



THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

MINISTRY OF PLANTATION AND COMMUNITY

INFRASTRUCTURE

RUBBER RESEARCH INSTITUTE OF SRI LANKA

STANDARD BIDDING DOCUMENT

[NATIONAL SHOPPING METHOD]

**SUPPLY, INSTALLATION SERVICE & MAINTENANCE
OF LABORATORY EQUIPMENT**

RRISL/PRO/BC&P/SP/RWP/2025/41



MINISTRY OF PLANTATION AND COMMUNITY INFRASTRUCTURE
RUBBER RESEARCH INSTITUTE OF SRI LANKA



PROCUREMENT NOTICE

Supply, Installation Service & maintenance of Laboratory Equipment

1. Chairman of the Departmental Procurement Committee (Minor) of Rubber Research Institute of Sri Lanka invites sealed bids from eligible and qualified bidders for the following items.

Bid No	Item Name	Quantity (Nos)	Non- Refundable Tender Fee LKR	Refundable Tender Fee LKR
RRISL/PRO/BC&P/SP/RWP/2025/41	Vacuum pump	01 No	1,000.00	37,500.00
	Laboratory grinder	01 No		
	Automated Wood augers	01 No		
	Multi position Heating mantle	02 No		
	Portable pH meter with a combination electrodes	01 No		
	Six position water bath	01 No		
	Portable water bath	01 No		
	Micro pippete set	01 No		
	Clinometer	01 No		

Bidder should;

- be a registered manufacturer or an agent for supplying above
 - have a financial capability to supply.
 - have recent five years 'experience in supplying similar type of scientific equipment to reputed organizations.
- Bidding will be conducted through National Shopping Method.
 - Interested bidders may obtain further information from Head, Bio Chemistry & Physiology , Rubber Research Institute of Sri Lanka, Dartonfield, Agalawatta (Telephone: +94 34-2247426 Email: kudaligama.risl@gmail.com) and inspect the bidding documents free of charge at the same address from 9.00 am to 3.00 pm on any working day from 29.10.2025 to 06.11.2025.
 - A complete set of Bidding Documents in English language may be purchased by interested bidders on submission of a written application (hand delivery, post or email – rrislprocurement@gmail.com) to the Chairman, Department Procurement Committee, Rubber Research Institute of Sri Lanka, Dartonfield, Agalawatta from 9.00 am to 3.00 pm on working days from 29.10.2025 to 06.11.2025 upon payment of a non-refundable deposit fee (cash or pay order) as mentioned.
 - All bids must be accompanied by a bid security of Rs.37,500.00 in cash or form of a bank guarantee, issued by a commercial bank operating in Sri Lanka approved by the Central Bank of Sri Lanka. Bid security must be valid for 91 days from the bids opening (including opening date).
 - Duly completed original bids should be delivered with duplicates in separate covers marked as “Original and Duplicate” and enclosed in one envelope marked with the caption “**Bids for Supply, Installation Service & maintenance of Laboratory Equipment**” on the left side of the envelop, to the address given below on registered/speed/courier post or should be placed in to a box available at the same address on or before 10.30 am on 07.11.2025. Late bids will be rejected. Bids will be opened soon after closing with the presence of the bidders or their representatives at the same address.

Chairman,
Department Procurement Committee (Minor)
Rubber Research Institute of Sri Lanka
Dartonfield,
Agalawatta
29.10.2025

Section I. Instructions to Vendors (ITV)

A: General	
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: Contents of Documents	
2. Contents of Documents	2.1 The documents consist of the Sections indicated below. ➤ Section I. Instructions to Vendors(ITV) ➤ Section II. Data Sheet ➤ Section III. Schedule of Requirements ➤ Section IV. Technical Specifications & Compliance with Specifications ➤ Section V. Quotation submission Form(s)
C: Preparation of Quotation	
3. Documents Comprising your Quotation	3.1 The Quotation shall comprise the following: (a) Quotation Submission Form and the Price Schedules; (b) Technical Specifications & Compliance with Specifications
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.

