door with Kick sensor		
Fuel tank capacity not less than 35-litres		
Body Color (Black or White preferred. Please specify available colors)		
11. Electrical System		
12V Starter with Standard Electrical fittings		
LED Head lamps (Auto), LED Front Fog Lamps, LED signal, parking and reverse-lights to conform the requirements of DMT		
12. Instruments		
Lubrication oil pressure indicator		
Fuel gauge with Low level indicator		
Battery Charging indicator		
Cooling water temperature gauge		
Speedometer		
All meters to be in Metric		
13. Dimensions		
Overall length shall be around 4300mm		
Overall height should be less than 1675mm		
Overall width shall be around 1700mm		
Ground clearance should not be less than 200mm		
14. Safety		
ABS Brake with Brake assist		
Front & Rear Seat Belts with reminder warning		
Anti-Theft system with immobilizer		

LED High mount Stop Lamp		
SRS Air bags (Driver + passengers + side + curtain)		
Light and Key reminder warning		
Door opening warning		
Vehicle stability control		
Parking support alert		
Emergency brake signal		
Child protection door locks		
15. Manuals		
Owner's manual in English language should be provided free of charge		
16. Tools		
A set of manufacture's standard maintenance tool kit and a lockable tool box including Hydraulic jack and a Wheel Nut Wrench should be provided		
Vehicle Covers (Waterproof and Dustproof)		
Windscreen Sunshades		
17. Warranty		
Coverage against all manufacturing defects for Minimum 03 years of use or 100,000 km whichever comes first and to provide 03 services free of charge		
18. Others		
Manufacturer's printed specifications should be attached with the bid		
Supplier should clearly fill up the Specification sheet pertaining to the offer in respect of each Item described		
Deviations from the specifications if any should be clearly indicated		
Bidder should agree to enter annual service agreement with the purchaser for after sale repairs & services		

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]

3.2 Specification for Brand New Hybrid Motor Cars (1600 CC – 1800 CC)

Description	Bidder's Response	
Make		
Model		
Country of Origin		
Country of Manufacture		
Year of Manufacture		
Warranty		
Stipulated Specifications	Comment of the bidder Yes/No	If No, Bidders Response
1. General		
The vehicle offered should be of a well-known make with agents in Sri Lanka and should have reputed after-sales service facilities and ample supply of spare parts at least for next 10 years		
The car should be a brand-new hybrid vehicle incorporated with the most advanced modern technical features		
The year of manufacture should be the current year in which Bids open or the previous year		
The car should be factory fitted, imported and should not be a locally assembled		
2. Engine		
4 Cylinder, 4-Stroke, in-line, 16 Valves DOHC, Gasoline engine of capacity 1600CC – 1800CC		
Water-cooled, pressurized, closed circuit		
Maximum Engine output should not be less than 70 Kw at rated rpm		
Maximum torque should not be less than 140 Nm at rated rpm		
Average Fuel Consumption Data (Please specify)		
3. Hybrid Motor		
Motor maximum output should not be less than 50 Kw		

Maximum torque should not be less than 160 Nm at rated rpm		
4. Transmission		
Automatic transmission		
Floor mounted gear shift		
Cruise Control Drive System		
5. Suspension		
Front: MacPherson strut with stabilizer		
Rear: Torsion beam		
6. Brakes		
Hydraulically actuated brakes on all wheels with Anti-Locking Braking System (ABS)		
Electronic parking brake		
Front & Rear disc brakes preferred		
7. Steering		
Steering on right-hand side		
Electronic power steering with tilt and telescopic		
Multi-function Steering		
8. Wheels		
Factory fitted 18" Alloy wheels with center ornament, preferably with 225/50R18 tyres.		
Suitably mounted alloy spare wheel		
9. Interior		
Factory fitted air-conditioner (Auto)(Dual Mode)		
Fully adjustable front seats (Slide & Reclining)		
Seating capacity for 5 passengers including the driver. Headrests, seat belts for driver and all passengers		
Synthetic leather seat material preferred		
Sun visors with mirror and lamp for driver and front passenger		

Digital Clock, Multi information display		
Audio AM/FM Radio, USB setup (about 10 inches display) with Smart connectivity, 6 speakers and shark fin antenna		
Front personal Lamp and Room Lamp		
4 doors with integrated arm rests with power windows		
Central Locking system, wireless door locks with speed sensors & remote key		
Anti-glare rear view mirror		
Digital meter cluster		
Meter illumination control		
Smart key with push start		
Assist grips (Front/Rear)		
Shift Indicator		
Leather Steering Wheel		
Accessory connector		
Door Courtesy Lamps		
Glove Box (Lockable)		
Dealer fitted Floor Mats (3M Carpets)		
Dealer fitted Tinted Glasses		
Cup Holders (Front and Rear)		
10. Exterior		
Power Mirrors with Auto retract & winkers		
Rear Spoiler		
Rain Sensing intermittent front wipers & rear intermittent wipers		
Rear window defogger		
Power Back Door with kick sensor		
Fuel tank capacity not less than 35-litres		

