



**INVITATION FOR SUBMISSION OF BIDS FOR
PROCUREMENT OF
SRI LANKA TEA AND COFFEE FOR ONBOARD DUTY FREE SALES**

REFERENCE NO: DFP35/2024/NCB/04

**SRILANKAN AIRLINES
INFLIGHT DEPARTMENT
AIRLINE CENTRE
BANDARANAYAKE INTERNATIONAL AIRPORT
KATUNAYAKE
SRI LANKA**

Section I. Instructions to Bidder (ITB)

A: General	
1. Scope of Bid	1.1 The SriLankan Airlines named in the Data Sheet invites you to submit a Bid for the supply of Goods as specified in Section III - Schedule of Requirements for the new catalogue. Upon receipt of this invitation you are requested to acknowledge the receipt of this invitation and your intention to submit a Bid.
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 Supplier• Section II. Data Sheet• Section III. Schedule of Requirements• Sections IV. Bid Submission Form• Section V. General Conditions• Annexure A : Inflight Duty Free Specification and Price format• Annexure B : Sample Agreement• Annexure C : Vendor Information Form• Annexure D : Clientele Information Form
C: Preparation of Bid	
3. Documents Comprising your Bid	3.1 The document shall comprise the following: <ul style="list-style-type: none">• Sections IV - Bid Submission Form.• Annexure A - Inflight Duty Free Specification and Price format.• Annexure B - Sample Agreement• Proprietor's authorization, if applicable
4. Bid Submission Form and Inflight Duty Free Specification and Price Format	4.1 The Supplier shall submit the Bid Submission Form using the form furnished in Section IV. 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.

5. Prices	<p>5.1 Unless stated in Data Sheet, all items must be priced separately in the Inflight Duty free Specification and Price Format.</p> <p>5.2 The price to be quoted in the Bid Submission Form shall be the total price of the Bid.</p> <p>5.3 Prices quoted by the Supplier shall be fixed during the catalogue period and not subject to variation on any account. A Bid submitted with an adjustable price shall be treated as non-responsive and may be rejected.</p>
6. Currency	6.1 It is preferred that the Suppliers quote in US Dollars (USD) or in Sri Lankan Rupees. For bids in foreign currency the conversions shall be carried out using the selling rate established by the Central Bank of Sri Lanka on the date of Bid opening.
7. Documents to Establish the Conformity of the Goods	7.1 The Supplier of duty free items should be the Proprietor or Authorized Distributor/agent. The Supplier shall submit a certificate from the proprietor to demonstrate that it has been duly authorized by the proprietor to supply these Goods in Sri Lanka.
8. Period of Validity of Bid	8.1 Bids shall remain valid for a period of ninety (90) days after the Bid submission deadline date.
9. Format and Signing of Bid	9.1 The Bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Supplier. Please ensure all documents are duly signed and stamped in the given area when forwarding.
D: Submission of Samples	
10. Submission of Samples	<p>10.1 Sample will be request if require only. If sample needed submit 01 sample for each proposed product /item bidded on DDP (Destination Duty Paid) basis on or before 08th July 2024.All charges in connection with the forwarding of the samples should be borne by the bidders. (Please ensure to take precautions to avoid leakage, If applicable)</p> <p>10.2 Any reference mentioned in the bid for options proposed (if any) should be clearly marked on the samples for easy identification of samples.</p> <p>10.3 If any bidder wishes to hand deliver the samples, please contact SriLankan Airlines following staff well in advance, for the arrangement of security clearance.</p> <p>Attention: Kanishka Perera Telephone: +94 (0) 744442501/+94 (0) 197334329 Electronic mail address: kanishkap@srilankan.com</p>
E: Submission and Opening of Bid	
11. Submission of Bid	11.1 Suppliers shall submit their Bids by email to dful@srilankan.com ONLY.

