



Department of Management Services

PROCUREMENT DOCUMENT

(National Competitive Bidding Procedure)

Volume II

**Procurement of 02 Motor Car under
Operational Leasing Method**

Contract No: DMS/AD/02/Vehicle Ope. Lea. /2026

Chairman
Department Procurement Committee
Department of Management Services
Room No 343
The Secretariat
Lotus Road,
Colombo 01.

AUGUST 2026

Invitation for Bids

Department of Management Services

Procurement of 02 Motor car under Operational Leasing

Method Bid Number: DMS/AD/02/Vehicle Ope. Lea. /2026

1. The Chairman, Department Procurement Committee on behalf of the Director General, Department of Management Services invites sealed bids from eligible and qualified bidders for **“Procurement of 02 motor cars under operational Leasing Method”** for Department of Management Services, Ministry of Finance, Planning and Economic Development, The Secretariat, Lotus road, Colombo 01.
2. Bidding will be conducted through National Competitive Bidding procedure and contract period is 24 months.
3. Qualification requirements to qualify for contract award include:
 - i. Vehicle agents who are franchise holders of world-renowned vehicle brands available in Sri Lanka, financial institutes registered under the Central Bank of Sri Lanka and Motor car rental services (i.e. Rent a Car Companies) with at least 05 vehicle fleet and the business must be registered under the Companies Act No.7 of 2007 and subsequent amendments.
 - ii. The bidder shall supply vehicles that have a mileage of less than 150,000 km at the point of hiring.
 - iii. Documents demonstrating PCA3 certificate compliance with the Public Contract Act, No. 03 of 1987.
 - iv. Documentary evidence of experience in supplying a minimum of five motor vehicles under operational leasing method within the last five (05) years
 - v. Submission of Non-collusion Affidavit
4. Interested eligible bidders may obtain further information from Administrative Officer, Department of Management Services (Tel – 011 248 4778; Fax – 011 243 0270) and inspect the bidding documents at the office of Administration Division, 3rd Floor, Department of Management Services, Ministry of Finance, Planning and Economic Development, The Secretariat, Lotus road, Colombo 01. From 24.08.2026 to 10.09.2026 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 Administrative Officer, Administration Division, 3rd Floor, Department of Management Services, Ministry of Finance, Planning and Economic Development, The Secretariat, Lotus road, Colombo 01. From 24.08.2026 to 10.09.2026 from 0900hrs to 1500hrs. Upon payment of Nonrefundable fee of Rupees Rs. 3,500.00. The method of payment will be in cash only. In addition to that procurement document available in the web site of Ministry of Finance – Sri Lanka only for reference purposes. <https://www.treasury.gov.lk/>

6. Sealed Bids must be either delivered to the Chairman, Department Procurement Committee, Administration Division, 3rd Floor, Department of Management Services, Ministry of Finance, Planning and Economic Development, The Secretariat, Lotus road, Colombo 01. or deposit on the tender box keep in Administration Division, 3rd Floor, Department of Management Services, Ministry of Finance, Planning and Economic Development, The Secretariat, Lotus Road, Colombo 01 on or before 1030hrs on 11.09.2026. Bidder must be marked as a “Procurement of 02 motor cars under operational leasing method” in left hand corner in the envelope of the seal bid.
7. 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.
8. Bids shall be valid up to 27.11.2026.
9. All Bids shall be accompanied by a Bid Security of Sri Lankan Rupees One Hundred Eighty Thousand (Rs.180,000). 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 **Director General, Department of Management Services** or it may be deposited in cash with the Shroff at the **Department of Management Services**. Bid Security shall be valid up to 25.12.2026.
10. Pre-Bid Meeting will be held at 10.30hrs on 01.09.2026 at the Administration Division, 3rd Floor, Department of Management Services, Ministry of Finance, Planning and Economic Development, The Secretariat, Lotus road, Colombo 01.
11. 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.

Chairperson,
Department Procurement Committee,
Department of Management Services,
Ministry of Finance, Planning and Economic Development,
The Secretariat, Lotus road, Colombo 01
Date: 24.08.2026

