DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

UVA PROVINCIAL COUNCIL

SUPPLY, DELIVERY AND INSTALLATION OF LAPTOP COMPUTERS, FOR UVA PROVINCIAL COUNCIL FOR THE YEAR 2026

SAMPLE

NATIONAL COMPETITIVE BIDDING

Bid Issuing on	2026-10-26
Bid Closing on	2026-11-16 10:00AM
Pre Bid Meeting on	2026-11-09 10:00AM

Office of the Chief Secretary
Uva Provincial Council
Kings' Street
Badulla
Sri Lanka

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INVITATION FOR BIDS

SUPPLY, DELIVERY AND INSTALLATION OF LAPTOP COMPUTERS, FOR UVA PROVINCIAL COUNCIL FOR THE YEAR 2026

The Chairman, High-level Procurement Committee, on behalf of the Uva Provincial Council, hereby invites sealed bids from eligible and qualified bidders for the **"SUPPLY, DELIVERY AND INSTALLATION OF LAPTOP COMPUTERS, FOR UVA PROVINCIAL COUNCIL FOR THE YEAR 2026"** The procurement will be conducted through the National Competitive Bidding (NCB) procedure.

1. Bidders should have at least five (05) years of experience in the relevant field in Sri Lanka.
2. Interested eligible bidders may obtain further information from the Chief Secretary Office, Uva Provincial Council, Badulla, (Tel.: 055-2229393, Fax No: 055-2231670), and inspect the bidding documents at the Chief Secretary Office 9.00 a.m. and 3.00 p.m. from **26th October 2026 to 16th November 2026, and up to 10.00 p.m. on 16th Noveber 2026.**
3. A complete set of bidding documents in English may be purchased by interested bidders upon submission of a written application to the Chief Secretary Office, Uva Provincial Council, Badulla, and upon payment of a non-refundable fee of **LKR 5,000.00** in cash at the Shroff Counter of the Chief Secretary Office. The documents may be purchased until **2.30 p.m. on 13th November 2026.**
4. Bids must be delivered to the **Chairman, High Level Procurement Committee, Chief Secretary, Uva Provincial Council, Badulla,** on or before **10.00 a.m. on 16th November 2026.** Please indicate the **"SUPPLY, DELIVERY AND INSTALLATION OF DESKTOP COMPUTERS, FOR UVA PROVINCIAL COUNCIL FOR THE YEAR 2026"** on the top left-hand corner of the envelope.
5. All bids must be accompanied by a **Bid Security** addressed to the **Chief Secretary, Uva Provincial Council, Badulla**, valid for **15th February 2027**.
6. A Pre-Bid meeting will be held at **10.00 a.m. on 09th November 2026** at the Chief Secretary Auditorium, Uva Provincial Council, King's Street, Badulla.
7. The completed bids shall be deposited in the 'Tender Box' available at the Chief Secretary Office Uva Provincial Council, Badulla, or sent by Registered Post to the address given in Clause No.5, ensuring receipt before the deadline.
8. Late bids will be rejected. Bids will be opened at 10:30 AM on **16th November 2026**, in the presence of the bidders or their authorized representatives who choose to attend the bid opening, at the CS Auditorium, Uva Provincial Council, King's Street, Badulla.

Chairman
High Level Procurement Committee
Chief Secretary Office
Uva Provincial Council, Badulla, Sri Lanka
Tel/ Fax No: 055-2229393, 055-2231760

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Section I. Instructions to Bidders (ITB)

This Bidding Document is based on the standard bidding document for National Competitive Bidding (NPA/Goods/SBD 01). Section I will not be provided with this bidding document. Bidders are instructed to refer the Section I of the standard bidding document (NPA/Goods/SBD 01). The document is available at the website of NPA, www.npa.gov.lk

Section II. Bidding Data Sheet (BDS)

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.
[Instructions for completing the Bid Data Sheet are provided, as needed, in the relevant ITB Clauses.]

