



Ministry of Agriculture, Government of Sri Lanka

**State Ministry of Production, Supply and Regulation of Organic and Natural
Fertilizer**

Pre-qualification Document

**Importation of Organic Fertilizer and Natural Minerals
(Potassium Chloride) for Paddy Cultivation for the “Maha”
Season 2021/2022**

Contract No: SMOF/OFPR/2021/1

Issued on: 19.06.2021



MINISTRY OF AGRICULTURE, GOVERNMENT OF SRI LANKA

**STATE MINISTRY OF PRODUCTION, SUPPLY AND REGULATION OF
ORGANIC AND NATURAL FERTILIZER
AMENDED INVITATION FOR PRE- QUALIFICATION**

**Importation of Organic Fertilizer and Natural Minerals (Potassium Chloride)
for Paddy Cultivation for the “Maha” Season 2021/2022**

Contract No. SMOF/OFPR/2021/1

1. **The Chairman, Cabinet Appointed Procurement Committee**, on behalf of the **State Ministry of Production, Supply and Regulation of Organic and Natural Fertilizer** now invites applications for Pre-qualification from eligible and qualified applicants for “Importation of Organic Fertilizer and Natural Minerals (Potassium Chloride) for Paddy Cultivation for the ‘Maha’ Season 2021/2022”.
2. Bidding of this procurement will be conducted through International Competitive Bidding Procedure.
3. Interested applicants may obtain further information from the **Additional Secretary (Development), Ministry of Production, Supply and Regulation of Organic and Natural Fertilizer, “Govijana Mandiraya”, Rajamalwatta Lane, Battaramulla** and inspect the Pre-qualification Document via the web link www.agrimin.gov.lk
Contact details are as follows;
Phone: +94112034321 Facsimile: +94112886510 Email: sec_fertilizer@agrimin.gov.lk
4. A complete set of Pre-qualification Document in English language can be downloaded by the interested applicants via the web link www.agrimin.gov.lk, from **19/06/2021** to **30/06/2021** until 10:00 hrs (Sri Lanka standard time, GMT 15:30)
5. Duly completed applications addressed to the **Chairman, Special Cabinet Appointed Procurement Committee** shall be handed over or delivered to the following address on or before **15.00 hrs** (Sri Lanka standard time, GMT 20:30) on **30/06/2021**.
6. A clarification meeting on the content of the Pre-qualification document will be held on **23/06/2021** at **10.00 hrs** (Sri Lanka standard time, GMT 15:30) via Zoom technology.

Chairman

Special Cabinet Appointed Procurement Committee,
State Ministry of Production, Supply and Regulation of Organic and Natural Fertilizer
80/5, “Govijana Mandiraya”
Rajamalwatta Lane, Battaramulla, Sri Lanka

Section I. Instructions to Applicants

A. General

- 1. Scope of Pre-Qualification Application**
 - 1.1 As indicated in Section II, Prequalification Data Sheet (PDS), the Employer, as defined in the **PDS**, issues this Prequalification Document (“Prequalification Document”) to prospective applicants (“Applicants”) interested in submitting applications (“Applications”) for prequalification to bid for the Works described in Section V, Scope of Works.
- 2. Source of Funds**
 - 2.1 Funds from the Government of Sri Lanka
- 3. Policy**
 - 3.1 The GOSL requires compliance with the GOSL’s Anti-Corruption Guidelines and its prevailing sanctions policies and procedures specified in the GOSL Procurement Guidelines.
- 4. Eligible Applicants**
 - 4.1 Applicants shall meet the eligibility criteria as per section III. For the purpose of applying the eligibility criteria listed in this Clause 4 and 5, references to the “Applicant” include all entities involved or intended to be involved with the proposed Supply, manufacturers or suppliers.
 - 4.2 An Applicant may be a firm that is a manufacturer, authorized supplier or a Government-owned entity. Foreign principals shall participate in Bidding through a local agent.
 - 4.3 A firm may apply for prequalification. If prequalified, firm shall submit only one offer. Alternative bids and options are not allowed.
 - 4.4 Joint Ventures/Consortium/associations/ sub-contractors are not allowed.
 - 4.5 An Applicant may have the nationality of any country. An Applicant shall be deemed to have the nationality of a country if the Applicant is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be.
 - 4.6 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Employer or Borrower as Consultant/Employee for contract implementation of the works that are the subject of this

prequalification.