	5.3 The applicable VAT shall be indicated separately. 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.
6. Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Goods	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 & Compliance with Specifications". 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. 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.
8. Period of Validity of quotation	8.1 Quotations shall remain valid for the period of sixty (60) 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.
D: Submission and Opening of Quotation	
10. Submission of Quotation	10.1 Vendors may submit their quotations by registered post, courier service or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number. 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.
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 Quotations	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	13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet. 13.2 A representative of the bidders may be present and mark its attendance.
E: Evaluation and Comparison of Quotation	
14. Clarifications	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. 14.2 The Purchaser's request for clarification and the response shall be in writing.
15. Responsiveness of Quotations	15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received. 15.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.
16. Evaluation of quotation	16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive. 16.2 To evaluate a quotation, the Purchaser may consider the following: (a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (c) price adjustment due to discounts offered. 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..
17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	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.

F: Award of Contract	
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.
G: Corrections to Documents	
20. Acceptance of the Quotation	20.1 Erroneous figures must be struck off by a single line and the correct figure must be written and clearly initialed. All alternations and adjustments must be authenticated. Correction ink shall not be used. Otherwise, the quotations are liable to be treated as invalid and therefore rejected.
H: Qualification Criteria	
21. Required Qualifications for Vendor (written verifications should be attached)	21.1 Vendor should be registered under business names ordinance, partnership act or under company act of Sri Lanka. 21.2 Vendor should have a recent five (05) year experience in supplying similar equipment for minimum three (03) government organizations or/and reputed private companies. 21.3 Vendor should be an authorized Sri Lankan agent / dealer of the said equipment manufacturer or the manufacturer himself.

Section II: Data Sheet

ITV Clause Reference	Description
1.1	The Purchaser is : <u>Director, Rubber Research Institute of Sri Lanka, Dartonfield, Agalawatta</u>
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 is <u>Director, Rubber Research Institute of Sri Lanka, Dartonfield, Agalawatta</u> Deadline for submission of quotations is 07.11.2025
13	The quotations shall be opened at the following address: <u>Procurement Unit, Rubber Research Institute of Sri Lanka, Dartonfield, Agalawatta.</u>
15.1	The method and condition of payment to be made to the supplier under this contract shall be as follows; A. Payment shall be made in Sri Lankan Rupees (SLR) within thirty (30) days of presentation of claim supported by a certificate from the Purchaser (RRISL) declaring that the Goods have been delivered, successfully installed, functioning properly and that all other contracted Services have been performed.
16	Other factors that will be considered for evaluation are; ➤ Strictly Qualified as per the Qualification Criteria ➤ Compatible with Specifications ➤ Minimum 02 Year Comprehensive Warranty for all equipment, accessories and installation ➤ After Sales Services / Maintenance ➤ Life Cycle Cost (initial cost, running cost, maintenance cost and disposal cost) ➤ Delivery, Installation, Commissioning, Testing and Training

Section III: Schedule of Requirements

Line Item No	Description of Goods	Quantity	Final Destination	Transportation, and any other services	Delivery Date	
					Latest Delivery Date	Bidder's offered Delivery date [to be provided by the bidder]
<i>[insert item No]</i>	<i>[insert description of Goods]</i>	<i>[insert quantity of item to be supplied]</i>	<i>[insert place of Delivery]</i>	<i>[loading, transportation, unloading, installation, testing and any other applicable charges]</i>	<i>[insert the number of days following the date of issuing Purchase Order]</i>	<i>[insert the number of days following the date of issuing Purchase Order]</i>
01	Vacuum pump	01 No	Dartonfield, Agalawatta	Supplier should borne		
02	Laboratory grinder	01 No				
03	Automated Wood augers	01 No				
04	Multi position Heating mantle	02 No				
05	Portable pH meter with a combination electrodes	01 No				
06	Six position water bath	01 No				
07	Portable water bath	01 No				
08	Micro pipette set	01 No				
09	Clinometer	01 No				

Section IV: Technical Specification & Compliance

01. Vacuum pump 01 No

Requested Specification	Bidders' response		Quoted Specification
	Yes	No	
Make			
Model			
Country of origin			
Country of manufacturing			
Oil-less diaphragm vacuum pump for use the glass and polycarbonate vacuum desiccators.			
Max. vacuum -25.5"Hg / 150mbar @60Hz			
Free air capacity 1.1CFM/31L/min @60Hz			
Inlet and outlet port size 1/4"NPT Female			
Max. temperature 38° C			
Max. pressure 60psi			
Motor type Permanent split capacitor			
Duty Cycle continuous			
Power 60Hz / 230V			
Warranty - 02 years comprehensive			

