



Procurement of Goods
Under
National Shopping Procedures
Invitation of Quotations
For
Procurement of
*Design Printing of Annual Report for the Year
2025*
*Ministry of Finance, Planning and Economic
Development*

IFQ No: [MOF/Shopping/2/34/2026]

The Chairman
Ministry Minor Procurement Committee
Ministry of Finance, Planning and Economic Development

Section I. Instructions to Vendors (ITV)

A: General	
1. Scope of Bid	1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Goods as specified in Section III Schedule of Requirements. Upon receipt of this invitation, you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation. The Purchaser may not consider you for inviting quotations in the future if you fail to acknowledge the receipt of this invitation or do not submit a quotation after expressing the intention as above.
B: Contents of Documents	
2. Contents of Documents	2.1 The documents consist of the Sections indicated below. <ul style="list-style-type: none"> • Section I. Instructions to Vendors (ITV) • Section II. Data Sheet • Section III. Schedule of Requirements • Section IV. Quotation submission Form(s) • Section V. Price Schedule
C: Preparation of Quotation	
3. Documents Comprising your Quotation	3.1 The Quotation shall comprise the following: <ul style="list-style-type: none"> A. Quotation Submission Form and the Price Schedules; B. Technical Specification & Compliance with Specifications
4. Quotation Submission Form and Price Schedules	4.1 The vendor shall submit the Quotation Submission Form using the form furnished in Section V. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested. 4.2 Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.
5. Prices and Discounts	5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules. 5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.

	<p>5.3 The applicable VAT shall be indicated separately.</p> <p>5.4 Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non-responsive and may be rejected.</p>
6. Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Goods	<p>7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications and standards specified in Section IV, "Technical Specifications & Compliance with Specifications".</p> <p>7.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial responsiveness of the Goods to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.</p> <p>7.3 If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Sri Lanka.</p>
8. Period of Validity of quotation	8.1 Quotations shall remain valid for the period of sixty (63) days after the quotation submission deadline date.
9. Format and Signing of Quotation	9.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor.
10. Bid Declaration	10.1 Bidder Should be submit duly filled bid declaration form as per the form no 1
11. Performance Security	<p>11.1 If required as specified in the Contract Data, the Supplier shall, within fourteen (14) days of the notification of contract award, provide a performance security of Ten percent (10%) of the Contract Price for the performance of the Contract.</p> <p>11.2 As specified in the Contract Data, the Performance Security, if required, shall be in Sri Lanka Rupees and shall be in the format stipulated by the Purchaser in the Contract Data, or in another format acceptable to the Purchaser.</p> <p>11.3 The Performance Security shall be discharged by the Purchaser and returned to the Supplier 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.</p>

D: Submission and Opening of Quotation	
12. Submission of Quotation	<p>12.1 Vendors may submit their quotations by mail or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number.</p> <p>12.2 If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.</p>
13. Deadline for Submission of Quotation	13.1 Quotation must be received by the Purchaser at the address set out in Section II, "Data Sheet", and no later than the date and time as specified in the Data Sheet.
14. Late Quotation	14.1 The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITV Clause 11.1 above.
15. Opening of Quotations	<p>15.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>15.2 A representative of the bidders may be present and mark its attendance.</p>
E: Evaluation and Comparison of Quotation	
16. Clarifications	<p>16.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its quotation which is not in response to a request by the Purchaser shall not be considered.</p> <p>16.2 The Purchaser's request for clarification and the response shall be in writing.</p>
17. Responsiveness of Quotations	<p>17.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>17.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p> <p>17.3 The bidders shall quote for all prices including digital and offset method as mentioned in price schedule.</p>
18. Evaluation of quotation	<p>18.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>18.2 To evaluate a quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"> (a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (a) price adjustment due to discounts offered. <p>18.3 The Purchaser's evaluation of a quotation may require the</p>

	consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods. .
19. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	19.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.
F: Award of Contract	
20. Acceptance of the Quotation	20.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.
21. Notification of acceptance	21.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that its quotation has been accepted.

Section II: Data Sheet

ITV Clause Reference	
1.1	The Purchaser is: Ministry of Finance, Planning and Economic Development Name of the Procurement: Design and Printing of the Annual Report for the Year 2025 The identification Number of Procurement: <i>MOF/Shopping/2/34/2026</i> .
3.1	The Quotation shall comprise the following: A. Bid Security Declaration Form I B. General Information Form II C. Annual Turnover Summary Form III D. Printing Experience Record Form IV E. Project Staff Summary Form V F. Non Collusion Declaration Form VI G. Certified Copies of the Business Registration H. Vat Registration Certificate I. At least 3 Samples of previous printing work J. Power of Attorney/Letter of Authorization for signatory of the bid.
7.3	Manufacture's Authorization is not required.
10	Bid Declaration Form shall be submitted with the bid.
11.1	Address for submission of Quotations is Chairman, Minor Procurement Committee, Finance Division, Upper Ground Floor, New Building of the Ministry of Finance, Planning and Economic Development, Lotus Road, Colombo 01.
13	The quotations shall be opened at the following address: Address: Finance Division, Upper Ground Floor, New Building of the Ministry of Finance, Planning and Economic Development Lotus Road, Colombo 01. The deadline for the submission of bid is Date : 29 th April 2026 Time 2.00P.M
15	Bid Opening will be held on 29 th April 2026 at 2.00PM Representatives of the bidders can be participate for the bid opening

