



**Procurement of Goods  
Under  
National Shopping Procedures**

**Invitation of Quotations**

**For**

**Improving The Stage Lighting System In  
Rukmani Devi Theatre**

**BID NO: – TF/AD/RD/07/14/2025**

**Tower Hall Theatre Foundation  
“sausiripaya”  
No.123,Wijerama Mawatha,Colombo-07**

## Section I. Instructions to Vendors (ITV)

A: General	
1. Scope of Bid	1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Goods 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"> <li>• Section I. Instructions to Vendors (ITV)</li> <li>• Section II. Data Sheet</li> <li>• Section III. Schedule of Requirements</li> <li>• Section IV. Technical Specifications &amp; Compliance with Specifications</li> <li>• Section V. Quotation submission Form(s)</li> </ul>
C: Preparation of Quotation	
3. Documents Comprising your Quotation	3.1 The Quotation shall comprise the following: <ul style="list-style-type: none"> <li>(a) Quotation Submission Form and the Price Schedules;</li> <li>(b) Technical Specifications &amp; Compliance with Specifications</li> </ul>
4. Quotation Submission Form and Price Schedules	4.1 The vendor shall submit the Quotaion 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 offers 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 bidder.
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.

	<p>5.3 The applicable VAT shall be indicated separately.</p> <p>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.</p>
6. Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Goods	<p>7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications and standards specified in Section IV, "Technical Specifications &amp; 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.
<b>D: Submission and Opening of Quotation</b>	
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	12.1 The Purchaser shall reject any quotation that arrives after the

Quotation	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 bidders may be present and mark its attendance.</p>
<b>E: Evaluation and Comparison of Quotation</b>	
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"> <li>(a) the Price as quoted;</li> <li>(b) price adjustment for correction of arithmetical errors;</li> <li>(a) price adjustment due to discounts offered.</li> </ul> <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.</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

18.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.

19. Notification of acceptance

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.

## Section II

### Bidding Data

#### Improving The Stage Lighting System In Rukmani Devi Theatre

ITV Clause Reference	
1.1	<b>The Purchaser is :</b> Director General <b>Tower Hall Theatre Foundation</b> Address : "Sausiripaya" No.123, Wijerama Mawatha, Colombo-07
3.1	(a) Quotation submission form (b) bid Declaration
5.1	<b>Bidders should quote total price in the bid submission form &amp; the breakup of the total price shall provide separately.</b>
8	Bid Declaration shall remain <b>NO</b>
11.1	Address for submission of Quotation is: <b>Chairman, Procurement Committee, Tower Hall Theatre Foundation</b> "Sausiripaya" No.123, Wijerama Mawatha, Colombo-07  Deadline for submission of quotations is <b>23/09/2025 on 11.00 a.m</b>
13	The quotations shall be opened at the following address: <b>Supply Division, Tower Hall Theatre Foundation,</b> "Sausiripaya" No.123, Wijerama Mawatha, Colombo-07  Bid Opening <b>23/09/2025 on 11.00 a.m</b>
15	Other factors that will be considered for evaluation are :  <b>1. Compliances with the Specifications</b>

**Section III:**  
**Schedule of Requirements**

			Date of delivery			
Type Item no	Product Description	Unit	Finally, the place of delivery	Transportation and other services	Last date for delivery of goods	Date of Submission of Notice by Bidder (To be filled by Bidder)
1	12CHX4KW DIGITAL DIMMER PACK.	2	Rukmani Devi Theatre, Neganbo.	Improving The Stage Lighting System In Rukmani Devi Theatre	Within 30 Days from the date of PO	
2	DMX CONTROLLER	1				
3	1KW FRESNEL LIGHT	2				
4	8CH DMX DISTRIBUTER	2				
5	54PCS*3W LED PAR LIGHT.	9				
	Supply, Installation and Commissioning of the Power Pannel and Accessories mentioned in Figure 1					
Optional	Profile Spot Light 1000W	04				

Name of Bidder: .....

Signature of Bidder .....

Name of Signatory : .....