02. Laboratory Sample Mill with separated grind container 01 No.

Requested Specification	Bidders' response		Quoted Specification
	Yes	No	
Make			
Model			
Country of origin			
Country of manufacturing			
Usage – grind dry materials to Approx. 100um particle size			
Up volume – 300 ml			
Maximum capacity – 150ml			
Lid and container material – stainless steel SUS304			
Blade - HRC55 degrees and its material is SUS420			
Metal part around blade – Stainless steel SUS304			
Accessories – Blade opening tool, additional container			
Motor – approx. 1200W, 230V			
Should be able to detach the auguring part from the machine for cleaning			
Warranty - 01 years comprehensive			

03. Automated Wood augers – 01 Nos

Requested Specification	Bidders' response		Quoted Specification
	Yes	No	
Make			
Model			
Country of origin			
Country of manufacturing			
Usage – Collect wood samples from rubber trees			
Power – Chargeable batteries			

Diameter of sample 10mm			
Length of sample 250mm			
Material – Stainless steel 304			
Accessories – Cleaning tools, additional battery, charging accessories, carrying case			
Should be able to collect the whole core of sample precisely			
Should be able to detach the auguring part from the machine for cleaning			
Warranty - 01 years comprehensive			

04. **Multi position Heating mantle 02 Nos**

Requested Specification	Bidders' response		Quoted Specification
	Yes	No	
Make			
Model			
Country of origin			
Country of manufacturing			
Flask size - 1000ml			
No of positions			
Work model - continuous			
Heating mode – surface conduction			
Temperature range - Ambient – 300 °C			
Material – prefer stainless steel 304			
Temperature Sensor - Pt 100			
Heater - Ni-Cr			
Safety - Over temperature cut off and over load cut off			
Display - Digital			
Power – 230V, 1500 W			
Warranty - 02 years comprehensive			

05. Portable pH meter with a combination electrodes – 01 No.

Requested Specification	Bidders' response		Quoted Specification
	Yes	No	
Make			
Model			
Country of origin			
Country of manufacturing			
Electrode should be suitable for rubber latex			
Water resistant- IP 67 standard.			
Should include field carrying case, storage solutions			
Measurements- pH, mV and temperature			
Display- LCD with backlight			
pH range- 0-14			
pH resolution- 0.01			
Temperature range- 0-800C			
Temperature resolution- 0.10C			
Temperature accuracy- >0.30C			
mV range- ±1999mV			
mV Resolution- 0.1/1mV			
mV Accuracy- 1mV			
Temperature compensation- Automatic			
Buffer recognition- Automatic			
Power- Should be operated with AA batteries			
pH Meter Should Comply with CE standard			
Warranty - 02 years comprehensive			

06. Six position water bath – 01 No.

Requested Specification	Bidders' response		Quoted Specification
	Yes	No	
Make			
Model			
Country of origin			
Country of manufacturing			
Approximate volume - 30 L			
No of holes - 06			
No of rows - 01			
Heating range 5 – 100 °C			
Temperature control – automatic (Digital PID)			
Temperature Resolution 1 °C			
Material – stainless steel 304			
Display - LCD			
Sensor – Thermal resister			
Power – 230V, 1500W			
Timer - 1-999 minutes			
Water Circulation			
Water Level Sensor			
Low level power cut off			
Temperature Sensor			
Over temperature power cut off			
Bottom heating			
Drain - bottom			
Operational mode – manual or digital			

Warranty - 02 years comprehensive			
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07. Portable water bath – 01 Nos

Requested Specification	Bidders' response		Quoted Specification
	Yes	No	
Make			
Model			
Country of origin			
Country of manufacturing			
Approximate volume - 5 L			
Heating range 5 – 100 °C			
Temperature control – automatic (Digital PID)			
Temperature Resolution 1 °C			
Material – stainless steel 304			
Display - LCD			
Sensor – Thermal resister			
Power – 230V, 1500W			
Timer - 1-999 minutes			
Water Circulation			
Water Level Sensor			
Low level power cut off			
Temperature Sensor			
Over temperature power cut off			
Bottom heating			
Drain - bottom			
Operational mode – manual or digital			
Warranty - 02 years comprehensive			

