



**INVITATION FOR SUBMISSION OF BIDS FOR
SUPPLY AND DELIVERY OF RECYCLED POLYTHENE (LDPE) SINGLE SHEETS
(WITHOUT JOINTS)**

REFERENCE NO: 202432047

**CHAIRMAN OF ENTERPRISE PROCUREMENT COMMITTEE,
MINISTRY OF PORTS, SHIPPING AND AVIATION**

ON BEHALF OF

**SRILANKAN AIRLINES
COMMERCIAL PROCUREMENT DEPARTMENT (GENERAL PROCUREMENT)
AIRLINE CENTRE
BANDARANAYAKE INTERNATIONAL AIRPORT
KATUNAYAKE
SRI LANKA**

Section I. Instructions to Bidders (ITB)

A: General	
1. Scope of Bid	1.1 The Purchaser 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 use of SriLankan Airlines Ltd. 1.2 Pre-bid meeting will be held on the date and time as specified in the Data Sheet.
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 Bidders• Section II. Data Sheet• Section III. Schedule of Requirements• Sections IV. Bid Submission Form• Annexure A : Technical/General Specifications, Compliance form• Annexure B : Price Schedule Form• Annexure C : Bid Securing Declaration Form• Annexure D : Clientele Information Form
C: Preparation of Bids	
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 : Technical/General Specifications Compliance form• Annexure B : Price Schedule Form• Annexure C : Bid Securing Declaration Form
4. Bid Submission Form and Technical/General Specifications & Compliance form	4.1 The Bidder 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 Price Schedule Form.</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 Bidder shall be fixed during the period specified in ITS clause 8.1 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 The price shall quote in Sri Lankan Rupees.
7. Documents to Establish the Conformity of the Goods	<p>7.1 Bidder may submit following documents along with the Bid or as requested. (Non-Mandatory)</p> <ul style="list-style-type: none"> • Certificate of Incorporation / Business registration certificate • Annexure D : Clientele Information Form
8. Period of Validity of bid	8.1 Bids shall remain valid for a period of one hundred twenty (120) days after the bid submission deadline date as specified in Data Sheet.
9. Bid Security	<p>9.1 The Bidder shall furnish as part of its bid, a Bid Security, using for that the Bid Securing Declaration Form included in Annexure C.</p> <p>9.2 The Bid Securing Declaration shall be valid for a period of Twenty-eight (28) days beyond the original validity period of the bid as specified in Data Sheet or beyond any period of extension.</p>
10. Format and Signing of Bid	10.1 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 Bidder. Please ensure all documents are duly signed and stamped in the given area when forwarding.
D: Submission and Opening of Bid	
11. Submission of Bid	<p>11.1 Bidders shall submit their bids to the E-mail address specified in Data Sheet.</p> <p>11.2 The E-mail shall bear the specific identification of this bid exercise as indicated follows: “ Supply and delivery of Recycled polythene (LDPE) single sheets without joints - Reference No: 202432047 ”</p> <p>11.3 Bidder will receive auto generated email on successful submission of the Bid. If any bidder experience issue in sending bids, please contact SriLankan Airlines staff well in advance. Refer Section II, “Data Sheet”, clause 15.2 for contact details. Bidder shall confirm that the bid has been submitted.</p> <p>11.4 Apart from the bid physical samples may send to the contact person, Refer Section II, “Data Sheet”, clause 15.2 for contact details.</p>

12. Deadline for Submission of Bid	12.1 Bid must be received by the Purchaser to the E-mail 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 Purchaser shall reject any bid that arrives after the deadline for submission of bids in accordance with ITS Clause 12.1 above.
14. Opening of Bids	14.1 The Purchaser shall conduct the opening of bids in the presence of the Bidders via Ms Teams on date on date and time specified in the Data Sheet. 14.2 A representative of the bidders may be present and mark its attendance. 14.3 Presence of the Bidder, will not necessarily ensure the selection of the proposed goods.
E: Evaluation and Comparison of Bid	
15. Clarifications	15.1 To assist in the examination, evaluation and comparison of the bids, the Purchaser may, at its discretion, ask any Bidder for a clarification of its bid. Any clarification submitted by a Bidder in respect to its bid which is not in response to a request by the Purchaser shall not be considered. 15.2 The Purchaser's request for clarification and the response shall be in writing at SriLankan Airlines' address specified in the BDS.
16. Responsiveness Of Bids	16.1 The Purchaser will determine the responsiveness of the bid to the documents based on the contents of the bids received. 16.2 If a bid is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.
17. Evaluation of bid	17.1 The items will be subjected to a Technical Committee for evaluation based on the following criteria: I. Registered Business in Sri Lanka II. Compliance for all required specifications marked as Mandatory in Annexure A III. Total cost of the contract (based on the unit cost and total requirement) IV. Sample testing to verify specifications & performance
18. Purchaser's Right to Accept any Bid, and to Reject any or all Bids.	18.1 The Purchaser 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
F: Award of Contract	
19. Acceptance of the Bid	19.1 The Purchaser will accept the bid of the Bidder whose offer is not necessarily the lowest evaluated bid and is substantially responsive to the documents issued. The whole contract would be awarded to a single Bidder.