Clause Reference	A. General
ITB 1.1	The Purchaser is: **Office of the Deputy Chief Secretary (Admin), Uva Provincial Council.**
ITB 1.1	The name and identification number of the Contract are: **SUPPLY, DELIVERY AND INSTALLATION OF LAPTOP COMPUTERS, FOR UVA PROVINCIAL COUNCIL FOR THE YEAR 2026**
ITB 2.1	The source of funding is: **PSDG**
ITB 4.4	Foreign bidders are allowed to participate in bidding: **Not allowed**
	B. Contents of Bidding Documents
ITB 7.1	For Clarification of bid purposes only, the Purchaser's address is: Attention: **Deputy Chief Secretary (Admin)** Address: **Uva Provincial Council, King's Street, Badulla, Sri Lanka.** Telephone: **055-2229393 / 055-2229426** E-mail: **procument@cs.up.gov.lk**
	C. Preparation of Bids
ITB 11.1 (e)	The Bidder shall submit the following additional documents: **A complete company profile of the bidders including, but not limited to, the following:** • **Business Registration Certificate** • **VAT Registration Certificate** • **List of clients who use the Products and their contract details** • **Past 5 years relevant experience in the relevant Industry in Sri Lanka** (The bidder should have at least five years of experience in the relevant industry in Sri Lanka and should submit documents to prove experience in the industry.) • **Manufacturer's Authorization.** • **Certificate of Registration under Public Contract Act. (PCA3)** • **Audited Financial statements** • **Non collusions affidavit.**
ITB 15.1	The bidder shall quote the local expenditure in **Sri Lankan Rupees**.
ITB 18.1 (b)	After sales service is: **Required**

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ITB 19.1	The bid shall be valid for: until the 15th Feb 2027
ITB 20.1	Bid shall include a Bid Security in any of following ways (a) A **Bank guarantee issued by a reputed bank** operated in Sri Lanka. (b) Cash deposit at the **Sharrof, Chief Secretary Office, Badulla** (c) Cash deposit from any branch of **Peoples Bank, Muthiyangana Branch Account No: 269-1001-500-23901**, and the **cash receipt/deposit slip to be attached with the bidding documents.**
ITB 20.2	The amount of the Bid Security shall be: **LKR 400,000/=** Beneficiary: **Chief Secretary, Uva Provincial Council, Badulla, Sri Lanka** The validity period of the bid security shall be **15th March 2027**
	D. Submission and Opening of Bids
ITB 22.1 (a)	Bidders submitting bids by mail or by hand, shall enclose the original and the copy of the Bid in separate sealed envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." (Copy should be a Full set of Certified copy of the ORIGINAL document.) These envelopes containing the original and the copy shall then be enclosed in one single envelope.
ITB 22.2 (c)	The inner and outer envelopes shall bear the following identification marks: **SUPPLY, DELIVERY AND INSTALLATION OF LAPTOP COMPUTERS FOR UVA PROVINCIAL COUNCIL FOR THE YEAR 2026**
ITB 23.1	For bid submission purposes, the Purchaser's address is: Attention : **Chief Secretary Office** Address : **Uva Provincial Council, Kings Street, Badulla**. The deadline for the submission of bids is Date : **2026-11-16** Time : **10:00AM**
ITB 26.1	The bid opening shall take place at: Address : **Chief Secretary Auditorium, Uva Provincial Council, Badulla.** Date : **2026-11-16** Time : **10:30AM**
	E. Evaluation and Comparison of Bids
ITB 34.1	Domestic preference shall not be a bid evaluation factor.
ITB 35.3(d)	The adjustments shall be determined using the following criteria, from amongst those set out in Section III, Evaluation and Qualification Criteria: (a) Deviation in payment schedule: Not applicable (b) The cost of major replacement components, mandatory spare parts, and service: Not Applicable
ITB 35.4	The following factors and methodology will be used for evaluation: i. Past Experiences ii. Financial Capabilities iii. Manufacturer Authorization iv. List of Bulk supplies v. Authorized Service Centers Located in Uva Province vi. Comply with the Specification
ITB 35.5	The minimum number of computers that can be bid on 100.

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Section III. Evaluation and Qualification Criteria

1. Evaluation Criteria (ITB 35.3 (d))

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

(a) Delivery schedule

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 nonresponsive. Within this acceptable range, an adjustment per week, as specified in the Bid Data Sheet, will be added for evaluation purposes only, to the bid price of bids offering deliveries later than the earliest delivery period specified in the Section V, Schedule of Requirements

(b) Deviation in payment schedule. **Not applicable**

(c) Cost of major replacement components, mandatory spare parts, and service:

The required spare parts for the goods covered under this invitation shall be available for at least five years of period and after sales service (Free service & Pay service).

