THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

MINISTRY OF PLANTATION AND COMMUNITY INFRASTRUCTURE

RUBBER RESEARCH INSTITUTE OF SRI LANKA

STANDARD BIDDING DOCUMENT

[NATIONAL SHOPPING]

SUPPLY, INSTALLATION, SERVICE AND MAINTANANCE OF BRAND NEW AND BRANDED COMPUTERS, UPS, NOTEBOOK COMPUTER AND PRINTER

RRISL/PRO/CAPITAL/All/2026 (75)

MINISTRY OF PLANTATION & COMMUNITY INFRASTRUCTURE

RUBBER RESEARCH INSTITUTE OF SRI LANKA

PROCUREMENT NOTICE

SUPPLY, INSTALLATION, SERVICE AND MAINTANANCE OF BRAND NEW AND BRANDED DESKTOP COMPUTERS, NOTEBOOK COMPUTER, UPS AND PRINTER

Bids are hereby invited from reputed Dealers/ Importers/ Suppliers/ Agents for Supply Installation, Demonstration, Services & Maintenance of Branded Desktop Computer, Notebook Computer, UPS and Printer.

<table>
<tr><th>Ref No.</th><th>Item</th><th>Qty</th></tr>
<tr><td rowspan="4">RRISL/PRO/CAPITAL/All/2026 (75)</td><td>Desktop Computers
Admin 1, DDRB 1, BC& P 2</td><td>04 Nos</td></tr>
<tr><td>UPS -650 VA
Admin 1, DDRB 1, BC& P 2</td><td>04 Nos</td></tr>
<tr><td>Notebook Computers
ARU 1</td><td>01 Nos</td></tr>
<tr><td>Laser Printer
BC & P 01</td><td>01 Nos</td></tr>
</table>

Sealed bids furnishing the information required **in the attached standard Bidding document** should reach the, Chairman, Department Procurement Committee, Rubber Research Institute of Sri Lanka, Dartonfield, Agalawatta under registered cover, courier service or should be placed into the tender box available in the Dartonfield Head Office, Agalawatta. **Otherwise, they will be rejected.**

The envelope containing the Bid should bear the words **"Supply, Installation, Service and Maintenance of Brand New and Branded Desktop Computers, Notebook Computer, Ups and Printer"** in its top left corner. Bids will be closed at 2.30 pm on 25.09.2026 and they will be opened immediately after the closing time on the same day at Dartonfield, Agalawatta. The decision of the Procurement Committee will be final and definite. Bidders or their authorized representatives will be permitted to be present at the time of opening of bids.

Chairman
Department Procurement Committee
Rubber Research Institute of Sri Lanka
Dartonfield, Agalawatta.

18.09.2026

TP 0342247426

Section I. Instructions to Vendors (ITV)

A: General	
1. S cope 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 company under company act of Sri Lanka. 21.2 Vendor should have a recent ten (10) year experience in supplying computers/laptops and five (05) year experience in supplying UPS and printer for minimum five (05) government organizations or/and reputed private companies. 21.3 Vendor should be an authorized Sri Lankan agent / dealer of a computer/laptop or accessory manufacturer or the manufacturer himself. 21.4 The Desktop and laptop computer Brands which the vendors propose should have been available in the local market for the last five (05) years. - Vendor should have a five (05) year experience in selling & servicing the computers under the quoted brand in the local market. - Vender should have a three (03) year experience in selling & servicing the UPS and printers under the quoted brand in the local market. 21.5 Principal manufacturer Should have minimum 10 year experience in manufacturing the quoted product (Only for Desktop and Laptop Computers)

Section II: Data Sheet

ITV Clause Reference	Description
1.1	The Purchaser is : Director, Rubber Research Institute of Sri Lanka, Dartonfield, Agalawatta
5.1	If the bidder is allowed to quote for less than the all the items specified, indicate the details. Bids will be evaluate separately.
7.3	Manufacture's Authorization is required. Manufacture Authorization Certificate should be submitted as in the attached format in this bid document. The respective Manufacture Authorization Certificate has to be particularly submitted only for this purpose.
11.1	Address for submission of Quotations is Chairman, Department Procurement Committee, Rubber Research Institute of Sri Lanka Dartonfield, Agalawatta Deadline for submission of quotations is 25.09.2026 at 2.30 pm
13	The quotations shall be opened at the following address: Procurement Unit, Rubber Research Institute of Sri Lanka, Dartonfield, Agalawatta
16	Other factors that will be considered for evaluation are; ➢ Strictly Qualified as per the Qualification Criteria ➢ Compatible with Specifications ➢ Warranty period ➢ After Sales Services and Maintenance ➢ Life Cycle Cost (initial cost, running cost, maintenance cost and disposal cost) ➢ User Manual / Brochure in English Language ➢ Training and User Support ➢ Island wide Service Centers ➢ Availability of Backup Machines during Repairs

