



Ministry of Finance, Planning and Economic Development

PROCUREMENT DOCUMENT **(National Competitive Bidding Procedure)**

Procurement of 100 Nos. Brand New Back-hoe Loaders

IFB No: MOF/NCB/23/83-III/2025

**Chairman,
Standing High Level Procurement Committee,
Ministry of Finance, Planning and Economic Development,
Lotus road,
Colombo 01.**

November 2025

Invitation for Bids	
Ministry of Finance, Planning and Economic Development Procurement of 100 Nos. Brand New Back-hoe Loaders	
Bid Number: MOF/NCB/23/83-III/2025	
1.	The Chairman, Standard High Level Procurement Committee on behalf of the Secretary, Ministry of Finance, Planning and Economic Development, invites sealed bids from eligible and qualified bidders for “Procurement of 100 Nos. Brand New Back-hoe Loaders” for Ministry of Finance, Planning and Economic Development, Lotus road, Colombo 01.
2.	Bidding process will be conducted through the National Competitive Bidding procedure.
3.	Qualification requirements to qualify for contract award include:
	I. The bidder shall provide documentary evidence demonstrating experience in supplying and maintaining the offered make of Brand New Back-hoe Loaders during the last ten (10) years. II. The bid shall be accepted only from an Authorized local agent nominated by the respective Manufacturer of Brand New Back-hoe Loaders. Documentary evidence for the appointment as an Authorized local agent for the offered brand over the last ten (10) years shall be provided. III. The bidder shall provide documentary evidence demonstrating experience in the supply of at least 50 Nos. Brand New Back-hoe Loaders of the proposed make, within the last ten (10) years. This document shall be submitted with confirmation from the internal Auditor or External Auditor of the bidder’s Entity. IV. The bidder shall maintain a minimum of three (3) service and repair centers under the ownership of the respective bidder located island-wide. V. Bidder shall have mobile service facilities to provide island-wide sufficient on-site repair, service and maintenance. VI. Technical staff of the repair and service centers and mobile services shall be monitored by qualified technical staff including mechanical engineers. The bidder shall provide staff details demonstrating the positions and the qualification levels. VII. The bidder shall have maintained a minimum average annual turnover of not less than Rs. 1,500 million (Rs. 1.5Bn) during the period 2022/2023, 2023/2024 and 2024/2025. VIII. The bidder shall provide minimum of Rupees Seven Hundred Fifty Million (Rs. 750 Mn) of financial capacity for the liquidity requirements either as Working capital available in the Audited financial statement of the year 2024/2025 or credit facility from a commercial bank operated in Sri Lanka or combination of both working capital and credit facility in favor of this Procurement. IX. The bidder shall submit documentary evidence confirming registration and compliance under the Public Contract Act, No. 03 of 1987 (PC3 Certificate). X. The bidder shall submit confirmation letters issued by the Department of Inland Revenue verifying tax compliance of the respective bidder. XI. Bidder shall submit a letter by confirming the proceeding the respective Letter of Credit facility through the state bank nominated by the Procurement Entity. XII. The bidder shall submit a Non-Collusion Affidavit. XIII. Power of Attorney or Board Resolution authorizing the person to sign the bid on behalf of the company, issued through an appropriate Company Board Resolution or equivalent document.

4.	Interested eligible bidders may obtain further information from Chief Accountant, Ministry of Finance, Planning and Economic Development (Tel – 011 2484535 Fax – 2421253) and inspect the bidding documents at the office of Accounts Division, Upper Ground Floor, New Building, Ministry of Finance, Planning and Economic Development, Lotus Road, Colombo 01 from 07th November 2025 to 17th November 2025 from 0900hrs to 1500hrs.
5.	Interested bidders may purchase a complete set of bidding document in English language on submission of a written application to the Chief Accountant, Ministry of Finance, Planning and Economic Development, Lotus Road, Colombo 01 from 07th November 2025 to 17th November 2025 from 0900hrs to 1500hrs upon payment of Non-refundable fee of Three Hundred Thousand Rupees (Rs 300,000.00). The method of payment will be in cash only. In addition to that procurement document available in the web site of Ministry of Finance only for reference purposes. https://www.treasury.gov.lk/
6.	Sealed Bids must be either delivered to the Chairman, Standing High Level Procurement Committee, Accounts Division, Upper Ground Floor, New Building, Ministry of Finance, Planning and Economic Development, Lotus Road, Colombo 01 or deposit on the tender box keep in Accounts Division, Upper Ground Floor, New Building, Ministry of Finance, Planning and Economic Development, Lotus Road, Colombo 01 on or before 1100hrs on 18th November 2025.
7.	Bidders submitting bids by mail or by hand, shall enclose the original and the copy of the Bid in separate sealed envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” These envelopes containing the original and the copy shall then be enclosed in one single envelope, and write the Procurement of 100 Nos. Brand New Back-hoe Loaders and Bid Number: MOF/NCB/23/83-III/2025 on top of the left-hand corner of the envelope.
8.	Late bids will be rejected. Bids will be opened as soon as after closing in the presence of the bidder/bidder’s representative who chooses to attend for bid opening.
9.	Bids shall be valid up to 12th May, 2026 (Days 175)
10.	All bids shall be accompanied by a Bid Security of Sri Lankan Rupees Twenty Five Million (Rs 25,000,000). A bid security shall be in the form of a Bank guarantee issued by a commercial bank operated in Sri Lanka approved by the Central Bank of Sri Lanka, in favor of the Secretary, Ministry of Finance, Planning and Economic Development, or it may be deposited in cash with the Shroff at the Ministry of Finance, Planning and Economic Development. Bid security shall be valid up to 09th June 2026.
11.	Pre-Bid Meeting will be held at 15:00hrs on 11th November, 2025 at the Accounts Division of Ministry of Finance, Planning and Economic Development, Lotus Road, Colombo 01
12.	Volume I • Section I. Instructions to Bidders (ITB) • Section VI. Conditions of Contract (CC) • Section VIII. Contract Forms Please refer the https://www.treasury.gov.lk/ Ministry of Finance website for Volume I of the Procurement Document
13.	The Purchaser reserves the right to accept or reject any bid, and to amend the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.
Chairman, Standing High Level Procurement Committee , Ministry of Finance, Planning and Economic Development, Lotus road, Colombo 01 Date: 07.11.2025	