- 4.7 An Applicant that has been sanctioned by the GOSL shall be ineligible to be prequalified.
- 4.8 An Applicant shall provide such evidence of eligibility satisfactory to the Employer, as the Employer shall reasonably request.

B. Contents of the Prequalification Document

5. Sections of Prequalification Document

- 5.1 This Prequalification Document consists of parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 7.

PART 1 Prequalification Procedures

- Section I. Instructions to Applicants (ITA)
- Section II. Prequalification Data Sheet (PDS)
- Section III. Qualification Criteria and Requirements
- Section IV. Application Forms

PART 2 Supply Requirements

- Section V. Scope of Supply

- 5.2 Unless obtained directly from the Employer, the Employer accepts no responsibility for the completeness of the document, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification Document in accordance with ITA 7. In case of any discrepancies, documents issued directly by the Employer shall prevail.
- 5.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish with its Application all information or documentation as is required by the Prequalification Document.

6. Clarification of Prequalification Document and Pre-Application Meeting

- 6.1 A prospective Applicant requiring any clarification of the Prequalification Document shall contact the Employer in writing (e-mail) at the Employer's email address indicated in the **PDS**. The Employer will respond in writing (e-mail) to any request for clarification provided that such request is received no later than four (04) days prior to the deadline for submission of the applications. The Employer shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Document directly from the Employer, including a description of the inquiry but without identifying its source. If so indicated in the **PDS**, the Employer shall also promptly publish its response at the web page identified in the **PDS**. Should the Employer deem it necessary to

amend the Prequalification Document as a result of a clarification, it shall do so following the procedure under ITA 7 and in accordance with the provisions of ITA 16.2.

6.2 Pre-Application meeting will be held using Zoom technology

6.3 Minutes of the pre-Application meeting; Not Applicable

7. Amendment of Prequalification Document

7.1 At any time prior to the deadline for submission of Applications, the Employer may amend the Prequalification Document by issuing an Addendum.

7.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all prospective Applicants who have obtained the Prequalification Document from the Employer. The Employer shall promptly publish the Addendum at the Employer's web page identified in the **PDS**.

7.3 To give prospective Applicants reasonable time to take an Addendum into account in preparing their Applications, the Employer may, at its discretion, extend the deadline for the submission of Applications in accordance with ITA 16.2.

C. Preparation of Applications

- 8. Cost of Applications** 8.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.
- 9. Language of Application** 9.1 English.
- 10. Documents Comprising the Application** 10.1 The Application shall comprise the following:
- (a) Application Submission Form, in accordance with ITA 11.1;
 - (b) documentary evidence establishing the Applicant's qualifications, in accordance with ITA 13; and
 - (c) any other document required as specified in the **PDS**.
- 10.2 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application
- 11. Application Submission Form** 11.1 The Applicant shall complete an Application Submission Form as provided in Section IV, Application Forms. This Form must be completed without any alteration to its format.
- 12. Documents Establishing the Eligibility of the Applicant** 12.1 The Applicant shall submit with its application, the following additional documents:
- 1. Company Registration Documents certified by Attorney at Law
 - 2. Original letter of Manufacturer/ Supplier authorizing the Local Agent to submit the application (Original power of Attorney available)
 - 3. Proof documents shall be submitted to prove the past experiences
- 13. Documents Establishing the Qualifications of the Applicant** 13.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV, Application Forms.
- 13.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the USD amount.

14. Signing of the Application and Number of Copies

- 14.1 The Applicant shall prepare electronic document comprising the Application as described in ITA 10 and shall be placed the e-signature of a person duly authorized to sign on behalf of the Applicant.
- 14.2 The applicants electronically sign all information's, data's, documents and certificates uploaded or submitted through online forms by the bidder, owning responsibility for their correctness and authenticity.

D. Submission of Applications

15. Submission of Applications

- 15.1 The Applicants who submit their applications through online platform shall upload the applications with copies of all the relevant certificates and documents in support of their applications to the designated email address given in the PDS. The applicants who submit applications by hand shall submit to the given address in ITA 15.1.