16.1	<p>If bidder need any Clarification</p> <p>Contact : Chief Accountant Ministry of Finance, Planning and Economic Development Tel : 0112484535</p>
18.1	<p>The following factors and methodology will be used for evaluation:</p> <p>01. The evaluation and comparison of bids in general will be carried according to the Cost Based Evaluation (CBE) criteria. In addition to the cost factors such as the technical responsiveness and performance over the specified minimum will also be used for evaluation..</p> <p>02. Failure to respond to requirement schedules as indicated may result the Bid to be considered as non-responsive</p> <p>03. Evaluation will be based on total value submitted by the bidder for design and printing of all three types of books in three languages.(Sinhala, Tamil, English)</p> <p>04. The Bidder shall submit samples of the mentioned pages in Schedule III along with the bidding documents.</p>
18.3	<p>Other factors that will be considered for evaluation are (List and describe the methodology):</p> <p>01. Domestic Preference shall not be a bid evaluation Factor</p> <p>02. Bidder shall be a registered business venture/ institution registered within Sri Lanka for equal or above 5 years;</p> <p>03. The bidder must have successfully completed at least three printing-related contracts within the last three consecutive years (2023, 2024, and 2025), and the value of one contract shall be not less than LKR 2 million</p> <p>04. Average annual turnover shall not be less than LKR 5 million over the last three consecutive years (2023, 2024, and 2025)</p> <p>05. Ability to design and print the report in three languages. (Sinhala, Tamil and English)</p>

¹ Insert only if additional factors other than price is considered for evaluation.

Section III: Schedule of Requirements

All bidders shall respond to following requirements

Schedule I: Technical Requirements

Ref	Parameter	Bidder's response (Yes/Agree, No/Disagree)	Technical description on how the requirements is met including references to technical design / documents
01.	Name of the Book	"Annual Report 2025 – Ministry of Finance, Planning and Economic Development	
02.	Number of Pages	English 480 Sinhala 480 Tamil 495	
03.	Colour	4 Color	
04.	Art Work	Cover page front and back page should be designed by the bidder	
05.	Paper Substance	Cover page - 250 GSM with matt laminating Inside Papers – 100 GSM – Matt	
06.	Binding	Perfect Binding	
07.	Language	English/Sinhala/Tamil	
08.	Number of copies in three languages	English - 75 copies Sinhala - 50 copies Tamil - 25 copies	
09.	Completion of the work	On or Before 07 th June 2026	
10.	Designing	Setting of the pages and other inside art work should be designed by the bidder	
11.	Typesetting and Editing	I) Bidder should have the capacity to allocate sufficient type setters for typesetting in English/Sinhala/Tamil languages and edit in the draft copies. II) Type setting and editing staff should come to the Department of Fiscal Policy in final week of completion of work when deemed necessary.	
12.	In Design file in all three languages	In Design file shall be submitted before the final Payment.	

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Bidder's Signature and Company Seal

.....
Date

Schedule II: Delivery Schedule

No.	Parameter	Bidder's response (Yes/Agree, No/Disagree)
01	<p>Expected awarding date shall be on or before 07th May 2026. The final soft copy shall be submitted to the Purchaser on 10th May 2026. The other delivery schedule as follows:</p> <p>1st Proof: on or before 15th May 2026</p> <p>2nd Proof: on or before 29th May 2026</p> <p>Annual Report (2025) should be delivered to the Department of Fiscal Policy, 3rd Floor, New Building, Ministry of Finance, Planning, Economic Development, Lotus Road, Colombo 01</p>	

.....
Bidder's Signature and Company Seal

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Date

Schedule III – Sample Submission

The Bidder shall submit samples of the following pages along with the bid document. Bidders who do not submit samples will be rejected.

A. Final Budget Position Report (Annual Report) 2024 English Version

- Topic Page: Part I Macro-Fiscal Perspectives
- 06 inside pages from Page No 20-23

B. අවසාන අයවැය තත්වය පිළිබඳ වාර්තාව (වාර්ෂික වාර්තාව) සිංහල මුද්‍රිතය 2024

- මාතෘකා පිටුව : I කොටස - සාර්ව භා රාජ්‍ය මූල්‍ය ප්‍රතිපත්ති විවරණය
- පිටු අංක 21 සිට 24 දක්වා ඇතුළත පිටු 06ක්

C. இறுதி வரவு செலவுத்திட்ட நிலைப்பாட்டு அறிக்கை (ஆண்டறிக்கை) 2024 தமிழ் பதிப்பு

- தலைப்பு பக்கம்: பகுதி I - பேரின – அரசிறைக் கண்ணோட்டம்
- பக்க இல. 21 - 24 வரை 06 பக்கங்களை கொண்டது

These pages can be downloaded from <https://www.treasury.gov.lk/web/annual-reports/section>

Section IV – Bid Submission Form

[Note: 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: *Chairman, Ministry Minor Procurement Committee, Ministry of Finance, Planning and Economic Development*

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 procurement works for **printing the annual report for the year 2025 – Ministry of Finance, Planning and Economic Development in Sinhala, Tamil and English languages.**
- (c) The total price of our Bids without VAT, including any discounts offered is as follows

In words:

.....
.....