VOLUME II

Section II. Bidding Data Sheet (BDS)

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

ITB Clause Reference	A. General
ITB 1.1	The Purchaser is: Secretary, Ministry of Finance, Planning and Economic Development.
ITB 1.1	The name and identification number of the Contract is: Procurement of 100 Nos. Brand New Back-hoe Loaders MOF/NCB/23/83-III/2025
ITB 2.1	The source of funding is: Government of the Democratic Socialist Republic of Sri Lanka
ITB 4.4 ⁵	Foreign bidders are not allowed to participate in bidding.
	B. Contents of Bidding Documents
ITB 7.1	For <u>Clarification of bid purposes</u> only, the Purchaser's address is: Attention: Chief Accountant Address: Ministry of Finance, Planning and Economic Development, Lotus Road, Colombo 01. Telephone: 011-2484535/011-2484600 (Ext. 1446) Electronic mail address: camof000@gmail.com Fax: 0112421253 Request for clarification should be received by the purchaser before 14:00hrs on 12 th November 2025.
	C. Preparation of Bids
ITB 11.1 (e) ⁸	The Bidder shall submit the following additional documents: i. Certified copy of the Business Registration. ii. VAT Registration Certificate. iii. The bidder shall provide documentary evidence demonstrating experience in supplying and maintaining the offered make of. Brand New Back-hoe Loaders during the last ten (10) years. iv. A letter from the respective Manufacturer appointed as Authorized local agent. Documentary evidence for the local agency for this offered brand over the last ten (10) years shall be provided. v. The bidder shall provide documentary evidence demonstrating

	experience in the supply of at least 50 Nos. Brand New Back-hoe Loaders of the proposed make, within the last ten (10) years. This document shall be submitted with confirmation from the internal Auditor or External Auditor of the bidder's Entity. vi. Details of repair and maintenance centers and mobile service facilities to provide sufficient on-site repair, service and maintenance. vii. Details of technical staff of the repair and service centers and mobile services. viii. Audited Financial statements of the 3 years period from 2022/2023, 2023/2024 and 2024/2025. ix. A minimum of Rupees Seven Hundred Fifty Million (Rs. 750 Mn) of financial capacity for the liquidity requirements either as Working capital available in the Audited financial statement of the year 2024/2025 or credit facility from a commercial bank operated in Sri Lanka or combination of both working capital and credit facility in favor of this Procurement.. x. The bidder shall submit documentary evidence confirming registration and compliance under the Public Contract Act, No. 03 of 1987 (PC3 Certificate). xi. The bidder shall submit confirmation letters issued by the Department of Inland Revenue verifying tax compliance of the respective bidder. xii. Bidder shall submit a letter by confirming the proceeding the respective Letter of Credit facility through the bank nominated by the Procurement Entity. xiii. The bidder shall submit a Non-Collusion Affidavit. xiv. Power of Attorney or Board Resolution authorizing the person to sign the bid on behalf of the company, issued through an appropriate Company Board Resolution or equivalent document. xv. Bidder shall submit a price list for minimum essential spare parts during the period of first 5000 operating hours.
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ITB 13.1	Alternative bids shall not be considered.
ITB 14.3 ⁹	The bidders may quote following minimum quantities: Brand New Back-hoe Loaders – 100 Nos.

ITB 15.1 ¹⁰	The bidder shall quote the local expenditure in Sri Lankan Rupees. The bidder may quote the foreign expenditure of the following items in foreign currencies. : Not allowed
ITB 17.3 ¹¹	Period of time the Goods are expected to be functioning (for the purpose of spare parts): 15 Years.
ITB 18.1 (a)	Manufacturer's Authorization shall be required using the form included in Section IV, Bidding Forms
ITB 18.1 (b)	After-sales service is: Required
ITB 19.1 ¹²	The bid shall be validity until. 12 th May 2026 (175 Days)
ITB 20.1	Bid shall include a Bid Security issued by a commercial bank operated in Sri Lanka using the form included in Section IV Bidding Forms.
ITB 20.2 ¹³	The amount of the Bid Security shall be: Sri Lanka Rupees Twenty Five Million (LKR. 25,000,000) The Bid Security shall be issued in favor of Secretary, Ministry of Finance, Planning and Economic Development. Lotus Road Colombo 01
	D. Submission and Opening of Bids
ITB 22.2 (c)	The inner and outer envelopes shall bear the following identification marks: Bid Number: MOF/NCB/23/83-III/2025 and Brand New Back-hoe Loaders
ITB 23.1	For bid submission purposes, the Purchaser's address is: Attention: Chairman, Standing High Level Procurement Committee Address: Ministry of Finance, Planning and Economic Development. Lotus Road, New Building, Upper Ground Floor, Colombo 01.
	The deadline for the submission of bids is: Date: 18 th November 2025 Time: 11.00 am
ITB 26.1	The bid opening shall take place at: Address: Finance Division, Upper Ground Floor, New Building, Ministry of Finance, Planning and Economic Development, Colombo 01 Date: 18 th of November 2025 Time: 11.00 am

