

PROCUREMENT OF GOODS UNDER

SHOPPING PROCEDURES

INVITATION OF QUOTATIONS

FOR

PROCUREMENT OF MULTIMEDIA PROJECTOR

BID NO: TF/AD/03/30/PROJECTOR/2026

TOWER HALL THEATER FOUNDATION

Sausiripaya

123. Wijerama mawatha,

Colombo 7.

SECTIONS

- Section I. Instructions to Vendors (ITV)
- Section II. Data Sheet
- Section III. Schedule of Requirements
- Section IV. Form of Bid
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- Section VI. Qualification Information Notes on Form of Qualification
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Section I. - Instructions to Vendors (ITV)

A: General		
1.	Scope of Bid	<p>1.1</p> <ul style="list-style-type: none"> • The Purchaser identified in the Data Sheet invites your firm to submit a quotation for the supply of Goods in accordance with the requirements outlined in Section III – Schedule of Requirements. • You are kindly requested to confirm receipt of this invitation and to notify the Purchaser of your intention to submit a quotation upon receipt of this request. • Please be advised that suppliers who do not acknowledge this invitation, or who fail to submit a quotation after confirming their intention to do so, may not be considered for future requests for quotations issued by the Purchaser.
B. Contents of Documents		
2.	Contents of Documents	<p>2.1 The Quotation Documents shall consist of the following Sections:</p> <ol style="list-style-type: none"> 1. Section I: Instructions to Vendors (ITV) 2. Section II: Data Sheet 3. Section III: Schedule of Requirements 4. Section IV: Quotation Submission Form(s) 5. Section V: Price Schedule 6. Section VI: Qualification Information and Notes on the Form of Qualification Information 7. Section VII: Experience in Similar Work
C: Preparation of Quotation		
3.	Documents Comprising your Quotation	<p>3.1 The Quotation shall comprise the following documents:</p> <p>(a) Duly completed Quotation Submission Form(s) together with the Price Schedule(s);</p> <p>(b) Technical Specifications, including documentary evidence demonstrating full compliance with the specifications and requirements stated in the bidding documents.</p>

4.	Quotation Submission Format and Price Schedules	<p>4.1 The Vendor shall submit the Quotation Submission Form using the form provided in Section V of this document. The form shall be completed strictly in accordance with the prescribed format, and no modifications or substitute forms shall be accepted.</p> <p>All blank spaces in the form shall be duly completed with the information requested.</p> <p>4.2 Alternative Offers</p> <p>Alternative or multiple offers for the same item shall not be considered. Vendors are strictly advised to submit only one offer per item, representing the most competitive option available. Submission of multiple options or alternative quotations may result in rejection of the Quotation.</p>
5.	Prices and Discounts	<p>5.1 Pricing of Items</p> <p>Unless expressly stated otherwise in the Data Sheet, all items must be priced separately in the Price Schedule(s). Failure to provide separate pricing for each item may result in the Quotation being deemed non-responsive.</p> <p>5.2 Total Quoted Price</p> <p>The price indicated in the Quotation Submission Form shall represent the total price of the Quotation, inclusive of all applicable taxes, duties, and any discounts offered. Quotations not reflecting the total price as required may be rejected.</p> <p>5.3 Value Added Tax (VAT)</p> <p>The applicable Value Added Tax (VAT), if any, shall be indicated separately in the Price Schedule and the Quotation Submission Form. Failure to show VAT separately may render the Quotation non-responsive.</p> <p>5.4 Firm Prices</p> <p>Prices quoted by the Vendor shall be fixed and remain valid for the entire duration of the Contract. Prices shall not be subject to any adjustment on any account.</p> <p>Quotations submitted with adjustable or variable prices shall be deemed non-responsive and may be rejected.</p>

