



# **BIDDING DOCUMENT**

**Procurement of Goods Under  
National Shopping Procedure**

**Supply, Delivery and Installation of 04 No's  
Photocopy Machines**

**File No:- UoVT/SUP/MA/01/NS/01/III/2026**

**Closing Date :- 19<sup>th</sup> June 2026**

**Closing Time:- 14.00 Hours**

**University of Vocational Technology  
No.100,Kandawala Road,  
Ratmalana.**

**Contract No: 0112 630 733**

# Content

<b>Content</b>	<b>Page No</b>
1. Section I. Instructions to Vendors (ITV).....	01 - 04
2. Section II. Data Sheet.....	05
3. Section III. Schedule of Requirements.....	06
4. Specification and Compliance.....	07 - 08
5. Section V. Quotation Submission Form .....	09
6. Price Schedule Form .....	10
7. Manufactures' Authorization.....	11

Section I. Instructions to Vendors (ITV)

<b>A: General</b>	
1. Scope of Bid	1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Goods as specified in Section III Schedule of Requirements. Upon receipt of this invitation you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation. The Purchaser may not consider you for inviting quotations in the future, if you failed to acknowledge the receipt of this invitation or not submitting a quotation after expressing the intention as above.
<b>B: Contents of Documents</b>	
2. Contents of Documents	2.1 The documents consist of the Sections indicated below. <ul style="list-style-type: none"> <li>• Section I. Instructions to Vendors (ITV)</li> <li>• Section II. Data Sheet</li> <li>• Section III. Schedule of Requirements</li> <li>• Section IV. Technical Specifications &amp; Compliance with Specifications</li> <li>• Section V. Quotation submission Form(s)</li> </ul>
<b>C: Preparation of Quotation</b>	
3. Documents Comprising your Quotation	3.1 The Quotation shall comprise the following: <ul style="list-style-type: none"> <li>(a) Quotation Submission Form and the Price Schedules;</li> <li>(b) Technical Specifications &amp; Compliance with Specifications</li> </ul>
4. Quotation Submission Form and Price Schedules	4.1 The vendor shall submit the Quotation Submission Form using the form furnished in Section V. 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. 4.2 Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.
5. Prices and Discounts	5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules. 5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.

	<p>5.3 The applicable VAT shall be indicated separately.</p> <p>5.4 Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non-responsive and may be rejected.</p>
6. Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Goods	<p>7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications and standards specified in Section IV, "Technical Specifications &amp; Compliance with Specifications".</p> <p>7.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial responsiveness of the Goods to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.</p> <p>7.3 If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Sri Lanka.</p>
8. Period of Validity of quotation	8.1 Quotations shall remain valid for the period of <b>f o r t y n i n e</b> (49) days after the quotation submission deadline date.
9. Format and Signing of Quotation	9.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor.
<b>D: Submission and Opening of Quotation</b>	
10. Submission of Quotation	<p>10.1 Vendors may submit their quotations by mail or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number.</p> <p>10.2 If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.</p>
11. Deadline for Submission of Quotation	11.1 Quotation must be received by the Purchaser at the address set out in Section II, "Data Sheet", and no later than the date and time as specified in the Data Sheet.
12. Late Quotation	12.1 The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITV Clause 11.1 above.

13. Opening of Quotations	<p>13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>13.2 A representative of the bidders may be present and mark its attendance.</p>
<b>E: Evaluation and Comparison of Quotation</b>	
14. Clarifications	<p>14.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its quotation which is not in response to a request by the Purchaser shall not be considered.</p> <p>14.2 The Purchaser's request for clarification and the response shall be in writing.</p>
15. Responsiveness of Quotations	<p>15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>15.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>
16. Evaluation of quotation	<p>16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>16.2 To evaluate a quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"> <li>(a) the Price as quoted;</li> <li>(b) price adjustment for correction of arithmetical errors;</li> <li>(a) price adjustment due to discounts offered.</li> </ul> <p>16.3 The Purchaser's evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods. .</p>
17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	<p>17.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.</p>

<b>F: Award of Contract</b>	
18. Acceptance of the Quotation	18.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.
19. Notification of acceptance	19.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that its quotation has been accepted.
20. Payment	20.1 Payment shall be made on original invoices with recommendation and Certification of the Acceptance Committee.
21. Liquidated Damages	21.1 The supplier should deliver the items within the delivery period stipulated in the schedule of requirements. The supplier should make payment to the purchaser for each week of delay in delivery, at the rate of 1% of the contract sum per each week of delay, up to a maximum of 10% of the contract sum.