Date .....(Company Seal)

## Section IV: Technical Specification & Compliance

### TECHNICAL SPECIFICATIONS FOR 12CHX4KW DIGITAL DIMMER PACK.

Minimum Specifications & Features		Compliance Yes / No	Remarks References
1	Power supply		
	Three-phase five-wire AC400V frequency 50Hz		
2	Rated power		
	12 channels * 4KW. Maximum output power of each circuit can reach 4KW		
3	Signal interface		
	digital double dmx-512		
4	Channel		
	12channels		
<b>Conditions of Supply</b>			
01	Tenderers will be required to provide free of cost comprehensive warranty for all the supplied items including hardware & software for a minimum period of one Years.		
02	Spare parts must be available for a minimum period of 10 years from the date of purchase.		
03	Local Supplier/Agent shall have the capacity and professional expertise locally to attend to after-sales service in case of emergencies and must produce evidence of the same		
04	Make and model of all the items should be mentioned.		
05	Manufacture Authorization should be provided.		

**TECHNICAL SPECIFICATIONS & FEATURES FOR DMX CONTROLLER –**

Item No.	Minimum Technical Specifications / Features		Compliance (Yes/No) or Specify	Remarks (If any)
<b>Features</b>				
01.	DMX512 channel	1024		
02.	Number of matching lamps	96 or more		
03.	Number of savable scenes	60 or more		
04	Number of scenes that can run simultaneously	10 or more		
05	Total number of steps in multi-step scenes	600 or more		
06	Graphics that can be stored per scene	5 or more		
07.	Fader scene and dimming: support			
08.	Interlocking scene			
09	Point control scene			
10	The number of graphics that can be run at the same time	10 or more		
11	Lamp reconnect with address code			
12	Lamps interchangeable horizontally and vertically			
13	Lamp channel inverting output			
14	Lamp channel sliding mode switching			
15	Fader dimmer			
<b>General</b>				
01.	Power	220 ± 10 V		
<b>Conditions of Supply</b>				
01.	Tenderers will be required to provide <b>free of cost</b> comprehensive warranty for all the supplied items including hardware & software for a minimum period of Two Years.			
02.	Spare parts must be available for a minimum period of 10 years from the date of purchase.			
03.	Local Supplier/Agent shall have the capacity and professional expertise locally to attend to after-sales service in case of emergencies and must produce evidence of the same.			
05.	Software updates and/or modifications, if applicable, shall be available free of charge electronically from the manufacturer's web site or via email or through the local supplier on CD/DVD. (Details to be specified).			
06.	Make and model of all the items should be mentioned.			
07.	Year of manufacture of all the items should be mentioned.			
08.	Country of manufacture of all the items should be mentioned			

**TECHNICAL SPECIFICATIONS & FEATURES FOR 8CH DMX DISTRIBUTER –**

Item No.	Minimum Technical Specifications / Features	Compliance (Yes/No) or Specify	Remarks (If any)
<b>Features</b>			
01.	Eight-way DMX distributor with one input		
02.	DMX512/1990 Standard		
03.	Independent input and output signal (include earth cable of signal)		
04.	Separate signal amplifier system and individual LED light of each channel		
04.	Input/output	XLR Pin3	
05.	Input Voltage	AC 88-256V 50/60Hz	
06.	Dimension	19" 1U, 482mm × 118mm × 46mm	
<b>Conditions of Supply</b>			
01.	Tenderers will be required to provide <b>free of cost</b> comprehensive warranty for all the supplied items including hardware & software for a minimum period of one Years.		
02.	Spares must be available for a minimum period of 10 years from the date of purchase.		
03.	Local Supplier/Agent shall have the capacity and professional expertise locally to attend to after-sales service in case of emergencies and must produce evidence of the same.		
04.	Make and model of all the items should be mentioned.		
05.	Manufacture Authorization should be provided.		