Prior to submitting an electronic application the applicant must ensure that all documents are completely viruses free using virus checking software, even though the PE also will check the uploaded files to ensure the files are free of viruses.

Applicants shall be advised that their application must be readable through open standard interfaces. Submission of large volume electronic documents may take time and as such sufficient time must be allowed to fully transmit all documents prior to the bid submission deadline. For making file size smaller, files shall be compressed in to zip format.

- 15.2 Electronic submissions of applications are not allowed.

16. Deadline for Submission of Applications

- 16.1 Applicants shall submit their Applications electronically or by hand as mentioned in the above ITA 15.1 Applications shall be received by the Employer via the designated e-mail address or to the address given in ITA 15.1 and no later than the deadline indicated in the **PDS**.
- 16.2 The Employer may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Document in accordance with ITA 7, in which case all rights and obligations of the Employer and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

17. Late Applications 17.1 The Employer reserves the right to accept applications received after the deadline for submission of applications, unless otherwise specified in the **PDS**.

18. Opening of Applications 18.1 The Employer shall open all Applications at the date, time and place specified in the **PDS**. Late Applications shall be treated in accordance with ITA 17.1.

18.2 The Employer shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.

E. Procedures for Evaluation of Applications

19. Confidentiality 19.1 Information relating to the Applications, their evaluation and result shall not be disclosed to Applicants or any other persons not officially concerned with the prequalification process until the notification of prequalification results is made to all Applicants in accordance with ITA 27.

19.2 From the deadline for submission of Applications to the time of notification of the results of the prequalification in accordance with ITA 27, any Applicant that wishes to contact the Employer on any matter related to the prequalification process (except as specified in 19.1 above), may do so only in writing.

20. Clarification of Applications 20.1 To assist in the evaluation of Applications, the Employer may, at its discretion, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Employer and all clarifications from the Applicant shall be in writing.

20.2 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Employer's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

21. Responsiveness of Applications 21.1 The Employer may reject any Application which is not responsive to the requirements of the Prequalification Document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 20.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.

22. Alternative Applications 22.1 Not Applicable

23. Sub-contractors 23.1 Not Applicable

F. Evaluation of Applications and Prequalification of Applicants

- 24. Evaluation of Applications** 24.1 The Employer shall use the factors, methods, criteria, formula and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Employer reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract.
- 24.2 Only the qualifications of the Applicant shall be considered. In particular, the qualifications of a parent or other affiliated company shall not be considered.
- 25. Employer’s Right to Accept or Reject Applications** 25.1 The Employer reserves the right to accept or reject any Application, and to annul the prequalification process and reject all Applications at any time, without thereby incurring any liability to the purchaser.
- 26. Prequalification of Applicants** 26.1 All Applicants who’s Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Employer.
- 26.2 An Applicant may be “conditionally prequalified,” that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Employer.
- 26.3 Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Employer before or at the time of submitting their bids.
- 27. Notification of Prequalification** 27.1 The Employer shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.
- 27.2 Applicants that have not been prequalified may write to the Employer to request, in writing, the grounds on which they were disqualified.
- 28. Invitation for Bids** 28.1 Promptly after the notification of the results of the prequalification, the Employer shall invite bids from all the Applicants that have been prequalified or conditionally prequalified.

28.2 Bidders may be required to provide a Bid Security acceptable to the Employer in the form specified in the Bidding Documents, and the successful Bidder shall be required to provide a Performance Security as specified in the Bidding Documents.

**29. Changes in
Qualifications of
Applicants**

29.1 Not Applicable

Section II. Prequalification Data Sheet

A. General

ITA 1.1	The Purchaser : Secretary, State Ministry of Production Supply and Regulation of Organic and Natural Fertilizer ,Government of Sri Lanka Name of the contract: Importation of Organic Fertilizer and Natural Minerals (Potassium Chloride) for Paddy Cultivation for the “Maha” Season 2021/2022 Contract Number: SMOF/OFPR/2021/1
ITA 2.1	The procurement will be carried out by International Competitive Bidding (ICB) method
ITA 4.1	Refer Section III for Qualification Criteria and Requirements