08. Micro pippete set – 01 No.

Requested Specification	Bidders' response		Quoted Specification
	Yes	No	
Make			
Model			
Country of origin			
Country of manufacturing			
Variable volume 20-200µl – 01 No 100-1000 µl -2Nos 0.5-5ml -2Nos 1.0-10ml -2Nos			
Pipette tips 20-200µl – 500 tips 100-1000 µl -500 tips 0.5-5ml -500 tips 1.0-10ml -500 tips			
Carousel pipette stand with six holes – 02 Nos.			
Exchangeable single hand operated volume control knob			
Dual “O” ring to fix the tips well			
Outer “O” ring to make tip loading easy.			
Autoclavable body under 120°C, 0.1 MPa for 20 minutes and should not need a recalibration after autoclaving			
Accuracy 20-200µl - 0.6% or better 100-1000 µl - 0.6% or better 0.5-5ml – 0.5% or better 1.0-10ml – 0.5% or better			
Should supplied with a quality control certificate			

Quality certification EN ISO 8655			
Warranty - 02 years comprehensive			

08. **Clinometer – 01 No**

Requested Specification	Bidders' response		Quoted Specification
	Yes	No	
Make			
Model			
Country of origin			
Country of manufacturing			
Measurements – Height and slope			
Accuracy 1/4°			
Graduation interval - 0.5°			
Scale- slope ±90°, slope %			
Adjustable diopter			
Dual sapphire bearing			
Liquid filled capsule for stable operation			
Glass material acrylic			
Anodized light-alloy housing			
Accessories: Nylon pouch with belt-loop, Lanyard			
Warranty - 02 years comprehensive			

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: *[insert complete name of Purchaser]*

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:

OFFICIAL SEAL

PRICE SCHEDULE: Goods Manufactured outside the Purchaser's Country, to be imported

Date : (Group C bids, goods to be imported) NCB No : Currencies in accordance with ITB Sub – Clause 15 Alternative No : Page No of								
1	2	3	4	5	6	7	8	9
Line Item No.	Description of Goods	Country of Origin	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price Rs.	Taxes per unit item Rs.	Price per line item (Col. 6+7) Rs.	Total Price per Line item (Col. 5*7) Rs.
(insert number of item)	(insert name of Good)	(insert country of origin of the good)	(insert quoted Delivery Date)	(insert number of units to be supplied and name of the physical unit)	(insert unit price)	(insert VAT and other applicable taxesprice per line item)	(insert the corresponding price per line item)	(insert total price of the line item)
1	Vacuum pump			01 No				
2	Laboratory grinder			01 No				
3	Automated Wood augers			01 No				
4	Multi position Heating mantle			02 No				
5	Portable pH meter with a combination electrodes			01 No				
6	Six position water bath			01 No				
7	Portable water bath			01 No				

8	Micro pipette set			01 No				
9	Clinometer			01 No				

All local charges should be indicated in column 8, so that total cost excluding VAT will be column (7) + Column (8).

**

Item Name	Brand	Model
Vacuum pump		
Laboratory grinder		
Automated Wood augers		
Multi position Heating mantle		
Portable pH meter with a combination electrodes		
Six position water bath		
Portable water bath		
Micro pipette set		
Clinometer		

Name of Bidder

Signature of Bidder

Date:

Name & address of the Company :

Manufacturer's Authorization

[If requested under ITV clause 7.3, the Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated.]

Date:

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 quotation 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 supply the goods.

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]*

Agreement

THIS CONTRACT AGREEMENT is made

On the day of, Two thousand and twenty one

BETWEEN

- (1) Director, Rubber Research Institute of Sri Lanka and having its principal place of business at Dartonfield, Agalawatta, Sri Lanka (Hereinafter called “the Purchaser”), and
- (2)
..... [insert name of Supplier], a corporation incorporated under the laws of .
..... [insert: country of Supplier] and having its principal place of business at
.....insert: address of Supplier] (hereinafter called “the Supplier”).