6.	Currency	<p style="text-align: center;">Currency of Quotation</p> <p>6.1 Vendors shall submit their quotations exclusively in Sri Lanka Rupees (LKR). Quotations submitted in any other currency shall be considered non-responsive and may be rejected.</p>
7.	Documents to Establish the Conformity of the Goods	<p>7.1 Technical Compliance</p> <p>The Vendor shall provide, as part of its Quotation, all necessary documentary evidence demonstrating that the Goods fully conform to the technical specifications and standards set out in Section IV – Technical Specifications & Compliance with Specifications.</p> <p>Quotations not accompanied by such evidence may be deemed non-responsive and rejected.</p> <p>7.2 Documentary Evidence of Technical Compliance</p> <p>The documentary evidence submitted by the Vendor may include literature, drawings, or data, and shall provide a detailed, item-by-item description of the essential technical and performance characteristics of the Goods. The evidence must demonstrate the Goods’ substantial compliance with the technical specifications set forth in Section IV – Technical Specifications & Compliance with Specifications.</p> <p>Where applicable, the Vendor shall clearly indicate any deviations or exceptions from the provisions of the Technical Specifications.</p> <p>If required by the Data Sheet, the Vendor shall also submit a certificate from the manufacturer demonstrating that the Vendor is duly authorized by the manufacturer or producer to supply the Goods in Sri Lanka.</p> <p>Quotations not accompanied by the required documentary evidence or authorization certificates may be considered non-responsive and rejected.</p>
8.	Period of Validity of quotation	<p>8.1 Quotation Validity</p> <p>Quotations shall remain valid and binding for a period of sixty (60) days from the quotation submission deadline.</p> <p>Quotations that do not meet this validity requirement may be considered non-responsive and rejected.</p>

9.	Format and Signing of Quotation	<p>9.1 Form and Signature of Quotation</p> <p>The Quotation shall be typed or written in indelible ink and must be signed by a person duly authorized to sign on behalf of the Vendor.</p> <p>Quotations unsigned or signed by an unauthorized person shall be considered non-responsive and may be rejected.</p>
D: Submission and Opening of Quotation		
10.	Submission of sealed Quotation	<p>10.1 Submission of Quotations</p> <p>Vendors may submit their Quotations either by hand or by mail in sealed envelopes addressed to the Purchaser. Each envelope must bear the specific identification of the Contract Number as indicated in the bidding documents.</p> <p>Quotations not properly addressed or not enclosed in a sealed envelope may be considered non-responsive and rejected.</p>
		<p>10.2 Sealing and Marking of Quotations</p> <p>If a Quotation is not properly sealed and marked in accordance with the instructions provided, the Purchaser shall not be held responsible for any misplacement, loss, or premature opening of the Quotation.</p> <p>Quotations that are improperly sealed or marked may be considered non-responsive and rejected.</p>
11.	Deadline for Submission of Quotation	<p>11.1 Deadline for Submission</p> <p>Quotations must be received by the Purchaser at the address specified in Section II – Data Sheet, no later than the date and time indicated in the Data Sheet.</p> <p>Quotations received after the specified deadline shall be considered late and may be rejected.</p>

12.	Late Quotation	<p>12.1 Late Quotations</p> <p>In accordance with ITV Clause 11.1, the Purchaser shall reject any Quotation that arrives after the deadline for submission. Late Quotations shall not be considered under any circumstances.</p>
13.	Opening of Quotations	<p>13.1 Opening of Quotations</p> <p>The Purchaser shall conduct the opening of Quotations in public at the address, date, and time specified in Section II – Data Sheet.</p> <p>Vendors or their authorized representatives may attend the public opening and witness the proceedings in accordance with the procedures set forth in the bidding documents.</p> <p>Attendance at Public Opening</p> <p>13.2</p> <p>A representative of the Vendors may be present at the public opening of Quotations and is required to mark their attendance upon arrival.</p> <p>Vendors’ representatives shall adhere to the procedures established by the Purchaser during the opening process.</p>
E: Evaluation and Comparison of Quotation		
14.	Clarifications	<p>14.1 Clarification of Quotations</p> <p>To assist in the examination, evaluation, and comparison of Quotations, the Purchaser may, at its discretion, request any Vendor to provide clarifications regarding its Quotation.</p> <p>Any clarification provided by a Vendor that is not in response to a specific request from the Purchaser shall not be considered in the evaluation process.</p> <p>14.2 Clarification in Writing</p> <p>Any request for clarification issued by the Purchaser, and the Vendor’s corresponding response, shall be submitted in writing.</p> <p>Verbal clarifications or responses shall not be considered as part of the Quotation evaluation process.</p>

