

GOVERNMENT OF THE DEMOCRATIC SOCIALIST REPUBLIC
OF SRI LANKA

Ministry of Health, Nutrition & Indigenous Medicine (MOHNIM)

Primary Healthcare System Strengthening Project (PSSP)–
Funded by the World Bank (Loan No. IBRD - 8878)

Title of Contract – Hire of Vehicles for the year 2022/2023

CONTRACT No: PSSP/PROC/SERV/2022-03

REQUEST FOR QUOTATION

Shopping Bidding Procedure

June 2022

Primary Healthcare System Strengthening Project (PSSP),
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 service 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 Service	<p>7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Service conform to the technical specifications and Complains 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, demonstrating substantial responsiveness of the Goods 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 to supply these Goods 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 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	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

	<p>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.
17. Purchaser’s Right to Accept any Quotation, and to Reject any or all Quotations	
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 Health Care System Strengthening Project (PSSP) on behalf of the Secretary, Ministry of Health, Nutrition and Indigenous Medicine</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: Hire vof Vehicles for the year 2022/2023 Contract No: <i>PSSP/PROC/SERV/2022/03</i></p> <p>The number and identification of lots (contracts) comprising this RFQ is:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Lot No</th> <th style="text-align: center;">Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Fully air-conditioned Passenger Sedan Car</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>Three Wheeler having Four Stroke petrol Engine</td> </tr> </tbody> </table> <p>Bidders shall be quote one or more lots.</p>	Lot No	Description	1.	Fully air-conditioned Passenger Sedan Car	2.	Three Wheeler having Four Stroke petrol Engine
Lot No	Description						
1.	Fully air-conditioned Passenger Sedan Car						
2.	Three Wheeler having Four Stroke petrol Engine						
3.1	<p>Documents to be submitted with the Quotation</p> <ol style="list-style-type: none"> 1. If the Bidder is an institute a copy of Business Registration or if the Bidder is an individual a copy of National Identity Card. 2. If the bidder hires the vehicles from any third-party contractor, such valid contract agreement with the third party shall be submitted. 3. Details of the fleet of the vehicle 						

5.1	Service providers shall quote Hire rate for the period of one year and details of the Vehicle must be submitted with the quotation as per the RFQ.
11.1	<p>Address for Submission of Quotation : Attention- Project Director of the PSSP 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: 19th July 2022 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: 19th July 2022 Time: 1000 hrs</p>
16 ₁	<p>Other factors that will be considered for evaluation are:</p> <ul style="list-style-type: none"> (a) Must be an international reputed Brand that Compliance with requirements of the specifications and other terms and conditions in the Request for Quotation, (b) The references made by previous clients. (c) Total value consider for evaluation shall be as indicated in the price schedule. (d) Preference will be given those who have sufficient fleet of the vehicle by their own.

Section III: Schedule of Requirements

Type of Vehicle		No: of Passengers (minimum)	Minimum mileage to be run in Km	Running Time	Station to be reported
1	Fully air conditioned Passenger Sedan Car, Manufactured on or after 2018 (Hybrid vehicles also can be considered)	Minimum 4 Passengers	Minimum 2,000km per Month. Distance addition to above consider separately.	08.00 am to 06.00 pm * Running time shall be considered on request. * If required vehicle should be available in week end in same time period. Drivers allowance for weekend travels should be borne by the Contractor Additional hours will be considered separately	03rd Floor of the J R Jayawardene Centre, No. 191, Dharmapala Mawatha, Colombo 07
3	Three Wheeler having Four Stroke petrol Engine, Manufactured on or after 2016	Minimum 3 Passengers	Minimum 50km per day. Distance addition to above consider separately.	08.00 am to 05.00 pm Additional hours will be considered separately * If required it should be available in week end in same time period.	03rd Floor of the J R Jayawardene Centre, No. 191, Dharmapala Mawatha, Colombo 07

Scope of the work/ service.