Body Color (Black or White preferred. Please specify available colors)		
11. Electrical System		
12V Starter with Standard Electrical fittings		
LED Head lamps (Auto), LED Front Fog Lamps, LED signal, parking and reverse-lights to conform the requirements of DMT		
12. Instruments		
Lubrication oil pressure indicator		
Battery Charging indicator		
Fuel gauge with Low level indicator		
Cooling water temperature gauge		
Speedometer		
All meters to be in Metric		
13. Dimensions		
Overall length shall be around 4450mm		
Overall height should be less than 1650mm		
Overall width shall be around 1800mm		
Ground clearance should not be less than 160mm		
14. Safety		
ABS Brake with Brake assist		
Front & Rear Seat Belts with reminder warning		
Anti-Theft system with immobilizer		
LED High mount Stop Lamp		
SRS Air bags (Driver + passengers + side + curtain)		
Light and Key reminder warning		
Door opening warning		

Vehicle stability control		
Hill Start Assist Control		
Electronic Brake Force Distribution		
Daytime Running lights		
Parking support alert		
Emergency brake signal		
Child protection door locks		
15. Manuals		
Owner's manual in English language should be provided free of charge		
16. Tools		
A set of manufacture's standard maintenance tool kit and a lockable tool box including Hydraulic jack and a Wheel Nut Wrench should be provided		
Vehicle Covers (Waterproof and Dustproof)		
Windscreen Sunshades		
17. Warranty		
Coverage against all manufacturing defects for Minimum 03 years of use or 100,000 km whichever comes first and to provide 03 services free of charge		
18. Others		
Manufacturer's printed specifications should be attached with the bid		
Supplier should clearly fill up the Specification sheet pertaining to the offer in respect of each Item described		
Deviations from the specifications if any should be clearly indicated		
Bidder should agree to enter annual service agreement with the purchaser for after sale repairs & services		

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]

3.3 Specification for Brand New 16 – Seater Van (High Roof – 4 Doors)

Description		Bidder's Response	
Make			
Model			
Country of Origin			
Country of Manufacture			
Year of Manufacture			
Warranty			
Stipulated Specifications		Comment of the bidder Yes/No	If No, Bidders Response
1. General			
The vehicle offered should be of a well-known make with agents in Sri Lanka and should have reputed after-sales service facilities and ample supply of spare parts at least for next 10 years			
The Van should be a brand-new vehicle and shall fully conform to the Motor Traffic Act currently operative in Sri Lanka incorporated with the most advanced modern technical features			
The year of manufacture should be the current year in which Bids open or the previous year			
The Van should be factory fitted, imported and should not be a locally assembled			
2. Engine			
4 Cylinder, 4-Stroke, intercooler turbo charged, In-line, DOHC diesel engine of capacity 2800CC – 3000CC with common rail Direct Fuel Injection System			
Force fed lubrication with replaceable filters			
Maximum Engine output should not be less than 100 Kw at rated rpm			
Maximum torque should not be less than 300 Nm at rated rpm			
Average Fuel Consumption Data (Please specify)			
Engine should be EURO 4 standard			

3. Transmission		
Manual transmission – 5 Speed		
Rear Wheel drive arrangement		
4. Suspension		
Front: Double – wishbone (Torsion)		
Rear: Leaf springs with heavy duty shock absorbers		
5. Brakes		
Hydraulically dual circuit power assisted brakes on all four wheels with Anti-Locking Braking System (ABS) safety features		
Mechanical parking brake		
Front Disc brakes & Rear drum brakes		
6. Steering		
Steering on right-hand side		
Power assisted steering with tilt		
Steering wheel, 4 – spoke Urethane		
7. Wheels		
All wheels should be of same size and inter-changeable		
Suitably mounted spare-wheel		
15” rim size with rim cups		
Tyres should be radial		
8. Interior		
All seats with Head rests and seat belts, seat materials – fabric knit		
Reclining front seats / Semi reclining seats with head rests (rear)		
Last Row Seat - foldable		
Seating capacity for 16 passengers including the driver. (Front 3 / Rear 13)		

