

# UNIVERSITY OF VOCATIONAL TECHNOLOGY

## Instructions to Bidders and Bid Data

### Selection of a Service Provider for Hybrid Outsourced Maintenance Services

#### Single-Stage Two-Envelope Method

Item	Details
Procuring Entity	University of Vocational Technology
Procurement Category	Non-consulting service / term maintenance service, with routine minor maintenance works under approved work orders
Procurement Method	National Competitive Bidding, Single-Stage Two-Envelope Method
Submission	Envelope 1: Eligibility Documents and Technical Proposal; Envelope 2: Financial Proposal
Contract Type	Term maintenance contract for routine reactive maintenance and planned preventive maintenance
Contract Period	One year, extendable subject to performance, budget availability, and approval
Estimated Value	Approximately Rs. 28 million, excluding VAT, subject to final approval
Status	Draft for review and approval by the Procurement Committee

Important note: This draft is prepared to support procurement documentation for UoVT. It should be reviewed by the Procurement Management Division and the relevant Procurement Committee before issue. Where the approved Government Procurement Guidelines, Procurement Manual, circulars, standard bidding documents, or internal University procedures require a different wording, the approved official document shall prevail.

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## **Section I: Instructions to Bidders**

The following Instructions to Bidders shall apply to the procurement of hybrid outsourced maintenance services for the University of Vocational Technology. These instructions shall be read together with the Bid Data Sheet, Terms of Reference, forms, schedules, specifications, and any addenda issued by the University. The Bid Data Sheet shall supplement, amend, or specify the corresponding provisions of the Instructions to Bidders.

### **A. General**

#### **1. Scope of Bid**

The Chairman, Department Procurement Committee, on behalf of the University of Vocational Technology, invites sealed bids from eligible and qualified bidders for the provision of hybrid outsourced maintenance services as described in the Terms of Reference.

The assignment covers routine reactive maintenance, planned preventive maintenance, emergency response, helpdesk or work order management, reporting, and related maintenance support services for university buildings, building services, and campus facilities. Major refurbishment works; large-scale corrective works, major replacements, statutory projects, and capital improvement works shall be treated as separate procurements unless otherwise approved by the University.

#### **2. Source of Funds**

The procurement shall be financed through funds allocated to the University, subject to budget availability and approval of the relevant authority.

#### **3. Applicable Procurement Framework**

This procurement shall be conducted in accordance with the applicable Government Procurement Guidelines and Procedures of Sri Lanka, the Procurement Manual applicable to goods, works, and non-consulting services, relevant circulars, and internal procedures of the University.

In the event of a conflict between this document and the mandatory provisions of the applicable procurement framework, the mandatory provisions of the official procurement framework shall prevail.

#### **4. Eligible Bidders**

- A bidder shall be a legally registered business entity eligible to contract in Sri Lanka.
- A bidder shall not be blacklisted, suspended, debarred, or otherwise legally restricted from participating in public procurement.
- A bidder may participate as a single entity, joint venture, consortium, or association only where such arrangement is permitted in the Bid Data Sheet and is supported by documentary evidence.
- A bidder shall disclose proposed subcontractors or specialist associates, if any.

- A bidder shall comply with all applicable tax, labour, occupational health and safety, environmental, statutory, and regulatory requirements.

### **5. Conflict of Interest**

A bidder shall not have a conflict of interest that affects or may reasonably be perceived to affect the fairness of the procurement. A bidder shall disclose any actual, potential, or perceived conflict of interest in the form provided.

The University may reject a bid if a conflict of interest, misrepresentation, collusion, corrupt practice, fraudulent practice, material non-disclosure, or unfair advantage is identified.

### **6. Fraud, Corruption, Collusion, and Coercion**

Bidders shall observe the highest standard of ethics during the procurement process and contract execution. The University may reject a bid, cancel an award, or take other action permitted under the applicable procurement framework where corrupt, fraudulent, collusive, coercive, obstructive, or unethical practice is identified.

### **7. Cost of Bidding**

The bidder shall bear all costs associated with the preparation and submission of its bid, including site visits, document preparation, attendance at meetings, clarifications, and any other related cost. The University shall not be responsible or liable for such costs.

### **8. Site Visit and Inspection**

Bidders are strongly encouraged to inspect the University premises, access arrangements, building services, operational constraints, safety requirements, and maintenance conditions before submitting bids. Where the Bid Data Sheet states that a site visit is mandatory, failure to attend may result in rejection of the bid.