15.	Responsiveness of Quotations	<p>15.1 Clarification in Writing</p> <p>Any request for clarification issued by the Purchaser, and the Vendor’s corresponding response, shall be submitted in writing.</p> <p>Verbal clarifications or responses shall not be considered as part of the Quotation evaluation process.</p> <p>15.2 Non-Responsive Quotations</p> <p>If a Quotation is evaluated as not substantially responsive to the requirements of the bidding documents, it may be rejected by the Purchaser.</p> <p>Quotations deemed non-responsive shall not be considered further in the evaluation process.</p>
16.	Evaluation of quotation	<p>16.1 Evaluation of Substantially Responsive Quotations</p> <p>The Purchaser shall evaluate each Quotation that has been determined to be substantially responsive to the requirements of the bidding documents.</p> <p>Evaluation shall be carried out in accordance with the procedures and criteria set forth in the bidding documents and the National Procurement Guidelines.</p> <p>16.2 Quotation Evaluation Criteria</p> <p>In evaluating a Quotation, the Purchaser may consider the following factors:</p> <ul style="list-style-type: none"> (a) The Price as quoted in the Quotation Submission Form; (b) Adjustments for correction of arithmetical errors; (c) Adjustments due to discounts offered, if applicable. <p>Evaluation shall be conducted in accordance with the procedures and criteria specified in the bidding documents and the National Procurement Guidelines.</p>

		<p>16.3 Additional Evaluation Factors</p> <p>The Purchaser’s evaluation of a Quotation may include consideration of factors other than the Price quoted, if specified in Section II – Data Sheet.</p> <p>Such factors may relate to the characteristics, performance, and the 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 Right to Accept or Reject Quotations</p> <p>The Purchaser reserves the right to accept or reject any Quotation, and to annul the procurement process and reject all Quotations at any time prior to the formal acceptance of a Quotation, without incurring any liability to the Bidders.</p>
F: Award of Contract		
18.	Acceptance of the Quotation	<p>18.1 Award of Contract</p> <p>The Purchaser shall award the Contract to the Vendor whose Quotation has been determined to be the lowest evaluated bid and is substantially responsive to the requirements of the bidding documents.</p>
19.	Notification of Acceptance	<p>19.1 Notification of Award</p> <p>Prior to the expiration of the Quotation validity period, the Purchaser shall notify the successful Vendor in writing that its Quotation has been accepted.</p>

Section II. Data Sheet
Procurement of LAPTOP computer
Tower Hall Theatre Foundation

ITV Clause Reference	
	Procurement of Computer Accessories
1.1	<p>The Employer : Tower Hall Foundation Address : 'Sausiripaya' 123, Wijerama Mawatha, Colombo 07.</p> <p>The Located at : Sausiripaya</p>
3	<p style="text-align: center;">Documents to Be Submitted with the Quotation</p> <p>Vendors shall submit the following documents along with their Quotation. All required supporting documents must be attached:</p> <ol style="list-style-type: none"> 1. Company Profile 2. Experience in Similar Work (for the year 2025) 3. Financial Capability (for the year 2025) 4. Price Schedule 5. Business Registration Certificate 6. VAT Registration Certificate 7. Quotation Submission Form 8. Qualification Information and Notes on Form of Qualification Information 9. Form of Bid <p>Quotations not accompanied by the required supporting documents may be considered non-responsive and rejected.</p>
4.2	<p>Alternative Offers</p> <p>Alternative or multiple offers for the same item shall not be considered. Vendors are advised to submit only one offer per item, representing the most competitive option available. Submission of multiple options or alternative quotations may result in rejection of the Quotation.</p>