B. Contents of the Prequalification Document

ITA 6.1	For clarification purposes , the purchaser's address : Attention : Mr. Mahesh Gammampila, Additional Secretary (Development) Address : Development Division, , State Ministry of Production Supply and Regulation of Organic and Natural Fertilizer, 80/5, “Govijana Mandiraya”, Rajamalwatta Avenue, Battaramulla Country : Sri Lanka Telephone : +94112034321 Facsimile Number : +94112886510 Electronic Mail Address : sec_fertilizer@agrimin.gov.lk The purchaser will respond in writing to any request for clarification provided that such request is received on or before 23 June 2021, 10.00 hrs (Sri Lanka standard time GMT-15:30)
ITA 6.1 & 7.2	Web page : www.agrimin.gov.lk
ITA 6.2	Pre-Application Meeting will be held: Using Zoom Technology 23/06/2021 at 10:00 hrs (Sri Lanka standard time, GMT-15:30)

C. Preparation of Applications	
ITA 9.1	This Prequalification document is issued in the English language.
D. Submission of Applications	
ITA 15.1	<p>The application shall be delivered by hand to the following address before the deadline.</p> <p>Mr.Sajith Wijerathne Senior Assistant Secretary (Procurement Division) Ministry of Agriculture, 1st floor ,80/5“Govijana Mandiraya”, Rajamalwatta, Avenue, Battaramulla ,Sri Lanka.</p> <p>The applications submitted in the electronic format to the following designated email address.</p> <p>Email: sec_fertilizer@agrimin.gov.lk</p>
ITA 15.2	Electronic submissions are not allowed.
ITA 16.1	<p>The deadline for Application submission is:</p> <p>Date: 30/06/2021</p> <p>Time: 15:00 hrs (Sri Lanka Standard Time, GMT 20:30)</p> <p>Late applications shall not be entertained.</p>
ITA 17.1	The late applications will be returned unopened.
ITA 18.1	<p>The opening of the Applications shall be on;</p> <p>Date: 30/06/2021</p> <p>Time: 15:00 hrs (Sri Lanka Standard Time, GMT 20:30)</p> <p>Venue: Senior Assistant Secretary (Procurement Division) Ministry of Agriculture, 1st floor ,80/5“Govijana Mandiraya”, Rajamalwatta, Avenue, Battaramulla,Sri Lanka.</p> <p>Late Applications will be returned unopened to the Applicants.</p>
E. Procedures for Evaluation of Applications	
ITA 22.1	Alternative applications are not allowed
ITA 23.1	Sub-contracting is not allowed

Section III. Eligibility and Qualification Criteria

This Section contains all the methods, criteria, and requirements that the purchaser shall use to evaluate Applications. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the respective Application Forms.

Eligibility and Qualification Criteria					
No.	Subject	Requirement	Compliance Requirement	Status	Submission Requirements
1.1	Conflict of Interest	No conflicts of interest in accordance with ITA 4.6	Mandatory	If not comply reject the application	Application Submission Form
1.2	Eligibility	Potential bidder shall have a local agent in Sri Lanka as described in ITA 4.2. Not having been declared ineligible by the GOSL, as described in ITA 4.7	Mandatory	If not comply reject the application	Application Submission Form
2.1	History of Non-Performing Contracts	Non-performance of a contract ¹ did not occur as a result of contractor's default since 1 st June 2016.	Mandatory	If not comply reject the application	Form CON-2
2.2	Pending Litigation	Applicant's financial position and prospective long term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant	Must meet the requirement		Form CON – 2
2.3	Litigation History	No consistent history of court/arbitral award decisions against the Applicant ² since 1 st June 2016	Must meet the requirement		Form CON – 2
3.1	Financial Capabilities	(i) The Applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the work cash flow requirements (ii) The Applicant shall also demonstrate, to the satisfaction of the Employer, that it has	Must meet the requirement		Form FIN – 3.1, with attachments

¹ Non performance, as decided by the Employer, shall include all contracts where (a) non performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the applicant have been exhausted.

² The Applicant shall provide accurate information on the related Application Form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of awards against the Applicant or any member of a joint venture may result in failure of the application.

