



26<sup>th</sup> June 2024

Dear Sirs,

**QUOTATION NO: Q/PB/97/2024.**

You are invited to submit your quotation for carrying out the following works.

**Supply & Delivery of Floral Arrangements for Serendib Lounge, Passenger Terminal at Bandaranaike International Airport. (Rate Quotation is valid for 1 year)**

1. Please ensure that the **e-mail as subject** is clearly entered **Q/PB/97/2024- Supply & Delivery of Floral Arrangements for Serendib Lounge, Passenger Terminal at Bandaranaike International Airport** for easy identification of your quote. The quotation must be submitted by an email to [ulpropbids@srilankan.com](mailto:ulpropbids@srilankan.com) not later than **10:00** hrs on **09/07/2024**. [Refer clause 08 of instructions to bidders for clarifications.]
2. Any quotation received after the quotation closing time and date will not be considered. Please note that your quotation shall remain valid for a period of 01 Year.
3. All quotations should be prepared in accordance with written instructions and the specifications of SriLankan Airlines Limited.
4. Any failure to comply with written instructions, and the specifications of SriLankan Airlines may result in the quotation being rejected.
5. Any inquiry regarding the specifications of the work could be referred to Telephone **No. 0197332797/0744442797 Himali Chathurika**. Further instructions to be followed are available with this letter as instructions to bidders.
6. SriLankan Airlines Limited shall not be bound to accept whole, the lowest or any quotations. SriLankan Airlines also reserved the right to accept any quotation in part if it so desires.

Yours faithfully,  
SRILANKAN AIRLINES LIMITE

A handwritten signature in blue ink, appearing to read "Himali Chathurika", with a horizontal line underneath.

Himali Chathurika  
Facilities Executive (Contract and Administration)

## BILL OF QUANTITIES

**SCOPE OF WORK** : **Supply & Delivery of Floral Arrangements.**

**LOCATION** : **Serendib Lounge, Passenger Terminal at Bandaranaike International Airport.**

**QUOTATION NO** : **Q /PB/97/2024**

**PERIOD** : **Rate Quotation is valid for 1 year**

QTY	DESCRIPTION	PER RATE (LKR)	TOTAL AMOUNT (LKR)
	<p><b>1. <u>FLOWER ARRANGEMENTS -SPECIFICATIONS</u></b></p> <p>Required categories are given below:</p> <ul style="list-style-type: none"><li>➤ Main Arrangement 2'Hight &amp; 1'Length (approximately)</li><li>➤ Round / Square shaped Arrangement for Reception Counter 15" Hight &amp; 12" Length (approximately)</li><li>➤ Adhoc Arrangements- Orchid Garland (Circumference 36" approximately) To be provided on request basis 24 hours prior to the requirement.</li></ul> <p><b>Note-</b></p> <ul style="list-style-type: none"><li>• The colour combination should be <b>yellow, orange, off white, green or as per special request.</b></li><li>• Kindly furnish the details in the ANNEXURE. Quoted Sample arrangements to be labelled with company name. Description to be given with photos.</li><li>• The quotation must be submitted by an email to <a href="mailto:ulpropbids@srilankan.com">ulpropbids@srilankan.com</a> not later than <b>10:00 hrs</b> on <b>09<sup>th</sup> July 2024.</b></li></ul>		

## 2. TERMS AND CONDITIONS

### A) General Terms:

- Flowers used for arrangements must be fresh and long lasting minimum period of for 4-5 days.
- Supply and replacement of the should be carried out on every Mondays and Thursdays before 1200 hrs. Any schedules changes due to operational requirements will be notified 24hrs before by SriLankan Airlines and the supplier needs to comply.
- Replacing of withered flowers in the arrangements needs to be replaced with fresh flowers at the site on request by SriLankan Airlines and/or by the supplier promptly, in view of keeping to the required standards.
- Fresh flower arrangements should be based on appropriate environmental friendly material bases.
- Quality of the arrangements need to be maintained as the sample provided with the quotation.

### B) Areas Applicable

- **Serendib Lounge**

Reception Counter

- 1 no Arrangement.

### C) PAYMENT TERMS AND CONDITIONS

Payment would strictly based on the following:

- Invoices must be forwarded on OR before 10<sup>th</sup> calendar day of the following month to process payments.
- All delivery notes/acknowledgement slips must have the “**acceptance in good condition**”signature from the Office in charge at the respective work place and should be attached to the monthly invoice.
- In the event of any alterations to the original invoice and/or to the acknowledgment slip, NO payment would be made. In the event of any alterations/amendment is deemed necessary, such amendment could be done in consultation with the Properties Executive (General Services).

- All payments would be done only after thirty (30) days credit term on receipt of the invoice. Accordingly, payment for the supplies during the previous month will be made by the 30<sup>th</sup> day of the 2<sup>nd</sup> month from the date of awarding the contract.

#### **D) PENALTY**

Following penalties will be imposed for the stated failures.

- Failure to provide Arrangements as per the given time schedules in the scope of work. – Rs:5,000/- per arrangement.
- Any arrangement which is not in line with the given specification and the samples provided at the time of finalising the quotation. - Zero payment

#### **E) PROFILE OF SERVICE PROVIDERS**

Please specify the bellow Details

- Company Profile - Type of Business / Specialisation in the specific Trade
- Overall Experience - Name of the Organisation(s)/period engaged in related to the relevant Services /Field (Names & contact details of client).
- It is mandatory that the company declare contact details (email /mobile no) of minimum 02 personal in the Management level for managerial decisions.

#### **F) SECURITY CLEARANCE REQUIRED TO ENTER THE PREMISES**

The successful bidder and his /her employees will be required to submit the following documents in order to obtain passes to enter SriLankan Airlines/BIA Premises.

- Police Clearance and Gramasevaka Certificate.
- Copy of National Identity Card.
- Recently taken passport size photograph certified by Gramasevaka.
- Stamp size photograph.

(Aforementioned documents should be submitted to Srilankan Airlines, one week before execute the service.)

- Service provider's employees should act in good faith and should not enter into restricted areas as Srilankan Airlines is a high security zone. If any employee engaged with illegal or fraud activities while performing their duties, it will be a service provider's responsibility.
1. Security pass/identity card issued by SriLankan Airlines and /or Airport and Aviation Services (Sri Lanka) Limited to such employee, should be taken by Service Provider's own cost.
  2. If there are any inquiry of the detail of the work could be referred to contact, Ms. Himali Chathurika (Mobile No.: 019 733 2797/ 0744442797).

## ANNEXURE I

### Description of the Arrangement / Garland

1. **Name / Reference of the Arrangement:** \_\_\_\_\_
2. **Proposed Location/s for the Arrangement:** \_\_\_\_\_
3. **Photo of the Arrangement**

(Space for Photo)

#### 4. **Description of the Arrangements:**

##### i. **Type of Flowers / Leaves / Ornaments used**

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##### ii. **Recommended Colours**

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##### iii. **Approximate no of Flowers / Leaves / Ornaments in the arrangement**

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##### iv. **Dimensions of the Garland (Height / Length / Width or Height / Diameter)**

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**SUMMARY OF COST**

Cost for the Arrangement as specified in the Description Sheet LKR .....

Any other cost (in relation to the Services) LKR .....

Total cost per Arrangement LKR .....

Add

VAT/ SVAT

**Grand Total - LKR .....**

SIGNATURE: .....

DATE: .....

**NAME OF THE COMPANY & SEAL: .....**

**Registration Number (if the company is registered)**