



Ministry of Finance, Planning and Economic Development

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

Procurement of 90 Nos. Petrol Brand New Three-Wheeler

IFB No: MOF/NCB/23/82-I/2025

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

October 2025

For Office Use only

Ref. No: IFB No: MOF/NCB/23/82-I/2025

Procurement of 90 Nos. Petrol Brand New Three-Wheeler
Regulation / Condition and the form submission of Bid

01. Name of the Company :
.....
.....
02. Company Address :
.....
03. Document No :
04. Receipt No :

.....
Date

.....
Signature of the Issuing Officer

Stamp:

Invitation for Bids	
Ministry of Finance, Planning and Economic Development Procurement of 90 Nos. of Petrol Brand New Three-Wheeler	
IFB Number: MOF/NCB/23/82-I/2025	
1.	The Chairman, Standard High Level Procurement Committee (SHLPC) on behalf of the Secretary, Ministry of Finance, Planning and Economic Development, invites sealed bids from eligible and qualified bidders for “Procurement of 90 Nos. Petrol Brand New Three-Wheeler” for Ministry of Finance, Planning and Economic Development, The Secretariat, Lotus Road, Colombo 01.
2.	Bidding 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, servicing and maintaining at least 500 Nos. Brand new Three-Wheelers, in offered make, during the last ten (10) years. ii. The bid shall be accepted only from Manufacturer or an Authorized local agent nominated by the respective Manufacturer. Letter of Manufacture’s Authorization for bidding, supplying, servicing and maintaining offered Petrol Brand New Three-Wheeler should be provided by the bidder iii. Bidder should have minimum Twenty-Five (25) service centers under the ownership of the respective bidder or franchise or associate located island-wide covering each and every Districts. iv. The bidder shall have maintained a minimum average annual turnover of not less than LKR Seventy Five Million (Rs.75Mn) during the period 2017 to 2019, which is prior to the period of the vehicle importation ban (three consecutive years). The bidder should submit Audited Financial Statements for the period of 2017 to 2019. (Three consecutive years). v. The credit facility of a minimum of LKR Fifty Million (Rs.50Mn) particularly for this contract from a Commercial Bank registered under the Central Bank of Sri Lanka. vi. Documentary evidence confirming registration and compliance under the Public Contract Act, No. 03 of 1987 (PCA3 Certificate) should be provided. vii. Confirmation should be obtained from the Department of Inland Revenue verifying tax compliance of the respective bidder. viii. The bidder should provide a letter by confirming the proceeding the respective Letter of Credit facility through the bank nominated by the Procurement Entity.

	ix. The bidder shall submit a Non-Collusion Affidavit. x. 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 should be provided.
4.	Pre-Bid meeting will be held on 11.11.2025 at 10.00a.m at Accounts Division, Upper Ground Floor, New Building, Ministry of Finance, Planning and Economic Development, Lotus Road, Colombo 01.
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 7th November 2025 to 17th November 2025 from 0900hrs to 1500hrs.
6.	Interested bidders may purchase a complete set of bidding documents in the 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 7th November 2025 to 17th November 2025 from 0900hrs to 1500hrs upon payment of a Non-refundable fee of Rupees Thirty Thousand only (Rs 30,000.00). The method of payment will be in cash only. In addition to that procurement document is available in the web site of Ministry of Finance only for reference purposes. <i>https://www.treasury.gov.lk/</i> <i>Note: All Clarification shall be requested on or before 12.11.2025 at 15.00 hours.</i>
7.	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, 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 18th November 2025. Bidder must be marked as a “Procurement of 90 Nos. Petrol Brand New Three-Wheeler” in left hand corner in the envelope of the seal bid.
8.	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 90 Nos. Petrol Brand New Three-Wheelers and Bid Number: MOF/NCB/23/82-I/2025” on top of the left-hand corner of the envelope.