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: Director General, Department of Management Services.
ITB 1.1	The name and identification number of the Contract is: Department of Management Services. Procurement of Motor Car under Operational Leasing Method DMS/AD/02/Vehicle Ope. Lea./2026 The number, identification, and names of the lots comprising this procurement are: 02 Motor Cars
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: Administrative Officer Address: Department of Management Services. The Secretariat, Colombo 01. Telephone: 011 248 4778 (Ext. 1620) Electronic mail address: dgms@msd.treasury.gov.lk Fax: 011 243 0270
	C. Preparation of Bids
ITB 11.1 (e) ⁵	The Bidder shall submit the following additional documents: i. Bidder shall enclose the original and the copy of the Bid in separate sealed envelopes, duly marking the envelope s as "ORIGINAL" and "COPY" These Envelopes containing the Original and the Copy shall then be enclosed in one single envelope. ii. The Bid shall be signed by the person duly authorized to do so and a letter issued by the company to confirm his signature should be submitted. iii. Copy of the letter of business registration. iv. Documents demonstrating PCA3 certificate compliance with the Public Contract Act, No. 03 of 1987. v. Documentary evidence of experience in supplying a minimum of five motor vehicles under operational leasing method within the last five (05) years vi. Submission Non-collusion Affidavit

ITB 14.3 ⁹	The bidders may quote following minimum quantities: Two Motor cars.
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 18.1 (b)	After-sales service is: Required
ITB 19.1 ¹²	The bid shall be validity until. 27.11.2026
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	Bidder shall provide Bid Declaration certificate Address to : Director General, Department of Management Services The Secretariat. 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 DMS/AD/02/Vehicle Ope. Lea./2026 and Procurement of 02 Motor Cars under operational Leasing Method
ITB 23.1	For bid submission purposes, the Purchaser's address is: Attention: Chairman, Department Procurement Committee Address: Department of Management Service, Ministry of Finance, Planning and Economic Development, The Secretariat, Lotus road, Colombo 01. The deadline for the submission of bids is: Date: 11.09.2026 Time: 10.30 am
ITB 26.1	The bid opening shall take place at: Address: Department of Management Service, Ministry of Finance, Planning and Economic Development, The Secretariat, Lotus road, Colombo 01. Date: 11.09.2026 Time: 10.30 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) The Vehicles should be supplied within fourteen days from date of award as specified in the “list of Good and Delivery Schedule of Section V.1” (b) Delay in payment shall not eligible for interest claims. (c) All Bids shall be complied with the duly completed specification requirements of the bidder. (d) Training for operation and maintenance shall provide.
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.

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

Refer Section II. Bidding Data Sheet (BDS) ITB 35.3 (d) sub section (a) i.

2. Evaluation Criteria (ITB 35.4)

- (a) The Purchaser's evaluation of a bid will be based on lowest Evaluated substantially responsive bid.
- (b) Average Fuel consumption is an evaluation factor for Motor Cars and this evaluation shall be made based on bidders' response and physical test if required. The fuel cost for the test drive shall be borne by the bidder.

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)

- 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 five motor car under operational leasing method within the last five (05) years.*
- ii. *If repair and maintenance work takes more than 24 hours, or even if repair takes less than 24 hours, the lessor must provide a similar replacement vehicle to the lessee depending on his requirement.*

(Bidder shall submit a confirmation Letter.)

- (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)

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: Director General,
Department of Management Service,
Ministry of Finance, Planning and Economic Development,
The Secretariat,
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 77 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]*

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]

PRICE SCHEDULE

1	2	3	4	5	6	7	8	9	10
				Goods and related Services offered within Sri Lanka (in Sri Lankan Rupees)					
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	Total Price Excluding VAT (Col 5+6)	Discounted Total price (if any) excluding VAT	VAT	Total Price Including VAT (Col. 7 or 8+9)
1									
2									
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]

Format for Bid Security Declaration
(Procurement Manual Reference - 5.9)

[If required, the Bidder shall fill in this form in accordance with the instructions indicated in brackets]

Date: _____ *[insert date by bidder]*

Name of contract _____ *[insert name by PE]*

Contract Identification No: _____ *[insert number by PE]*

Invitation for Bid No.: _____ *[insert number by PE]*

To: _____ *[insert the name of the employer/ Purchaser preferably PE to fill before issuing the bidding document]*

We, the undersigned, declare that:

1. We understand that, according to instructions to bidders (hereinafter “the **ITB**”), bids must be supported by a bid-securing declaration;
2. We accept that we shall be suspended from being eligible for contract award in any contract where bids have been invited by any of the Procuring Entity as defined in the Procurement Guidelines published by the National Procurement Commission, for the period of three (03) years starting on the latest date set for the closing of bids of this bid, if we:
 - (a) Withdraw our bid during the period of the bid validity period specified; or
 - (b) do not accept the correction of errors in accordance with the instructions to bidders of the bidding documents; or
 - (c) having been notified of the acceptance of our bid by you, during the period of bid validity,
 - i. fail or refuse to execute the Contract Form, if required, or
 - ii. fail or refuse to furnish the performance security, in accordance with the **ITB**.
3. We understand this bid securing shall expire if we are not the successful bidder, upon the earlier of,
 - (i) our receipt of a copy of your notification to the Bidder that the bidder was unsuccessful; or
 - (ii) twenty-eight days after the expiration of our bid.
4. We understand that if we are a JV, the Bid Securing Declaration must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed *[Insert signature(s) of authorized representative]* In the capacity of *[Insert title]*

Name *[Insert printed or typed name]*

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

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

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.....