6.1	<p>Currency of Quotation</p> <p>Vendors shall submit their Quotations exclusively in Sri Lanka Rupees (LKR). Quotations submitted in any other currency shall be considered non-responsive and may be rejected.</p>
7.2	<p>Mandatory Registration Certificates</p> <p>Vendors shall submit the following mandatory certificates along with their Quotation:</p> <ul style="list-style-type: none"> • Business Registration Certificate • VAT Registration Certificate <p>Quotations not accompanied by these certificates may be considered non-responsive and rejected.</p>
8.1	<p>Quotation Validity</p> <p>Quotations shall remain valid and binding for a period of sixty (60) days from the quotation submission deadline date.</p> <p>Quotations not meeting this requirement may be considered non-responsive and rejected.</p>
9	<p>Form and Signature of Quotation</p> <p>The Quotation shall be typed or written in indelible ink and must be signed by a person duly authorized to sign on behalf of the Vendor.</p> <p>Quotations unsigned or signed by an unauthorized person shall be considered non-responsive and may be rejected.</p>
13	<p>The quotations shall be opened at the following address:</p> <p style="text-align: center;">‘Sausiripaya’ , 123, Wijayarama Mawatha, Colombo 07.</p> <p>Date time of the Quotation 2026/06/16 Time: 10.30 Am</p>

14	<p>Clarifications on Bid Document</p> <p>Any requests for clarifications regarding the bidding documents shall be submitted in writing to the Purchaser at the address indicated above, on or before (Date)</p> <p>Verbal requests or submissions after the specified date shall not be considered.</p>
16.2	<p><u>Quotation Examination Criteria</u></p> <p>Quotations submitted by Vendors shall be examined to ensure compliance with the requirements of the bidding documents. The following criteria shall be applied:</p> <p>I. Vendor Eligibility</p> <ul style="list-style-type: none"> • The Bidder must not be blacklisted by any government or public entity. <p>II. Quotation Submission Form</p> <ul style="list-style-type: none"> • The Quotation Submission Form must be correctly completed and signed. <p>III. Signature Authorization</p> <ul style="list-style-type: none"> • The person signing the Quotation Submission Form must be duly authorized. • Vendors shall submit an authorization letter from the firm specifying the name and specimen signature of the authorized signatory. <p>In addition, the following supporting documents must be provided depending on the type of firm:</p> <p>a) Company: Copy of the Board Resolution and Directors’ Information Certificate, certified by the Company Secretary.</p> <p>b) Partnership: Power of Attorney or Letter of Consent signed by the other partners.</p> <p>c) Joint Venture: Power of Attorney or Letter of Consent signed by all parties.</p> <p>IV. Bid Security Declaration</p> <ul style="list-style-type: none"> • The Bid Security Declaration Form must be correctly filled and signed. <p>Rejection of Quotations</p> <ul style="list-style-type: none"> • Quotations shall be rejected if any of the above requirements (I–IV) are not met. • Any material deviation or reservation to the terms, conditions, and technical requirements specified in Section IV – Technical Specifications & Compliance of the shopping document shall result in rejection of the Quotation.

16.3	<p>Post-Qualification Criteria</p> <p>Vendors whose quotations are determined to be substantially responsive shall undergo post-qualification assessment to confirm their capability to perform the contract. The following documents shall be submitted as part of the post-qualification evaluation:</p> <ol style="list-style-type: none"> 1. Audited Financial Statements – Copies of the last two years’ audited financial statements, demonstrating the financial capability of the Vendor. 2. Client References – Documentary evidence of previous contracts or assignments performed, confirming experience and satisfactory performance in similar works. <p>Quotations from Vendors failing to meet the post-qualification criteria may be rejected, even if their bid is the lowest evaluated price.</p>
17.1	<p>Right to Accept or Reject Quotations</p> <p>The Purchaser reserves the right to accept or reject any Quotation, and to annul the procurement process and reject all Bidders at any time prior to the formal acceptance of a Quotation, without incurring any liability to the Bidders.</p>
18.1	<p>Contract Award</p> <p>The Contract shall be awarded to the Vendor whose Quotation is the lowest evaluated and substantially responsive bid, in accordance with the requirements of the bidding documents.</p>
19	<p>Contract Signing</p> <p>The successful Vendor shall be required to enter into a formal agreement with the Tower Hall Theater Foundation prior to the commencement of any contract-related activities.</p>