(d) Specific additional criteria: **None**

2. Evaluation Criteria (ITB 35.4):

a. Bid may be submitted by any reputed supplier of **__BUSINESS LAPTOP COMPUTERS__** registered business in Sri Lanka or any accredited local agent who takes fullest responsibility for the whole bid. The local agent shall submit evidence of status, obligations, power of attorney and any other documentary evidence that he is duly authorized and eligible to bid on behalf of the manufacturer.

b. The bidders should also have previous experience of at least five years in relevant industry in the supply and also technical and financial capability necessary to perform the contract.

c. Draft service agreement for three-year period (after the warranty period) should be submitted.

d. Bids will be rejected as non- responsive if documentary evidence in proof of above has not been provided.

e. If an Agent submits bids on behalf of more than one supplier, unless each such bid is accompanied by a separate Bid Form for each bid, and a bid security when required

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for each bid, and authorization from the respective Manufacturer, and valid vendor certificate, all such bids will be rejected as non- responsive.

f. Bidders should possess the Certificate of Business Registration issued by a Governmental Authority/ Registrar of Companies/ Provincial Registrar of Business in the relevant category.

g. Bidders shall register the Contract under Public Contract Act and submit the certificate of registration (ITB 11.1(e)).

h. Bidders offering goods under their own brand names should provide along with their bids a current certification/s of quality; Bid not complying with this requirement may be treated as non - responsive.

i. Having a service center in Badulla or Uva Province will be considered as an added qualification.

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:

(a) Evaluate only lots or contracts that include items per lot and quantity per item

(b) Take into account: The lowest-evaluated bid for each lot

4. Domestic Preference (ITB 34.1) – Not Applicable

5. 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): Certified copy of the Audited Financial Statement

(b) Experience and Technical Capacity: The Bidder shall furnish documentary evidence to demonstrate that it meets the following experience requirement(s): List of Bulk supplies within recent 5 years.

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

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Bid Submission Form

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

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

To: Chairman,
High Level Procurement Committee
Uva Provincial Council
King's Street, Badulla, Sri Lanka

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 time specified in ITB Sub-Clause 18.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 23.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

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;

i. 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.

j. 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]

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PRICE SCHEDULE

1	2	3	4	5	7	8	9	10	11
No	**Description of Goods or related services**	**Qty**	**Unit price (inclusive of duties, sales and other taxes) Excluding VAT**	**No. Price per line item (Col.3x4)**	**Total Price excluding VAT**	**Discount If Available**	**Discounted Total price (if any) excluding**	**VAT**	**VAT Total Price Including VAT (Col. 7 or 8+9)**
1	Laptop Computers	100							

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Bid Security (Guarantee)

(this Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets)
……insert issuing agency's name, and address of issuing branch or office……..

Beneficiary: Chief Secretary, Chief Secretary Office, Uva Provincial Council, Badulla

Date---------- *[insert (by issuing agency) date]*

BID GUARANTEE No. ---------- *[insert (by issuing agency) number]*

We have been informed that ---------- *[name of the Bidder]* (herein after called "the Bidder") has submitted to you its bid dated ---------- *[date]* (herein after called "the Bid") for the execution of ---------- ---------- *[insert name of Contract]* under Contract No. ----------

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]* here by 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 Employer 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) the successful bidder furnishing the performance security, otherwise it will remain in force up to ---------- *(insert date)*

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date.

……
[Signature of authorized representative(s)]

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Non-collusion Affidavit

The undersigned bidder or agent, hereby solemnly, sincerely, and truly declares and affirms/makes an oath that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership represented by him/her, entered into any combination, collusion, or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding, nor to induce anyone to refrain from bidding, and 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 such bidding.

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 on account of such procurement.

The bidder accepts full responsibility for ensuring the absence of collusion and pledges to abide by fair and ethical competition practices throughout the procurement process.

I hereby affirm, under the penalties for perjury, that the facts and information contained in the foregoing bid for public works 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

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MANUFACTURER'S AUTHORIZATION

[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: [insert complete name of Purchaser]

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]

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Section V. Schedule of Requirements

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1. List of Goods and Delivery Schedule

Line Item No	Description of Goods	Quantity	Final (Project Site) Destination as specified in BDS	Delivery Date [1]	
				Latest Delivery Date	Bidder's offered Delivery date [*to be provided by thebidder*]
1	Laptop Computer	100	Uva Provincial Council	2026-12-28	

Detailed information regarding the specific delivery locations—including the schools under the Zonal Education Offices and the health institutions in the Uva Province where these computers and accessories must be delivered—will be provided at the Pre-Bid Meeting.

