



**UNIVERSITY OF VAVUNIYA**  
**Procurement of Goods**  
**Under**  
**National Shopping Procedures**

**Invitation of Bids**  
**For**  
**PROCUREMENT OF**  
**WOODEN FURNITURE**

**Procurement No: UV/F/NCB/01/2025**  
**Invitation Date : 21<sup>st</sup> March 2025**

**From:**  
**The Chairman,**  
**Department Procurement Committee**  
**University of Vavuniya,**  
**Pambaimadu,**  
**Vavuniya.**

**To:**  
.....  
.....  
.....

## Section I. Instructions to Vendors (ITV)

<b>A: General</b>	
<b>1. Scope of Bid</b>	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>	
<b>2. Contents of Documents</b>	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> <li>• Section VI: Standard Forms</li> </ul>
<b>C: Preparation of Quotation</b>	
<b>3. Documents Comprising your Quotation</b>	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 and Compliance with Specifications.</li> </ul>
<b>4. Quotation</b>	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.
<b>5. Prices and Discounts</b>	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 bid submitted with an adjustable price shall be treated as non-responsive may rejected.
<b>6. Currency</b>	6.1 The vendors shall quote only in Sri Lanka Rupees.

<p><b>7. Documents to Establish the Conformity of the Goods</b></p>	<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>
<p><b>8. Period of Validity of quotation</b></p>	<p>8.1 Quotations shall remain valid for the period of sixty (60) days after the quotation submission deadline date.</p>
<p><b>9. Format and Signing of Quotation</b></p>	<p>9.1 The quotation shall be typed or written in indelible ink and shall be signed by the vendor or by a person duly authorized to sign on behalf of the vendor.</p>
<p><b>D: Submission and Opening of Quotation</b></p>	
<p><b>10. Submission of Quotation</b></p>	<p>10.1 Vendors may submit their quotations by post or by hand in sealed envelope addressed to the Purchaser bearing 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> <p>10.3 All the bids should be accompanied by a bid security as specified in the Data Sheet. Quotations without the valid bid security will be rejected.</p> <p>10.4 Unregistered Suppliers with the University of Vavuniya can also participate to the bid, subject to provide business registration certificate along with the quotation.</p>
<p><b>11. Deadline for Submission of Quotation</b></p>	<p>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.</p>
<p><b>12. Late Quotation</b></p>	<p>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.</p>

<b>13. Opening of Quotations</b>	<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 with their identification may be present and mark his attendance.</p>
<b>14. Clarifications</b>	<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 written.</p>
<b>15. Responsiveness of Quotations</b>	<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>
<b>16. Evaluation of quotation</b>	<p>16.1 The Purchaser shall evaluate quotation by each item (100% required quantity) 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> <p>16.4 The Chairman, Department Procurement Committee (DPC), University of Vavuniya, shall have the right to accept or reject any bid and at his discretion either to increase or decrease by 25% of the actual quantity to be purchased.</p>
<b>17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations</b>	<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>	
<b>18. Acceptance of the Quotation</b>	<p>18.1 The Purchaser will accept the prices of the items from the quotation of the vendor whose offer has been determined to be evaluated bid based on the price, quantity &amp; other condition.</p>
<b>19. Notification of acceptance</b>	<p>19.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that the bid has been accepted.</p>

<p><b>20. Performance Security</b></p>	<p>20.1 Amount of Performance Security required is 10% of the Initial Contract Price.</p> <p>20.2 Performance security shall be issued by an agency acceptable to Employer using the form for Performance Security (unconditional on demand guarantee) included in this document. This deposit can be made by way of a bank guarantee valued for 90 days.</p> <p>20.3 The agency acceptable to Employer is a Licensed Commercial bank operating in Sri Lanka.</p>
<p><b>21. Liquidated Damages</b></p>	<p>21.1 If the Supplier fails to deliver part or all of the Goods or perform the Related Services within the given period as specified in the Contract, the Purchaser may deduct a sum equivalent to 0.05 % per day of the price of the delayed supply or unperformed Services from the Contract Price, as liquidated damages,. Maximum deduction of the percentage is 10% of the contract value and once the maximum is reached, the Purchaser may terminate the Contract.</p>
<p><b>22. Payment</b></p>	<p>22.1 No transport charges will be made.</p> <p>22.2 Payment will be made after supplying and installing of the items according to the specifications and other conditions stipulated in the bidding document.</p> <p>22.3 <b><u>1<sup>st</sup> Installment:</u></b> 90% of the contract value shall be paid after inspection and the satisfactory completed and supply of other items in the Procurement Notice.</p> <p><b><u>2<sup>nd</sup> and last Installment:</u></b> The balance 10% of the contract value shall be paid after expiry of <b>sixty days</b>.</p> <p>Payment will be made by cheque drawn in favour of the Business name of the bidder with “Account Payee only” Crossing</p>