20. Notification of acceptance	<p>20.1 The Purchaser will notify the successful Bidder, in writing, that its bid has been accepted.</p> <p>20.2 Within seven (7) days after notification, the purchaser shall complete the contract, and inform the successful Bidder to sign it.</p> <p>20.3 Within seven (7) days of receipt of such information, the successful Bidder shall sign the contract.</p>
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Section II: Data Sheet

ITS Clause Reference	
1.1	The Purchaser is: SriLankan Airlines Address: Commercial Procurement Department, SriLankan Airlines Ltd., Airline Centre, Bandaranaike International Airport, Katunayake, SriLanka
1.2	Pre-Bid meeting will be held on 2.00 p.m on 29 th October 2024.
8.1	Bids shall valid till 12 March 2025
9.2	The validity of the Bid Securing Declaration shall be until 9 April 2025
11.1	The E-mail address for submission of Bids is : genproctenders@srilankan.com
12.1	Deadline for submission of bids is 1000 hrs (GMT +5:30) on 12 th November 2024
14.1	Bids will be opened at 1030 hrs (GMT +5:30) on 12 th November 2024
15.2	For Clarification of bid purposes/Hand over samples , SriLankan Airlines' address is: Attention: Maheshini Kulathilaka Address: SriLankan Airlines Limited, Commercial Procurement Department (General), Airline Centre, Bandaranaike International Airport, Katunayake , Sri Lanka Telephone: +94 (0) 19733 2476 Facsimile number: +94(0) 197335225 Electronic mail address: maheshini.kulathilaka@srilankan.com

Section III - Schedule of Requirements

I.	Description of Goods	Supply and delivery of Recycled polythene (LDPE) single sheets (without joints). Should be recyclable polythene with the specification of the material code along with recycle symbol on each sheet.
II.	Contract period	2 years
III.	1 year requirement	260,000 sheets
IV.	Final Destination	Sri Lankan Airlines , Commercial stores Katunayake
V.	Delivery	On staggered basis upon receipt of the Purchase Order from SriLankan Airlines. Initial 2 months - 15,000 each month Following months - 10,000 each month
VI.	Payment Term	Minimum 45 days credit from the date of delivery of goods to SriLankan Airlines stores, Katunayake. *

* Advance payment request is not acceptable.

Section IV - 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 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 total price of our quotation is: [insert the total price in words and figures];
- (d) Our quotation shall be valid for the time specified in ITB Clause 8.1
- (e) We understand that our quotation, 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 quotation or any other quotation that you may receive.

Signed: [insert signature of the duly authorized person]

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

Date:

ANNEXURE A - Technical/General Specifications, Compliance form
Compliance form [to be filled by the bidder]

Item Description: Supply and delivery of recycled polythene (LDPE) single sheets (without joints). Should be recyclable polythene with the specification of the material code along with recycle symbol on each sheet.

Name of the Bidder :

	Technical Specifications	Requirement (Mandatory)	Bidder's Response (Compliant or Non-compliant)	Remarks (if any)
1.	Size	15' x 18' (Feet)		
2.	Colour	Light Blue with adequate transparency		
3.	Thickness	300 gauge (0.075 mm)		
4.	Average thickness, gauge (in mm)	0.075 mm		
	Variation of thickness, gauge (as a %)	± 5%		
	Tensile strength (TS) before accelerated weathering, Mpa	≥24		
	Tensile strength (TS) after accelerated weathering, Mpa	≥20		
	Reduction of Tensile strength (TS) due to accelerated weathering, %	5-10%		
	Average thickness, gauge (in mm)	0.075 mm		
5.	Packaging	Single sheet to be folded separately, 10 sheets to be packed in one carton. Each pallet size should below 170 CM(H) X 170 CM(W)		
6.	Delivery	Initial 2 months - 15,000 each month Following months - 10,000 each month		

..... [signature of person signing the Bid]

..... [designation of person signing the Bid with frank]

Date : {insert date}

ANNEXURE B: Price Schedule Form - 202432047

Name of the Bidder :

Line Item N ^o	Description of Goods	Requirement	Unit of Measure	Currency	Local suppliers		Applicable other taxes (if any)
					Unit Price (excluding VAT)	Total Price (excluding VAT)	
1	Supply and delivery of recycled polythene (LDPE) single sheets without joints	260,000 sheets	Price per sheet	LKR			

Payment term:

Lead time (upon receipt of the official Purchase order):

Notes:

- Final destination - SriLankan Airlines, Commercial stores, Katunayake.
- Advance payment request is not acceptable.
- 45 days credit from the date of delivery of goods to SriLankan Airlines stores, Katunayake.
- Delivery - On staggered basis upon receipt of the Purchase Order from SriLankan Airlines as indicated in Annexure A above.

..... [signature of person signing the Bid]

..... [designation of person signing the Bid with frank]

Date : {insert date}

ANNEXURE C : Bid-Securing Declaration

[The Bidder shall fill in this form in accordance with the instructions indicated in brackets]

Date: -----*[insert date by bidder]*

*Name of contract: Supply and delivery of Recycled polythene (LDPE)
single sheets (without joints)

*Contract Identification N^o: 202432047

*Invitation for Bid No.: 202432047

*To: SriLankan Airlines

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]*