The bidder shall be deemed to have obtained all information necessary for preparing a responsive bid, including conditions affecting staffing, tools, transport, emergency response, safety management, and service delivery.

## **B. Contents of the Bidding Document**

### **9. Contents of Bidding Document**

- Invitation for Bids or procurement notice.
- Instructions to Bidders and Bid Data Sheet.
- Terms of Reference and scope of services.
- Technical proposal forms and eligibility forms.
- Financial proposal forms and schedule of rates.
- Draft contract conditions, where issued.
- Any addenda issued by the University before the closing date.

## 10. Clarification of Bidding Document

A bidder requiring clarification shall submit its request in writing to the address stated in the Bid Data Sheet before the deadline for clarifications. The University may issue written responses to all bidders who purchased or officially received the bidding document, without identifying the source of the request.

## 11. Amendment of Bidding Document

At any time before the deadline for submission of bids, the University may amend the bidding document by issuing an addendum. Addenda shall form part of the bidding document. The University may extend the bid submission deadline to allow bidders reasonable time to consider the amendment.

## C. Preparation of Bids

### 12. Language of Bid

The bid, correspondence, and documents relating to the bid shall be in English, unless otherwise stated in the Bid Data Sheet.

### 13. Documents Comprising the Bid

The bid shall be submitted using the single-stage two-envelope method.

Envelope 1 shall contain the eligibility documents and technical proposal. Envelope 2 shall contain the financial proposal only.

Envelope	Documents to be included
Envelope 1: Eligibility Documents and Technical Proposal	Letter of Bid or Letter of Interest; business registration; statutory documents; tax documents, where applicable; experience records; technical methodology; staffing plan; CV summaries; tools, vehicles, and equipment details; safety and quality documents; financial capacity evidence; client references; conflict, litigation, and blacklisting disclosure; and all other documents required for technical evaluation.
Envelope 2: Financial Proposal	Financial proposal summary, fixed monthly management and mobilisation fee, labour rates, emergency attendance rates, transport or mobilisation charges, material handling charge or mark-up, schedule of rates, taxes, and other cost-related information.

### 14. No Financial Information in Envelope 1

No price, rate, fee, financial offer, schedule of rates, or cost-related information shall be included in Envelope 1. If financial information is included in Envelope 1, the University may reject the bid as non-responsive.

## **15. Technical Proposal**

The technical proposal shall demonstrate the bidder's understanding of the assignment, service delivery methodology, proposed staffing and supervision structure, reactive maintenance response procedure, preventive maintenance planning, emergency response, helpdesk or work order system, reporting procedure, quality control, health and safety arrangements, coordination with University officers, and practical measures for cost control and accountability.

## **16. Financial Proposal and Bid Prices**

The bidder shall quote prices in Sri Lankan Rupees using the financial forms provided. Prices shall be clear, complete, and consistent. Any tax treatment, exclusions, assumptions, material mark-up, or handling charge shall be stated clearly.

The financial proposal shall remain sealed until the technical evaluation is completed and approval is obtained to open the financial proposals of technically qualified bidders.

## **17. Currencies of Bid and Payment**

The currency of bid and payment shall be Sri Lankan Rupees, unless otherwise stated in the Bid Data Sheet.

## **18. Bid Validity**

Bids shall remain valid for the period stated in the Bid Data Sheet. A bid valid for a shorter period may be rejected as non-responsive. The University may request bidders to extend the validity period before expiry. A bidder may refuse the request without forfeiting its bid security, where applicable.

## **19. Bid Security**

If required in the Bid Data Sheet, the bidder shall furnish a bid security in the amount, form, and validity period stated in the Bid Data Sheet. The bid security shall be issued by a commercial bank operating in Sri Lanka and shall be in favour of the beneficiary stated in the Bid Data Sheet.

A bid not accompanied by a substantially responsive bid security, where required, may be rejected. The bid security may be forfeited in circumstances permitted under the applicable procurement rules and the bidding document, including withdrawal of the bid during the validity period, refusal to correct arithmetical errors where applicable, failure to sign the contract, or failure to provide the required performance security.

## **20. Alternative Bids**

Alternative bids shall not be considered unless expressly permitted in the Bid Data Sheet. Bidders may include value-added proposals only as part of their technical proposal, provided such proposals do not alter the mandatory requirements or the basis of financial comparison.

## **21. Format and Signing of Bid**

The bid shall be typed or written in indelible ink and signed by a person duly authorised to bind the bidder. All alterations shall be initialled by the authorised signatory. The bidder shall submit the number of originals and copies stated in the Bid Data Sheet.

