



**BIDDING DOCUMENT
FOR PURCHASING SEVEN (7) UNITS OF BRAND NEW, BRANDED
LAPTOPS**

2021

National Education Commission

REF. NO **NEC/AF/9/PROC/OFF.EQ/LAPTOP/2021**

BIDDER'S NAME

ADDRESS

.....

Instructions to Bidders (ITB)

ITB Clause References	A. General
ITB 1	Bids are called to supply seven (07) brand new, branded laptops for National Education Commission.
ITB 2	All bidders shall possess legal rights to supply the goods. If the bidder is not the manufacturer, legally acceptable authorization from the manufacturer of the good shall be submitted with the bid.
ITB 3	The goods 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 may contact Deputy Secretary/ Administrative Officer of the National Education Commission.</p> <p>T:P: Deputy Secretary/Administrative Officer- 0112662063 / 64</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 bidder 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 and other taxes shall not be included in the price but shall be indicated separately.</p>
ITB 8 ITB 8.1	<p><u>Format and signing of bids</u></p> <p>The original bid shall be signed by a person duly authorized to sign on behalf of the owner.</p>

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 a sealed envelope.</p> <p>9.2 “Quotation for Laptops” 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 bid shall be delivered and deposited in the tender box available at the Administration Division of National Education Commission or sent by Registered Post to the following address to reach on or before 2.00 p.m. on 26/08/2021.</p> <p>Chairman, Procurement Committee, National Education Commission, 1st Floor, Block 5, BMICH, Colombo 7.</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 Board 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 procurement entity 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 the procurement entity.</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 procurement entity 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>Other 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 954"> <thead> <tr> <th data-bbox="389 524 1246 624">Requirement</th> <th data-bbox="1246 524 1426 624">Maximum points</th> </tr> </thead> <tbody> <tr> <td data-bbox="389 624 1246 719">Assessment by the TEC (Price, Compliance with the specification)</td> <td data-bbox="1246 624 1426 719">20</td> </tr> <tr> <td data-bbox="389 719 1246 790">Total life cycle cost, Brand recognition</td> <td data-bbox="1246 719 1426 790">20</td> </tr> <tr> <td data-bbox="389 790 1246 954">Warranty period + Product Quality + after sale service (Minimum 3 years comprehensive warranty is required. No marks will be given for the basic requirement)</td> <td data-bbox="1246 790 1426 954">10</td> </tr> </tbody> </table> <p>Bidders will be ranked according to the total marks obtained from highest to lowest.</p>	Requirement	Maximum points	Assessment by the TEC (Price, Compliance with the specification)	20	Total life cycle cost, Brand recognition	20	Warranty period + Product Quality + after sale service (Minimum 3 years comprehensive warranty is required. No marks will be given for the basic requirement)	10
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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>Supply of Goods</u></p> <p>Within 21 days, after the acceptance/awarding, the supplier should supply the goods.</p>								
<p>ITB 17</p>	<p><u>Payment terms</u></p> <p>Payment will be made through a cheque, after successfully completion of the task.</p>								
<p>ITB 18</p>	<p>Bidder shall also submit information, confirming all details are furnished in the bidding document.</p>								

Chairman,
Procurement Committee,
National Education Commission,
1st Floor, Block 5,
BMICH,
Colombo 7.

Bid Submission Form - A

Chairman,
Procurement Committee,
National Education Commission,
1st Floor, Block 5, BMICH,
Colombo 7.

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 the goods in conformity with the Bidding Documents and in accordance with following requirements.
- c) 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.
- d) 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]

Name and Capacity:

[insert complete name and capacity of person signing the Bid Submission Form]

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

Specifications & Bid Submission Form - B

Processor	Intel Core i5 8 th Generation or better
Processor speed	3.0 GHz or better
Chipset	Compatible (Specify)
L3 Cache	4 MB or more
Memory	4 GB DDR4 or better with a free slot
Hard Disk	500 GB HDD or better
Display type & Resolution	~ 15.5" diagonal LED-backlit
Optical Drive	DVD+RW
Audio	HD audio; Integrated stereo speakers; integrated digital microphone; Mic in and Audio out, with Headphone
Webcam	Integrated 2 MP webcam or better
Network (Wired)	Ethernet (100/1000 NIC) or better
Network (Wireless)	Built in 802.11b/g/n and Bluetooth 4.0
Card Reader	Integrated Multi Types Card Reader
Interfaces	USB 2.0, USB 3.0, VGA or HDMI, LAN, Audio, If VGA port unavailable supply HDMI to VGA converter
Keyboard	spill-resistant keyboard with separate numeric keypad
Weight	less than 3 Kg weight
Operating System	Genuine Windows 10 Professional
Software	MS Office Package + Virus Protection software
Power Consumption	Energy Star Certified
Warranty	2 years comprehensive manufacture authorized warranty (labor, parts and other incidentals)

Bid Submission Form (Please include the signature and seal below)

Description	Specification (Attach product specification)	Bidder's Response (To be filled by the bidder)
Make/Brand	Please mention	
Country of origin	Please mention	
Processor	As indicated	
Processor speed	As indicated	
Chipset	As indicated	
L3 Cache	As indicated	
Memory	As indicated	
Hard Disk	As indicated	
Display type & Resolution	As indicated	
Optical Drive	As indicated	
Audio	As indicated	
Webcam	As indicated	
Network (Wired)	As indicated	
Network (Wireless)	As indicated	
Card Reader	As indicated	
Interfaces	As indicated	
Keyboard	As indicated	
Weight	As indicated	
Operating System	As indicated	
Software	As indicated	
Power Consumption	As indicated	
Warranty	As indicated	
Financial Consideration		
Discounted Unit Price	In words	Rs.
Taxes if applicable	In words	Rs.
Other charges if applicable	In words	Rs.
Total Price with taxes (for 7 Laptops)	In words	Rs.

Address :

.....

.....

Date :

Chairman,
Procurement Committee,
National Education Commission,
1st Floor, Block 5, BMICH,
Colombo 7.

Manufacturer’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)
1.	Bid Submission Form - A	
2.	Bid Submission Form - B <ul style="list-style-type: none">• Specifications of the laptop• Financial Information• Warranty details• Taxes & Other charges	
3.	Manufacturer's Authorization Letter	

Checked and signed by

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