1. Sedan Car

A Sedan Car with A/C is required for the use of Project Director, Primary Healthcare System Strengthening Project, Ministry of Health, and Indigenous Medicine. The vehicle to be reported to Project Director every working days at 08.00 am at his residence at 326 A7, Idda Garden, Palanwatta, Pannipitiya. The Car to be parked at J R Jayawardena Center, No: 191, Dharmapala Mawatha, Colombo 07 for the Project Director's official travels on day time and evening around 05.00pm the Project Director has to be dropped to his residence. Parking the vehicle at Project Director's residence is **not possible. The Vehicle should be travel entire road network in the country as the Project Director may travel island wide.**

2. Three Wheeler

Three wheeler for the purpose of short distance running. For the purpose of payment minimum 50 K.Mtr per day will be considered as per 50km/day basis. The three wheeler has to be available on Monday to Friday from 8:00 am to 5:00pm for the use of project staff.

3. Fuel price fluctuations.

Since the contractor has to be provide fuel for the vehicle, considering the frequent of fuel price fluctuations, allow a percentage price increment for the travels by considering rate of fuel consumption assuming as 20km/1 Ltr basis for three wheelers and 12km/1 Ltr basis for the van and cars.

Section IV: Technical Specification & Compliance for **Sedan Car**

Employer's Requirement						
Serial No	Details	Agreement			Remark	
			yes	No		
1	A Sedan Car which is used for Project Director's transportation should have full insurance Coverage also, passengers should be fully insured by the insurance					
2	A Sedan Car which is used for Project Director's transportation should have the engine capacity not less than 1500cc. (Hybrid vehicle also accepted)					
4	Vehicle shall be able to travel entire road network in the country as the project Director may travel island wide.					
5	Here mentioned details should be given by the selected transport institute, before start transport activities for every vehicle which will be used for transport	1	Vehicle Number			
		2	Revenue license of vehicle			
		3	Emission test of vehicle			
		4	Details of full insurance			
		5	Driver's Name			
		6	Copy of Driver license			
		7	National Identity card number of the driver.			
		8	Driver's Mobile phone number			

6	a. All the expense of the vehicle including, driver's payments and all other additional expenses should be paid by the selected transport institutes/institutes/person/persons				
	b. Car/SUV should have factory fitted A/C				
	c. Year of manufacture shall be not less than 2017				
	d. Running Time from 08.00 am to 06.00 pm				
7	During the contract period, no additional payments will be made for price increasing of goods and services such as grease and engine oil, vehicle spare parts and tires, etc. excluding fuel				
8	Duties are done on every week days(including public holiday/Poya day),if working days will be reduce it will be notified to the service provider before 03 days				
9	After signing the contract invoices could be submitted on 15th and 30th or 31 st of every month during the relevant contract period for payments. A formal running chart should be given daily to every vehicle used for transport, it should be certified by signing an officer of the department daily running chat should be annexed with the relevant invoice for 15 days or one month for making payments.				
10	If vehicles are not provider as per the agreement, department will make arrangement to taking vehicle/vehicles from another institute and those payments will be deduct from the service on unsatisfactory.				
11	If the service provider breaks at least agreed one condition as per the agreement it will be a reason to consider the service on unsatisfactory.				
12	Contract period 12 months. The period can be extended with the agreement of both parties.				

13	If service is unsatisfactory or needs to close the contract agreement, project director has the power to cancel the agreement with prior notice of 07 days.					
14	Here mentioned conditions are relevant to the vehicles and drivers	1	Break and tires of vehicle should be in good condition			
		2	Vehicle has a fully insurance coverage, also for all passengers.			
		3	Milo meter of the vehicle should be at good condition.			
		4	Passengers mentioned in the vehicle can sit without difficulty.			
		5	Seats of the vehicle should be at good condition and have seat belts(they may not be broken or untidy)			
		6	Vehicle should be cleaned daily.			
		7	A/Cs of vehicles should be operated properly.			
		8	It is better to provide similar kind of vehicles within 03 Days due to the reason of original vehicle could not be used.			
		9	First registration of vehicles should be within last three years from the date of closing of Bids.			
		10	Driver's payments and other all additional payments should be borne by the selected institutions			
		11	Drivers should have legal valid driving license with not less than three year experience.			
		12	Smoking and drinking is prohibited for drivers during the duty period			

		13	Drivers should keep discipline and courtesy manner while travelling with officers			
		14	Driver should wear uniform or another suitable dress.			

Signature:.....

Date

Name:..... Tel.

Designation.....

Seal.....