Section III Schedule of Requirement

**Providing of Services – Procurement of Goods and equipment-
(Computers and Multimedia Dives) -**

No	Description Of Content	Quantity	Final Destination	Delivery & Installation Date	
				Latest Delivery & Installation Date	Bidders offered Delivery & Installation date (to be provided by the bidder)
03	Multimedia Projector	02	Tower Hall Theater Foundation		

Name of Bidder -

(Insert complete name of Bidder)

Signature of Bidder -

(Signature of person signing the Bid)

Specification for Multimedia Projector

Features	Required Minimum Specification	Bidder's Compliance	
		YES/NO	If "No" Bidder's Response
Brand	(Specify)		
Model	(Specify)		
Country of Origin	(Specify)		
Country of Manufacturing	(Specify)		
Year of Manufacturing	(Specify)		
Useful Lifetime	(Specify)		
Projection System	LCD or LED (Specify)		
Resolution Native	WXGA (1280 x 800) /VGA/SVGA/XGA/WXGA(1920×1200)/ WXGA+/SXGA/SXGA+/UXGA/FULL HD /MAC 16 XGA(1024×768 pixel) or higher (Bidder Should Specify)		
Video Compatibility	NTSC (3.58/4.43), PAL (B/D/G/H/I/M/N), SECAM (B/D/G/K/K1/L), HDTV (720p, 1080i, 1080p), EDTV (480p, 576p), SDTV (480i, 576i)		
Aspect Ratio	16:9 (Native)		
Contrast Ratio	10,000:1 or Higher (Specify)		
Displayable Colors	1.07 Billion Colors or Higher (Specify)		
Brightness	Min 3500 Lumens white Light output or Higher		
Projection Lens	F = 2.70, f = 7.15mm, Manual Focus Specify for LED		
Projection Screen Size	120", 135".		
Screen Size & Projection Distance	30"-300" (8.87-9.03m) (Specify)		
Focus	Manual		

Features	Required Minimum Specification	Bidder's Compliance	
		YES/NO	If "No" Bidder's Response
Speaker	Min 5w or Higher		
Throw Ratio	0.617 (77"@97cm) or higher		
Key Stone Correction	Specify		
Lamp Type	Min 210W UHE lamp with same brand light source For LED (Specify)		
Lamp Life	Min 6000 Hours Normal/12000 Hours in Eco Mode or Higher (Manufacture warranty should be required) for LED (Specify)		
Keystone Correction	+/-40 Degrees (Vertical), Manual		
Projection Mode	Front, Rear, Front-Ceiling, Rear-Ceiling		
Ceiling Mounting Capability	Yes		
Remote Control	Remote controller must be available		
Projector Control	Projector Keypad		
Digital Zoom	2X or Above		
Power Supply	AC input 100~240V auto-switching power supply		
Power Consumption	Please specify		
Noise Level	20 dB to 40 dB		
Wireless / Blue tooth Connectivity	Should be Available		
Monitor out	Yes		
RJ 45	Yes		
Ports	1 USB type A,1USB type B, 2 HDMI, 1.2 VGA in , Audio in , Composite Video in and others		
Input Interface	Analog RGB/ USB (Type A/Mini-B)/ Component Video (D-sub) x 2 Composite Video (RCA) x 1 HDMI/MHL (Video, Audio, HDCP) x 1 HDMI (Video, Audio, HDCP) x 1 PC Audio (Stereo mini jack) x 1/ VGA/		
Output Interface	Analog RGB (D-sub) x 1 PC Audio (Stereo mini jack) x 1 DC Out		