Factory fitted Front and Rear Dual Air conditioner with independent registers		
Sun visors for driver and front passenger		
Inner Rear view mirror with reverse camera display		
Audio AM/FM Radio, USB setup with 4 speaker system		
Front personal Lamp and Room Lamp (Front and Rear)		
2 Front doors with power windows and driver jam protection		
Rear sliding door & back door		
Central Locking system with remote key		
Door trim pockets with cup holders		
Center console box		
Clock		
Multi-information display		
Assist grips		
Glove Box (Lockable)		
Dealer fitted Floor Mats (3M Carpets)		
Dealer fitted Tinted Glasses		
Meter illumination control		
Step lamp – sliding door		
9. Exterior		
Body to be made out of high tensile anti corrosive steel sheeting		
Mud guards – Front and Rear		
Power Mirrors with retract		
Intermittent windscreen wipers with automatic wash and wipe		
Rear window defogger with timer		
Pillar type Antenna		

Towing Hook (front)		
Fuel tank capacity not less than 70-litres		
Side steps		
Slide windows for rear glasses		
Body Color (Please specify available colors)		
10. Electrical System		
12V Starter with Standard Electrical fittings		
Halogen Head Lamps, electrical horns, signal, parking and reverse lights to conform the requirements of DMT		
An alternator to be fitted		
Front fog lamps (LED)		
11. Instruments		
Fuel gauge with Low level indicator		
Lubrication oil pressure indicator		
Battery Charging indicator		
Cooling water temperature gauge		
Speedometer, Tachometer and Trip Meter		
All meters to be in Metric		
12. Dimensions		
Overall length shall be around 5300mm		
Overall height should be less than 2300mm		
Overall width shall be around 1850mm		
Ground clearance should not be less than 180mm		
13. Safety		
ABS Brake system		
Front & Rear Seat Belts for all passengers		

Back Monitor		
LED High mount Stop Lamp		
SRS Air bags (Driver and Front Passenger)		
Door impact bars		
UV cut green laminated glasses		
Door Ajar warning		
14. Manuals		
Owner's manual in English language should be provided free of charge		
15. Tools		
A set of manufacture's standard maintenance tool kit and a lockable tool box including Hydraulic jack and a Wheel Nut Wrench should be provided		
Vehicle Covers (Waterproof and Dustproof)		
Windscreen Sunshades		
17. Warranty		
Coverage against all manufacturing defects for Minimum 03 years of use or 100,000 km whichever comes first and to provide 03 services free of charge		
18. Others		
Manufacturer's printed specifications should be attached with the bid		
Supplier should clearly fill up the Specification sheet pertaining to the offer in respect of each Item described		
Deviations from the specifications if any should be clearly indicated		
Bidder should agree to enter annual service agreement with the purchaser for after sale repairs & services		

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]

3.4 Specification for Brand New Dual Purpose Vehicle (Double Cab) - 4WD Type

Description	Bidder's Response	
Make		
Model		
Country of Origin		
Country of Manufacture		
Year of Manufacture		
Warranty		
Stipulated Specifications	Comment of the bidder Yes/No	If No, Bidders Response
1. General		
The vehicle offered should be of a well-known make with agents in Sri Lanka and should have reputed after-sales service facilities and ample supply of spare parts at least for next 10 years		
The vehicle should be Right hand driven and will be used for transport passengers and goods		
The Double Cab should be a brand-new vehicle incorporated with the most advanced modern technical features		
The year of manufacture should be the current year in which Bids open or the previous year		
The Double Cab should be factory fitted, imported and should not be a locally assembled		
2. Engine		
4 Cylinder, 4-Stroke, turbo charged with intercooler, in-line, powerful DOHC, diesel engine of capacity 2500CC – 2800CC with common rail direct fuel injection system		
Force fed lubrication with replaceable filters		
Maximum Engine output should not be less than 150 Kw at rated rpm		
Maximum torque should not be less than 500 Nm at rated rpm		
Average Fuel Consumption Data (Please specify)		

Engine should be EURO 4 standard		
3. Transmission		
Automatic transmission with auto intelligent ECT with sequential shift		
Selectable 4WD, Cruise Control, Rear Differential lock with LSD with Drive mode (Eco/Power)		
Floor mounted gear shift		
4. Suspension		
Front: Double – wishbone with coil springs		
Rear: Leaf springs with heavy duty shock absorbers		
5. Brakes		
Hydraulically dual circuit power assisted brakes on all four wheels with Anti-Locking Braking System (ABS) safety features		
Mechanical parking brake		
Front ventilated Disc brakes & Rear drum brakes		
6. Steering		
Steering on right-hand side with multi-function steering		
Power assisted steering with tilt and telescopic		
Steering wheel, 3 – spoke leather		
7. Wheels		
All wheels should be of same size and inter-changeable		
Suitably mounted spare wheel		
18” rim size with alloy wheel preferred		
Tyres should be radial		
8. Interior		
All seats with Head rests and seat belts, seat materials – leather		
Fully adjustable individual bucket seats for Driver and front passenger, power seat for driver side.		