Section III: Schedule of Requirements

Line Item No	Description of Goods	Quantity	Unit	Final Destination	Transportation, and any other services	Delivery Date	
						Latest Delivery Date	Bidder’s offered Delivery date [*to be provided by the bidder*]
[insert item No]	*[insert description of Goods]*	*[insert quantity of item to be supplied]*	*[insert unit]*	*[insert place of Delivery]*	*[loading, transportation, unloading, installation and any other applicable charges]*	*[insert the number of days following the date of issuing Purchase Order]*	*[insert the number of days following the date of issuing Purchase Order]*
01	Desktop Computers Admin 1, DDRB 1, BC& P 2	04	Nos	RRISL, Dartonfield, Agalawatta	Supplier should borne	30 days	
02	UPS -650 VA Admin 1, DDRB 1, BC& P 2	04	Nos	RRISL, Dartonfield, Agalawatta			
03	Notebook Computers ARU 1	01	No	RRISL, Dartonfield, Agalawatta			
04	Laser Printer BC & P 01	01	No	RRISL, Dartonfield, Agalawatta			

Section IV: Technical Specification & Compliance

Item # and Name	Component Description	Minimum Specifications (Requirement)	Bidder's Response (Yes/No)	If "No" comment/s on the offer Or/and "Quoted Specifications"
Desktop Computer	Make	Should be Internationally Reputed Brand Please Specify		
	Model	Please Specify		
	Country of Origin	Please Specify		
	Country of Manufacture	Please Specify		
	Year of Manufacture	**Please Specify**		
	Processor	Intel Core i5 14th Generation (Up to 5.0GHz with Turbo Boost Technology) 12 Cores 24 MB Cache		
	Core Chipset	Intel chipset compatible with the processor		
	Form factor	Tower		
	Hard Disk	512 NVMe M.2 SSD		
	Memory	16 GB (1 x 16GB) DDR5 Upgradable up to 32 GB 2 DIMM slots		
	Communications	Integrated 10/100/1000M Gigabit Ethernet Controller WLAN 802.11ac + Bluetooth 5.3		
	Optical Drive	DVD Writer SATA		
	Audio	Front - Headphone / Microphone Combo Jack Rear - Audio Mic in, Audio Line out		
	Key Board	USB Standard Keyboard with the same CPU brand		
	Mouse	USB Optical Mouse with the same CPU brand		
	Monitor	19.5" HD+ LED Monitor with 1xHDMI 1.4, 1xVGA		

	Ports and Connectors	Front – 2 x USB 3.1 Gen1 Port Headphone / Microphone Combo jack Rear – 2 x USB 3.1 Gen1 Port 2 x USB 2.0 Port HDMI Port VGA Port RJ-45 Network Connector		
	Power Supply	Standard Power supply		
	Slots	1 x PCI Express x16 1 x PCI Express x1 1 x M.2 for WLAN 1 x M.2 2242/2280 storage		
	Operating System	Windows 11 Professional 64 bit – Factory loaded OEM		
	Certification	Vendor should be an authorized Sri Lankan agent / dealer of quoted brand. Manufacturer Authorization Letter should be provided.		
	Vendor Experience	Vendor should have a recent ten (10) year experience in supplying computers for minimum five (05) government organizations or/and reputed private companies. (Proof should be attached).		
		Vendor should have a five (05) year experience in selling & servicing the computers under the quoted brand in the local market (Proof should be attached).		
	Manufacturer Experience	Principal manufacturer Should have minimum ten (10) year experience in manufacturing the quoted brand (Should be worldwide recognized brand).		
	Spare Parts	Quoted Brand should have spare part Depot in Sri Lanka.		
	Warranty	**Three (03) Years Manufacturer Comprehensive Onsite Warranty**		
Notebook Computer	Make	Should be Internationally Reputed Brand **Please Specify**		
	Model	**Please Specify**		
	Country of Origin	**Please Specify**		