## **D. Submission, Opening, and Security of Bids**

### **22. Sealing and Marking of Bids**

The bidder shall place Envelope 1 and Envelope 2 in separate sealed inner envelopes. Both inner envelopes shall be enclosed in one sealed outer envelope. The envelopes shall be marked as stated in the Bid Data Sheet.

### **23. Deadline for Submission**

Bids shall be delivered to the address and before the deadline stated in the Bid Data Sheet. The University may extend the deadline by issuing an addendum.

### **24. Late Bids**

Any bid received after the deadline for submission shall be rejected and returned unopened, unless otherwise required under the applicable procurement framework.

### **25. Withdrawal, Substitution, or Modification**

A bidder may withdraw, substitute, or modify its bid by written notice before the deadline for submission. The notice shall be duly signed and marked according to the Bid Data Sheet. No bid may be withdrawn, substituted, or modified after the submission deadline except as permitted by the applicable procurement rules.

### **26. Opening of Envelope 1**

At the time and place stated in the Bid Data Sheet, the University shall open the outer envelopes and Envelope 1. Bidders or their authorised representatives may attend. Envelope 2 shall remain sealed and shall be kept securely until completion and approval of the technical evaluation.

### **27. Opening of Envelope 2**

Envelope 2 shall be opened only for bidders who satisfy the eligibility and technical requirements and achieve the minimum technical qualifying score stated in the Bid Data Sheet. Financial proposals of technically non-responsive bidders shall remain unopened and may be returned or retained in accordance with the applicable procedure.

### **28. Confidentiality**

Information relating to examination, evaluation, comparison, clarification, and recommendation shall not be disclosed to bidders or other persons not officially concerned with the process until the relevant decision is made and communicated in accordance with the applicable procedure.

## **E. Evaluation and Comparison of Bids**

### **29. Evaluation Stages**

The University may evaluate bids in the following stages: preliminary examination, eligibility assessment, technical evaluation, approval to open financial proposals, financial evaluation, and final recommendation for award.

### **30. Preliminary Examination**

The University shall examine whether the bid was received on time, properly sealed and marked, signed by an authorised signatory, accompanied by required documents and bid security where applicable, and substantially responsive to the submission requirements.

### **31. Eligibility and Qualification Assessment**

The University shall assess legal status, authority to contract, relevant registrations and licences, experience, technical capacity, staffing, tools and equipment, financial capacity, health and safety arrangements, quality systems, past performance, absence of blacklisting or serious default, and disclosure of conflict of interest.

### **32. Technical Evaluation**

The technical proposal shall be evaluated using the criteria and weights stated in the Bid Data Sheet. The minimum technical qualifying score shall be as stated in the Bid Data Sheet. Only technically qualified bidders shall proceed to financial evaluation.

### **33. Clarifications**

The University may request written clarifications from bidders. Clarifications shall not change the substance of the bid, the bid price, or the basis of evaluation. Failure to provide requested clarification within the specified time may result in evaluation based on the available information or rejection of the bid.

### **34. Financial Evaluation**

Financial evaluation shall be conducted only for technically qualified bidders. The evaluated cost may include the fixed monthly management and mobilisation fee, labour rates, emergency attendance rates, transport and mobilisation charges, schedule of rates, material handling charges or mark-up, taxes, and any other cost component stated in the financial forms.

The University may examine arithmetical accuracy, consistency, completeness, unbalanced rates, unrealistic rates, omissions, and abnormal pricing. Corrections of arithmetical errors, if any, shall be carried out in accordance with the bidding document and applicable procurement procedure.

### **35. Abnormally Low or Unbalanced Bids**

Where a financial proposal appears abnormally low, unbalanced, or unrealistic in relation to the scope and service obligations, the University may request written clarification, supporting analysis, and evidence of the bidder's ability to perform. The University may reject such bid if the clarification is not satisfactory.

### **36. Final Comparison**

The final comparison shall be made among technically qualified and substantially responsive bidders. Unless otherwise stated in the Bid Data Sheet, the recommended award shall be to the bidder offering the lowest evaluated substantially responsive financial proposal among technically qualified bidders, subject to approval and reasonableness of rates.

## **F. Award of Contract**

### **37. Award Criteria**

Subject to approval by the relevant authority, the University shall award the contract to the bidder whose bid is substantially responsive, technically qualified, financially evaluated as the lowest substantially responsive offer, and determined to be capable of performing the contract satisfactorily.