Centrally located inside lighting unit with front personal lamp with overhead console		
Seating capacity for 5 passengers including the driver.		
Factory fitted Dual Air conditioner (Auto)		
Sun visors for driver and front passenger		
Inner Rear view mirror with reverse camera display		
Factory fitted Audio AM/FM Radio, USB setup with 6 speaker system, reverse camera		
4 lockable doors with power windows with driver jam protection and power door lock (wireless) with remote key		
Smart entry with push start		
Rear Arm Rests with cup holders		
Center console with cup holder		
Assist grips (Front/Rear)		
Digital Clock		
Shift Indicator		
Accessory connector		
Glove Box (Lockable)		
Dealer fitted Floor Mats (3M Carpets)		
Dealer fitted Tinted Glasses		
Door pockets (Front/Rear)		
Seat back pockets		
Meter illumination control		
Multi-information display		
9. Exterior		
Body to be made out of high tensile anti corrosive steel sheeting. Plastic cargo bed liner to be provided		
Rear cab area shall be dual panel with single tail gate lock handle in the middle of the rear door		

Power Mirrors with Auto retract & wipers (chrome)		
Intermittent wipers with mist		
Rear window defogger		
Fuel tank capacity not less than 80-litres		
Front and Rear Mudguards		
Lockable Fiber hood to cover the rear deck		
Side steps shall be fitted. Rear bumper with step (chrome)		
Towing Hook (front)		
Front Grill (chrome)		
Door outside handles (chrome)		
Antenna (Short Pole)		
Body Color (Black & White preferred. Please specify available colors)		
10. Electrical System		
12V Starter with Standard Electrical fittings		
LED Projector Type Head Lamps, electrical horns signal, parking and reverse lights to conform the requirements of DMT		
An alternator to be fitted		
Front Fog lamps (LED)		
Head lamp levelling (Auto)		
11. Instruments		
Fuel gauges		
Lubrication oil pressure indicator		
Battery Charging indicator		
Cooling water temperature gauge		
Speedometer		

All meters to be in Metric		
12. Dimensions		
Overall length shall be around 5300mm		
Overall height should be less than 1825 mm		
Overall width shall be around 1850 mm		
Ground clearance should not be less than 300mm		
13. Safety		
ABS Brakes		
Front & Rear Seat Belts		
Anti-Theft system with immobilizer		
LED High mount Stop Lamp		
SRS Air bags (Driver + passengers + side curtain + knee for driver)		
Light + Key + Door ajar warning		
Vehicle stability control		
Day time running lights		
14. Manuals		
Owner's manual in English language should be provided free of charge		
15. Tools		
A set of manufacture's standard maintenance tool kit and a lockable tool box including Hydraulic jack and a Wheel Nut Wrench should be provided		
Vehicle Covers (Waterproof and Dustproof)		
Windscreen Sunshades		
16. Warranty		
Coverage against all manufacturing defects for Minimum 03 years of use or 100,000 km whichever comes first and to provide 03 services free of charge		

17. Others		
Manufacturer's printed specifications should be attached with the bid		
Bidder should clearly fill up the Specification sheet pertaining to the offer in respect of each Item described		
Deviations from the specifications if any should be clearly indicated		
Bidder should agree to enter annual service agreement with the purchaser for after sale repairs & services		

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 vehicles to be procured and the agreed delivery period. 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.

The selected bidder shall arrange for vehicle registration with the Department of Motor Traffic (DMT) and obtain the annual revenue license to be carried out on behalf of the purchaser, in the purchaser's name. The supplier shall bear all costs connected with the registration and the revenue license of the vehicle.

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 <u>notices</u> , the Purchaser's address shall be: Attention: Deputy Director/ Administration Address: General Administration Division, Ministry of Foreign Affairs, Foreign Employment and Tourism, 5th Floor, No. 03, Times Building (Miloda Building), Sir Razik Fareed Mawatha (Bristol Street), Colombo 01. Telephone: 011-77111109 email: procurement@mfa.gov.lk
CC 15.1	Payment shall be made in Sri Lankan rupees on presentation of the claim supported by a certificate from the Purchaser declaring that the Goods have been satisfactorily delivered and that all other contracted Services have been performed.
CC 17.1	A Performance Security: Within ten (10) 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.

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]*