**TECHNICAL SPECIFICATIONS & FEATURES FOR 1KW FRESNEL LIGHT –**

<b>Item No.</b>		<b>Minimum Technical Specifications / Features</b>		<b>Compliance (Yes/No) or Specify</b>	<b>Remarks (If any)</b>
<b>Features</b>					
01.	Lens Type	Fresnel			
02.	Bulb Type	1x G22			
03.	Max Bulb Wattage	1000W			
04.	Input Power	240 V AC, 50 Hz			
05.	Beam Angle	10 to 54°			
06.	Focusable	Yes			
07.	Cable Length	3 m			
08.	Inline Switch	Yes			
09.	Environmental Resistance	Dust/Water-Resistant (IP23)			
10.	Material	Aluminum (Housing)			
<b>Accessories needed</b>					
01.	Hook Clamp and Filter Frame				
<b>General</b>					
01.	Power	AC 230/240V 50-60HZ			
<b>Conditions of Supply</b>					
01.	Tenderers will be required to provide <b>free of cost</b> comprehensive warranty for all the supplied items including hardware & software for a minimum period of one Years.				
02.	Spares must be available for a minimum period of 10 years from the date of purchase.				
03.	Local Supplier/Agent shall have the capacity and professional expertise locally to attend to after-sales service in case of emergencies and must produce evidence of the same.				
04.	Make and model of all the items should be mentioned.				
05.	Manufacture Authorization should be provided.				