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2. List of Related Services and Completion Schedule

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

Service	Description of Service	Quantity[1]	Unit	Place where Services shall be performed	Final Completion Date(s) of Services
[insert Service No]	***[insert description of Related Services]***	***[insert quantity of items to be supplied]***	***[insert unit for the items]***	***[insert name of the Place]***	***[insert required Completion Date(s)]***

1. If applicable

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Technical Specification: Laptop Computers (Intel Core i5)

• The offered systems shall be from globally recognized OEM brands • Systems shall be from business-class desktop product lines. • Assembled or non-OEM systems are not acceptable. • All equipment shall be supplied in standard OEM color finishes (e.g., black or grey or equivalent). • All equipment shall be brand new and unused.

Notice to Bidders: It is mandatory to fill out the "Bidder's Offer" column. Omissions or incomplete entries in this section may be considered grounds for disqualification.

No.	Item	Minimum requirement	Bidder's offered specification	Compliant (Yes/No)
General				
1	**Brand**	Internationally reputed brand (to be specified by the bidder)		
2	**Model**	To be specified by the bidder		
3	**Country of origin and manufacture**	To be specified by the bidder		
	Price with VAT			
	Price without VAT			
Processor and graphics				
4	**Processor**	Intel Core i5-1335U or higher / equivalent		
5	**Cores / threads**	≥ 8 cores, ≥ 12 threads		
6	**Turbo frequency**	Max turbo ≥ 4.6 GHz		
7	**Cache**	≥ 12 MB Intel Smart Cache (L3)		
8	**Graphics**	Integrated Intel graphics (Iris Xe or better)		
Memory and storage				
9	**Memory**	8 GB DDR4 / DDR5, expandable to ≥ 32 GB Not soldered		
10	**Storage**	≥ 512 GB M.2 NVMe SSD (PCIe 3.0 or better)		
Display and input				
11	**Display**	15.6" - 16" non-touch FHD (1920 × 1080), wide-viewing-angle (IPS-class) panel, anti-glare, ≥ 250 nits; TN panels not accepted		
12	**Keyboard**	Backlit, spill-resistant English keyboard		
13	**Touchpad**	Precision touchpad; fingerprint reader		

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		(Windows Hello compatible)		
14	**Camera and audio**	≥ 720p HD camera with physical privacy shutter; array microphone; stereo speakers; 3.5 mm combo audio jack		
Connectivity and ports				
15	**USB ports**	≥ 2 × USB-A 3.2 Gen 1; ≥ 1 × USB-C with DisplayPort video output and Power Delivery		
16	**Video output**	1 × HDMI 1.4 or higher		
17	**Wired network**	1 × RJ45 Gigabit Ethernet (built-in, or USB adapter included)		
18	**Wireless**	Wi-Fi 6 or Wi-Fi 6E (802.11ax), 2 × 2, and Bluetooth 5.2 or higher		
Power and physical				
19	**Battery**	≥ 42 Wh Li-ion / Li-polymer, ≥ 8 hours typical office use		
20	**Power adapter**	USB-C or barrel, ≥ 65 W, input 100 – 240 V AC, 50 / 60 Hz, with power cord		
Security				
23	**Platform security**	TPM 2.0, BIOS setup and boot password support, storage-drive password protection, BIOS self-recovery		
24	**Physical security**	Kensington-type lock slot		
Software				
25	**Operating system**	Windows 11 Pro 64-bit, genuine, preloaded, with the OEM Certificate of Authenticity Or Factory Loaded		
26	**Manufacturer utility**	Utility for system diagnosis, battery health charging and driver / firmware updates		
27	**Firmware**	Delivered with the latest BIOS and Intel microcode at supply time		
Certification, accessories and warranty				
28	**Certifications**	RoHS and REACH compliant; ENERGY STAR or equivalent; TCO Certified or equivalent		

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29	**Included accessories**	Power adapter and cord; carry bag / backpack suitable for the screen size		
30	**Warranty**	≥ 3 years onsite parts-and-labour manufacturer warranty (battery ≥ 1 year), with local authorized service support in Sri Lanka		
Documentation and commercial				
31	**Brochures**	Original brochures / technical data sheets enclosed		
32	**Manufacturer Experience**	Minimum 5 years' experience manufacturing the same brand. Proof documents should be attached.		
33	**Manufacturer Authorization**	Manufacturer Authorization Certificate must be provided. Proof documents should be attached.		