Technical Specification & Compliance for **Three Wheeler**

Employer's Requirement					
Serial No	Details	Agreement			Remark
			yes	No	
1	A Three Wheeler is used for purpose of short distance running. should have full insurance Coverage also, passengers should be fully insured by the insurance				
2	Here mentioned details should be given by the selected transport institute, before start transport activities for every vehicle which will be used for transport	1	Vehicle Number		
		2	Revenue license of vehicle		
		3	Emission test of vehicle		
		4	Details of full insurance		
		5	Driver's Name		
		6	Copy of Driver license		
		7	National Identity card number of the driver.		
		8	Driver's Mobile phone number		
3	a. All the expense of the vehicle including, driver's payments and all other additional expenses should be paid by the selected transport institutes/institutes/person/persons				
	b. Year of manufacture shall be not less than 2017				
	c. Running Time from 08.00 am to 05.00 pm				
5	During the contract period, no additional payments will be made for price increasing of goods and services such as grease and engine oil, vehicle spare parts and tires, etc. excluding fuel				
6	Duties are done on every week days(including public holiday/Poya day),if working days will be reduce it will be notified to the service provider before 03 days				

7	After signing the contract invoices could be submitted on 15th and 30th or 31 st of every month during the relevant contract period for payments. A formal running chart should be given daily to every vehicle used for transport, it should be certified by signing an officer of the department daily running chat should be annexed with the relevant invoice for 15 days or one month for making payments.					
8	If vehicles are not provider as per the agreement, department will make arrangement to taking vehicle/vehicles from another institute and those payments will be deduct from the service on unsatisfactory.					
9	If the service provider breaks at least agreed one condition as per the agreement it will be a reason to consider the service on unsatisfactory.					
10	Contract period 12 months. The period can be extended with the agreement of both parties.					
11	If service is unsatisfactory or needs to close the contract agreement, project director has the power to cancel the agreement with prior notice of 07 days.					
12	Here mentioned conditions are relevant to the vehicles and drivers	1	Break and tires of vehicle should be good condition			
		2	Vehicle has a fully insurance coverage, also for all passengers.			
		3	Milo meter of the vehicle should be at good condition.			
		4	Passengers mentioned in the vehicle can sit without difficulty.			
		6	Vehicle should be cleaned daily.			

	8	It is better to provide similar kind of vehicles within 03 Days due to the reason of original vehicle could not be used.			
	9	First registration of vehicles should be within last two years from the date of closing of Bids.			
	10	Driver's payments and other all additional payments should be borne by the selected institutions			
	11	Drivers should have legal valid driving license with not less than three year experience.			
	12	Smoking and drinking is prohibited for drivers during the duty period			
	13	Drivers should keep discipline and courtesy manner while travelling with officers			
	14	Driver should wear uniform or another suitable dress.			

Signature:.....

Date

Name:..... Tel.

Designation.....

Seal.....

Section V

Quotation Submission Form

Date:

To: Project Director
Primary Healthcare System Strengthening Project (PSSP)
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 Supply and Delivery of Goods.
- (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

C1	C2	C3	C4	C5	C6	C7	C8	C9	C10
Lot N°	Description of Service	Minimum Distance (Base distance)	Time duration	Unit rate for Base Distance	Unit rate for additional kilometers.	Unit rate for exceeding hour	Driver's payments and other all additional payments should be borne by the service provider	Unit rate for Night accommodation and meals of drive anywhere in Sri Lanka	Total value consider for evaluation. This is for evaluation only; Indicated rates will govern in the actual case.
				Rs./km	Rs./km	Rs./hr	No additional fees for service repair or any	Rs./Night	$C10 = C5 \times C3 + C6 + C7 + C9$
1	Fully air-conditioned Sedan Car	2000km/ Month	8am to 6pm * On demand in Week End/ Public holidays				Should be borne by the service provider.		
2	Three-Wheeler having Four Stroke petrol Engine	50km/ Day	8am to 5pm 5 days per week * On demand in Week End/ Public holidays				Should be borne by the service provider	Not Applicable	
							Total		

Note: - 1. All charges / rates to be indicated excluding VAT.

2. Even the total value is calculated for evaluation; Awarding will be done for the 'Unit Rates' as stated above. As well as a bidder be able to received Lot 1 (1-a & 1-b together) or Lot 2 or Lot 3 or any combination of Lot 1,2 & 3 or all three lots, as favor to the client in financially and quality of service vise.

3. If any discounting criteria offered by the bidder should be indicated clearly with adequate details.

VAT Registration No.....(If applicable)

Name of Supplier/vendor Signature of Supplier/vendor

Date