Features	Required Minimum Specification	Bidder's Compliance	
		YES/NO	If "No" Bidder's Response
	(5V/1A, USB Type A) x 1, share the input interface		
Standard Accessories AC power cord	AC power cord (5m) Remote control Battery for remote control Lens cap VGA To VGA 10M Carrying case User's guide (CD) Quick start guide USB Cable 10M 3D-XL DLP link 3D Glasses		
Native Aspect Ratio	0.672916667/ LED 16:9		
Lamp Life	Up to 10,000 hours of lamp life with ECO /Extreme ECO/ LED 20,000 to 30,000 hours		
Operating temperature	41 To 95 °F (5 to 35 °C), 20%-80% Max humidity		
Digital Zoom and Pan	Digital Zoom and Pan		
Auto Shutdown	Should be Available		
Product certifications of the quoted Model			
Manufacture Experience	Manufacturer should have minimum of ten years' experience in manufacturing of the same brand. (Proof document should be attached)		
Manufacturer Authorization Certificate	Manufacturer Authorization Certificate should be provided (Originals should be provided on request)		
Warranty	Comprehensive on-site manufacturer authorized warranty for 36 months (Labor & Parts) Excluding Consumes. Bidder or its parent company or its subsidiary should have Island wide owned branch network Documentary evidence to be		

Features	Required Minimum Specification	Bidder's Compliance	
		YES/NO	If "No" Bidder's Response
	provided of the following under bidders' name. (a) Address, Contact Details & Date of Commencement of each branch/regional office (Should have completed minimum of 5 years from the Date of Commencement of each Branch/Regional Office)		
Special Warranty Requirement	6,000 Hours for the Lamp/ 12000 hours in ECO Mode for the Lamp/LED 30 000 Hours for the Lamp		
Warranty Information	A sticker with -Suppler name -Contact Numbers -Date of Commissioning of Hardware -Warranty Period On Multimedia Projector		
Brochure	Supplier should provide brochure of make/model quoted as per above specification		
Unit Price(LKR)	Specify		
Tax(LKR)	Specify		
Total unit Price(LKR)	Specify		

Terms and Conditions

1. Annual service charges should be minimal and service contracts should be provided for at least 05 consecutive years at the same service charge.
2. The spare parts and accessories must be in the market for at least 5 years and you must be able to supply them.
3. If the Projector needs to be taken out of the factory for maintenance or if it takes more than 7 days for spare parts to be supplied, a temporary machine should be provided until repairs are made and delivered.

Additional Accessories Requirement

Features	Required Minimum Specification	Bidder's Compliance	
		YES/NO	If "No" Bidder's Response
Projector Screen should be change as projector arm	Min 8 Feet 8" Feet Tripod Screen (03 year full Warranty)		
HDMI Cable	High gain Min 50M		
Projector Trolley	Trolley Support for Projector Beamer Notebook PC Adjustable Shelves Trolley Images & Specifications should be sent		
Warranty Information	A sticker with -Suppler name -Contact Numbers -Date of Commissioning of Hardware -Warranty Period		
Unit Price(LKR)	Specify		
Tax(LKR)	Specify		
Total unit Price(LKR)	Specify		

Minimum specification for

Section IV

Form of Bid

[date].....

To: Director General,

Tower Hall Theatre Foundation

Having examined the bidding documents, we offer to provide the **Procurement of Multimedia Projector.**

accordance with the Conditions of Contract, Employer’s Requirements, accompanying this Bid for the
Contract price of without VAT SLR.....(Amount in words- Sri Lankan
Rupees.....
.....

.....) or any other sum derived in accordance with the said documents.

This Bid and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Bid you receive.

We hereby confirm that this Bid complies with the Bid validity required by the bidding documents and specified in the Bidding Data.

Authorized Signature:

Name and Title of Signatory:

Name of Bidder:

Address:

(Affix official Seal)

Section V - Price Schedule

Providing of Services – Procurement of Goods and equipment (Computers and computer accessories)

1	2	3	4	5	6	7	8	9	
Line Item No	Description of Goods or related services	Qty and unit	Model	Warranty	Unit Price	Discounted Total price (if any) before VAT	Total Price Before VAT	VAT	Total Price after VAT
01	Multimedia Projector	01							
02	Other Accessories	03							
Total									

Name of Bidder -(Insert complete name of Bidder)

Signature of Bidder - (Signature of person signing the Bid)

Name of Bidder - (Insert complete name of Bidder)

Signature of Bidder - (Signature of person signing the Bid)

Section VI

Qualification Information

Notes on Form of Qualification Information

The Information to be field in by the bidders in the following pages will be used for purposes of bid evaluation as described in the instructions to bidders. Attach additional pages as necessary.