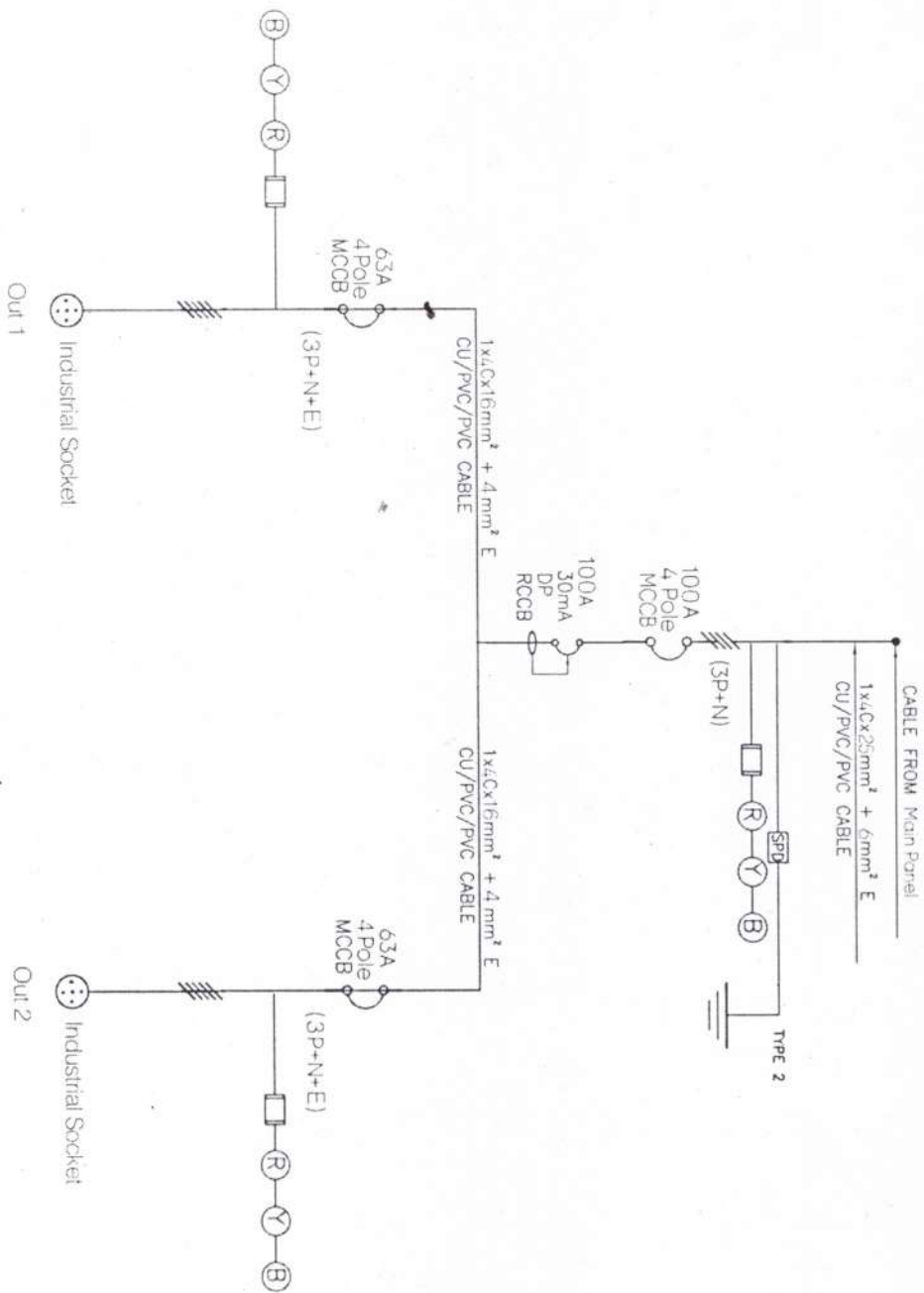
**TECHNICAL SPECIFICATIONS FOR 54PCS\*3W LED PAR LIGHT.**

		<b>Minimum Specifications &amp; Features</b>		Compliance Yes / No	Remarks Reference
1	Input Voltage	AC 240V, 50 Hz			
2	Rated power	150W			
3	Bulbs	54pcs*3W Tianxin bulb, R12 G18 B18 W6			
4	Color	flexible RGB color mixture system and rainbow effect, color changing speed of 0-20Hz			
5	Channel	44/8 DMX channels			
6	Control mode	International standard DMX 512, Master-slave, Auto and Sound mode			
7	Lens angle	25° (15°, 45° are optional)			
8	Dimming	0-100% Linear dimming			
9.	Working temperature	indoor-20°C-40°C			
10	Protection level	IP20			
11	warranty	At least 01 year			
<b>Conditions of Supply</b>					
01	Tenderers will be required to provide free of cost comprehensive warranty for all the supplied items including hardware & software for a minimum period of one Year.				
02	Spares must be available for a minimum period of 10 years from the date of purchase				
03	Local Supplier/Agent shall have the capacity and professional expertise locally to attend to after-sales service in case of emergencies and must produce evidence of the same.				
04	Make and model of all the items should be mentioned				
05	Manufacture Authorization should be provided.				
06	Country of manufacture of all the items should be mentioned				

**04. Profile Spot Light 1000W****Quantity****04**

NO	Description	Specification	Compatibility Yes/No	Remarks
01	Power	1000W		
02	Angle	12-28 degree		
03	Lamp	T-19 1000W 240v		
04	Power cable	CEE17 MALE socket 1.5M		
05	Gate	To be plated		
06	Light output	To have clean distribution, sharp shutter and good focus and clean edge		
07	safety	Safety mesh fitted in front of lens Safety bond attachment point for luminary and accessories		
08	Body /structure	Aluminium and diecast house with black epoxy powder coat finish and stainless steel shutters		
09	Shutters	Two planers for triangular cut		
10	Make			
11	Model			
12	Country of Origin			
13	Country of Manufacture			
14	Warranty period	12 month or More Than		

# Sub Power Panel



# SUB DRISTRIBUITION PANEL

PREPARED BY:	
CHECKED BY:	

General condition

- 1) The successful bidder should install the power panel according to the diagram. The existing power line should also be checked and rewired if any fault found,
- 2) Site inspection will be allowed following the pre-bid meeting.
- 3) The price of the item should be mentioned separately.
- 4) All wiring work must conform to national/international electrical codes
- 5) Wires and cables must be of standard quality and certified by approved bodies.
- 6) All installations must be properly earthed to ensure user safety and prevent electric shock.
- 7) All panels, breakers, and switches must be properly labeled.
- 8) Wiring must be carried out by licensed and qualified electricians under proper supervision.
- 9) MCCBS, RCBS, and Other Accessories should be from reputed and globally recognized brands that have been available in the local market for more than 10 Years and The device should comply with International Standards.