12. Deadline for Submission of Bid	12.1 Bid must be received by SriLankan Airlines at the email address set out in Section II, "Data Sheet", and no later than the date and time as specified in the Data Sheet.
13. Late Bid	13.1 The SriLankan Airlines shall reject any Bid that arrives after the deadline for submission of Bids in accordance with ITB Clause 11.1 above.
F: Evaluation and Comparison of Bid	
14. Clarifications	<p>14.1 To assist in the examination, evaluation and comparison of the Bids, the SriLankan Airlines may, at its discretion, ask any Supplier for a clarification of its Bid. Any clarification submitted by a Supplier in respect to its Bid which is not in response to a request by the SriLankan Airlines shall not be considered.</p> <p>14.2 The SriLankan Airlines 's request for clarification and the response shall be in writing.</p>
15. Responsiveness of Bids	<p>15.1 The SriLankan Airlines will determine the responsiveness of the Bid to the documents based on the contents of the Bid received.</p> <p>15.2 If a Bid is evaluated as not substantially responsive to the documents issued, it may be rejected by the SriLankan Airlines.</p>
16. Evaluation of Bid	<p>16.1 The items will be subjected to a Technical Committee for evaluation based on the following criteria:</p> <ul style="list-style-type: none"> I. Cost II. Brand III. Affordability to the passenger based on the retail Price IV. If carried by other airlines V. Sales history if any VI. Packing and presentation of the item VII. Suitability for on board duty free sales considering space constraints, current trends, weight etc.
17. SriLankan Airlines 's Right to Accept any Bid, and to Reject any or all Bids.	17.1 The SriLankan Airlines reserves the right to accept or reject any Bid, and to annul the process and reject all Bids at any time prior to acceptance, without thereby incurring any liability to bidders
G: Award of Contract	
18. Acceptance of the Bid	18.1 The SriLankan Airlines will accept the Bid of the Supplier whose offer is not necessarily the lowest evaluated bid and is substantially responsive to the documents issued.
19. Notification of acceptance	19.1 The SriLankan Airlines will notify the successful Supplier, in writing, that its Bid has been accepted.

Section II: Data Sheet

ITB Clause Reference	
1.1	The Purchaser is: SriLankan Airlines Address: SriLankan Airlines, Airline Centre, Bandaranayake International Airport, Katunayake
7.1	Proprietor's authorization is required.
10.3	<p>For Clarification of handing over samples for bid opening: SriLankan Airlines Limited's address is: Attention: Kanishka Perera Address: SriLankan Airlines Limited, Senior Inflight Services Supervisor (Duty Free & Accounts), Inflight Services Department, Operation Building, Bandaranaike International Airport, Katunayake , Sri Lanka Telephone: +94 (0) 744442501/ +94 (0) 197334329 Electronic mail address: kanishkap@srilankan.com Details (name, NIC/ passport reference, vehicle number) should be provided 03 days prior to opening the bids to arrange security clearance if the bidder wishes to hand deliver samples in bid opening.</p>
11.1	<p>Email address for submission of Bids is dful@srilankan.com</p> <p>Deadline for submission of Bids is on or before 08th July 2024, 1400 hrs Local Time (GMT +5:30)</p>
13.1	<p>Venue: SriLankan Airlines, Airline Centre, Bandaranayake International Airport, Katunayake Date : 08th July 2024 Time : 1400 hrs Local Time (GMT +5:30)</p>

Section III - Schedule of Requirements

SriLankan Airlines has the right to select the number of product/items from the category to be listed in the catalogue. The table below, gives the estimated quantity of item that would be procured for an estimated 10 month period. During the estimated period of 10 months, the item shall be procured on a staggered manner in quantities determined by SriLankan Airlines based on the sales.

#	Description of Goods	Estimated Quantity For 10 Months of the item selected for the listing in the catalogue	Unit & Measurement
1	Sri Lanka Tea	150 (number on average)	Pcs
2	Sri Lanka Coffee	150 (number on average)	Pcs

- The duty free catalogue is expected to be launched in September/October of 2024 for an estimated period of ten month.

Section IV - Bid Submission Form

[The Supplier shall fill in this Form in accordance with the instructions indicated no alterations to its format shall be permitted and no substitutions will be accepted.]