## Section II: Data Sheet

ITV Clause Reference	
1.1	The Purchaser is : Vice Chancellor  Address : University of Vocational Technology No. 100, Kandawala Road Ratmalana
5.1	If the bidder is allowed to quote for less than the all the items specified, indicate the details.
7.3	Manufacture's Authorization is required.
11.1	Address for submission of Quotations  Chairman, Procurement Committee University of Vocational Technology No. 100. Kandawala Road , Ratmalana.  Deadline for submission of quotations  Date: 19 <sup>th</sup> June 2026 Time: 02.00 P.M
13	The quotations shall be opened at the following address:  Procurement Division University of Vocational Technology NO. 100. Kandawala Road , Ratmalana.  Date 19 <sup>th</sup> June 2026 Time : 02.00 P.M

**Section III: Schedule of Requirements**

Line Item N°	Description of Goods	Quantity	Final Destination	Transportation and any other services	Delivery Details	
					Latest delivery Date	Bidder's offered Delivery date [ <i>to be provided by the bidder</i> ]
01	Photo Copy Machines	04	University of Vocational Technology No.100,Kandawala Road,Ratmalana	Supplier should arrange free of charge delivery and installation	Within 30 days after issuing purchase order	

**Section IV:  
Technical Specification & Compliance**

In column 3, either say "Yes" or "No"; if "No" please state the specification of the offer. (Use the following Exact format when submitting compliance)

Description	Requirement	Bidder's Respond	
		Yes/No	If not Please Specify
Make	Specify		
Model	Specify		
Condition	Should be Brand New		
Technology	Mono toner technology		
Control panel	touch panel		
Type	Digital – Max A3 Size Copy, Print & Scan		
Resolution – Copy / Print	600 x 600 dpi		
Machine Memory	3GB or more		
Processor speed	Min. 1.5 GHz		
Interface	Ethernet 10 Base-T /100 Base TX/1000BaseT WLAN IEEE 802.11b/g/n Direct Wi-Fi (Mobile device can be connecting to the copier without Wi fi) Mobile print (Print with mobile app)		
Dual network facility	Should be able to connect through Ethernet line (RJ45) / Wi-Fi (optional)		
Auto Duplex	Required		
Auto Duplex Document Feeder	Required		
Zoom	25% - 400% Zoom		
Paper Capacity	250 sheets x 1tray for all paper Sizes A3, A4, A5		
Stack Bypass	100 Sheets up to A3 size		
Coping & Printing Speed	25 ppm or better		
Continues print	1 – 999 or better		
Scanning formats	Colour network scanning (min for 10 computers) Formats – PDF Compact PDF Searchable PDF Word (open office)		
Scan destinations	Network PC		

	e-mail Share folder USB pen drive		
Scanning speed	50ipm or better		
Private (confidential) print	Required		
Booklet print facility	Required		
Electronic rotate sorting	Required		
USB pen drive print	Required (PDF format)		
Min.50 user ID codes	For copy, print & scan (Detail report can be generate for all users for copy, print & scan)		
Initial Toner	Full capacity original toner should supply with the new machine		
Copier Stand	Should supply with the machine		
Manufacture Experience	Manufacturer should have minimum of 10 years' experience in manufacturing of the same brand. (Proof document should be attached)		
Certification	Manufacture should have ISO 9001:2015 Authorized agent should have ISO 9001:2015		
Toner capacity	Min No. of copies 10,000		
Running cost calculation (A4)	Price	Yield	CPC(Rs)
Drum Unit - Black			
Developer – Black			
Cost of Toner Price			
Total CPC			
Cost of 01 Page	Cost of 01 Page (A4)		
Quantity of Printouts one Toner			
Electrical Power	AC 220-240V (50/60 Hz)		
Warranty	Three years onsite Warranty		

## Section V

### Quotation Submission Form

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

Date:

To: University of Vocational Technology

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;
- (b) We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods  
*[insert a brief description of the Goods];*.....  
.....  
.....
- (c) The total price of our quotation including any discounts offered is: *[insert the total quoted price in words and figure];*
- (d) Our quotation shall be valid for the period of time specified in ITV Sub-Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITV Sub-Clause 11.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that this 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 person whose name and capacity are shown]*

.....

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

.....  
.....

Date: .....

**Price Schedule**

1	2	3	4	5	6	7	8	9	10
Line Item N°	Description of Goods	Country of Origin	Quantity	Unit	Unit price	Sub Total]	Inland transportation and other services	Total Price for Item	VAT
<i>[insert number of the item]</i>	<i>[insert name of Goods]</i>	<i>[insert country of origin of the Good]</i>	<i>[insert number of units to be supplied ]</i>	<i>[insert unit]</i>	<i>[insert price per unit]</i>	<i>[(7) = (4) x (6)]</i>	<i>[insert total cost of lline item for inland transport and other services required]</i>	<i>[(9) = (7) x (8)]</i>	<i>[insert total VAT of line item]</i>
01	Photo Copy Machines		04 No's						

Total Price in Word (With Vat).....

Signature of authorized officer of the Vendor:..... Name of authorized officer of the Vendor :.....

Vendor's/Company's name :.....

Address : ..... Date .....

## **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: Vice Chancellor, University of Vocational Technology.**

### 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 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]