### **38. Right to Accept or Reject**

The University reserves the right to accept or reject any bid, annul the procurement process, request clarifications, verify documents, inspect facilities, interview proposed personnel, check references, and award or not award the contract in accordance with applicable procurement rules and University approvals.

### **39. Notification of Award**

The successful bidder shall be notified in writing after approval of award. The University may also notify unsuccessful bidders in accordance with the applicable procedure.

### **40. Performance Security**

The successful bidder shall furnish the performance security, if required, in the amount, form, and validity period stated in the Bid Data Sheet. Failure to provide the performance security within the specified period may result in cancellation of award and forfeiture of bid security, where applicable.

### **41. Signing of Contract**

The successful bidder shall sign the contract within the period stated in the Bid Data Sheet after notification of award and submission of required securities, insurances, and other pre-contract documents.

### **42. Commencement and Mobilisation**

The contractor shall commence services on the date stated in the contract or written notice to commence. The contractor shall submit a mobilisation plan, list of personnel, emergency contacts, preventive maintenance plan, reporting templates, and other required documents within the period stated in the Bid Data Sheet.

## **G. Complaints and Integrity Matters**

### **43. Complaints**

Any complaint relating to this procurement shall be submitted in writing to the authority and within the time limits stated in the Bid Data Sheet and applicable procurement procedure. Complaints shall clearly state the grounds, facts, supporting documents, and relief sought.

#### **44. Record Keeping and Audit**

Bidders shall retain records supporting their bid and contract performance. The contractor shall maintain work order records, attendance records, material records, PPM records, safety records, monthly reports, and other records required by the University. Such records may be inspected or audited by authorised officers.

## Section II: Bid Data Sheet

The following Bid Data Sheet shall supplement and, where necessary, modify the Instructions to Bidders. Where there is a conflict, the Bid Data Sheet shall prevail for this procurement, subject to the applicable Government Procurement Guidelines and Procedures and approvals of the University.

ITB Clause	Bid Data
1.1	Procuring Entity: University of Vocational Technology, No. 100, Kandawala Road, Ratmalana.
1.2	Name of Procurement: Selection of a Service Provider for Hybrid Outsourced Maintenance Services for the University of Vocational Technology.
1.3	Procurement No: UoVT/PMD/NCB/-3/05/V/2026.
1.4	Procurement Method: National Competitive Bidding, single-stage two-envelope method.
1.5	Contract Type: Term maintenance service contract for routine reactive maintenance and planned preventive maintenance.
1.6	Contract Period: One year from commencement, extendable subject to satisfactory performance, budget availability, and approval.
3.1	Applicable Procurement Framework: Government Procurement Guidelines and Procedures of Sri Lanka applicable to goods, works, and non-consulting services, the relevant Procurement Manual, circulars, and University procedures.
4.1	Eligible Bidders: Legally registered firms eligible to contract in Sri Lanka. Joint ventures, associations, or subcontracting arrangements are permitted only if properly disclosed and supported by documentary evidence.
8.1	Site Visit / Pre-Bid Meeting: 01 <sup>st</sup> July 2026, @ 10am, at University of Vocational Technology, Ratmalana. Attendance: [mandatory / strongly recommended].
10.1	Deadline for Clarifications: Not later than 06 <sup>th</sup> June 2026 working days before the bid closing date.
10.2	Address for Clarifications: Assistant Bursar (Procurement), Procurement Management Division, University of Vocational Technology, Kandawala, Ratmalana. Telephone: 011-2630733. Email: [insert email].
12.1	Language of Bid: English.
13.1	Bid Submission Method: Two sealed inner envelopes placed in one sealed outer envelope. Envelope 1 shall contain eligibility documents and technical proposal. Envelope 2 shall contain financial proposal only.
16.1	Currency: Sri Lankan Rupees.
18.1	Bid Validity Period: Ninety-one (91) days from the deadline for submission of bids or any extended period approved by the University.