	Country of Manufacture	**Please Specify**		
	Year of Manufacture	**Please Specify**		
	Processor	Intel® Core U5-125H processor – 14th Generation		
	Processor Speed	3.3 GHz base frequency, up to 4.2 GHz with Intel® Turbo Boost Technology		
	L3 Cache	12 MB L3 Cache		
	Cores	10 Cores		
	Chipset	Integrated with Processor		
	Memory	16GB (1 x 16GB) DDR5 SDRAM, Expandable up to 32GB 2 SODIMM		
	Hard Disk	512 NVMe M.2 SSD		
	Display Type & Resolution	13.3" FHD Display		
	Graphics	Intel UHD Graphics		
	Audio	Two integrated stereo speakers Integrated microphone		
	Web camera	Integrated HD 720p DM Webcam		
	Network Card	Integrated 10/100/1000 NIC		
	Wireless	WLAN 802.11ac (2x2) WLAN + Bluetooth 5		
	I/O (input/output) ports	3 USB 3.1 (Including 1 Type C) 1 USB 2.0 – Type A 1 HDMI 1 RJ-45 1 AC power 1 Headphone/microphone combo jack 1 SD card Reader - Supports SD, SDHC, SDXC		
	Security features	Fingerprint Reader		

		Pre-boot authentication		
	Battery Type	3-cell, 45 Wh Long Life Li-ion Up to 13 hours		
	Mouse / pointing device	Clickpad with multi-touch gesture support		
	Keyboard	Full-sized spill-resistant keyboard		
	Operating System	Windows 11 Professional 64 bit – Factory loaded OEM		
	Carrying Case	Original Carrying Case		
	Certification	Vendor should be an authorized Sri Lankan agent / dealer of quoted brand. Manufacturer Authorization Letter should be provided.		
	Vendor Experience	Vendor should have a recent ten (10) year experience in supplying computers for minimum five (05) government organizations or/and reputed private companies. (Proof should be attached).		
		Vendor should have a five (05) year experience in selling & servicing the quoted brand in the local market (Proof should be attached).		
	Manufacturer Experience	Principal manufacturer Should have minimum ten (10) year experience in manufacturing the quoted brand. (Should be worldwide recognized brand).		
	Spare Parts	Quoted Brand should have spare part Depot in Sri Lanka.		
	Warranty	**Three (03) Years Manufacturer Comprehensive <u>Onsite</u> Warranty for the Notebook <u>including Battery & Power Adapter</u>**		
UPS -650 VA	Make	Should be Internationally Reputed Brand **Please Specify**		
	Model	**Please Specify**		
	Country of Origin	**Please Specify**		
	Country of Manufacture	**Please Specify**		

	Manufactured Year	**Please Specify**		
	Capacity	650VA		
	Input Voltage	140 – 300V 5VAC		
	Input Frequency	50Hz / 60Hz		
	Input Phase	Single Phase with Ground		
	Output Voltage	230VAC ± 10		
	Output Battery Mode	230VAC ± 10		
	Output Frequency	50Hz ±1% (Battery Mode)		
	Output Waveform	Simulated Sign Wave (Battery Mode) Sign Wave (AC Mode)		
	Battery Type & Number	12V/7AH – 1pcs		
	Battery Backup Time	7 – 20 minutes - depending on load		
	Battery Recharge Time	recover to 90% capacity after 2 – 4 hours		
	Surge Protection	Should be available		
	Overload Protection	Line Mode: 100 - 120% 1 min change to fault mode >120% change to fault mode immediately Battery Mode: 100 - 120% 1 min change to fault mode >120% change to fault mode immediately		
	Short Circuit Protection	Should be available (Line Mode & Battery Mode)		
	Protection / Monitoring Alam	Audible & Visual		
	Certification	Vendor should be an authorized Sri Lankan agent / dealer of quoted brand.		

		Manufacturer Authorization Letter should be provided.		
		Energy Star Certification (Proof should be attached).		
	Vendor Experience	Vendor should have a **recent five (05) year experience in supplying UPSs for government organizations or/and reputed private companies**. (Proof should be attached).		
		Vendor should have a three **(03) year experience in selling & servicing the UPS under the quoted brand** in the local market (Proof should be attached).		
	Manufacturer Experience	Principal manufacturer Should have **minimum ten (10) year experience in manufacturing the quoted brand** (Should be worldwide recognized brand).		
	Warranty	**Two (02) Years Comprehensive <u>Onsite</u> Warranty <u>including Battery</u>**		
Multifunction Laser Printer	Make	Should be Internationally Reputed Brand **Please Specify**		
	Model	**Please Specify**		
	Country of Origin	**Please Specify**		
	Country of Manufacture	**Please Specify**		
	Year of Manufacture	**Please Specify**		
	Print			
	Printing Method	Monochrome Laser Beam Printing		
	Print Speed	A4 - 29ppm		
		Letter – 30ppm		
		2-Sided – 18ppm (A4) 19 ppm (Letter)		
	Print Resolution	600 x 600 dpi		
	Print Quality with Image Refinement Technology	2,400 (equivalent) x 600 dpi		