9.	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 for bid opening.
10.	Bids shall be valid up to 17 th February, 2026 (Days 91)
11.	All bids shall be accompanied by a Bid Security of Sri Lankan Rupees Two Million (Rs 2,000,000.00) . 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, 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 17 th March 2026
12.	Volume 1 • 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
Chairman, Standing High Level Procurement Committee , Ministry of Finance, Planning and Economic Development, The Secretariat, Lotus Road, Colombo 01 Date: 07.11.2025	

Instructions to Bidders (ITB)

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 90 Nos. Petrol Brand New Three-Wheeler MOF/NCB/23/82-I/2025
ITB 2.1	The source of funding is: Government of the Democratic Socialist Republic of Sri Lanka
ITB 4.1	Eligibility: II.Bids should be submitted by reputed manufacturers/ an Authorized local agent nominated by the respective Manufacturer who have previous experience and financial eligibility for the supply of the Petrol Brand New Three-Wheeler to those required under this contract. (Refer to the eligibility Section II. Bidding Data Sheet (BDS) ITB 11.1(e) Qualification requirements to qualify for contract award are: To eligible for contract award, the successful bidders shall possess legal rights and shall not have been black listed to supply the Petrol Brand New Three-Wheeler under this contract. The bidder shall have Manufacture's Authorization letter for bidding, selling, servicing and distributing offered equipment.
ITB 4.4	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 <i>Note: All Clarification shall be requested on or before 12.11.2025 at 15.00 hours.</i> Pre-Bid meeting will be held on 11.11.2025 at 10.00a.m at

	Accounts Division, Upper Ground Floor, New Building, Ministry of Finance, Planning and Economic Development, Lotus Road, Colombo 01.
	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, servicing and maintaining at least 500 Nos. Brand new Three-Wheelers, in offered make, during the last ten (10) years. iv. Letter of Manufacture's Authorization for bidding, supplying, servicing and maintaining offered Petrol Brand New Three-Wheeler. The bid shall be accepted only from Manufacturer or an Authorized local agent nominated by the respective Manufacturer v. List of minimum Twenty-Five (25) service centers under the ownership of the respective bidder or franchise or associate located island-wide covering each and every Districts. vi. The bidder shall have maintained a minimum average annual turnover of not less than LKR Seventy-Five Million (Rs.75Mn) during the period 2017 to 2019, which is prior to the period of the vehicle importation ban (three consecutive years). The bidder should submit Audited Financial Statements for the period of 2017 to 2019. (Three consecutive years). vii. The credit facility of a minimum of LKR Fifty Million (Rs.50Mn) particularly for this contract from a Commercial Bank registered under the Central Bank of Sri Lanka. viii. Documentary evidence confirming registration and compliance under the Public Contract Act, No. 03 of 1987 (PCA3 Certificate). ix. Confirmation letters issued by the Department of Inland Revenue verifying tax compliance of the respective bidder. x. A letter by confirming the proceeding the respective Letter of Credit facility through the bank nominated by the Procurement Entity. xi. The bidder shall submit a Non-Collusion Affidavit. xii. 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.

	xiii. Bidder shall submit including customer references with company name, address and telephone numbers, contact person name/s. xiv. Product catalogs and brochures shall be submitted with the Bid in English Language. xv. Delivery and implementation schedule with timeline.
ITB 14.3 ⁹	The bidder shall quote 90 Nos. Petrol Brand New Three-Wheeler: Partial Bid/s shall not be accepted.
ITB 15.1 ¹⁰	The bidder shall quote in Sri Lankan Rupees.
ITB 17.3 ¹¹	Spare parts to be available for at least 10 years from the date of Delivery. The confirmation to be provided by the bidder.
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. 17 th February 2026 (91 Days)
ITB 20.1	Bid shall be accompanied by a Bid Security obtain by any commercial bank approved by the Central Bank of Sri Lanka using the form include in Section IV Bidding Forms valid until 17 th March 2026.
ITB 20.2 ¹³	The amount of the Bid Security shall be: Sri Lanka Rupees Two Million (LKR. 2,000,000.00). 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/23/82-I/2025 and Procurement of 90 Nos. Petrol Brand New Three-Wheeler
ITB 23.1	For bid submission purposes, the Purchaser's address is: Attention: Secretary 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: 18th of November 2025 Time: 14.00 hours

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: 18th of November 2025 Time: 14.00 hours
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	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 the Delivery schedule: i. Option 03 is applicable: The adjustment is 0.5% per week b. Deviation in payment schedule: Option 1 is applicable i. Delay in payment shall not be eligible for interest claims. c. Multiple options shall not be allowed. (Bidders should comply purchaser's specification only) d. All Bids shall be complied with the duly completed specification requirements of the purchaser. e. Items comparison, evaluation of Bids and Award of Contract shall be made on the basis of a single item.
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 should quote for all quantity (90 Nos.) Petrol Brand New Three-Wheeler, Partially quoted bids will be rejected.