19.1	Bid Security: All bids shall be accompanied by a bid security of Rs.20000.00 Issued by a commercial bank operation in Sri Lanka in favour of the University of Vocational Technology. The bid security shall be valid until 27 <sup>th</sup> September2026
19.2	Form of Bid Security: Bank guarantee issued by a commercial bank operating in Sri Lanka, in favour of the Vice Chancellor, University of Vocational Technology.
19.3	<b>Bid Security Validity:</b> All bids must be accompanied by a bid bond to a value of Rs.20000.00 valid for 07 <sup>th</sup> September 2026
20.1	Alternative Bids: Not permitted. Value-added proposals may be included in the technical proposal, but will not alter mandatory requirements or financial comparison.
21.1	Number of Copies: One original and [01] copies of Envelope 1; one original and [01] copies of Envelope 2. Electronic copy: [required ].
22.1	Marking of Outer Envelope: “Expression of Interest and Proposal for Hybrid Outsourced Maintenance Services for the University of Vocational Technology, Ratmalana.”
22.2	Marking of Inner Envelopes: Envelope 1: “Eligibility Documents and Technical Proposal”; Envelope 2: “Financial Proposal”. Bidder name and address shall be shown on all envelopes.
23.1	Address for Submission: Chairman, Department Procurement Committee, University of Vocational Technology, No. 100, Kandawala Road, Ratmalana.
23.2	Deadline for Submission: 07 <sup>th</sup> July 2026 at 2.00 pm.
26.1	Opening of Envelope 1: Immediately after bid closing at the Procurement Management Division, University of Vocational Technology, Ratmalana.
27.1	Opening of Envelope 2: Date, time, and venue to be notified only to technically qualified bidders after completion and approval of the technical evaluation.
32.1	Technical Evaluation Criteria: As stated in the table below. Minimum qualifying technical score: 70 marks out of 100, subject to approval.
36.1	Final Selection Method: Lowest evaluated substantially responsive financial proposal among technically qualified bidders, subject to reasonableness of rates and approval.
40.1	Performance Security: Amount of performance Security required is 5% percentage of the initial Contract price.
41.1	Contract Signing: Within [14] days after written notification of award and submission of required securities and documents.
42.1	Mobilisation Period: Contractor shall mobilize within [14days from the notice to commence. Suggested for review: 14 days.

42.2	Documents to be submitted at mobilisation: mobilisation plan, personnel list, emergency contacts, PPM plan, safety plan, reporting formats, insurance evidence, and any other document requested by the University.
43.1	Complaints: Complaints shall be addressed to [insert appropriate procurement complaint receiving authority / head of institution / appeal body as applicable] in accordance with the applicable Government Procurement Guidelines and Procedures.

### Technical Evaluation Criteria

No.	Criterion	Weight
1	Relevant similar experience in institutional, educational, public, commercial, or comparable multi-building maintenance contracts	25%
2	Technical capacity and proposed service delivery model	25%
3	Key personnel, supervision, and organisational strength	20%
4	Health, safety, statutory compliance, and quality systems	10%
5	Financial capacity and stability	10%
6	Past performance and client references	5%
7	Completeness, clarity, and practicality of the technical submission	5%
	Total	100%

### Indicative Financial Evaluation Basis

Cost Component	Evaluation Treatment
Fixed monthly management and mobilisation fee	Monthly fee multiplied by 12 months.
Labour rates	Evaluated using estimated quantities or sample work order basket stated in the financial schedule.
Emergency attendance rates	Evaluated using estimated frequencies or rate comparison.
Transport and mobilisation charges	Evaluated based on rates and assumptions in the financial schedule.
Material handling charge / mark-up	Evaluated based on percentage or declared method, using an indicative material allowance where required.
Schedule of rates	Checked for completeness, arithmetic consistency, reasonableness, and unbalanced pricing.
Taxes and statutory charges	Considered according to the tax instructions in the financial schedule.

**Annex: Bid Submission Checklist**

No.	Document	Envelope	Submitted by Bidder
1	Letter of Bid / Letter of Interest signed by authorised signatory	Envelope 1	
2	Business registration and statutory documents	Envelope 1	
3	Tax registration and compliance documents, where applicable	Envelope 1	
4	Relevant registrations, licences, certifications, or CIDA registration where applicable	Envelope 1	
5	Company profile and organisation chart	Envelope 1	
6	Similar contract experience and client references	Envelope 1	
7	Technical proposal and service delivery methodology	Envelope 1	
8	Staffing plan and CV summaries of key personnel	Envelope 1	
9	Tools, equipment, vehicles, and support systems	Envelope 1	
10	Health, safety, and quality documents	Envelope 1	
11	Financial capacity evidence	Envelope 1	
12	Litigation, blacklisting, and conflict of interest disclosure	Envelope 1	
13	Bid security, if required	Envelope 1	
14	Financial proposal summary	Envelope 2 only	
15	Schedule of rates and price schedules	Envelope 2 only	
16	Tax, mark-up, material handling, and pricing assumptions	Envelope 2 only	

End of Instructions to Bidders and Bid Data Document.