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]

Ser. N° ☐	Details of the Vehicles						Final (Project Site) Destination as specified in BDS	Delivery Date ¹		
	Make and Model of the Car	Registration Number	Fuel Type	Country of Origin	Manufacturing Year	Engine Capacity		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							Ministry of Finance, Planning and Economic Development. The Secretariat, Colombo 01.	On or before 2 Days from the date of contract award	On or before 14 Days from the date of contract award	
02										

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 provide a dedicated hotline service, accessible during official working hours, for the purpose of reporting faults, requesting assistance, and obtaining technical support				
02	The lessee shall bear the cost of all routine maintenance and repairs, including annual licensing, emission testing, and insurance				
03	If repair and maintenance work takes more than 24 hours, or even if repair takes less than 24 hours, the lessor must provide <i>a similar replacement vehicle</i> to the lessee depending on his requirement.				

3. Technical Specifications & Compliance – Motor Car

(Submit for each vehicle in a separate sheet/table)

Item No.	Component Description	Minimum Specifications	Bidder's Response (Yes / No / Specify)	If “No” Comments/s on the other
1.	Make			
2.	Model			
3.	Type	Sedan		
4.	Year of Manufacture	2017 or After		
5.	Mileage	Below 150,000 Km (At the time of Handover the Vehicles)		
6.	Country of Origin	Please mentioned		
7.	Air Condition	Fully air Conditioned		
8.	Transmission	Automatic		
9.	Engine (Engine capacity cc)	Between 1300cc – 1500cc		
10.	Engine type	Petrol – Hybrid		
11.	Fuel type	Petrol		
12.	Safety	ABS		
		Air Bags		
		Seat Belts		
		Emergency Break Assist		
13.	Color	Preferable Colors White/Black/Silver/Metallic Gray		
14.	Sun UV Protection	Tinted Side and Rear Windscreen (Within legally Authorized limits)		
15.	Interior	Leather / Fabric Seat Covers		
		Carpets		
16.	Entertainment	Touch Screen With AM/FM Radio with USB input and speakers		
17.	Reverse Assistance	Reverse Camera with Screen		
		Reverse Sensors (Preferable)		
18.	Wheel & Tires	13-15 R		
		Alloy Wheel / Full Wheel Cups		

19.	Registration	Vehicles shall be registered in the name of the service provider or shall be covered under a valid agreement throughout the contract period		
20.	Average Fuel consumption	City Limits – Minimum 18Km		
		Out of City – Minimum 23Km		
21.	Replacement vehicle during repairs and Services	If repair and maintenance work takes more than 24 hours, or even if repair takes less than 24 hours, the lessor must provide a vehicle of a similar type to the lessee depending on his requirement.		
22.	Allowed Km Per Month	Minimum 3000Km Per month		
23.	Services & Maintenance	Shall be done by the supplier		
24.	Insurance	Fully insured with the rent a car policy		
25.	Demonstration	To be arrange to verify the condition of the vehicle on request		

- All Mandatory requirements must be fulfilled by the bidder and comment in the cause of any disparity from the required specifications.
- If the given space is not enough, attach details separately.
- Any other details or facilities to be mentioned.

.....
Signature of the Bidder
Name of the Authorized Person
Designation
Office Seal
Date

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: Director General , Department of Management Service
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: Administrative Officer Address: Department of Management Services , 3 rd Floor, Ministry of Finance, Planning and Economic Development The Secretariat, Colombo 01. Telephone: 011 248 4778 (Ext. 14620) Facsimile number: 011 243 0270 Electronic mail : dgms@msd.treasury.gov.lk
CC 15.1	<i>Sample provision [Select appropriately]</i> CC 15.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows: A: For Vehicles offered within Sri Lanka Payment shall be made in Sri Lanka Rupees within Twenty-eight (28) days after submission claim to purchaser after services have been performed.
CC 17.1	A Performance Security: Not Required.
CC 25.1	The inspections and tests shall be: Required.
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: Not Applicable
CC 26.1	The maximum number of liquidated damages shall be.