	E. Evaluation and Comparison of Bids
ITB 34.1	Domestic preference shall not be a bid evaluation factor.
ITB 35.3(d)	The adjustments shall be determined using the following criteria, from amongst those set out in Section III, Evaluation and Qualification Criteria: (a) Deviation in Delivery schedule: Option 03 is applicable: The adjustment is 0.5% per week (b) Deviation in payment schedule: Option 2 is applicable and interest rate 8% per Annum
ITB 35.4 ²⁶	The following factors and methodology will be used for evaluation: 1. The Evaluation criteria mentioned in Section III 2. Bidder should comply with the eligibility criteria.
ITB 35.5	Bidders shall be allowed to quote for one or more lots.
ITB 40.1	The Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section V, Schedule of Requirements, provided this does not exceed twenty five percent (25%) or one unit whichever is higher and without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents

Section III. Evaluation and Qualification Criteria

This Section complements the Instructions to Bidders. It contains the criteria that the Purchaser use to evaluate a bid and determine whether a Bidder has the required qualifications. No other criteria shall be used.

Contents

	Pg. No
01 Evaluation Criteria (ITB 35.3 {d})	09
02 Evaluation Criteria (ITB 35.4)	10-11
03 Multiple Contracts (ITB 35.5)	11
04 Post Qualification Requirements (ITB 37.2)	12

1. Evaluation Criteria (ITB 35.3 (d))

The Purchaser's evaluation of a bid may take into account, in addition to the Bid Price quoted in accordance with ITB Clause 14, one or more of the following factors as specified in ITB Sub-Clause 35.3(d) and in BDS referring to ITB 35.3(d), using the following criteria and methodologies.

(a) Delivery schedule

Option 1

The Goods specified in the List of Goods are required to be delivered within the acceptable time range (after the earliest and before the final date, both dates inclusive) specified in Section VI, Delivery Schedule. No credit will be given to deliveries before the earliest date, and bids offering delivery after the final date shall be treated as non-responsive. Within this acceptable period, an adjustment, as specified in BDS Sub-Clause 35.3(d), will be added, for evaluation purposes only, to the bid price of bids offering deliveries later than the "Earliest Delivery Date" specified in Section VI,

Option 2

The goods covered under this invitation are required to be delivered within an acceptable range of weeks specified in the Schedule of Requirement. No credit will be given to earlier deliveries, and bids offering delivery beyond this range will be treated as non-responsive. Within this acceptable range, an adjustment per week, as specified in the Bid Data Sheet, will be added for evaluation to the bid price of bids offering deliveries later than the earliest delivery period specified in the Schedule of Requirements

Option 3

The goods covered under this invitation are required to be delivered in partial shipments, as specified in the Schedule of Requirements. Bids offering deliveries earlier or later than the specified deliveries will be adjusted in the evaluation by adding to the bid price a factor equal to a percentage, specified in the Bid Data Sheet, of price per week of variation from the specified delivery schedule

(b) Deviation in payment schedule. [Insert one of the following]

Option 1

Bidders shall state their bid price for the payment schedule outlined in the Contract Data. Bids shall be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule. The Purchaser may consider the alternative payment schedule and the reduced bid price offered by the bidder selected on the basis of the base price for the payment schedule outlined in the Contract Data.

Option 2

The Contract Data stipulate the payment schedule specified by the Purchaser. If a bid deviates from the schedule and if such deviation is considered acceptable to the Purchaser, the bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the bid as compared with those stipulated in the Contract Data, at the rate per annum specified in BDS Sub-Clause 35.3 (d).

(c) Cost of major replacement components, mandatory spare parts, and service. [Insert one of the following]

(i) The list of items and quantities of major assemblies, components, and selected spare parts, likely to be required during the initial period of operation specified in the BDS Sub-Clause 17.3, is in the List of Goods. An adjustment equal to the total cost of these items, at the unit prices quoted in each bid, shall be added to the bid price, for evaluation purposes only. Add quantities

Or

(ii) The Purchaser will draw up a list of high-usage and high-value items of components and spare parts, along with estimated quantities of usage in the initial period of operation specified in the BDS Sub-Clause 17.3. The total cost of these items and quantities will be computed from spare parts unit prices submitted by the Bidder and added to the bid price, for evaluation purposes only.

(d) Specific additional criteria

Other specific additional criteria to be considered in the evaluation, and the evaluation method shall be detailed in BDS Sub-Clause 35.3(d)]

2. Evaluation Criteria (ITB 35.4)

The bidder shall submit proof documents to demonstrate following

- I. The bidder shall provide documentary evidence demonstrating experience in supplying and maintaining the offered make of Procurement of 100 Nos. Brand New Back-hoe Loaders during the last ten (10) years.
- II. The bid shall be accepted only from an Authorized local agent nominated by the respective Manufacturer. Documentary evidence for the appointment as an Authorized local agent for the offered brand over the last ten (10) years shall be provided.
- III. The bidder shall provide documentary evidence demonstrating experience in the supply of at least 50 Nos. Brand New Back-hoe Loaders of the proposed make, within the last ten (10) years. This document shall be submitted with confirmation from the internal Auditor or External Auditor of the bidder's Entity.
- IV. The bidder shall maintain a minimum of three (03) service and repair centers under the ownership of the respective bidder located island-wide.
- V. Bidder shall have mobile service facilities to provide sufficient on-site repair, service and maintenance.
- VI. Technical staff of the repair and service centers and mobile services shall be monitored by qualified technical staff including mechanical engineers. The bidder shall provide staff details demonstrating the positions and the qualification levels.
- VII. The bidder shall have maintained a minimum average annual turnover of not less than Rs. 1,500 million (Rs.1.5 Bn) during the period of 2022/2023, 2023/2024 and 2024/2025.

