

Section IV. Bidding Forms

Table of Forms

1. Bid Submission Form
2. Bidder Information Sheet
3. Price Schedule:
4. Bid Security (Guarantee)
5. Manufacturer's Authorization

1. Bid Submission Form

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

Date: *[insert date (as day, month and year) of Bid Submission]*
No.: **LK-NAOSL-439796-GO-RFB**

**To: The Auditor General
National Audit Office,
306/72, Polduwa Road, Battaramulla.**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.1 dated 30th August, 2024.
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services
.....
[insert a brief description of the Goods and Related Services];*
- (c) The total price of our Bid without VAT, including any discounts offered is:
.....
.....
[insert the total bid price in words and figures];
- (d) The total price of our Bid including VAT, and any discounts offered is:.....
.....
[insert the total bid price in words and figures];
- (e) Our bid shall be valid for the period of time specified in ITB Sub-Clause 18.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 23.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 43 and CC Clause 17 for the due performance of the Contract;
- (g) We have no conflict of interest in accordance with ITB Sub-Clause 4.3;
- (h) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been ineligible by the Bank, under the Purchaser’s country laws or official regulations, in accordance with ITB clause 4.5 to 4.8.
- (k) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (l) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed:

.....
[insert signature of person whose name and capacity are shown]

In the capacity of
[insert legal capacity of person signing the Bid Submission Form]

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

Duly authorized to sign the bid for and on behalf of:
.....
.....*[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

2. Bidder Information Form

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

Date:..... *[insert date (as day, month and year) of Bid Submission]*
Invitation for Bid No.: LK-NAOSL-439796-GO-RFB
FOR
PROCUREMENT OF FIFTY (50) NUMBERS OF LAPTOP COMPUTERS

1. Bidder's Legal Name <i>[insert Bidder's legal name]</i>
2. In case of JV, legal name of each party: <i>[insert legal name of each party in JV]</i>
3. Bidder's actual or intended Country of Registration: <i>[insert actual or intended Country of Registration]</i>
4. Bidder's Year of Registration: <i>[insert Bidder's year of registration]</i>
5. Bidder's Legal Address in Country of Registration: <i>[insert Bidder's legal address in country of registration]</i>
6. Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>

7. Attached are copies of original documents of: *[check the box(es) of the attached original documents]*
- Articles of Incorporation or Registration of firm named in 1, above, in accordance with ITB Sub-Clauses 4.1 and 4.2.
 - In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB Sub-Clause 4.1.
 - In case of government owned entity from the Purchaser's country, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 4.5.

3. PRICE SCHEDULE

*[The Bidder shall fill in these Price Schedule in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the List of Goods and Related Services specified by the Purchaser in the Schedule of Requirements]*

1	2	3	4	5	6	7	8	9	10	11
Goods and related Services offered within Sri Lanka (in Sri Lankan Rupees)										
No.	Description of Goods and related services	Qty Nos	Country of Origin of the Goods	Unit price (inclusive of duties, sales and other taxes) Ex. VAT-LKR.	Price per line item (Col. 3x5) LKR.	Inland transportation, insurance and other related services to deliver the goods to their final destination if not included under column 5- LKR.	Total Price Excluding VAT (Col 6+7) LKR.	Discounted Total price (if any) excluding VAT LKR.	VAT-LKR.	Total Price Including VAT (Col. 8 + 10 or 9+10) LKR.
1	Laptop Computers	50								
2	Operating System- Genuine Windows 11 Pro Licenses- Original Equipment Manufacturer (OEM)	50								
3	Microsoft Office 2021 Home & Business Genuine Licenses (OEM)	50								
Grand Total										

Name of Bidder
[Insert complete name of Bidder]

Signature of Bidder
[Signature of person signing the Bid]

Date
[Insert date]

Company seal:

Bid Security (Bank Guarantee)

[The Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]

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

Beneficiary: The Auditor General. National Audit Office Sri Lanaka,
306/72, Polduwa Road,
Battaramulla.

Date: _____

BID GUARANTEE No.: _____

We have been informed that *[name of the Bidder]* (hereinafter called "the Bidder") has submitted to you its bid dated (hereinafter called "the Bid") for the execution of *[name of contract]* under Invitation for Bids No. *[IFB number]* ("the IFB").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we *[name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[amount in figures]* (*[amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the performance security, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) twenty-eight days after the expiration of the Bidder's Bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[signature(s)]

Manufacturer's Authorization

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the BDS.]