## Section II: Data Sheet

ITV Clause Reference					
1.1	The Purchaser is: - <b>The Chairman, Department Procurement Committee, University of Vavuniya.</b> Address: - <b>Pambaimadu , Vavuniya.</b>				
7.3	Manufacture's Authorization is required as attached format.				
10.3	<p><b>Bid security</b> shall be</p> <ul style="list-style-type: none"> <li>• Issued by an agency acceptable to Employer using the form for bid security (unconditional on demand guarantee) included in the bid document for <b>120 days</b>.</li> <li>• For an amount given below:</li> </ul> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">Item</th> <th style="text-align: center;">Bid security amount (Rs.)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Wooden Furniture</td> <td style="text-align: center;">Rs. 100,000.00</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• The agencies acceptable to Employer is a Licensed Commercial bank operating in Sri Lanka;</li> </ul>	Item	Bid security amount (Rs.)	Wooden Furniture	Rs. 100,000.00
Item	Bid security amount (Rs.)				
Wooden Furniture	Rs. 100,000.00				
11.1	<p>Address for submission of Quotations is: <b>The Chairman, Department of Procurement Committee, University of Vavuniya, Pambaimadu, Vavuniya.</b></p> <p><i>Please indicate the "Procurement of Wooden Furniture UV/F/NCB/01/2025 - 04<sup>th</sup> April, 2025 at 2.00 pm" on the top left-hand corner of the envelope.</i></p> <p>Deadline for submission of quotations is: <b>04<sup>th</sup> April, 2025 at 2.00 pm.</b></p>				
013	<p>The quotations shall be opened at the following address: <b>On 04<sup>th</sup> April, 2025 at 2.00 pm.</b> <b>The Board Room,</b> <b>University of Vavuniya,</b> <b>Pambaimadu, Vavuniya.</b></p> <p>The items should be delivered to the following address: <b>University of Vavuniya,</b> <b>Mannar Road, Pambaimadu.</b></p>				
16.1	<p>Other factors that will be considered for evaluation are:</p> <ol style="list-style-type: none"> <li>i) Required specification</li> <li>ii) Warranty period if any</li> <li>iii) After sales service if applicable</li> <li>iv) Experience in relevant business/Field</li> </ol>				

## Section III: Schedule of Requirements

Item No	Description of Goods	Qty	Unit	Final Destination	Delivery Date	
					Latest Delivery Period	Bidder's Response
01	Wooden Examination Table (Folding)	150	Nos.	University of Vavuniya, Pampaimadu, Vavuniya	8 weeks from the date of award of the contract	
02	Wooden Books Rack	11	Nos			
03	Conference Chair	85	Nos			
04	Conference Table - Front view closed type	13	Nos			
05	Conference Table - Front view opened type	37	Nos			

Signature of the Bidder: .....

Name of the Bidder.....

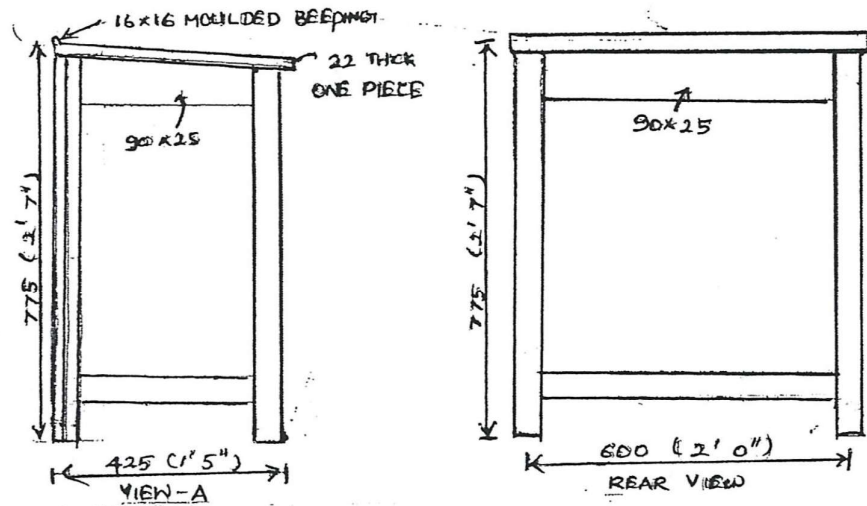
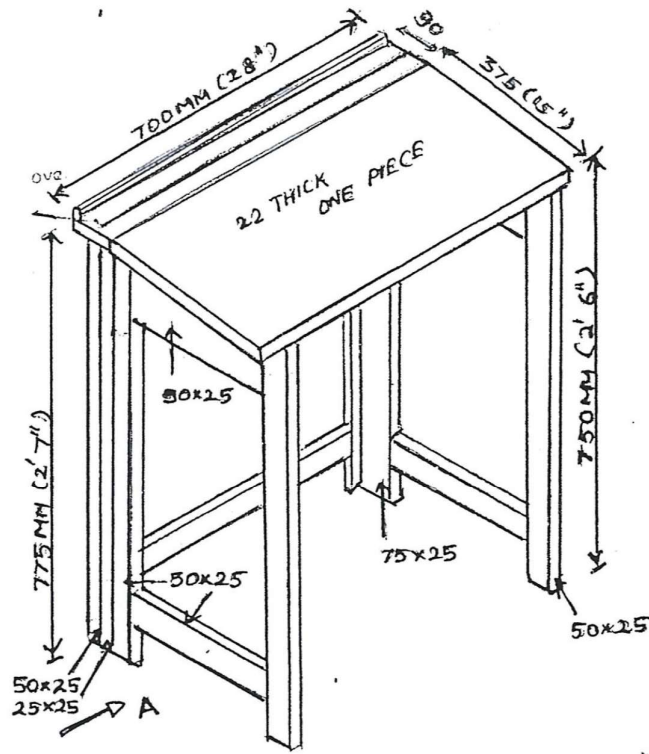
TP No.