Eligibility and Qualification Criteria					
No.	Subject	Requirement	Compliance Requirement	Status	Submission Requirements
		adequate sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments. (iii) The audited balance sheets or, if not required by the laws of the Applicant's country, other financial statements acceptable to the Employer, for the years 2018, 2019 and 2020 shall be submitted and must demonstrate the current soundness of the Applicant's financial position and indicate its prospective long-term profitability. In case 2020 financial statement is not available, the unavailability should be justified and statements should be submitted for years 2017, 2018 and 2019. (The financial year mean 1 st April from 31 st March of the next year.)			
3.2	Average Annual Turnover	The prospective applicant shall mention the value of each successful similar contracts within the last Three (03) years.	Must meet	Average annual turnover shall be US \$ 50 (fifty) million.	Form FIN – 3.2
4.1	General Experience	Experience in the trade for the last Five (05) years	Must meet		Form EXP – 4.1
4.2	Specific experience	A minimum of Two (02) similar contracts within last five (5) years which largely covers the scope as per the given document and that have been satisfactorily and substantially completed. Documentary evidence in support of which shall be submitted along with the application. Specific Requirements. If the product is a plant product, Phytosanitary Certificate issued by the National Plant Protection of the exporting country should be attached. If the product is an animal product, Animal Quarantine Certificate issued by the Animal Quarantine Agency of the exporting country should be attached.	Must meet	Supplier shall submit Organic Material Review Institute (OMRI) listed companies certificate to substantiate the quality of the products that has been exported by the supplier.	Form EXP – 4.2(a)

Section IV. Application Forms

Table of Forms

Application Submission Form	18
Applicant Information Form	19
Historical Contract Non-Performance	20
Financial Situation & Performance.....	23
Annual Turnover	25
General Experience	26
Specific Experience	27

Application Submission Form

Date: *[insert day, month, and year]*

CONTRACT No. and title:

To: **Chairman, Special Cabinet Appointed Procurement Committee,**

We, the undersigned, apply to be prequalified for the referenced CONTRACT and declare that:

- (a) We have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s)., issued in accordance with Instructions to Applicants (ITA) 7: *[insert the number and issuing date of each addendum]*.
- (b) We have no conflict of interest in accordance with ITA 4.5
- (c) We meet the eligibility requirements as stated ITA 4.1, we have not been suspended by the Employer based on execution of a Bid Securing Declaration in accordance with ITA 4.10;
- (d) We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any Application that you may receive nor to invite the prequalified Applicants to bid for the contract subject of this prequalification process, without incurring any liability to the Applicants, in accordance with ITA 25.1.
- (e) All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed *[insert e-signature(s) of an authorized representative(s) of the Applicant]*

Name *[insert full name of person signing the Application]*

In the capacity of *[insert capacity of person signing the Application]*

Address *[insert street number/town or city/country address]*

Dated on *[insert day number]* day of *[insert month]*, *[insert year]*

Form ELI -1.1 Applicant Information Form

Date: *[insert day, month, year]*

CONTRACT No. and title:

Page *[insert page number]* of *[insert total number]* pages

Applicant's name <i>[insert full name]</i>
Applicant's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Applicant's actual or intended year of incorporation: <i>[indicate year of Constitution]</i>
Applicant's legal address [in country of registration]: <i>[insert street/ number/ town or city/ country]</i>
Applicant's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA 4.5. 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

Form CON – 2

Historical Contract Non-Performance, Pending Litigation and Litigation History

[The following table shall be filled by the Applicant]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

CONTRACT No. and title: SMOF/OFPR/2021/1

Non-Performed Contracts in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> Contract non-performance did not occur since 1 st June 2016 specified in Section III, Qualification Criteria and Requirements, Subject 2.1.			
Year <i>[insert year]</i>	Non-performed portion of contract <i>[insert amount and percentage]</i>	Contract Identification	Total Contract Amount (current value, currency, exchange rate and US\$ equivalent) <i>[insert amount]</i>
		Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: Address of Employer: Reason(s) for nonperformance:	

<p>Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements</p>
<p><input type="checkbox"/> Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Subject 2.2 as indicated below.</p>

