



**BIDDING DOCUMENT FOR RENTED A BUILDING
2019**

National Education Commission

REF. NO

NEC/AS/Q/OB – VOL 04

BIDDER'S NAME

.....

ADDRESS

.....

.....

Instructions to Bidders (ITB)

ITB Clause References	A. General
ITB 1	The Chairman, National Education Commission needs office space for the office of National Education Commission <u>for five (05) years</u> around Colombo.
ITB 2	All bidders shall possess legal rights to lease the building and its premises. If the bidder is not the owner of the property, legally acceptable authorization from the owner of the property shall be submitted with the bid.
ITB 3	The proposed office space and the premises shall comply with the requirements stipulated in this bidding document.
ITB 4	<p><u>Clarification of bidding documents</u></p> <p>A prospective bidder requiring any clarification of the bidding documents including the lessee's requirements may contact Secretary/Administrative Officer of the National Education Commission.</p> <p>T:P: Secretary/Administrative Officer- 0112815703</p> <p>All such queries shall be received not later than 02 days prior to the deadline of submission of the bids.</p>
ITB 5	<p><u>Amendment of bidding documents</u></p> <p>At any time prior to the deadline for submission of bids the lessee may amend the bidding documents by issuing an addendum and such addendum shall be part and parcel of the bidding documents.</p>
ITB 6	<p><u>Bid submission form</u></p> <p>The bidder shall submit the bid submission form using the form furnished in this document. This form must be completed without any alteration to its format and all blank spaces shall be filled in with the information requested.</p>
ITB 7	<p><u>Bid price</u></p> <p>Prices indicated in the form of bid shall include all levies and taxes payable by the bidder. However VAT shall not be included in the price but shall be indicated separately.</p>
ITB 8	<p><u>Format and signing of bids</u></p> <p>Bids shall be in duplicate and clearly marked as "original" and "duplicate" on the envelope.</p> <p>The original and the duplicate of the bid shall be signed by a person duly authorized to sign on behalf of the owner.</p>
ITB 8.1	
ITB 8.2	

B. Submission and Opening of Bids	
ITB 9	<p><u>Submission sealing and marking of bids</u></p> <p>9.1 Bids shall be in duplicate and clearly marked as "original" and "duplicate" on the sealed envelopes. These envelopes then be enclosed in one single sealed envelope.</p> <p>9.2 “Quotation for Office Building” shall be indicated on the top left corner of the outer envelope and bear a warning "not to open before the time and the date for bid opening".</p> <p>9.3 Duly completed bids shall be delivered and deposited in the tender box available at the Administration Division (First floor) of National Education Commission or sent by Registered Post to the following address to reach on or before 2.00 p.m. on 22/05/2019.</p> <p>Chairman, Procurement Committee, No, 126, Nawala Road, Nugegoda.</p>
ITB 10	<p><u>Late bids</u></p> <p>Bids received after the deadline of submission will not be accepted and be returned unopened.</p>
ITB 11	<p><u>The bid opening</u></p> <p>11.1 The bid opening shall take place immediately after the closing of the bid at the Conference Room of the National Education Commission.</p> <p>11.2 Bidders or their authorized representatives may attend the bid opening.</p>
C. Evaluation and Comparison of Bids	
ITB 12	<p><u>Clarification of bids</u></p> <p>The lessee may at its discretion, request any bidder for a clarification of its bids in respect to evaluation of bids. In no case the bidder shall be allowed to make to change the bid price except corrections of arithmetical errors discovered by lessee.</p>
ITB 13	<p><u>Responsiveness of bids</u></p> <p>Any bid that conforms to the terms and conditions of the bidding document without material deviations or omission will be considered as substantially responsive. If a bid is not substantially responsive, it shall be rejected and shall not be considered in detailed evaluation.</p> <p>Provided that a bid is substantially responsive, the lessee may waive any non-conformities or omissions in the bid that do not constitute a material deviation.</p>