Date:

To: SriLankan Airlines

We, the undersigned, declare that:

- (a) We have read and have no reservations to the document issued;
- (b) We agree to supply conforming to the documents issued and in accordance with the Schedule of Requirements of the following Goods [insert a brief description of the Goods];
- (c) The unit price of our Bid is: [insert the individual unit price in words and figures];
- (d) Our Bid shall be valid for the time specified in ITB Clause 8.1
- (e) We understand that our Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (f) 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 the duly authorized person]

Name: [insert complete name of person signing the Bid Submission Form]

Date:

Seal:

Section V - General Conditions

- I. Supplier” means the proprietor of the brand or an authorized distributor/agent for the proprietor. In the event where the Supplier is an authorized distributor/agent, it is mandatory an Authorized Distributor/agent Status letter from the Proprietor is submitted to SriLankan Airlines along with the proposal to avoid rejection of the proposal.
- II. If accepted, it is mandatory that the Supplier signs the Contract Agreement - Annexure B.
- III. Annexure B shall be duly completed and signed by SriLankan Airlines and will be sent to the Supplier, subsequent to product confirmation by SriLankan Airlines.
- IV. The catalogue is valid for an estimated period of 10 months.
- V. The prices quoted in Annexure A will be valid for an estimated period of 10 months.
- VI. The Supplier shall make available the selected items for an estimated period of 10 months.
- VII. Catalogues, brochures, pictures, visuals, samples or any other related documents are also to be furnished along with this Bid.

Please note our expected trading terms for the operation are as follows:

Delivery : Colombo /Bulk Store Katunayake

Payment : 60 days from date of invoice preferred

Currency : Preferred US Dollars or in Sri Lankan Rupees.

Buy Back : 100% buy back of all remaining goods at the end of the listings period at the Supplier’s cost.

SriLankan Airlines Limited Requirements	Bidder’s Response Yes /No
I. Agree to Listing Fee	
II. Agree to Advertising Fee	
III. The bidder is a Proprietor or an Authorized Distributor/agent and the letter from Proprietor’s authorization is submitted	

ANNEXURE A - INFLIGHT DUTY FREE SPECIFICATION AND PRICE FORMAT

Item No.	Product Picture	Brand/ Country of Origin	Size/Capacity/ detail description	Supplier item #	Pricing & Costing				Delivery	Packing per cartoon	Payment term	Buy Back (Yes/ No)	Promotion/G WP (USD/ Per Bottle)	Remarks or any other info
					Local Bidders. Unit Price in LKR **	Foreign Bidders. Unit Price in USD	Airline onboard Selling Price	CFR cost to CMB(if applicable)	Lead Time (Production +Delivery)					

**** Local Bidders unit price in LKR (inclusive all other taxes), please provide TAX breakdown.**

Additional Requirements	Bidder's Response Yes /No
Able to provide promotional material which could be utilized to enhance the sales	
Able to provide training / knowledge sharing sessions to crew to enhance the sales	
Able to provide crew incentives to encourage the crew members to enhance the sales. If "YES" to be discussed further.	

Please sign and stamp below and submit the completed proposal form via e-mail

Sign, Stamp & Date

PLEASE FILL IN ALL INFORMATION AND DO NOT DELETE ANY CELLS IN THIS WORKSHEET

**ANNEXURE B
SAMPLE CONTRACT AGREEMENT**

....., ("Supplier")

..... 2024

Dear Mr.,

DUTY FREE PRODUCT SELECTION 01ST SEPTEMBER 2024 TO 30TH June 2025

We are pleased to inform you that the following items have been selected for sale on board SriLankan Airlines Limited (hereinafter "SriLankan") flights during the period from 01st September 2024 to 30th June 2025 ("Term"), according to the terms and conditions set out below.

The terms and conditions are as below:

Description	Unit Price USD	Estimated Quantity For 10 Months **	Delivery Term	Credit Terms	Buy Back

*** Depending on the sales

Advertising Fee for the term - USD
 Listing Fee for the term - USD
Total for the term - USD

The terms and conditions of selection, listing and sale of Supplier's goods include:

1. Supplier shall make payment of advertising and listing fees for the term as stipulated above to SriLankan's following bank account:

[include SriLankan bank account details]

Any payments to be made from SriLankan to the supplier shall be made subject to the terms and conditions agreed between SriLankan and the Supplier to Supplier's following bank account,

[include Supplier bank account details]

2. Notwithstanding anything to the contrary, if the listing/advertising fees are not settled within 30 days from the date of the invoice by the Supplier, SriLankan retains the right to deduct same from any payment due to the Supplier.
3. The Supplier will immediately indemnify SriLankan against all losses and damages arising from any claim from any third parties /passengers made due to the consumption of the items supplied made in respect of any of the goods provided by the Supplier or delay in the delivery and claims. In the event of delay of delivery, the Supplier shall be liable to pay liquidated damages to SriLankan at the rate of 1 (%) percent interest of the value of goods due for delivery for each delayed day until the actual delivery takes place.

