



Original

**GOVERNMENT OF THE DEMOCRATIC SOCIALIST
REPUBLIC OF SRI LANKA**

Ministry of Health

**Primary Healthcare System Strengthening Project
Funded by the World Bank (Loan No: IBRD 8878)**

Title of Contract – Print and Delivery of News Letters

CONTRACT No. PSSP/PROC/GOOD/2021/3

REQUEST FOR QUOTATION

Shopping Procedure

December 2021

**Primary Healthcare System Strengthening Project
03rd Floor of the J R Jayawardene Centre, No. 191, Dharmapala Mawatha,
Colombo 07, Sri Lanka.
Tele/Fax 0112 680 490**

Section I. Instructions to Vendors (ITV)

A: General	
1. Scope of Quote	1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Goods/ Services as specified in Section III Schedule of Requirements. Upon receipt of this invitation you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation. The Purchaser may not consider you for inviting quotations in the future, if you failed to acknowledge the receipt of this invitation or not submitting a quotation after expressing the intention as above.
B: Contents of Documents	
2. Contents of Documents	2.1 The documents consist of the Sections indicated below. <ul style="list-style-type: none"> • Section I. Instructions to Vendors (ITV) • Section II. Data Sheet • Section III. Schedule of Requirements • Section IV. Technical Specifications & Compliance with Specifications • Section V. Quotation submission Form(s)
C: Preparation of Quotation	
3. Documents Comprising your Quotation	3.1 The Quotation shall comprise the following: <ul style="list-style-type: none"> (a) Quotation Submission Form and the Price Schedules; (b) Technical Specifications & Compliance with Specifications
4. Quotation Submission Form and Price Schedules	4.1 The vendor shall submit the Quotation Submission Form using the form furnished in Section V. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested. 4.2 Alternative Quotes shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the supplier/vendor as per the offer 01, 02, 03.
5. Prices and Discounts	5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules. 5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered. 5.3 The applicable VAT shall be indicated separately.
	5.4 Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non-responsive and may be rejected.

6. Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Goods/ Services	<p>7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Goods/ Services conform to the technical specifications and standards specified in Section IV, “Technical Specifications & Compliance with Specifications”.</p> <p>7.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods/ Services, demonstrating substantial responsiveness of the Goods/ Services to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.</p> <p>7.3 If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods/ Services to supply these Goods/ Services in Sri Lanka.</p>
8. Period of Validity of quotation	8.1 Quotations shall remain valid for the period of Sixty (60) days after the quotation submission deadline date.
9. Format and Signing of Quotation	9.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor.
D: Submission and Opening of Quotation	
10. Submission of Quotation	<p>10.1 Vendors may submit their quotations in duplicate (Original & Copy) by mail or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number.</p> <p>10.2 If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.</p>
11. Deadline for Submission of Quotation	11.1 Quotation must be received by the Purchaser at the address set out in Section II, “Data Sheet”, and no later than the date and time as specified in the Data Sheet.
12. Late Quotation	12.1 The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITV Clause 11.1 above.
13. Opening of Quotations	<p>13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>13.2 A representative of the suppliers/vendors may be present and mark its attendance.</p>

E: Evaluation and Comparison of Quotation

14. Clarifications	<p>14.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its quotation which is not in response to a request by the Purchaser shall not be considered.</p> <p>14.2 The Purchaser's request for clarification and the response shall be in writing.</p>
15. Responsiveness of Quotations	<p>15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>15.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>
16. Evaluation of quotation	<p>16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>16.2 To evaluate a quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"> (a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (a) price adjustment due to discounts offered. <p>16.3 The Purchaser's evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods/ Services.</p>
17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	<p>17.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.</p>
F: Award of Contract	
18. Acceptance of the Quotation	<p>18.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated Quote and is substantially responsive to the documents issued.</p>
19. Notification of acceptance	<p>19.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that its quotation has been accepted.</p>