Name of Bidder: .....

Signature of Bidder .....

Name of Signatory : .....

Date .....

(Company Seal)

General condition

- 1) The successful bidder should install the power panel according to the diagram. The existing power line should also be checked and rewired if any fault found,
- 2) Site inspection will be allowed following the pre-bid meeting.
- 3) The price of the item should be mentioned separately.
- 4) All wiring work must conform to national/international electrical codes
- 5) Wires and cables must be of standard quality and certified by approved bodies.
- 6) All installations must be properly earthed to ensure user safety and prevent electric shock.
- 7) All panels, breakers, and switches must be properly labeled.
- 8) Wiring must be carried out by licensed and qualified electricians under proper supervision.
- 9) MCCBS, RCBS, and Other Accessories should be from reputed and globally recognized brands that have been available in the local market for more than 10 Years and The device should comply with International Standards.

Name of Bidder: .....

Signature of Bidder .....

Name of Signatory : .....

Date .....

(Company Seal)

Section V  
**A. Quotation Submission Form**

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

Date: ..... 2025

**To: Director General, Tower Hall Theatre Foundation, No.123, Wijerama Mawatha, Colombo-07.**

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 following Goods  
.....  
.....
- (c) The total price of our quotation including any discounts offered is Rupees  
.....
- (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: .....

Capacity : .....

Name: .....

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

Dated: .....

Company Seal

**B. Bidders Information Sheet.**

1. Bidder's Name : .....

2. Address : .....

.....

3. Telephone No. : .....

4. Fax No. : .....

5. Contact Person : .....

6. Vat Registration No. : .....

7. Bank Guarantee Detail. : Amount Rs. : .....

Bank : .....

Guarantee No/ Cash Receipt No. : .....

Bidder's Signature : .....

Mane of Signatory : .....

Date : .....

Company Seal

**C. Price Schedule**

ITEM NO	PRODUCT DESCRIPTION	Country of Manufacture	Unit	Unit Price per Unit (excluding VAT)	Subtotal (without VAT)	TRANSPORT AND OTHER Expenses	TOTAL Value per Unit	VAT
01	12CHX4KW DIGITAL DIMMER PACK.		02					
02	DMX CONTRLLER		01					
03	1KW FRESNEL LIGHT		02					
04	8CH DMX DISTRIBUTER		02					
05	54PCS*3W LED PAR LIGHT.		09					
	Supply, Installation and Commissioning of the Power Pannel and Accessories mentioned in Figure 1							
	Optional							
Optional	Profile Spot Light 1000W		04					

Name of Bidder: .....

Signature of Bidder .....

Name of Signatory : .....

Date .....

(Company Seal)

**Manufacturer's Authorization**

[If requested under ITV clause 7.3, the Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated.]

Date: .....2025

Director General  
**Tower Hall Theatre Foundation**  
"Sausiripaya" No.123, Wijerama Mawatha,  
**Colombo-07**

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 quotation 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 supply  
the goods.

We hereby extend our full guarantee and warranty, 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]

# 1. Contract Agreement

THIS CONTRACT AGREEMENT is made the ..... day of....., 2024

BETWEEN

(1) Tower Hall Theatre Foundation Act No. 01 of 1978 and having its principal place of business at No.123, Wijerama Mawatha, Colombo-07 (hereinafter called "the Purchaser"), and

(2), a corporation  
incorporated under the laws of .....  
and having its principal place of business at .....  
.....er ] (hereinafter called "the Supplier").

WHEREAS the Purchaser invited bids for certain Goods and ancillary services, viz.,  
.....  
and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of Rupee .....  
(Rs. ....) (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) Instruction to vendors
  - (c) Data sheet
  - (d) Schedule of Requirements
  - (e) Technical Specification & Compliance with Specification.
  - (f) Quotation Submission Form
  - (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: .....

in the capacity of .....

the presence of ( witness ) : .....

For and on behalf of the Supplier

Signed: .....

in the capacity of .....

in the presence of (official witness) : .....