<p>ITB 14</p>	<p><u>Evaluation of bids</u></p> <p>All substantially responsive bids shall be subject to detailed evaluation as given below.</p> <p>1. <u>Financial component</u></p> <p>The bidder with the lowest price shall be entitled for 50 marks. Marks will be given to other bidders based on the lowest bid price.</p> <p>2. <u>Lessees requirements</u></p> <p>Maximum of 50 marks will be given for lessee's requirements as given below.</p> <table border="1" data-bbox="389 524 1426 1406"> <thead> <tr> <th data-bbox="389 524 1246 613">Requirement</th> <th data-bbox="1246 524 1426 613">Maximum points</th> </tr> </thead> <tbody> <tr> <td data-bbox="389 613 1246 689">Environment and location assessment by the TEC.</td> <td data-bbox="1246 613 1426 689">20</td> </tr> <tr> <td data-bbox="389 689 1246 1010"> Office floor area 6000 sq. ft. - No marks 6001- 7000 sq. ft. -05 marks 7001 – 8000 sq. ft. – 10 marks Over 8000 – 15 marks Space for stair cases, lifts, and wash rooms will not consider as office floor area. </td> <td data-bbox="1246 689 1426 1010">15</td> </tr> <tr> <td data-bbox="389 1010 1246 1160">Minimum 06 car parking lots are required. No mark is given for the basic requirement. 01 mark is given for each additional 02 plots.</td> <td data-bbox="1246 1010 1426 1160">05</td> </tr> <tr> <td data-bbox="389 1160 1246 1317">Sanitary facilities - Minimum 06 toilets. No mark is given for the basic requirement. (01 mark is given for each additional one)</td> <td data-bbox="1246 1160 1426 1317">05</td> </tr> <tr> <td data-bbox="389 1317 1246 1406">Availability of Generator Facility (Minimum 100kVA)</td> <td data-bbox="1246 1317 1426 1406">05</td> </tr> </tbody> </table> <p>Bidders will be ranked according to the total marks obtained by each bid.</p>	Requirement	Maximum points	Environment and location assessment by the TEC.	20	Office floor area 6000 sq. ft. - No marks 6001- 7000 sq. ft. -05 marks 7001 – 8000 sq. ft. – 10 marks Over 8000 – 15 marks Space for stair cases, lifts, and wash rooms will not consider as office floor area.	15	Minimum 06 car parking lots are required. No mark is given for the basic requirement. 01 mark is given for each additional 02 plots.	05	Sanitary facilities - Minimum 06 toilets. No mark is given for the basic requirement. (01 mark is given for each additional one)	05	Availability of Generator Facility (Minimum 100kVA)	05
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<p>ITB 15</p> <p>15.1</p>	<p><u>Award of the Contract</u></p> <p>Substantially responsive highest ranked bidder will be qualified for award of the contract. Awarding of contract will be informed by a letter. Procurement committee decision will be the final decision.</p>												
<p>ITB 16</p>	<p><u>Signing of the contract</u></p> <p>Within 21 days after the acceptance the lessor shall enter to an agreement with the lessee.</p>												

ITB 17	<u>Payment terms</u> Monthly rental will be paid at the end of each month.
ITB 18	The building selected shall be for the exclusive use of the National Education Commission.
ITB 19	Bidder shall also submit information according to the Annexure I , confirming all details are furnished in the bidding document. Bidder shall submit a sketch of the building plan and access route to the building along with the bid. Valuation Report from the Government Chief Valuer must be obtained for the selected building.
	Bidding Data Sheet (BDS)
BDS 1	Basic requirements to be considered (no marks will be given for the basic requirements)
1.1	The building should be available for the occupation free of any obstruction or hindrance from 24.07.2019. Selected bidder shall enter into an agreement with the lessee with effect from 01.08.2019.
1.2	
1.3	Vehicle parking facilities for minimum 06 vehicles (Cars and Vans).
1.4	Access facility for persons with disabilities to enter the building
1.5	Enough sanitary facilities (Minimum 06 wash rooms)
1.6	Treated portable pipe borne water supply with minimum approximately 1,000 liters storage with overhead tank
	Three phase electricity supply
	Building premises should have built with proper security measures or the selected bidder should provide facilities to ensure the security of the people and the property during reasonable time period.
BDS 2	Conditions on Maintenance (Only if applicable)
2.1	Maintenance services of lifts, power generators should be maintained by bidders (Lessor).
2.2	Major repairs of the building (cost of more than Rs. 10,000.00) should be done by the owner of the building (Lessor).

Chairman,
Procurement Committee,
National Education Commission,
No. 126, Nawala Road,
Nugegoda.

Bid Submission Form

Chairman,
Procurement Committee,
National Education Commission,
No. 126, Nawala Road,
Nugegoda.

I/We, the undersigned, declare that:

(a) I/We have examined and have no reservations to the Bidding Documents, including Addenda No*[insert the number and issuing date of each Addenda]*;

(b) I/We offer to provide office building facility in conformity with the Bidding Documents and in accordance with the Schedule of Requirements.

Address of the building:
.....

Space :

Other :

.....
.....

[insert a brief description of the rented building and its' facilities. Attach another sheet if required.];*

(c) The total price of our Bid without VAT offered is:
.....
.....

[insert the total bid price in words and figures];

(d) The total price of our Bid including VAT offered is:
.....
.....

[insert the total bid price in words and figures];

(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 highest ranked bid or any other bid that you may receive.

Signature :
[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]

Dated on _____ day of _____, _____ *[insert date of signing]*

Address :

.....

.....

Date :

Chairman,
Procurement Committee,
National Education Commission,
No. 126, Nawala Road,
Nugegoda.

Owner's Authorization Letter

I/We hereby authorize Mr/Mrs/Ms
to submit bid on my/our behalf, to attend meeting, participate at the bid opening and take any
decision on my/our behalf which is reasonably necessary or otherwise required to be taken on
my/our behalf.

I/We authorize confirm and affirm all acts taken by
..... on my/our behalf as my/our duly appointed agent.

I/We agree to indemnify all decisions taken by Mr/Mrs/Ms.
..... as my/ our authorized
agent.

Thanking you.

Yours faithfully,

.....
Signature

.....
Name

Annexure I

Check List		
No.	Description	Attached or not (Y / N)
01	Details of the Building and Facilities (Building address, Renting floors, Renting space, Parking space, Water supply, Electricity, Sanitary facilities, Lift, Generator etc.)	
02	Owner Information (Owners name, Address, Telephone no,)	
03	Financial Information (Monthly rent, Taxes etc)	
04	Owner's Authorization Letter	
05	Draft Building Layout	
06	Original and Duplicate bidding documents in separate and duly sealed envelopes	

Checked and signed by

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