- VIII. The bidder shall provide minimum of Rupees Seven Hundred Fifty Million (Rs. 750 Mn) of financial capacity for the liquidity requirements either as Working capital available in the Audited financial statement of the year 2024/2025 or credit facility from a commercial bank operated in Sri Lanka or combination of both working capital and credit facility in favor of this Procurement.
- IX. The bidder shall submit documentary evidence confirming registration and compliance under the Public Contract Act, No. 03 of 1987 (PC3 Certificate).
- X. The bidder shall submit confirmation letters issued by the Department of Inland Revenue verifying tax compliance of the respective bidder.
- XI. Bidder shall submit a letter by confirming the proceeding the respective Letter of Credit facility through the bank nominated by the Procurement Entity.
- XII. The bidder shall submit a Non-Collusion Affidavit.
- XIII. Bidder shall submit an estimated cost of all manufacturer recommended services including necessary spare parts, consumables and labor with the bid (Engine, Transmissions and Hydraulic Systems) for the period of 5000 operating hours. The estimated cost of all manufacturer recommended services shall be added to the bid price for evaluation purpose. PE shall award the contract without above mentioned estimated cost.
- XIV. Bidder shall submit a price list for minimum essential spare parts during the period of first 5000 operating hours.

In addition to above Evaluation Criteria bidder shall comply the requirements mentioned in Schedule of Requirements.

3. Multiple Contracts (ITB 35.5)

The Purchaser shall award multiple contracts to the Bidder that offers the lowest evaluated combination of bids (one contract per bid) and meets the post-qualification criteria (this Section III, Sub-Section ITB 37.2 Post-Qualification Requirements)

The Purchaser shall:

- 2.1 Evaluate only lots or contracts that include at least the percentages of items per lot and quantity per item as specified in ITB Sub Clause 14.8
- 2.2 take into account:
 - (i) the lowest-evaluated bid for each lot and
 - (ii) the price reduction per lot and the methodology for its application as offered by the Bidder in its bid”

4. Post Qualification Requirements (ITB 37.2)

After determining the lowest-evaluated bid in accordance with ITB Sub-Clause 36.1, the Purchaser shall carry out the post qualification of the Bidder in accordance with ITB Clause 37, using only the requirements specified. Requirements not included in the text below shall not be used in the evaluation of the Bidder's qualifications.

(a) Financial Capability

The Bidder shall furnish documentary evidence that it meets the following financial requirement(s):

- I. The bidder shall have maintained a minimum average annual turnover of not less than Rs. 1,500 million (Rs.1.5 Bn) during the period of 2022/2023, 2023/2024 and 2024/2025.
- II. A minimum of Rupees Seven Hundred Fifty Million (Rs. 750 Mn) of financial capacity for the liquidity requirements either as Working capital available in the Audited financial statement of the year 2024/2025 or credit facility from a commercial bank operated in Sri Lanka or combination of both working capital and credit facility in favor of this Procurement.

(b) Experience and Technical Capacity

The Bidder shall furnish documentary evidence to demonstrate that it meets the following experience requirement(s):

- I. The bidder shall provide documentary evidence demonstrating experience in supplying and maintaining the offered make of Brand-New Back-hoe Loaders during the last ten (10) years.
- II. The bidder shall provide documentary evidence demonstrating experience in supplying and maintaining the offered make of Procurement of 50 Nos. Brand New Back-hoe Loaders during the last ten (10) years. This document shall be submitted with confirmation from the internal Auditor or External Auditor of the bidder's Entity.
- III. The bid shall be accepted only from an Authorized local agent nominated by the respective Manufacturer.
- IV. The bidder shall maintain a minimum of three (03) service and repair centers under the ownership of the respective bidder located island-wide.
- V. Bidder shall have mobile service facilities to provide sufficient on-site repair, service and maintenance.
- VI. Technical staff of the repair and service centers and mobile services shall be monitored by qualified technical staff including mechanical engineers. The bidder shall provide staff details demonstrating the positions and the qualification levels
- VII. The bidder shall submit documentary evidence confirming registration and compliance under the Public Contract Act, No. 03 of 1987 (PC3 Certificate).
- VIII. The bidder shall submit confirmation letters issued by the Department of Inland Revenue verifying tax compliance of the respective bidder.
- IX. Bidder shall submit a letter by confirming the proceeding the respective Letter of Credit facility through the bank nominated by the Procurement Entity.

- (c) The Bidder shall furnish documentary evidence to demonstrate that the Goods it offers meet the following usage requirement:

Section IV. Bidding Forms

Content

	<u>Page no</u>
01 Bid Submission Form	14-15
02 Price Schedule	16-17
03 Qualification of the Bidder	18-21
04 Bid Security (Guarantee)	22
05 Manufacturer's Authorization	23
06 Non-Collusion Affidavit Form	24

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.: *[insert number of bidding process]*

To: **Secretary,**
Ministry of Finance, Planning and Economic Development.
Lotus Road
Colombo 01

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.: *[insert the number and issuing date of each Addenda]*;
- (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 175 days, 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 declared blacklisted by the National Procurement Agency;
- (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]*

For Reference

2.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 Requirement]

For Reference

PRICE SCHEDULE FOR MACHINERY

1	2	3	4	5	6	7	8	9	10
			Goods and related Services offered within Sri Lanka (in Sri Lankan Rupees)						
			A						
Line Item No.	Description of Goods or related services	Qty and unit	Unit price (inclusive of duties, sales and other taxes) Excluding VAT	Price per line item (Col. 3x4)	Inland transportation, insurance and other related services to deliver the goods to their final destination if not included under column 4	Total Price Excluding VAT (Col 5+6)	Discounted Total price (if any) excluding VAT	VAT	Total Price Including VAT (Col. 7 or 8+9)
LOT 01	Brand New Back-hoe Loader	100							
Total									