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)

Section III. Evaluation Criteria

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 fulfill the following all Mandatory Requirements (2.1-2.12)

- 2.1 The bidder shall comply with technical specification included in the bidding document.
- 2.2 The bidder shall provide documentary evidence demonstrating experience in supplying, servicing and maintaining at least 500 Nos. Brand new Three-Wheelers, in offered make, during the last ten (10) years.
- 2.3 Letter of Manufacture's Authorization for bidding, supplying, servicing and maintaining offered Brand New Three-Wheelers. The bid shall be accepted only from Manufacturer or an Authorized local agent nominated by the respective Manufacturer.
- 2.4 List of minimum Twenty-Five (25) service centers under the ownership of the respective bidder or franchise or associate located island-wide covering each and every Districts.
- 2.5 Documentary evidence confirming registration and compliance under the Public Contract Act, No. 03 of 1987 (PCA3 Certificate).
- 2.6 Confirmation letters issued by the Department of Inland Revenue verifying tax compliance of the respective bidder.
- 2.7 A letter by confirming the proceeding the respective Letter of Credit facility through the bank nominated by the Procurement Entity.
- 2.8 The bidder shall submit a Non-Collusion Affidavit.
- 2.9 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.

- 2.10 Bidder shall submit including customer references with company name, address and telephone numbers, contact person name/s.
- 2.11 Product catalogs and brochures shall be submitted with the Bid in English Language.
- 2.12 Delivery and implementation schedule with timeline.

3. Multiple Contracts (ITB 35.5) – Multiple contracts shall not be allowed.

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

1. The bidder shall have maintained a minimum average annual turnover of not less than LKR Seventy-Five Million (Rs.75Mn) during the period 2017 to 2019, which is prior to the period of the vehicle importation ban (three consecutive years). The bidder should submit Audited Financial Statements for the period of 2017 to 2019. (Three consecutive years).
2. The credit facility of a minimum of LKR Fifty Million (Rs.50Mn) **particularly for this contract** from a Commercial Bank registered under the Central Bank of Sri Lanka.

(Refer to Schedule of Requirements.)

Section IV. Bidding Forms

Table of Forms

Bid Submission Form
Price Schedule:.....
Bid Security (Guarantee).....
Manufacturer’s Authorization

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 *90 Nos. Petrol Brand New Three-Wheelers*,
- (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]*

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]

Section IV Bidding Forms

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)
	Petrol Brand New Three-Wheelers	90 Nos							
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 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/23/82-I/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
2017/2018	
2018/2019	
2019/2020	
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 Backhoe 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	
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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	Quantity	Location/ Coverage Area	Service Capacity (Number of Three Wheelers per Month)	Remarks
01					
02					
03					
04					
05-25					

Authorized Signature :.....

Name:.....

Designation:.....

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. **IFB**

- **MOF/NCB/23/82-I/2025** ("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)]

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

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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 N□□	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	Petrol Brand New Three-Wheelers	90	Nos	The Purchaser shall decide	On or before 2 Months from the date of the contract signing	On or before 3 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	Vehicle should be registered in the Department of Motor Traffic by the Bidder				
02	Three free Compulsory Services, including lubricant and Material				
03	Free Carrier Service during the warranty period in the event of breakdown of the vehicle				
04	24/7 free Breakdown Services within warranty period				
05	Free demonstration and training for the drivers and technicians				
06	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 Petrol Three-Wheeler