Year of dispute <i>[insert year]</i>	Amount in dispute (currency) <i>[insert amount]</i>	Contract Identification	Total Contract Amount (currency), USD Equivalent (exchange rate) <i>[insert amount]</i>
		<p>Contract Identification: [indicate complete contract name, number, and any other identification]</p> <p>Name of Employer: Address of Employer:</p> <p>Matter in dispute:</p> <p>Party who initiated the dispute: Status of dispute:</p>	

<ul style="list-style-type: none"> No consistent history of court /arbitral award decisions against the applicants since 1st June 2016 litigation in accordance with Section III, Qualification Criteria and Requirements, Subject 2.3 as indicated below. 			
Year of award <i>[insert year]</i>	Outcome as percentage of Net Worth <i>[insert percentage]</i>	Contract Identification	Total Contract Amount (currency), USD Equivalent (exchange rate)
		<p>Contract Identification: [indicate complete contract name, number, and any other identification]</p> <p>Name of Employer: Address of Employer:</p> <p>Matter in dispute:</p> <p>Party who initiated the dispute:</p> <p>Status of dispute:</p>	<i>[insert amount]</i>

Form FIN – 3.1 Financial Situation and Performance

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

CONTRACT No. and title: SMOF/OFPR/2021/1
Page *[insert page number]* of *[insert total number]* pages

1. Financial data

Type of Financial information in (currency)	Historic information for previous <i>[insert number]</i> years, <i>[insert in words]</i> (amount in currency, currency, exchange rate*, USD equivalent)				
	Year 1 2017/2018	Year 2 2018/2019	Year 3 2019/2020		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					

Cash Flow from Operating Activities					
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* Refer ITA 13 for the exchange rate

2. Sources of Finance

[The following table shall be filled in for the Applicant]

Specify sources of finance to meet the cash flow requirements on supplies currently in progress and for future contract commitments.

No.	Name of the Project	Contract Value	Starting Date	Ending Date	Current Status	Source of Finance	Amount (US\$ or Equivalent)
1							
2							
3							

3. Financial documents

The Applicant shall provide copies of audited financial statements for 03 years pursuant Section III, Qualifications Criteria and Requirements, Subject 3.1. The financial statements shall:

- (a) Reflect the financial situation of the Applicant, and not an affiliated entity (such as parent company or group member).
- (b) be independently audited or certified in accordance with local legislation.
- (c) be complete, including all notes to the financial statements.
- (d) correspond to accounting periods already completed and audited.

Attached are copies of financial statements³ for the 03 years required above; and complying with the requirements

³ If the most recent set of financial statements is for a period earlier than 12 months from the date of application, the reason for this should be justified.

Form FIN - 3.2 Average Annual Turnover

[The following table shall be filled in for the Applicant]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

CONTRACT No. and title: SMOF/OFPR/2021/1
Page *[insert page number]* of *[insert total number]* pages

Annual turnover data (Supplies only)			
Year	Amount Currency	Exchange rate*	USD equivalent
<i>[indicate financial year]</i>	<i>[insert amount and indicate currency]</i>		
		Average Annual Turnover **	

* Refer ITA 13 for date and source of exchange rate.

** Total USD equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, Clause 3.2.

*** Audited Financial Statement Shell be submitted to prove above figures

Form EXP - 4.1 General Experience

[The following table shall be filled in for the Applicant]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

CONTRACT No. and title: SMOF/OFPR/2021/1
Page *[insert page number]* of *[insert total number]* pages

[Identify contracts that demonstrate continuous work over the past five years pursuant to Section III, Qualification Criteria and Requirements, Sub-Factor 4.1 List contracts chronologically, according to their commencement (starting) dates.]

Starting Year	Ending Year	Contract Identification	Role of Applicant
<i>[indicate year]</i>	<i>[indicate year]</i>	Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly]</i> Amount of contract: <i>[insert amount in currency, mention currency used, exchange rate and US\$ equivalent*]</i> Name of Employer: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i>	<i>[insert "Prime Contractor" or "JV Member" or "Sub-contractor" or "Management Contractor"]</i>
		Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly]</i> Amount of contract: <i>[insert amount in currency, mention currency used, exchange rate and US\$ equivalent*]</i> Name of Employer: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i>	<i>[insert "Prime Contractor" or "JV Member" or "Sub-contractor" or "Management Contractor"]</i>
		Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly]</i> Amount of contract: <i>[insert amount in currency, mention currency used, exchange rate and US\$ equivalent*]</i> Name of Employer: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i>	<i>[insert "Prime Contractor" or "JV Member" or "Sub-contractor" or "Management Contractor"]</i>

* Refer ITA 13 for date and source of exchange rate.