ESTIMATED COST OF ALL MANUFACTURER RECOMMENDED SERVICES

1	2	3	4	5	6	7	8	9	10
Line Item No.	Description of related services	Qty and unit	Expected cost per service Excluding VAT	Price per line item (Col. 3x4)	Inland transportation per km, insurance and other related services	Total Price Excluding VAT (Col 5+6)	Discounted Total price (if any) excluding VAT	VAT	Total Price Including VAT (Col. 7 or 8+9)
LOT 01	Brand New Back-hoe Loader	100							
Total									

Note: Bidder shall submit an estimated cost of all manufacturer recommended services (Engine, Transmissions, Hydraulic Systems and etc.) for the period of **5000 operating hours**. The estimated cost of all manufacturer recommended services shall be added to the bid price for evaluation purpose. PE shall award the contract without considering above mentioned estimated cost. *(Details of the cost estimate shall separately attached as Annexure)*

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

In the capacity of [insert legal capacity of person signing]

Name: [insert complete name of person signing]

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

Dated on day of , [insert date of signing]

03. Qualification of the Bidder

3.1. Bidder Information Sheet

All bidders shall complete the information in this form as well as the additional qualification forms provided in this section.

Date: _____

NCB No.: MOF/NCB/23/83-III/2025

☐ Bidder's Information	
Bidder's legal name	
Bidder's actual or intended country of registration	
Bidder's year of registration	
Bidder's legal address in country of registration	
Bidder's authorized representative (name, address, telephone numbers, fax numbers, e-mail address)	

3.2. Average Annual Turnover

Bidder's Legal Name: _____

Date: _____

Annual Turnover Data	
Financial Year	LKR
2022/2023	
2023/2024	
2024/2025	
Average Annual Turnover*	

Note:

Calculated according to the audited financial statements, during the last 3 years.

3.3. List of Customers

All bidders shall provide evidence of experience in supplying Brand New Back-hoe Loaders of the proposed make within the last ten (10) years, listing each customer in the table below and adding additional rows as needed.

General Experience			
Awarding Month/Year	Bid No.	Customer Details	Supplied Quantity
		Name of the Customer: Email: Telephone:	
		Name of the Customer: Email: Telephone:	
		Name of the Customer: Email: Telephone:	
		Name of the Customer: Email: Telephone:	
		Name of the Customer: Email: Telephone:	
		Name of the Customer: Email: Telephone:	
		Name of the Customer: Email: Telephone:	
		Name of the Customer: Email: Telephone:	
		Name of the Customer: Email: Telephone:	
		Name of the Customer: Email: Telephone:	

Certified By:.....

(Internal Auditor / External Auditor)

3.4 Key Personnel Details

The technical staff of the repair and service centers and mobile services shall be monitored by qualified personnel, including mechanical engineers. The details on their qualification levels shall be provided separately using the format below. Additional rows may be added as necessary.

Personnel information		
01	Name	
	Position	
	Educational qualifications	
	Professional qualifications	
02	Name	
	Position	
	Educational qualifications	
	Professional qualifications	
03	Name	
	Position	
	Educational qualifications	
	Professional qualifications	
04	Name	
	Position	
	Educational qualifications	
	Professional qualifications	
05	Name	
	Position	
	Educational qualifications	
	Professional qualifications	

Authorized Signature :.....

Name:.....

Designation:.....

3.5 Service Centers and Mobile/ On-Site Service Facility

Bidders shall be required to provide details of their service centers and mobile/ on-site service facilities to ensure the provision of adequate on-site repair, servicing and maintenance.

No.	Description of Service Center Facility and Mobile Service	Quantity	Location/ Coverage Area	Service Capacity (Number of Tractors per Month)	Remarks
01					
02					
03					
04					
05					
06					
07					

Authorized Signature :.....

Name:.....

Designation:.....

4. Bid Guarantee

*[This Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]
----- [Insert issuing agency's name, and address of issuing branch or office] -----*

Beneficiary: **Secretary,**

Ministry of Finance, Planning and Economic Development.

Lotus Road, Colombo 01.

Date: ----- *[insert (by issuing agency) date]*

BID GUARANTEE No.: ----- *[insert (by issuing agency) number]*

We have been informed that ----- *[insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners]* (hereinafter called "the Bidder") has submitted to you its bid dated-----*[insert (by issuing agency) date]*(hereinafter called "the Bid") for the supply of *[insert name of Supplier]* under Invitation for Bids No. -----
- *[insert 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 ----- *[insert name of issuing agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ---
----- *[insert amount in figures]* -----*[insert 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; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- (c) 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, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by 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 that the Bidder was unsuccessful, otherwise it will remain in force up to *(insert date)*

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

[signature(s) of authorized representative(s)]

5. Manufacturer's Authorisation

[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]*
No.: *[insert number of bidding process]*

To: **Secretary,**

Ministry of Finance, Planning and Economic Development.

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]*

6. Non – collusion Affidavit

The undersigned bidder or agent, hereby solemnly, sincerely, and truly declares and affirms/makes an oath and states as follows;

- a) That he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership representing him/her, entered into any combination, collusion, or similar agreement with any person in connection with the price to be bid;
- b) That he/she or anyone representing him/her has not taken any step whatsoever to prevent any person from bidding, nor to induce anyone to refrain from bidding; and
- c) That this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to this bid.

He/she further states that no person, firm, or corporation has received or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value in connection with the submission of this bid.

The bidder accepts full responsibility for ensuring the absence of collusion and hereby pledges to abide by fair and ethical competition practices throughout the procurement process and fully comply with the applicable Procurement Guidelines.

I hereby affirm, under the penalties for perjury, that all statements made by me in this affidavit are true and correct.

The foregoing Affidavit having been duly read over and explained by me to the Affirmant above named and he/she having understood the contents therein and admitted to be correct, affirmed and set his/her signature hereto before me) on this day of at

BEFORE ME,

JUSTICE OF THE PEACE/COMMISSIONER OF OATHS

Section V. Schedule of Requirements

Content

	<u>Pg no</u>
01 List of Goods and Delivery Schedule	27
02 List of Related Services and Completion Schedule	28
03 Technical Specifications	29-33
04 Inspection and Testing	34

Notes for Preparing the Schedule of Requirements

The Schedule of Requirements shall be included in the bidding documents by the Purchaser, and shall cover, at a minimum, a description of the goods and services to be supplied and the delivery schedule.

The objective of the Schedule of Requirements is to provide sufficient information to enable bidders to prepare their bids efficiently and accurately, in particular, the Price Schedule, for which a form is provided in Section IV. In addition, the Schedule of Requirements, together with the Price Schedule, should serve as a basis in the event of quantity variation at the time of award of contract pursuant to ITB Clause 41.

The date or period for delivery should be carefully specified, taking into account (a) the implications of delivery terms stipulated in the Instructions to Bidders', and (b) the date prescribed herein from which the Purchaser's delivery obligations start (i.e., notice of award, contract signature, opening or confirmation of the letter of credit).

Section V. Schedule of Requirements

1. List of Goods and Delivery Schedule

[The Purchaser shall fill in this table, with the exception of the column “Bidder’s offered Delivery date” to be filled by the Bidder]

Line Item No.	Description of Goods	Quantity	Units	Final (Project Site) Destination as specified in BDS	Delivery Date ¹		
					Earliest Delivery Date <i>[insert the number of days following the date of effectiveness of the Contract]</i>	Latest Delivery Date <i>[insert the number of days following the date of effectiveness of the Contract]</i>	Bidder’s offered Delivery date <i>[to be provided by the bidder]</i> <i>[insert the number of days following the date of effectiveness the Contract]</i>
01	Brand New Back-hoe Loader	25	Nos.	The Purchaser shall decide	On or before 3 Months from the date of the contract signing	4 Months from the date of the contract signing	
02	Brand New Back-hoe Loader	25	Nos.	The Purchaser shall decide	On or before 4 Months from the date of the contract signing	5 Months from the date of the contract signing	
03	Brand New Back-hoe Loader	25	Nos.	The Purchaser shall decide	On or before 5 Months from the date of the contract signing	6 Months from the date of the contract signing	
04	Brand New Back-hoe Loader	25	Nos.	The Purchaser shall decide	On or before 6 Months from the date of the contract signing	7 Months from the date of the contract signing	

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

In the capacity of [insert legal capacity of person signing]

Name: [insert complete name of person signing]

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

Dated on day of , [insert date of signing]

Section V Schedule of Requirements

2. List of Related Services and Completion Schedule

[This table shall be filled in by the Purchaser. The Required Completion Dates should be realistic, and consistent with the required Goods Delivery Dates]

Service	Description of Service	Quantity ¹	Unit	Place where Services shall be performed	Final Completion Date(s) of Services
<i>[insert Service No]</i>	<i>[insert description of Related Services]</i>	<i>[insert quantity of items to be supplied]</i>	<i>[insert unit for the items]</i>	<i>[insert name of the Place]</i>	<i>[insert required Completion Date(s)]</i>
01	Three free Compulsory Services including spare parts, consumable and labour				
02	Free Mobile Service during the warranty period in the event of breakdown of the vehicle				
03	Free Breakdown Services within 48 hours during the warranty period				
04	Free demonstration and training for the operators and technicians				
05	Keeping Servicing and maintaining records during the expected lifetime				

Signed: *[insert signature of person whose name and capacity are shown]*

In the capacity of *[insert legal capacity of person signing]*

Name: *[insert complete name of person signing]*

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

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

3. Technical Specifications

3.1. Technical Specification for Brand New Back-hoe Loaders

The Technical specifications may be provided in the following format. The bidder shall fill in the columns "**Bidder's Compliance**". Bidder's failure to provide the information requested in the column of **Bidder's Compliance** shall be a reason for the rejection of the bid. If any discrepancy is observed between the information provided by the bidder in the columns of **Bidder's Compliance** and the other technical information attached to the bid, the information provided herein shall take precedence.

Ser. NO.	Description of Goods	Technical Specification and standards		
		Purchaser's Requirements	Bidder's Compliance	
		Minimum Specification	Yes /No	If No, Bidders Response
1	GENERAL			
1.1	Description	The unit shall be 04 4-wheel drive, hydraulically operated Back-hoe loader. Operating weight not less than – 7600kg. Gradeability not less than 30°. The machine should be brand new and conform the latest standards		
1.2	Make	Please Specify (should be internationally reputed brand)		
1.3	Model	Please Specify		
1.4	Country of Origin	Please Specify		
1.5	Country of Manufacture	Please Specify		
1.6	Manufactured Year	2025/2026		
1.7	Machine should be supplied in complete assembled condition, and with all standard accessories			
1.8	Machine should be conform the Motor Traffic Act of Sri Lanka			
1.9	Registration of the Machine in the Department of Motor Traffic should be done by the local agent and no cost to the purchaser			
2	ENGINE			
2.1	Engine Type	Shall be direct Injection, 4 strokes, 4 cylinder, water cooled, diesel engine		
2.2	Horse Power	Should be 90HP to 100HP at rated RPM.		
2.3	Air Cleaner elements	Should be Dry replaceable paper type heavy duty with pre cleaner and dust indicator.		
2.4	Fuel Filter	Should be Replaceable heavy duty type with a water/sediment trap.		
2.5	Oil Filter	Should be replaceable paper element type.		
2.6	Hour Meter	Should be available.		
2.7	Fuel Tank Capacity	Shall be available at least for 10 hours of operation.		
2.8	Fuel Tank Type	Should be with Lockable type fuel tank cap, metal strainer and drain plug.		

Ser, NO.	Description of Goods	Technical Specification and standards		
		Purchaser's Requirements	Bidder's Compliance	
		Minimum Specification	Yes /No	If No, Bidders Response
3	CHASSIS			
3.1	Stackable counter weight to allow easy adjustment of weight distribution.	should be fitted.		
4	BRAKES			
4.1	Hydraulically Operated self-adjusting multi disc type and action on all four wheels.	should be available.		
4.2	Suitable parking brakes	should be available.		
5	TRANSMISSION			
5.1	Transmission Type	Should be Minimum 4 forward 2 reverse fully power shift transmission.		
5.2	Travelling Speed	Maximum travel speed shall not be less than 40km/h.		
6	AXLES			
6.1	Four wheel drive (4WD) with drive shaft guard.	Should be available.		
6.2	Rear axles	Shall be fully floating.		
7	HYDRAULIC SYSTEM			
7.1	Hydraulic Pump	High efficiency pump (preferably gear type) should be provided in the system.		
7.2	Actuators	All bucket, boom, traveling, out triggers should be operated hydraulically		
7.3	Controls-(levers and pedals)	To be located in operator's cabin.		
7.4	Relief valves and priority valves	Should be available to protect hydraulic system and as safety measures		
7.5	Adequate hydraulic tank capacity	Should be available to perform parallel operations when required.		
8	OPERATOR COMPARTMENT			
8.1	ROPS Cab	Should be fitted.		
8.2	Factory Fitted Air Conditioner	Should be available.		
8.3	Operator seat of adjustable type	Should be available.		
8.4	Two rear view mirrors and cabin rear view mirror	Should be fitted.		
8.5	Instrument panel shall include the following: (apart from any other standard items).			
	(1) Starting switch.	Should be available.		
	(2) Light switches.	Should be available.		
	(3) Battery Charging indicator.	Should be available.		
	(4) Transmission fluid temperature indicator.	Should be available.		
	(5) Hydraulic fluid temperature/pressure indicator.	Should be available.		
	(6) Fuel level indicator/meter.	Should be available.		
	(7) Engine coolant temperature indicator/gauge.	Should be available.		

Ser, NO.	Description of Goods	Technical Specification and standards		
		Purchaser's Requirements	Bidder's Compliance	
		Minimum Specification	Yes /No	If No, Bidders Response
	(8) Electric Horn button	Should be available.		
	(9) Panel illumination.	Should be available.		
	(10) Speedo meter.	Should be available.		
	(11) Engine coolant temperature indicator	Should be available.		
	(12) Parking brake indicator.	Should be available.		
	(13) Turn signals and flash lights.	Should be available.		
8.6	Lockable doors and wipers, glass washers	should be fitted.		
8.7	All operating levers and instruments	Shall be inside the cabin.		
9	STEERING SYSTEM			
9.1	Steering System	hydraulic power.		
9.2	Minimum steering angle	Shall not be less than 15°.		
9.3	Minimum turning radius	Shall be between 9-11m.		
10	ELECTRICAL SYSTEM			
10.1	Starting system	Shall be 12/24 volts direct electric starting type.		
10.2	Heavy duty batteries and alternator	Shall be fitted.		
10.3	Legal lights for highway including brake/stop lights	Shall be fitted.		
10.4	Night working lights in front and rear with protection cover	Shall be fitted.		
11	LOADER BUCKET	Should be available		
11.1	Bucket Type	Should be a multipurpose.		
11.2	Bucket Capacity	Should be not less than one cum (1m³).		
11.3	Lift capacity	at maximum height Should be not less than 2300 Kg.		
11.4	Maximum dumping height	to be more than 2.5m.		
12	BACK-HOE			
12.1	Bucket Width	Should be more than 500mm.		
12.2	Maximum Digging Depth	Should be not less than 4000mm from ground level.		
12.3	An Extendable Boom/stick boom	should be provided. (Specify the dimensions and the types of Back-hoe unit).		
12.4	Reach of Back-hoe Bucket	to be more than 5700mm.		
13	WHEELS TYRES			
13.1	Front wheels	shall be fitted with 18" or 20" rim size and at least 12 ply rating tyres, tube and flaps.		
13.2	Rear wheels	shall be fitted with 28" rim size and at least 12 ply rating Tyres, tubes and flaps.		
13.3	All tyres	shall be traction type tread.		
14	SPARES BACKUP			
14.1	Supplier should give an assurance to supply/availability of all spare parts required up to minimum of 10 years from the date of delivery.			
15	Tools & Manuals			
15.1	Standard tool kit including wheel brace-with extension			
15.2	1 No. owner's Manual for each Machine			

Ser, NO.	Description of Goods	Technical Specification and standards		
		Purchaser's Requirements	Bidder's Compliance	
		Minimum Specification	Yes /No	If No, Bidders Response
15.3	10Nos. of Workshop manuals			
15.4	10Nos. of Spare parts manuals			
15.5	All Manuals should be in English and a soft copy of each manual shall be provided in addition to hard copies.			
16	Local Agent			
16.1	Local Agent who should be capable of carrying out maintenance works, regular supply of spare parts and other related works for proper operation of the vehicle.			
16.2	Registration of vehicle shall be done by local agent with no cost to the Purchaser			
16.3	List of existing users should be provided with the offer. (This document shall be submitted with confirmation of internal Auditor or External Auditor.)			
16.4	Machinery service station/ workshop should be available in close proximity to city limits covering Colombo as well as other major cities (mention)			
16.5	Manufacturer Authorization letter should be attached			
17	Warranty			
17.1	The successful bidder should, guarantee the Back-hoe loader and its components for the manufacture comprehensive warranty period of 12 months or 2000 hours whichever occurs first and should replace any part found defective within the warranty period at his expense. The bidder should be ready to extend the said warranty period if the machine is faced with frequent defects during the said warranty period a Confirmation letter from the manufacturer shall be provided. Bidders are encouraged to provide an extended warranty.			
17.2	All manufacturing defects found in the vehicle during the warranty period should be made good by the supplier at no cost to the purchaser			
18	General			
18.1	The local agent should have a well-equipped workshop qualified and trained technical personal and have proven capability of providing all maintenance services to the offered brand. I. The bidder shall maintain a minimum of three (3) service and repair centers under the ownership of the respective bidder located island-wide. II. Bidder shall have mobile service facilities to provide island-wide sufficient on-site repair, service and maintenance.			

<i>Ser, NO.</i>	<i>Description of Goods</i>	<i>Technical Specification and standards</i>		
		<i>Purchaser's Requirements</i>	<i>Bidder's Compliance</i>	
		<i>Minimum Specification</i>	<i>Yes /No</i>	<i>If No, Bidders Response</i>
	III. Technical staff of the repair and service centers and mobile services shall be monitored by qualified technical staff including mechanical engineers.			
18.2	Bidder shall provide proof of carrying out the Service/ Repair in the field/ Workshop and shall have a fully equipped workshop facility with dedicated tools to carry out repairs efficiently.			
18.3	Shall attach service facility structure and list of workshop facilities.			
18.4	Manufacturer must hold a quality certificate copy of which should be submitted with the offer. (ISO preferred)			
18.5	The local agent should have spare parts backup of frequently used spare parts for the machine			
19	After Sales Service			
19.1	After sale service is required including necessary fast moving spare parts and repair facilities at least for 15 years.(In writing)			
19.2	Three full free services (including spare parts, consumable and labor)			

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

In the capacity of [insert legal capacity of person signing]

Name: [insert complete name of person signing]

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

Dated on day of , [insert date of signing]

4. Inspections and Tests

The following inspections and tests shall be performed: *[insert list of inspections and tests if any]*

After the selection of the bidding procedure and the identification of the successful bidder, the selected bidder must be provided with a clear schedule indicating the number of vehicles to be procured and the agreed delivery period. This ensures transparency and the timely supply of goods. Bidder shall pay attention when the delivering the machineries to the final destination.

- I. In accordance with the procurement process, the Ministry of Finance, Planning and Economic Development as the procurement entity, has appointed an Acceptance Committee. The primary responsibility of this committee is to review and verify whether the products supplied by the selected bidder meet the required technical specifications, which are considered in the evaluation process.
- II. All products delivered must strictly comply with the technical requirements specified in the procurement documents and its amendments. Any deviations, substitutions, or inferior quality products shall not be accepted.
- III. In additionally bidder shall submit the factory test report, invoice, ROPS and shipping document any other relevant document of the product along with the delivery with the machinery.

Section VII. Contract Data

The following Contract Data shall supplement and / or amend the Conditions of Contract (CC). Whenever there is a conflict, the provisions herein shall prevail over those in the CC.

CC 1.1(i)	The Purchaser is: Secretary, Ministry of Finance, Planning and Economic Development
CC 1.1 (m)	The Project Site(s)/Final Destination(s) is: Ministry of Finance, Planning and Economic Development
CC 8.1	For <u>notices</u>, the Purchaser's address shall be: Attention: Chief Accountant Address: Ministry of Finance, Planning and Economic Development, Lotus Road, Colombo 01. Telephone: 011-2484535/011-2484600 (Ext. 1446) Facsimile number: 011 2421253 Electronic mail : camof000@gmail.com
CC 15.1	The method and conditions of payment to be made to the Supplier under this Contract shall be as follows: A: For Goods offered within Sri Lanka Payment shall be made in Sri Lankan rupees on presentation of the claim supported by a certificate from the Purchaser declaring that the Goods have been satisfactorily delivered and that all other contracted Services have been performed. Further Payment shall be made through the state commercial Bank. B. Advance Payment for Procurement of Goods Contracts Advance payment for any Goods Contract shall be a maximum of thirty percent (30%) of the contract value, provided that an acceptable advance payment guarantee is submitted. or Since this transaction has been arranged as a leasing facility, 40% of the contract value, equal to the LTV ratio, shall be deposited in the nominated bank on behalf of the selected bidder if required. The bidder should consider the above-mentioned payment options when submitting the price for the bid.
CC 17.1	A Performance Security: 10% of performance Security shall be submitted within Seven (07) days before awarding the contract, and it shall be valid not later than twenty-eight (28) days following the date of Completion of the Supplier's performance obligations under the Contract, including any warranty obligations.
CC 25.1	The inspections and tests shall be done by the acceptance committee appointed by the procurement entity for this purpose.

CC 25.2	The Inspections and tests shall be conducted at the Ministry of Finance, Planning and Economic Development
CC 26.1	The liquidated damage shall be 0.1% per week as per the delivery schedule.
CC 26.1	The maximum amount of liquidated damages shall be 5 % of the contract value.

For Reference