4. The Supplier shall have in place a products liability insurance with limits of indemnity in keeping with the risk exposure. Any employee involved in the performance of this contract should be covered under a workmen's compensation insurance policy.

5. These terms and conditions and all related matters including selection, listing, ordering delivering and/ or sale will be governed under the laws of Sri Lanka. In the event of a dispute arising under this Agreement, both parties shall first negotiate in good faith to resolve the dispute amicably, failing which the dispute shall be referred to courts in Sri Lanka.

6. SriLankan shall have the right to revoke or vary the selection of the above-mentioned items with written notice and mutually agreed for the Term.

7. SriLankan Airlines may terminate this with 14 days' prior written notice.

8. The Term of selling the items specified above, on board SriLankan flights may be extended for a further period in the discretion of SriLankan. In the event of such an extension of the Term the advertising and listing fees, other terms and conditions shall continue to apply as stated herein throughout the extended period.

Please confirm your acceptance of above terms.
 Look forward to having a mutually beneficial business relationship.
 Thanking you,
 Yours sincerely,

Ravi Samarasinghe
 Senior Manager Cabin Services

I (the Supplier/being a duly authorized representative of the Supplier) have read and understood the terms and conditions as outlined in this letter and accept same in consideration of the above mentioned listing/s and for any future listing/s that I/we may be given. I/we agree to be bound at all times by these terms, and as may be amended or changed by SriLankan Airlines Limited from time to time.

Name.....

Designation.....

Signature.....

Date.....

VENDOR INFORMATION FORM
(To be filled by the Supplier)

Section A - Basic information of the Supplier	
1. Registered Name of the Supplier :	
2. Date of Incorporation:	
3. Country of Incorporation:	
4. Nature of business :	5. Company type :
6. Name of Main Contact:	7. Designation :
8. Telephone & Fax numbers : Tel: Fax:	9. E-mail address :
	9.1 PO Email (if different)
	9.2 PO C.C. (if different)
10. Registered address :	
10.1. Proprietor address (if different):	
11. Other contact details (if any) :	
12. Registered Name and address of local agent (if any)	
Section B - Details of Directors, Shareholders and related parties	

1. Name(s) of Directors	
2. Name(s) of Shareholders	
3. If the Shareholders are incorporated entities, please state the shareholders of such entities	
4. If the Shareholders are equity funds, please state the owners of such funds	
5. Name (s) of Directors of Parent/Subsidiary who are also Directors of SriLankan Airlines	
6. Name(s) of Directors of Parent/Subsidiary who are also Employees of SriLankan Airlines	
7. Names of Close Family Members who are either Directors/Employees of SriLankan Airlines	

As the authorized representative of [name of the Supplier], I hereby confirm on behalf of[name of the Supplier] that the information provided above are true and accurate

and acknowledge that the bid of[name of the Supplier] submitted herewith shall be rejected in the event all or any of the information submitted above is found to be incorrect.

Details of Supplier’s authorized signatory:

Name:

Designation:

Date:

Signature & Company Rubber Stamp:

Section C -Business verification : Duly signed and stamped copy of above document to be supported by the following documents	
✓ Tick the appropriate boxes	
<input type="checkbox"/> A copy of the Certificate of Incorporation certified by the Company Secretary of the Supplier Company	<input type="checkbox"/> A copy of Form 15 (Sri Lankan Companies) certified by the Company Secretary or a letter from the Company Secretary confirming the shareholding.
<input type="checkbox"/> A copy of Form 20 (Sri Lankan Companies) certified by the Company Secretary or a letter from the Company Secretary confirming the directors	<input type="checkbox"/> For Partnerships, list of partners confirmed by one of the partners, preferably by the most senior partner.
<input type="checkbox"/> For partnerships and sole proprietorships, certificate of business registration	<input type="checkbox"/> Audited financial statements of the Supplier Company for the last three years
	<input type="checkbox"/> Others (specify)

ANNEXURE D : CLIENTELE INFORMATION FORM

Company Name	Contact Details (Please state name, official email address and telephone number etc.)	Client since	Products procured
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			