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz.,.....
.....[insert brief description of Goods and Services] and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of
.....
.....
.....[insert Contract Price in words and figures, expressed in the Contract currency(ies)] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement
 - (b) Contract Data
 - (c) Conditions of Contract
 - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications)
 - (e) The Supplier’s Bid and original Price Schedules
 - (f) The Purchaser’s Notification of Award
 - (g) [Add here any other document(s)]

3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.
4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Democratic Socialist Republic of Sri Lanka on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed:[insert signature]

in the capacity of[insert title or other appropriate designation]

in the presence of

.....[insert identification of official witness]

For and on behalf of the Supplier

Signed:[insert signature]

in the capacity of[insert title or other appropriate designation]

in the presence of

.....[insert identification of official witness]

Bid Guarantee

*[this Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]
[Insert issuing agency's name, and address of issuing branch or office]*

.....
***Beneficiary: Director, Rubber Research Institute of Sri Lanka, Dartonfield, Agalawatta**

Date: *[insert (by issuing agency) date]*

BID GUARANTEE No.:.....*[insert (by issuing agency) number]*

We have been informed that*[insert (by issuing agency) name of the Bidder;*
if a joint venture, list complete legal names of partners] (hereinafter called "the Bidder") has
submitted to you its bid dated.....*[insert (by issuing agency) date]* (hereinafter
called "the Bid") for the supply of *[insert name of Supplier]* under Invitation for Bids No..
.....*[insert IFB number]* ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a
Bid Guarantee.

At the request of the Bidder, we*[insert name of issuing agency]* hereby
irrevocably undertake to pay you any sum or sums not exceeding in total an amount of
.....*[insert amount in figures]*
.....*[insert amount in words]*) upon receipt by us of
your first demand in writing accompanied by a written statement stating that the Bidder is in
breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) Has withdrawn its Bid during the period of bid validity specified; or
- (b) Does not accept the correction of errors in accordance with the Instructions to
Bidders (hereinafter "the ITB"); or
- (c) having been notified of the acceptance of its Bid by the Purchaser during the period
of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii)
fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of
copies of the Contract signed by the Bidder and of the Performance Security issued to you
by the Bidder; or (b) if the Bidder is 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,
otherwise it will remain in force up to*(insert date)*

Consequently, any demand for payment under this Guarantee must be received by us at the
office on or before that date.

.....
[signature(s) of authorized representative(s)]

Performance Security

[The issuing agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

.....
.....

Issuing Agency's Name, and Address of Issuing Branch or Office]

* **Beneficiary:** Director, Rubber Research Institute of Sri Lanka, Dartonfield, Agalawatta

Date:

PERFORMANCE GUARANTEE No.:

We have been informed that[name of Supplier] (hereinafter called "the Supplier") has entered into Contract No.
.....[reference number of the contract] dated..... with you, for the Supply and Installation of
[name of contract and brief description] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a

Performance guarantee is required.

At the request of the Supplier, we [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of
.....[amount in figures].....
.....[amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the day of, 20.... [insert date, 28 days beyond the scheduled completion date including the warranty period] and any demand for payment under it must be received by us at this office on or before that date

[signature(s)]

Sample Purchase Order

(Purchaser may modify this form to suit the requirements)

Title of Procurement: .. (Name of Procurement)					Date: (Date of this purchase Order)				
Our Reference: (Quotation Number)					Your Reference: (Quotation submitted by you with your cover letter dated)				
We are pleased to inform you that we have accepted your quotation for the supply of following goods as detailed below:									
Item #	Description	Model Number & Specification reference ²	Unit	Qty	Unit Price	Amount	Delivery Date	Delivery Location	Remarks

Other Conditions of this supply are as follows:

1. The Goods supplied under this Contract shall conform to the technical specifications and standards mentioned above;
2. The Supplier warrants that all the Goods are branded, brand-new, and of the most recent or current models, free from defects and that they incorporate rate all recent improvements in design and materials;
3. The warranty shall remain valid for the period given above, after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated;
4. If the Supplier fails to deliver any or all of the Goods by the Date(s) specified above, the Purchaser may without prejudice to all its other remedies, deduct from the payments due to the Supplier, as liquidated damages, assume equivalent to the 0.5% per each day, of the delivered price of the delayed Goods;
5. Upon the Supplier's fulfillment of all the obligations stipulated above and making a request for payment to the Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered payments shall be made by the Purchaser.