Company Profile

Name of bidder -

Address -

Telephone no -

Fax-

Email address

Date of registration of the company-

Year of commencement of business-

IBLS Registration year and references -.....

VAT Registration no -.....

Name , designation and contact details of authorised person contact person

.....
.....
.....
.....

Contract Data

1.1 Procurement of computer accessories

Tower Hall Theatre Foundation

1.2 The Employer is:

Name : Tower Hall Theatre Foundation,
"Sausiripaya"

Address: 123, Wijerama Mawatha Colombo 07.

1.3 The Site is Located : "Sausiripaya "

1.4 The Service Providers name:

2.1 The date on which this contract shall come into effect will be the date of issue of the Letter of Acceptance.

2.3 The intended Completion Date will be maximum of 365 days from the date of commencement of the Contract

6.4 payment shall be done after signing the control with the service provider and the service provider shall submit following documents before the payment

Original invoice

Update vat certificate & tax invoice

Authorised signature -

Name and title of signatory -

Bid-Securing Declaration

[Note: the purchaser is required to fill the information marked as "*" and delete this note prior to selling of the bidding document]

[The Bidder shall fill in this form in accordance with the instructions indicated in brackets]

Date: -----[insert date by bidder]

Name of contract ----- [insert name]

Contract Identification N°: -----[insert number]

Invitation for Bid No.: -----insert number]

*To: [Director General, "Sausiripaya " No.123, Wijerama Mawatha, Colombo 07.]

Bid-Securing Declaration

We, the undersigned, hereby declare and confirm that:

1. We understand that, in accordance with the **Quotation Submission Form**, all bids **must be supported by a Bid-Securing Declaration**;
2. We accept that we shall be **suspended from eligibility for contract award** in any procurement process conducted by any **Procuring Entity**, as defined in the **Procurement Guidelines issued by the National Procurement Agency of Sri Lanka**, for a period of **three (03) years**, commencing from the latest date set for the closing of bids under this procurement, if we:

(a) withdraw our Bid during the period of bid validity period specified; or

(b) do not accept the correction of errors in accordance with the Instructions to Bidders of the Bidding Documents; or

(c) Having been notified of the acceptance of our Bid by you, during the period of bid validity, (i) our fail or refuse to execute the Contract Form, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the quotation submission form.

03. We understand this bid securing shall expire if we are not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the bidder was unsuccessful; or (ii) twenty-eight days after the expiration of our bid.

04. We understand that if we are a Joint Venture (JV), the Bid Securing Declaration must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed.....*[insert signature(s) of authorized representative]* In the Capacity
of *[insert title]*

Name*[insert printed or typed name]*

Duly authorized to sign the bid for and on behalf of*[insert
authorizing entity]*

Dated on*[insert day] day of [insert month], [insert year]*

Format for the Performance Security

[The issuing agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

[Issuing Agency's Name, and Address of Issuing Branch or Office] -----

* Beneficiary: Tower Hall Theater Foundation

Date: ----- PERFORMANCE GUARANTEE No.: -----

We have been informed that ----- [name of Supplier] (hereinafter called "the Supplier")
has entered into Contract No. ----- [Reference number of the contract] dated -----
----- with you, for the ----- Supply of -----
----- [name of
contract and brief description] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we ----- [name of Agency] hereby irrevocably undertake
to pay you any sum or sums not exceeding in total an amount of ----- [amount in figures]
(-----) [amount in words], such sum being payable in the types and proportions
of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied
by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your
needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the day of, 20..... [insert
date, 28 days beyond the scheduled completion date including the warranty period] and any demand for payment
under it must be received by us at this office on or before that date.

[Signature]

Document Check List (2025/2026)

NO	Document	Document Yes	Document No
01	Schedule of Requirements		
02	Form of Bid		
03	prices schedule		
04	Qualification Information Notes on Form of Qualification Information		
05	Experience in similar work		
06	Contract Data		
07	Bid-Securing Declaration		
08	Format for the Performance Security		
09	Business Registration Certificate		
10	Vat Registration Certificate		

Name and title of signatory