Conditions for Bid Submission

Documentation Requirement: To be considered responsive, this bid must be accompanied by the manufacturer's official product documentation (e.g., datasheets, specification sheets) to support all stated claims of conformity. Bids submitted without this supporting evidence will be disqualified.

Online Verification: The bidder is required to provide the manufacturer's active web address for the purpose of verifying the product specifications. A country-specific or regional web address is highly preferred.

Manufacturer's Web Address: _____

Authorized Signature & Company Stamp Date: _____

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Section VI. Conditions of Contract

This Bidding Document is based on the standard bidding document for National Competitive Bidding (NPA/Goods/SBD 01). Section VI will not be provided with this bidding document. Bidders are instructed to refer the Section VI of the standard bidding document (NPA/Goods/SBD 01). The document is available at the website of NPA, www.npa.gov.lk

Appeals against procurement decisions may only be submitted in accordance with Uva Province Financial Rule 705.5.

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: Deputy Chief Secretary (Admin), Uva Provincial Council
CC 1.1 (m)	The Project Site(s)/Final Destination(s) is/are: Uva Provincial Council, Kings Street, Badulla
CC 8.1	For notices, the Purchaser's address shall be: Deputy Chief Secretary (Admin) Uva Provincial Council, Badulla, Sri Lanka
CC 11	Goods shall be supplies in compliance with the quality and the specification given. The sample machine shall be provided within 4 days of the requested date. Bidder unable to provide sample withing 4 days will be treated as a non-responsive bidder
CC 15.1	CC 15.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows: For Goods offered within Sri Lanka Payment shall be made in Sri Lankan Rupees within thirty (30) days of presentation of claim supported by a certificate from the Purchaser declaring that the Goods have been delivered and that all other contracted Services have been performed. a) No Advance payment applicable for this contract b) Up to a maximum of ninety (90) percentage of the Contract Price, shall be paid on receipt of the Goods and confirm by the evaluation committee.
CC 17.1	A Performance Security – 10% for the period of 12 months Performance security may be in any of the following way (a) A Bank guarantee issued by a reputed bank operated in Sri Lanka. (b) Cash deposit at the Peoples Bank Muthiyangana Branch
CC 26.1	The liquidated damage (Late Delivery) shall be Applied: **The liquidated damage shall be:0.5 % per week, The maximum number of liquidated damages shall be 10% of Contract Value**
CC 26.1	The maximum amount of liquidated damages shall be: 10 % from the contract sum.
CC 27.3	The warranty shall remain valid for a period of time specified with the specifications.
CC 27.6	The supplier shall remedy the defects within 14 days from the date of information by the purchaser.

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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], a corporation incorporated under the laws of [insert: country of Supplier] and having its principal place of business at [insert: address of Supplier] (hereinafter called "the Supplier").

WHEREAS the Purchaser invited bids for certain Goods and ancillary services, viz., [insert brief description of Goods and Services] and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of [insert Contract Price in words and figures, expressed in the Contract currency (ies)] (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) Contract Data
(c) Conditions of Contract
(d) Technical Requirements (including Schedule of Requirements and Technical Specifications)
(e) The Supplier's Bid and original Price Schedules
(f) The Purchaser's Notification of Award
(g) [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]

SAMPLE

Performance Security

[The issuing agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated] ---------- [Issuing Agency's Name, and Address of Issuing Branch or Office]

Beneficiary: Chief Secretary, Uva Provincial Council, Badulla, Sri

Lanka

Date:-----

Performance Bid Guarantee No.: ----------

We have been informed that ---------- [Name of Supplier] (hereinafter called "the Supplier") has
entered into Contract No. ---------- [Reference number of the contract] dated
---------- with you, for
the ---------- Supply of ---------- [name of contract and brief description] (hereinafter called
"the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required. At the request of the Supplier, we--- [name of Agency] hereby irrevocably undertake
to pay you any sum or sums not exceeding in total an amount of ----------
[Amount in figures] (----------) [amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein. This guarantee shall expire, no later than the …. day of ……, 20.. [Insert date, 28 days beyond the scheduled completion date including the warranty period] and any demand for payment under it must be received by us at this office on or before that date.

[Signature(s)]

SAMPLE