Form EXP - 4.2(a) Specific Experience

[The following table shall be filled in for contracts performed by the Applicant]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

CONTRACT No. and title: SMOF/OFPR/2021/1

Contract No. Relevant to Specific Experience since 2016

Purchaser's Name	Country	Exported Quantity	Value (US\$)	Date of Award	Date of Completion	Name of the Fertilizer

- Refer ITA 13 for date and source of exchange rate.
- Legally acceptable certified documents shall be submitted to prove above details.

PART 2 – Supply Requirements

Section V. Scope of Supply

The selection of pre-qualification is carried out to select sustainable supplier to get short list as pre-qualified suppliers to call bids for fulfilling the fertilizer for paddy on Maha season 2021-2022 in Sri Lanka.

In this document “MAHA” season means the paddy cultivation season starting from September 15th to 15th March next year.

In this document Employer means purchaser.

1. Description of the Supply

In this procurement organic nitrogen fertilizer and natural mineral potassium chloride is considered as per the following standards.

The Nitrogen should be of natural biogenic in concentrated Amino acid, Humic acid or Fulvic acid in powder or granular forms with the concentration exceeding 20%(percent) by mass in 100%(percent) water soluble forms and compliance with the SLSI Standards No. 1704: 2021 for organic solid sterilized fertilizer for the other ingredients. In order to fulfill the Potassium (Mineral Potassium) requirement, specifications shall be complied with the SLSI Standards No.:644:2014 attached as 1 and 2. Sterilization can be accomplished through wet heat (121°C for 30 min.) as the dry heat (121°C for 2 hrs.)

Accordingly, the total N, K requirement which should cover the entire contract is as follows.

Nutrient	Total Requirement (Metric Tons)
Nitrogen	27,500
Potassium Chloride (KCl), natural mineral	29,167

Further, upon selection after the pre-qualification the prospective bidder shall adhere to following conditions.

1. Manufacturer's Authorization & Certification and Analysis Certificate.

- i. The original Manufacturer's Authorization & Certification must be submitted with the Bid. A successful Bidder to whom an Award has been made shall be required to deliver fertilizer only from the Manufacturer specified in the bid and upon whose certificate/s the bid was evaluated and the award made, and shall not be allowed to change the Manufacturer.
- ii. The original Analysis Certificate issued by an accredited independent analysis authority under their letter head, must be submitted with the Bid. The results of the physical and chemical properties of the fertilizer offered in the bid must be confirmed by an independent Analysis Authority and duly authenticated by the Chamber of Commerce or similar institute of the Country of Origin. If Chamber of Commerce will issue a separate certificate to

authenticate Analysis Certificate, respective reference Nos. should be clearly indicated in the certificate.

- iii. In the event of the packing materials for bags manufactured in Sri Lanka, the bidder can submit separate Manufacture's Certificate & Analysis Certificate with the bid only for all parameters of specifications of packing bags.
- iv. The Original Manufacture's Authorization Certification and Analysis Certificates shall be signed by the authorized signatory with the company rubber seal of the Manufacturer/Accredited Independent Analysis Authority. The name and address of the authorized signatory shall be indicated under company rubber seal, failing which bid shall be liable for rejection.
- v. In order to confirm the recognition of the particular elements of each fertilizer type shown in the Analysis Certificate shall be issued by an accredited Laboratory, accredited by a member or a Signatory of IAF (The International Accreditation Forum) or ILAC-MRS (International laboratory Accreditation Cooperation).
- vi. The Manufacture's Authorization and Certification and Analysis Certificate submitted together with the bids will be checked and verified by the Technical Evaluation Committee in order to confirm the authenticity and genuineness of the Certificate submitted prior to signing the contract agreement.
- vii. The supplier has the option to ship the cargo from any one of the manufacturer and country of origin submitted along with the bid and accepted by the employer. However, any minor changes in this regard after the award by the purchasing entity may be considered which should not have any additional cost impact to purchaser and shall be recommended by the purchasing entity and acceptable to the SCAPC.