Date: *[insert date (as day, month and year) of Bid Submission]*
LK-NAOSL-439796-GO-RFB

To: The Auditor General. National Audit Office Sri Lanaka,
306/72, Polduwa Road,
Battaramulla.

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 bid 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 sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 27 of the Conditions of Contract, 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]*

Section V. Schedule of Requirements

Contents

1. List of Goods and Delivery Schedule
2. List of Related Services and Completion Schedule
3. Technical Specifications...

1. List of Goods and Delivery Schedule

No	Description of Goods	Quantity	Unit	Final (Project Site) Destination as specified in BDS	Delivery Date		
					Earliest Delivery Date	Latest Delivery Date	Bidder offered Delivery date <i>[to be provided by the bidder]</i>
1	Laptop Computers	50	Nos.	National Audit Office 306/72, Polduwa Road, Battaramulla.	7 Days	75 days	
2	Operating System- Genuine Windows 11 Pro Licenses Original Equipment Manufacturer (OEM)	50	Nos.				
3	Microsoft Office 2021 Home & Business Genuine Licenses (OEM)						

Name of Bidder
[Insert complete name of Bidder]

Signature of Bidder
[Signature of person signing the Bid]

Date
[Insert date]

Company Seal:

2. List of Related Services and Completion Schedule

Service	Description of Service	Quantity	Unit	Place where Services shall be performed	Final Completion Date(s) of Services
1.	Installation of Microsoft Office 2021 Home & Business Genuine Licenses package (OEM)	50	Nos.	NAOSL, Battaramulla.	Within 07 days from the date of delivery of items

2. After sale Services

a) Maintenance and technical support after the warranty period:

The Purchaser may enter into a service and maintenance contract with the supplier for service and maintenance of the items after the warranty period. Therefore, please indicate service and maintenance charges per annum for next 03-year period.

After the warranty period	Service/Maintenance Charge per Annum as a % of the cost of the Laptop Computers	Remarks
1 st Year		
2 nd Year		
3 rd Year		

Name of Bidder
[Insert complete name of Bidder]

Signature of Bidder
[Signature of person signing the Bid]

Date *[Insert date]*

3. Detailed Technical Specifications and Standards

No.	Features	Required minimum specifications	Bidder's Specifications		
			Bidder's Response		If 'No', Comments on the offer
			Yes	No	
1	Make & Model	Specify			
2	Country of Origin	Specify			
3	Country of Manufacture	Specify			
4	Form Factor	Business			
5	Processor	Intel Core i7 13th Generation Processor			
6	Base Frequency	Maximum Turbo Boost up to 5.0 GHz			
7	Cache	12MB or Higher			
8	Chipset	(Specify)			
9	Hard Disk 1 (Storage for OS and Special Software)	512GB NVMe SSD			
10	Memory	16GB DDR4 3200MHz or better			
11	Network Interface	Integrated Gigabit Ethernet LAN 10/100/1000			
12	Connectivity	USB-3.2			
		USB-C			

		HDMI			
		USB Type-A			
		Microphone/Earphone In jack			
		DC in jack for AC adapter			
		Ethernet RJ-45 Port			
		Wi-Fi 6E and Bluetooth 5.2			
13	Audio	Integrated High-Definition audio			
		Built In Microphone			
		Integrated Internal Speakers			
14	Keyboard	Specify			
15	Touch Pad	Multi Gesture Touchpad, Supporting Two Finger Scroll			
16	Graphics Type	Integrated Graphics			
17	Inbuilt Camera	720p HD Camera or better			
18	Display Resolution	Full HD(1920x1080) or better			
19	Display Size	15.6 inch			
20	Battery Life	40WHrs 3-cell Li-ion battery or better			

21	Power adapter	Specify			
22	Product Weight	Specify			
23	The Carrying Bag	Should be same Brand			
24	Operating System	Genuine Windows 11 Pro Licenses (OEM)			
25	Productivity Software	Microsoft office 2021 Home & Business Genuine- Original Equipment Manufacturer (OEM) Licenses			
26	Warranty	Comprehensive on-site manufacturer authorized warranty for 36 months (Labor & Parts) Excluding Consumes			
27	Warranty Information	Should be fix a sticker with Supplier name, Contact Numbers, Date of Commissioning of Hardware, Warranty period, On all laptops			
28	Brochure	Supplier should provide the product specific brochure in English to prove the technical and other related specifications of the offered item			

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]

Company Seal:

