



Ministry of Finance, Planning and Economic Development

PROCUREMENT DOCUMENT

(National Competitive Bidding Procedure)

Volume II

Procurement of Computers

IFB No: MOF/NCB/12/61/2025

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

September 2025

Invitation for Bids

Ministry of Finance, Planning and Economic Development

Procurement of Computers

Bid Number: MOF/NCB/12/61/2025

1. The Chairman, Ministry 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 634 Nos’ All in one Computers and 290 Nos’ Laptop” for Ministry of Finance, Planning and Economic Development, The Secretariat, Lotus road, Colombo 01.
2. Bidding will be conducted through National Competitive Bidding procedure.
3. Qualification requirements to qualify for contract award include:
 - i. Documentary evidence of experience in supplying a minimum of 500 computers from the offered make under at least three (03) separate contracts within the last five (05) years, with proof of successful completion.
 - ii. Minimum Average Annual turnover for last 3 years shall be Rs. 600Mn
 - iii. Minimum working capital shall be 100mn, or a line of credit is in favor of this procurement from a licensed commercial bank in Sri Lanka.
 - iv. Documents demonstrating PC3 certificate compliance with the Public Contract Act, No. 03 of 1987.
 - v. Documentary evidence of experience in supplying and maintaining offered make computers during the last five (05) years
 - vi. Non-collusion Affidavit
5. 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, The Secretariat, Lotus Road, Colombo 01** from **24th September 2025 to 15th October 2025 from 0900hrs to 1500hrs.**
6. 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, The Secretariat, Lotus road, Colombo 01** from **24th September 2025 until 15th October 2025 from 0900hrs to 1500hrs upon payment of Non-refundable fee of Rupees Rs.40,000.00.** 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/>
7. Sealed Bids must be either delivered to the **Chairman, Ministry Procurement Committee, Accounts Division, Upper Ground Floor, New Building, Ministry of Finance, Planning and Economic Development, The Secretariat, 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, The Secretariat, Lotus Road, Colombo 01** on or before **1400hrs on 16th October 2025.** Bidder must be marked as a “**Procurement of Computers/ Laptop**” in left hand corner in the envelope of

the seal bid

8. Late bids will be rejected. Bids will be opened soon after closing in the presence of the bidder/bidder's representative who chooses to attend
9. Bids shall be valid up to 13th February, 2026
10. All bids shall be accompanied by a Bid Security of **Sri Lankan Rupees 4 Million (Rs 4,000,000.00)**. 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 to favor of **Secretary, Ministry of Finance, Planning and Economic Development** or it may deposit in cash to Shroff at Ministry of Finance, Planning and Economic Development. Bid security shall be valid up to 13th March 2026
11. Pre-Bid Meeting will be held at 10.30hrs on 01st October, 2025 at the Accounts Division of Ministry of Finance, Planning and Economic Development, The Secretariat, Lotus Road, Colombo 01

Chairperson,
Ministry Procurement Committee,
Ministry of Finance, Planning and Economic Development,
The Secretariat, Lotus road,
Colombo 01

Date: 24.09.2025

Please refer the <https://www.treasury.gov.lk/> Ministry of Finance website for Volume I of the Procurement Document

Volume 1 Consists of

- Section I. Instructions to Bidders (ITB)
- Section VI. Conditions of Contract (CC)
- Section VIII. Contract Forms

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: MOF/NCB/12/61/2025 The number, identification, and names of the lots comprising this procurement are: Lot 01 All in one Computers Nos. 634 Lot 02 Laptop Computers Nos. 290
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, The Secretariat, Colombo 01. Telephone: 011-2484535/011-2484600 (Ext. 1446) Electronic mail address: camof000@gmail.com Fax: 0112421253
	C. Preparation of Bids
ITB 11.1 (e) ⁸	The Bidder shall submit the following additional documents: i. Certified copy of the Business Registration. Joint venture is not allowed. ii. VAT Registration Certificate. iii. The bidder shall provide documentary evidence demonstrating experience in the supply of not less than five hundred (500) computers of the proposed make, executed under a minimum of

	three (03) separate contracts within the last five (05) years, together with proof of successful completion of such contracts. iv. Original brochures of the proposed product. v. Audited Financial Statements for the immediately preceding three (03) years. vi. Documentary evidence of experience in supplying and maintaining offered make computers during the last five (05) years vii. 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. viii. Duly completed Non-Collusion Affidavit. ix. Details of available service centers within Colombo city limit.
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ITB 14.3 ⁹	The bidders may quote following minimum quantities: Lot 01 All in one Computers Nos. 634 Lot 02 Laptop Computers Nos 290
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): At least 07 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. 13th March 2026
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 Four Million (LKR. 4,000,000.00). 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/12/61/2025 and Procurement of Computers
ITB 23.1	For bid submission purposes, the Purchaser's address is: Attention: Chairman, Ministry Procurement Committee Address: Ministry of Finance, Planning and Economic Development. The Secretariat, New Building, Upper Ground Floor, Colombo 01.

	The deadline for the submission of bids is: Date: 16 th of October 2025 Time: 2.00 pm
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: 16 th of October 2025 Time: 2.00 pm
	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: Shall not apply (b) Deviation in payment schedule: Shall not apply
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.

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

1. Evaluation Criteria (ITB 35.3 {d})
2. Evaluation Criteria (ITB 35.4
3. Multiple Contracts (ITB 35.5)
4. Post Qualification Requirements (ITB 37.2)

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.

Delivery schedule²⁷

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, Delivery Schedule.

2. Evaluation Criteria (ITB 35.4)

The bidder shall be submitted proof document for demonstrate followings.

- Documentary evidence of experience in supplying a minimum of 500 computers from the offered make under at least three (03) separate contracts within the last five (05) years, with proof of successful completion.
- Minimum Average Annual turnover for last 3 Years shall be Rs. 600Mn
- Minimum working capital shall be 100mn, or a line of credit is in favor of this procurement from a licensed commercial bank in Sri Lanka.
- Documents demonstrating PC3 certificate compliance with the Public Contract Act, No. 03 of 1987.
- Documentary evidence of experience in supplying and maintaining offered make computers during the last five (05) years.

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:

- (a) 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

- I. (b) 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) Experience and Technical Capacity

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

- i. Documentary evidence of experience in supplying a minimum of 500 computers from the offered make under at least three (03) separate contracts within the last five (05) years, with proof of successful completion.*
- ii. Well established service centers in the Colombo city limit*
- iii. Help desk facilities in working hours.*
- iv. Dedicated staff shall be provided*

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

Refer to Schedule of Requirements.

Section IV. Bidding Forms

Table of Forms

Bid Submission Form

Price Schedule

Price and Completion Schedule - Related Services

Bid Security (Guarantee)

Manufacturer's Authorization

Only for reference purpose

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 119 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]*

Only for reference purpose

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.]

Only for reference purpose

PRICE SCHEDULE

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	All in One Computers	634							
LOT 02	Laptop Computers	290							
Total									

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 sign]*

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.

The Secretariat, 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 **13.03.2026**

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)]

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]*
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]*

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

Contents

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

Only for reference purpose

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).

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>
LOT 01	All-in-one Computers	634	Nos.	Ministry of Finance, Planning and Economic Development. The Secretariat, Colombo 01.	45 Days from the date of the contract signing	60 Days from the date of the contract signing	
LOT 02	Laptop Computers	290	Nos.		45 Days from the date of the contract signing	60 Days 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]

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	Bidders' Response
<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	The supplier shall attend to any reported machine error and commence necessary corrective action within twenty-four (24) hours of being notified by the Purchaser			MOF	
02	The supplier shall provide a dedicated hotline service, accessible during official working hours, for the purpose of reporting faults, requesting assistance, and obtaining technical support				
03	The supplier shall maintain fully operational service centers within the Colombo city limits to ensure the timely provision of maintenance, repairs, and technical support			MOF	

3. Technical Specifications

3.1. Technical Specification for All-in-one PC

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.

Description of Goods	Technical Specification and Standards		
	Purchaser’s Requirements	Bidder’s Compliance	
	Minimum Specification	Yes /No	If No, Bidders Response
GENERAL			
Make	Please specify (Should be an internationally reputed brand)		
Model	Please specify		
Manufacturing Year	2025		
Country of Manufacture	Please specify		
Casing (Chassis)	All-in-one PC		
Built-in HD Camera	720 or Higher		
Processor			
Model	Intel® Core™ i5-14Gen Processor or higher		
Frequency	2.4 GHz base up to 5.0 GHz or Higher		
L3 Cache	24 MB or Higher		
Chipset	Intel		
Graphic	Intel® UHD Graphics or Higher		
Memory			
Type	DDR5 or Higher		
Capacity	16GB Minimum		
Speed	4800 MHz or Higher		
Memory slots	2 DIMMS or Higher		
Upgradability	32 GB or Higher		
Port And Connectors			
5 USB ports or more	Minimum 2 Nos USB 3.2 Minimum 2 Nos USB 2.0 Minimum 1 USB Type-C		
Optical Drive	Specify		
Other	1 HDMI out 1 RJ 45 Integrated 10/100/1000 Gigabit Ethernet		
Audio			
Audio	Integrated High Definition Audio, Integrated Internal Speakers, Built-In Microphone Headphone/ Microphone jack (3.5 mm)		
Communication			

<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>
Inbuilt wi-fi & Bluetooth	802.11 ac or 802.11 ax		
Input/output Devices			
Keyboard	USB multimedia keyboard (from the same manufacturer)		
Mouse	USB optical mouse with scroll wheel (from the same manufacturer)		
Hard Drive			
Capacity	1 TB PCIe NVMe M.2 SSD or Higher		
Power Supply			
Power supply	Less than 160W power supply		
Display			
Type	FHD (Non touch) 21" to 24" Display		
Min. Resolution	1920 x 1080 or Higher		
Operating System			
Type	Genuine Microsoft Windows 11 Professional with original recovery media OEM pack from local Microsoft Distributor or else equivalent OEM (Factory Loaded) Microsoft Windows 11 Professional 64 bit license from the manufacturer		
Warranty			
Duration	Five years manufacturers' Comprehensive (Labour & parts) onsite warranty (attach confirmation letter from the manufacturer)		
Industry experience	Supplier should have a minimum of 05 years (shall provide documentary proof.)		
Authorization	Manufacturer Authorization letter should be provided.		

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 sign]

3.2. Technical Specification for Laptop Computer

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.

Item	Minimum Specification	Bidders Compliance	
		Yes/ No	If No, Bidders Response
General			
Brand	Specify (Should be internationally reputed brand)		
Model	(Specify)		
Country of Origin	(Specify)		
Country of Manufacture	(Specify)		
Year of manufacture	2025		
Processor Technology			
Processor	Intel® Core™ i5-14Gen Processor or higher		
Processor speed	2.4 GHz base up to 5.0 GHz or higher		
Chipset			
Chipset	Intel		
Other Specifications			
L3 Cache	24 MB or Higher		
RAM	16GB DDR5 or Higher, better with free slots. Upgradable to 32GB or Higher Capacity		
RAM Speed	4800 MHz or Higher		
Hard Disk	512 M.2 NVME or higher with 1TB SSD		
Display type	LED-backlit HD		
Display size	15.6”		
Display Resolution	FHD (1920 x1080)		
Graphic	Intel® UHD Graphics or higher		
Audio	Integrated High Definition Audio, Integrated Internal Speakers, Built-In Microphone Headphone/ Microphone jack (3.5 mm)		
Webcam	720p HD Camera or higher		
Wireless	Wi-Fi 802.11 ac or 802.11 ax, Bluetooth 5		
Card Reader	Micro SD Card Reader (Optional)		

Details of I/O (Input/output) ports	Microphone / Earphone - In jack, At least 2 - USB 3.2 Ports type A At least 1 - USB type C HDMI® Port, Ethernet RJ 45 (Original Charging adapter must be provided) DC-In Jack for AC adapter (Fast Charger)		
Battery Capacity	Minimum 6 Hours Battery Life (Specify Type / mAh / Hours)		
Keyboard	English international keyboard with numbering Pad		
Weight	Less than 1.8kg		
Carrying Case	Must be provided backpack from the Same OEM		
Operating System	Genuine Microsoft Windows 11 Professional with original recovery media COEM pack from local Microsoft Distributor or else the equivalent OEM (Factory Loaded) Microsoft Windows 11 Professional 64-bit license from the manufacturer		
Manufacturer Authorization	Manufacturer authorization letter should be provided		
Warranty	5 years or more comprehensive on-site manufacturer authorized warranty (Labor, parts, OS and other incidentals). Any replacement during the warranty period should use genuine parts from the original manufacture		
After Sale Services	(Specify)		
Industry experience	Supplier Should have minimum of 05 years supply of similar product (Please attach proof.)		

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 sign]

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 items to be procured and the agreed delivery period. This ensures transparency and timely supply of goods.

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.

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 will not be accepted.

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, The Secretariat, 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: For Goods offered within Sri Lanka Payment shall be made in Sri Lankan rupees within thirty (30) days of presentation of the claim supported by a certificate from the Purchaser declaring that the Goods have been delivered and that all other contracted Services have been performed as follow. On Acceptance : 100% percent of the Contract Price shall be paid to the Supplier within thirty (30) days after the date of the acceptance committee certificate for the respective delivery issued by the Purchaser.

CC 17.1	A Performance Security: The Performance Security shall be denominated in Sri Lankan rupees for an amount equal to Ten percent (10%) of the Total Contract Price. Performance Security shall be submitted within fourteen (14) days of the notification of contract award 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 purchaser .
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
CC 26.1	The maximum amount of liquidated damages shall be 10 %