



Procurement of Service

Under

National Shopping Procedures

Invitation of Quotations

For

Procurement of

**Selection of a Company for U Face 302
Finger Print Machines Service for Island
wide Courts & Labor Tribunals**

Contract No: MOJ/ACT/32/35 I/2024

**MINISTRY OF JUSTICE, PRISON
AFFAIRS & CONSTITUTIONAL
REFORMS**

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. Up on 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. Terms & Conditions • Section V. Quotation submission Form(s)
C: Preparation of Quotation	
3. Documents Comprising your Quotation	3.1 The Quotation shall comprise the following : <ol style="list-style-type: none"> (a) Quotation Submission Form (b) Terms & Conditions
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 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 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 Service conform to the "Terms & Conditions".</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.(with Seal stamp)
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 misplacements 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>The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>A representatives of the bidders 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>
. Evaluation of quotation	<p>The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>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. .</p>
17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	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.

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: Data Sheet

ITV Clause Reference	
1.1	The Purchaser is : Secretary, Ministry of Justice, Prison Affairs & Constitutional Reforms, No 19, Sangaraja Mawatha, Colombo 10
3.1	(a) Quotation submission form (b) bid Declaration
5.1	Bidders should quote total price in the bid submission form & the breakup of the total price shall provide separately.
8	Bid Declaration shall remain 17/06/2024
11.1	Address for submission of Quotation is: Chairman, Procurement Committee, Ministry of Justice, Prison Affairs & Constitutional Reforms, No 19, Sangaraja Mawatha, Colombo 10 Deadline for submission of quotations is 06/03/2024 on 11.00 a.m
13	The quotations shall be opened at the following address: Supply Division, 1st Floor, , Ministry of Justice, Prison Affairs & Constitutional Reforms, No 19, Sangaraja Mawatha, Colombo 10 Bid Opening 06/03/2024 on 11.00 a.m
16	Other factors that will be considered for evaluation are : 1. Compliances with the Specifications

Terms And Conditions – Compulsory

- 1.** Please attach **Services orders of time attendance machines** received from government sector. Preference will be given to the last three years (2021/ 2022 /2023)
- 2.** Please attach list of company technicians and their certificates of technical knowledge.
- 3.** A back up machine should be supplied for any breakdown takes more than forty eight (48) hours.
- 4.** Service provider should attach the letter of Manufacture's Authorization.
- 5.** Service provider should be able to provide service Island wide.
- 6.** Please attach service recommended letters issued by the government sector. Minimum 03 letters required.
- 7.** Service should be providing twice a year.
- 8.** Payment will be done in to phases. 1st Payment will be done after the 1st service, based on the actual Service cost . 2nd Payment will be done after the 2nd Service.
- 9.** The service provider should give the estimate for any breakdown machine within 48 hours and complete the breakdown within 48 hours after the estimate had been approved.
- 10.** If a repaired device found faulty again within a month, the respective machine should be repaired again at the cost of the service provider.
- 11.** Service provides need to give at least one year warranty for the Spare Parts.
- 12.** The following need to be done during a service carried out.

- Cover of the device must be removed & internal parts must be cleaned (Deoxidizing & dust cleaning)
- Battery must be removed and checked for any malfunctions
- Power adaptor must be checked
- Finger Scanning sensor should be cleaned appropriately
- Any recommendations should be given to the officer in charge in writing.

13. Please provide the cost of below spare parts and those prices should valid a period of one year.

- Core Board
- Main Board
- Display
- Finger Print Sensor
- Internal Battery
- CMOS battery
- Power Adaptor
- Any other part relevant to the device

14. A dedicated hotline should be available for undertaking the complaints from 08.30 am to 04.15 pm and reference number issuing system is compulsory.

Price Schedule

Item	Description of Goods	Quantity	Unit Price	Sub Total (without vat)	Vat	Total Price for Items (with Vat)
Services For Finger Print Machines	U Face 3002	117				

Spare Parts	Price
Core Board	
Main Board	
Display	
Finger Print Sensor	
Internal Battery	
CMOS Battery	
Power Adopter	
Any other part relevant to the device	

Section V

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:

To: **Secretary, Ministry of Justice Prison Affairs & Constitutional**

Reforms,

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 [insert a brief description of the Goods];
- (c) The total price of our quotation including any discounts offered is: [insert the total quoted price in words and figure];
- (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 up on 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:[insert signature of person whose name and capacity are shown]

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

Dated

Form of Bid Securing Declaration

[If required the Bidder shall fill in this form in accordance with the instructions indicated in brackets;
* delete as appropriate]

Date

Name of contract.....
[insert name by PE]

Contract Identification No.....
[insert number by PE]

Invitation for Bid No.....
[insert number by PE]

To: Secretary, Ministry of Justice [insert the name of the Employer preferably PE to fill before issuing the bidding document]

I/We*, the undersigned, declare that:

- i). I/We* & understand that, according to instructions to bidders (hereinafter “the ITB”), bids must be supported by a bid-securing declaration;
- ii). I/We* accept that we shall be suspended from being eligible for contract award in any contract where bids have being invited by any of the Procuring Entity as defined in the Procurement Guidelines published by National Procurement Agency of Sri Lanka, for the period of time of three years (03) starting on the latest date set for closing of bids of this bid, if I/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) fail or refuse to execute the Contract Form, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the ITB.
- iii). I/We* understand that if we are not the successful bidder this bid securing declaration shall expire, upon the earlier of (i) the successful bidder furnishing the performance security; or (ii) twenty-eight day after the expiration of our bid.

Signed [insert signature(s) of authorized representative]

In the capacity of [insert title]

Name [insert printed or typed name]

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