Section II: Data Sheet

ITV Clause Reference	
1.1	<p>The Purchaser is : Primary Healthcare System Strengthening Project</p> <p>Address : Project office at the 03rd Floor of the J R Jayawardene Centre, No. 191, Dharmapala Mawatha, Colombo 07, Sri Lanka</p> <p>The name and identification number of the Contract is: Print and Delivery of News Letters PSSP/PROC/GOOD/2021/3</p>
5.1	The supplier/vendor shall quote entire quantity specified and indicate in the details in Schedule of Requirements .
8.1	Quotations shall remain valid until 31st January 2021.
11.1	<p>Address for Submission of Quotation : Attention- Project Director of the PSSP</p> <p>Address: 03rd Floor of the J R Jayawardene Centre, No. 191, Dharmapala Mawatha, Colombo 07. Telephone/Fax 0112 680 490</p> <p>The deadline for the submission of quotation is: Date: 13th December 2021 Time: 1000 hrs</p>
13	<p>The quotations shall be opened at the following address: Office of the Project Director, 03rd Floor of the J R Jayawardene Centre, No. 191, Dharmapala Mawatha, Colombo 07. Telephone/Fax 0112 680 490</p> <p>Date: 13th December 2021 Time: 1000 hrs</p>
16 ₁	<p>Other factors that will be considered for evaluation are:</p> <ul style="list-style-type: none"> (a) Compliance with requirements of the specifications and other terms and conditions in the Request for Quotation. (b) Quality of the material and finished product. (c) Delivery Schedule

Section III: Schedule of Requirements

Original

Lot N°	Description of Goods/ Services	Quantity	Unit	Final Destination	Transportation and any other services	Delivery period
1.	Print and delivery of news letter-Sinhala – November Version	1,000	Nos	The Office of the PSSP 03rd Floor of the J R Jayawardene Centre, No. 191, Dharmapala Mawatha, Colombo 07.	Shall be provided by the Supplier/ Vender	Within 10 days of Notification of Award
2.	Print and delivery of news letter-Tamil - November Version	500	Nos			
3.	Print and delivery of news letter-Sinhala – December Version	1,000	Nos			
4.	Print and delivery of news letter-Tamil - December Version	500	Nos			

Section IV: Technical Specification & Compliance

(1) #	(2) Purchasers Requirements	(3) Priority ²	(4) Bidder's Offer ¹		(5) Remarks ³
			Conformity		
			Yes	No	
1.	No of Pages : 8 Pages including covers (Two A3 Sheets)	Critical			
2.	Printing: Both side	Critical			
3.	Paper : Art Paper - 120 GSM	Critical			
4.	Page Size : A4	Critical			
5.	All Pages: 4 colors	Critical			
6.	Binding: Wire Binding (two Pins)	Critical			
7.	Art work : To be done by the service provider				
8.	Delivery time: Within 10 days of the notification	Critical			

Information given under “Bidder’s Offer” is true & correct:

Bidder’s Name, Signature & Company Seal

Date

¹ Bidder shall fill in column 4 & 5.

² Purchaser will mark “C” for any critical requirements.

³ If the bidder has marked “No” for conformity, bidder shall provide information in this column of his offer against the clause concerned in column 2 (Purchaser’s Requirements). If the bidder has marked “Yes”, the bidder has the option of providing additional information to esta

Section V Quotation Submission Form

Date:

**To: Project Director
Primary Healthcare System Strengthening Project
03rd Floor of the J R Jayawardene Centre, No. 191, Dharmapala Mawatha, Colombo 07.
Sri Lanka**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;
- (b) We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the **Print and delivery of 3000 nos of news letters.**
- (c) The total price of our quotation including any discounts offered is:

Rs.....
(in words) Rs..... figure before VAT;

- (d) Our quotation shall be valid for the period of time specified in ITV Sub-Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITV Sub-Clause 11.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

Signed:

Name:

Dated:

Price Schedule

Original

Printing

1	2	3	4	5	6	7	8	8
Lot N°	Description of Goods/ Services	Quantity	unit	Unit price	Price for Item	Transport Cost:	Total Price	VAT
		[insert number of units to be supplied]	[insert unit]	[insert price per unit]	[(6) = (5) *(6)]		[(8) = (6) *(7)]	[insert total VAT of line item]
1.	Print and delivery of news letter-Sinhala – November Version	1,000	Nos					
2.	Print and delivery of news letter-Tamil - November Version	500	Nos					
3.	Print and delivery of news letter-Sinhala – December Version	1,000	Nos					
4.	Print and delivery of news letter-Tamil - December Version	500	Nos					

Name of Supplier/vendor Signature of Supplier/vendor Date.....