The Bids offering fertilizer from countries of origin against which UN sanctions have been imposed shall not be considered and will be rejected.

2. Pre-shipment inspection and Sampling

- i. The supplier shall agree to a pre-shipment inspection of the consignment, by an Independent Surveyor appointed by the purchaser and to air freight requested number of samples by the purchaser to analyzing nutrients and contaminants.
- ii. The purchaser shall at its expenses arrange drawing & Analysis of reference samples of the fertilizer and of the bags from each shipment at the manufacturing site by an independent surveyor appointed by the SLSI upon request of the National Fertilizer Secretariat (NFS).

The independent surveyor so appointed by the SLSI should be an internationally recognized accredited Inspection Agency who should have accredited by an Accreditation Agency having membership or Signatory status from International Accreditation Forum (IAF) or ILAC-MRS (International Laboratory Accreditation Cooperation)

- iii. The Independent Surveyor shall be required to draw and seal nine (09) numbers of separate representative samples of the Fertilizer and of the bags while loading at port to be dealt with as follows:
- Five (05) samples shall be forwarded to the purchaser for the below mentioned purposes:
 - a. One (01) sample will be checked for chemical adulterations radio-active substances at the Atomic Energy Authority.
 - b. One (01) sample will be get tested at the National Plant Quarantine Center of the Department of Agriculture to ensure zero living organisms included.
 - c. One (01) sample will be sent to Sri Lanka Standard institute for nutrient analysis.
 - d. One (01) sample will be sent to independent accredited laboratory selected by the Director, National Fertilizer Secretariat in Sri Lanka.
 - e. One (01) sample will be kept at the National Fertilizer Secretariat for reference purposes.
 - f. One sample should submitted to Animal Quarantine Office of Department of Animal Production and Health.
 - Two (02) samples shall be forwarded to the Supplier;
 - One (01) sample shall be retained by the independent surveyor for future reference, and shall arrange to issue the Quality, Quantity and Analysis certificate directly to Director, National Fertilizer Secretariat and copy to both the supplier and the purchaser stating that samples were so drawn, forwarded and retained as aforesaid.
- iv. The Independent Surveyor shall thereafter cause the sample to be analyzed immediately and shall authorize the Accredited Analysis laboratory to execute the Analysis Report directly to the Director, National Fertilizer Secretariat through an encrypted e-mail in addition to the Analysis Report issue to the purchaser with a copy to the supplier by the Independent Surveyor.
- v. The carrying out of such an analysis shall not relieve the Supplier of the obligation to supply the product in conformity with the specifications set out herein.

2. Contract Period and Delivery Schedule

Expected procurement time schedule is given below. Also the selected suppliers should be able to deliver the material according to the delivery schedule given in the bidding document provided to the qualified bidders.

Procurement Time Schedule:

1.	Uploading pre bid document in the news papers and relevant government web sites	19.06.2021
2.	Pre- bid meeting	23.06.2021 Meeting will commence from 10.00 hrs (Sri Lanka Standard time) GMT 15:30
3.	Closing & Opening of Pre-Qualification Document submitted	30.06.2021 Bid closing and opening time shall be 15.00 hrs (Sri Lanka Standard time) GMT 20:30
4.	Circulating Bidding Document to the selected supplier	06.07.2021
5.	Bid opening	20.07.2021 Bid closing and opening time shall be 15.00 hrs (Sri Lanka Standard time) GMT 20:30
6.	Intention of awarding	26.07.2021
7.	Duration for appeals	27.07.2021- 29.07.2021
8.	Awarding the contract	30.07.2021

Upon selection after the pre-qualification the prospective applicant shall be able to deliver the materials as mentioned below.

Delivery shall be made to the purchaser named in the terms of the Contract Agreement at the Port of discharge which shall be *Colombo/Hambantota/Trincomalee, Sri Lanka*

i. Bags Containerized Cargo

The materials shall be delivered in bags as containerized cargos. Maximum 42 days from the date of establishment of the Letter of Credit by the Purchaser or on such date as may be stipulated in the Contract Agreement.