	Duplex Printing	Auto Duplex Print		
	Copy			
	Copy Speed - A4	29 ppm		
	Copy Resolution	600 x 600 dpi		
	Maximum Number of Copies	Up to 999 copies		
	Reduce/Enlargement	25 – 400% in 1% increments		
	Copy Features	Collate, 2 on 1, 4 on 1, ID Card Copy, Passport Copy		
	Scan			
	Scan Resolution	Optical - Up to 600 x 600 dpi Driver Enhanced - Up to 9,600 x 9,600 dpi		
	Scan Type	Colour Contact Image Sensor		
	Maximum Scan Size	Platen Glass Up to 216 x 297 mm Auto Document Feeder Up to 216 x 356 mm		
	Scan Speed	Platen Glass 3.5 sec or less Auto Document Feeder 20 ipm (mono), 15 ipm (colour)		
	Colour Depth	24 bit		
	Pull Scan	Available, USB & Network		
	Push Scan (Scan To PC) with MF Scan Utilit	Available, USB & Network		
	Fax			

	Modem Speed	Up to 33.6 Kbps (Up to 3 sec/page)		
	Fax Resolution	Up to 200 x 400 dpi		
	Compression Method	MH, MR, MMR, JBIG		
	Memory Capacity	Up to 256 pages		
	Receive Mode	Fax only, Fax/Tel Auto Switch, Answer Mode, Manual		
	Memory Backup	Permanent fax memory backup		
	Fax Features	Fax Forwarding, Remote Reception, PC Fax (Transmit) DRPD, ECM, Auto Redial, Fax Activity Reports, Fax Activity Result Reports, Fax Activity Management Reports		
	Input Tray Capacity	Paper Tray – 150 sheets Auto Document Feeder - 35 sheets		
	Output Tray Capacity	100 sheets		
	Paper size	A4, A5, A6, B5, Letter, Legal, Foolscap, Postcard, Envelop, Custom (up to 216mm x 356mm)		
	Paper Type	Plain Paper, Letterhead, Recycled Paper, Label, Envelope		
	Interface	USB, 10/100 Ethernet, Wi-Fi		
	Compatible Operating Systems	Windows 10, Windows 11		
	Software	Printer Driver, Fax Driver, Scanner Driver, MF Scan Utility, Toner Status		
	Device Memory	256 MB		
	Power Requirement	AC 220-240V, 50/60Hz		
	Drum Yield	Please Specify		
	Drum Price	Please Specify		

	Cost per page	Please Specify		
	Certificates	Vendor should be an authorized Sri Lankan agent / dealer of quoted brand. Manufacturer Authorization Letter should be provided Energy Star Certification (Proof should be attached).		
	Vendor Experience	Vendor should have a recent ten (10) year experience in supplying Printers for minimum five (05) government organizations or/and reputed private companies. (Proof should be attached). Vendor should have a five (05) year experience in selling & servicing the quoted brand in the local market (Proof should be attached).		
	Manufacturer Experience	Principal manufacturer Should have minimum ten (10) year experience in manufacturing the quoted product (Should be worldwide recognized brand).		
	Warranty	**Three (03) Years Comprehensive <u>Onsite</u> 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: ....*[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

1	2	3	4	5	6	7	8	9	10
Line Item No	Description of Goods	Origin, Brand & Model	Quantity	Unit	Unit Price (without VAT)	Sub Total	Inland transportation and other services	Total Price for Item	VAT
[insert number of the item]	*[insert actual quoted name of Goods]*	*[insert country of origin of the Good with brand & model]*	*[insert number of units to be supplied]*	*[insert unit]*	*[insert price per unit]*	*[(7) = (4) x (6)]*	*[insert total cost of line item for inland transportation and other services required]*	*[(9) = (7) + (8)]*	*[insert total VAT of line item]*
01	Desktop Computer		04	Nos					
02	UPS 650VA		04	Nos					
03	Notebook Computer		08	No					
04	Multifunction Laser Printer		01	No					
							Total		

Name of Bidder ....

Signature of Bidder..

Date

OFFICIAL SEAL

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 …………………..,2026.

BETWEEN

(1) Director, Rubber Research Institute of Sri Lanka and having its principal place of business at Dartonfield, Agalawatte, 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*

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, a sum 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.