- (d) Our bid shall be valid for the period of time specified in ITB Sub-Clause 18.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 23.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 38;
- (f) We have no conflict of interest in accordance with ITB Sub-Clause 4.2;
- (g) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared blacklisted by any governmental authority or court of law.
- (i) 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.
- (j) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

.....
Signed

Name and Seal:

Duly authorized to sign the bid for and on behalf of:

.....

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

Section V - Price Schedule for Design and Printing Annual Report 2025

i. Price Schedule for Printing of Annual Report 2025

No	Description	No of Books	Cost Per copy (Excluding Vat) Rs.		Total Cost Excluding VAT (Rs)		Total Cost + VAT (Rs)	
			Digital	Offset	Digital	Offset	Digital	Offset
01	Annual Report English	75						
02	Annual Report Sinhala	50						
03	Annual Report Tamil	25						

ii. Price Schedule for Printing an Additional Copy of Annual Report 2025

No	Description	Cost Excluding VAT (Rs)	
		Digital	Offset
01	Annual Report English		
02	Annual Report Sinhala		
03	Annual Report Tamil		

iii. Price Schedule for Printing an Additional Page

No	Description (A)	No of Copy (B)	Cost for Page		Total Cost Excluding VAT	
			Digital ©	Offset (D)	Digital €=(B)* (C)	Offset (F)= (B)*(D)
01	Annual Report English	75				
02	Annual Report Sinhala	50				
03	Annual Report Tamil	25				

iv. Price Schedule for Reduction per page

No	Description (A)	No of Copy (B)	Cost for Page		Total Cost Excluding VAT	
			Digital ©	Offset (D)	Digital €=(B)* (C)	Offset (F)= (B)*(D)
01	Annual Report English	75				
02	Annual Report Sinhala	50				
03	Annual Report Tamil	25				

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Bidder's Signature and Company Seal

Date

Form I- Bid-Securing Declaration

[Note: the purchaser is required to fill the information marked as "*" and delete this note prior to selling of the bidding document]

[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]

*Contract Identification N^o: -----[insert number]

*Invitation for Bid No.: ----- insert number]

*To Secretary
Ministry of Finance, Planning and Economic Development

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 being invited by any of the Procuring Entity as defined in the Procurement Guidelines published by National Procurement Agency of Sri Lanka, for the period of time of *three years* starting on *the latest date set for closing of bids of this bid*, if we:
 - (a) withdraw our Bid during the period of bid validity period specified; or
 - (b) do not accept the correction of errors in accordance with the Instructions to Bidders of the Bidding Documents; or
 - (c) having been notified of the acceptance of our Bid by you, during the period of bid validity, (i) fail or refuse to execute the Contract Form, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the ITB.
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]

Form II- General Information Form

All individual firms that are bidding must complete the information in this form.

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	Telex
5.	Place of incorporation / registration	Year of incorporation / registration

Nationality of owners ¹		
Name		Nationality
1.		
2.		
3.		
4.		
5.		
^{1/} To be completed by all owners of partnerships or individually owned firms.		

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Bidder's Signature and Company Seal

.....

Date

Form III- Annual Turnover Summary

Total value of annual turnover billed to clients, in LKR at the end of the period reported:

Year 1	Year 2	Year 3

(Supporting document should be attached)

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Bidder's Signature and Company Seal

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Date

Form IV- Printing Experience Record

(Supporting document should be attached)

Name of Bidder

On separate pages, using the format of Form given below, the Bidder is requested to list contracts of a similar nature and complexity and which the Bidder has undertaken during the period, and of the number.

Use a separate sheet for each contract and if shall be supported with a reference letter obtained from a client.

1.	Number of contract	
	Name of contract	
	Country	
2.	Name of Purchaser: Contact Person : Email :	
3.	Purchaser address: Tel: Email :	
4.	Nature of printing work:	
5.	Number of books/reports supplied:	
6.	Total contract value: Rs. _____;	
7.	Date of award/completion	

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Bidder's Signature and Company Seal

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Date

Form V- Project Staff Summary

Bidders must use separate sheet for each member/partner in the team.

I.

Name of Bidder

Name of the Team Leader/ Project Manager	
Professional qualification	
Experience	
Contact Detail	Telephone
	Fax
	Email

Other Key staff (Typing, Designing and Printing)	
Professional qualification	
Experience	
Contact Detail	Telephone
	Fax
	Email

(Please complete separate forms for each individual staff member assigned to the project)

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Bidder's Signature and Company Seal

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Date