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	Brand-new Petrol Three-wheeler complying with Motor Traffic Regulations of Sri Lanka		
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	Manufacturing Year	2025 /2026		
1.7	Condition	Complete assembled condition		
1.8	Chassis	Reinforced Steel Alloy		
1.9	Start	Self-Start / Lever operated		
2	ENGINE			
2.1	Engine	Single Cylinder, 4 Stroke (EFI Preferable)		
2.2	Capacity	Minimum 200cc		
2.3	Max Power(kW@RPM)	Shall be mentioned by the Supplier		
2.4	Max Torque (Nm@RPM)	Shall be mentioned by the Supplier		
3	FUEL			
3.1	Fuel Type	Petrol		
3.2	Fuel Tank	Minimum - 8L		
4	DIMENSIONS			
4.1	Wheel Base	Minimum 1500 mm		
4.2	Ground Clearance	Minimum 180 mm		
5	SUSPENSION			
5.1	Suspension	Double Acting Hydraulic Shock Absorber/ Coil Springs		
6	TRANSMISSION			
6.1	Transmission	4 forward + 1 reverse gear		

Ser, NO.	Description of Goods	Technical Specification and standards		
		Purchaser's Requirements	Bidder's Compliance	
		Minimum Specification	Yes /No	If No, Bidders Response
7	ELECTRICAL SYSTEM			
7.1	Battery	Should be 12V electric system with single dry charge battery		
8	CHASSIS			
8.1	Chassis	Reinforced Steel Alloy		
9	INTERIOR			
9.1	Seating Capacity	Should be 4 including driver's seat		
9.2	Instrument Cluster	Speedo meter, Odo meter, fuel and other key indicators		
10	EXTERIOR			
10.1	Halogen/LED Head Lamps	Should be available		
10.2	Rear combination lamps	Should be available		
10.3	Wiper	Should be available		
10.4	Rear Bumper	Should be available		
10.5	Mud Guards (Front & Rear)	Should be available		
10.6	Door / Barrier	Right Side Door or Barrier disallowing passengers to get on and off from the right		
11	Tools & Manuals			
11.1	Standard tool kit including wheel bracer with extension			
11.2	Owner's Manual			
11.3	All Manuals should be in English			
12	General			
12.1	Total No. of Units Sold within last 10 years to the shall be not less than 500 units			
12.2	Manufacturer must hold a quality certificate copy of which should be submitted with the offer. (ISO preferred)			
12.3	Registration of vehicle shall be by done local agent with no cost to the Purchaser			
12.4	List of existing customers should be provided with the offer. (This document shall be submitted with confirmation of internal Auditor or External Auditor.			
12.5	Manufacturer Authorization letter should be attached.			
13	Warranty			
13.1	Manufacturers' Comprehensive warranty for a minimum 1 year from the date of delivery to the purchaser. (attach confirmation letter from the manufacturer) Bidders are encouraged to provide an extended warranty			
13.2	All manufacturing defects found in the vehicle during the warranty period should be made good by the supplier at no cost.			
14	After Sales Service			
14.1	The bidder shall maintain a minimum of twenty-five (25) service and repair centers under the ownership of the respective bidder or franchise or associate located island-wide covering each and every districts.			

Ser, NO.	Description of Goods	Technical Specification and standards		
		Purchaser's Requirements	Bidder's Compliance	
		Minimum Specification	Yes /No	If No, Bidders Response
14.2	Shall attach service facility structure and list of workshop facilities			
14.3	After sale service is required including necessary fast moving spare parts and repair facilities at least for 15 years. (In writing)			
14.4	Minimum three full free services (including oil, labor and material)			

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]

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.

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.

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.

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: 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.
CC 17.1	A Performance Security: Separate performance securities shall be submitted for each shipment of 10% of the total Contract Price issued by a commercial bank operating in Sri Lanka in favor of Secretary, Ministry of Finance, Planning and Economic Development. Performance Security shall be submitted within Seven (07) days from the date of awarding, 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 number of liquidated damages shall be 5 % of the contract value.
CC 27	All 90 Nos. Petrol Brand New Three-Wheeler warranty shall be complied as per the Section V (Schedule of Requirements) under the Technical Specification Sub Sections 13.1 and 13.2