Date:

Rubber Stamp:

# 01. Wooden Examination Table (Folding)

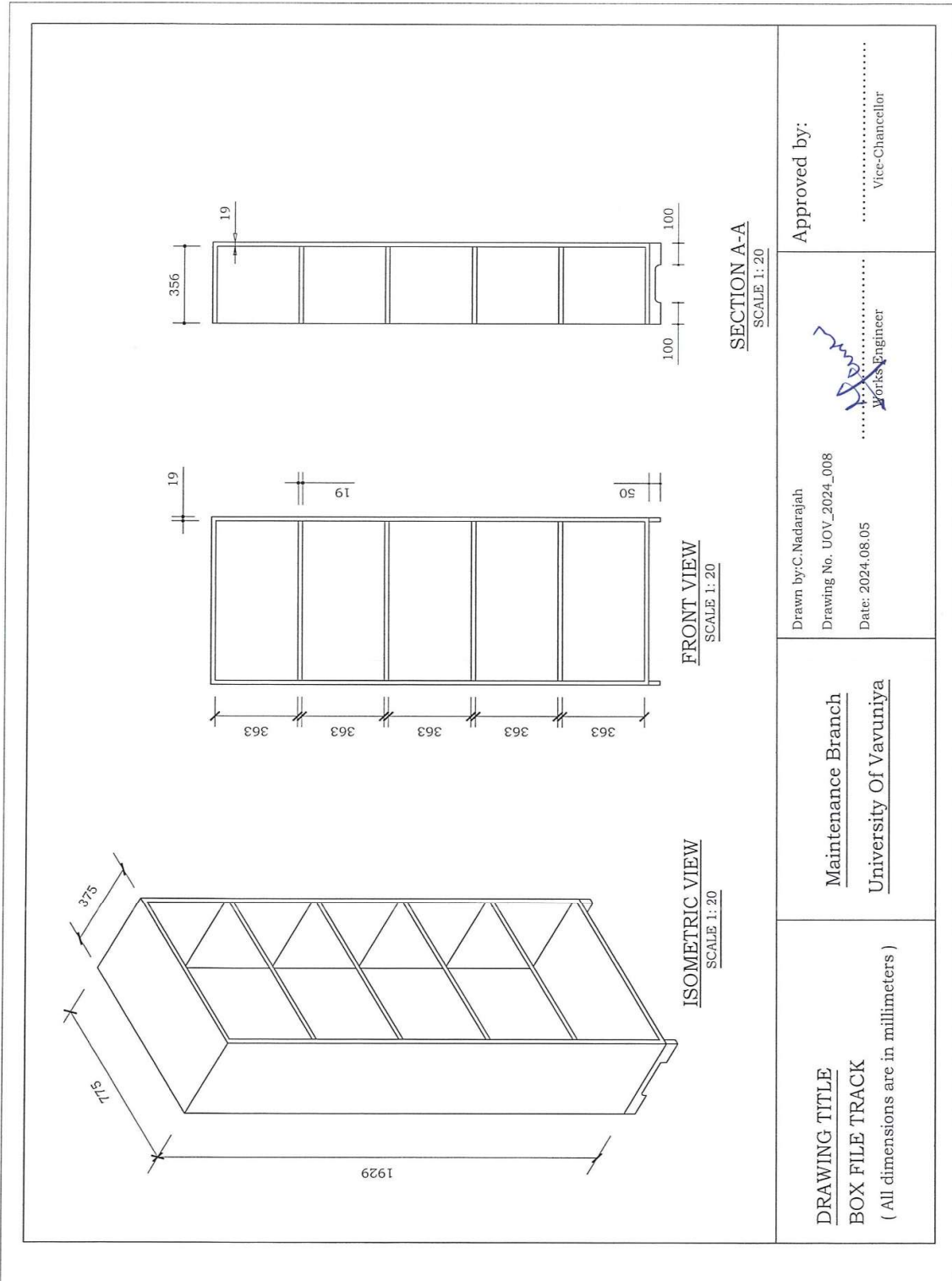
Qty. Required- 150 Nos



- (1) All timber should be in Teak.
- (2) Nails - Oxidized Iron Screw.
- (3) Hinges - Oxidized 75 x 50 Heavy quality
- (4) Finish - Two coats of varnishing after supply at side.

University of Vavuniya, Sri Lanka.  
 Technical Specification for “Books Rack(Wooden) ”

Qty. Required– 11 Nos

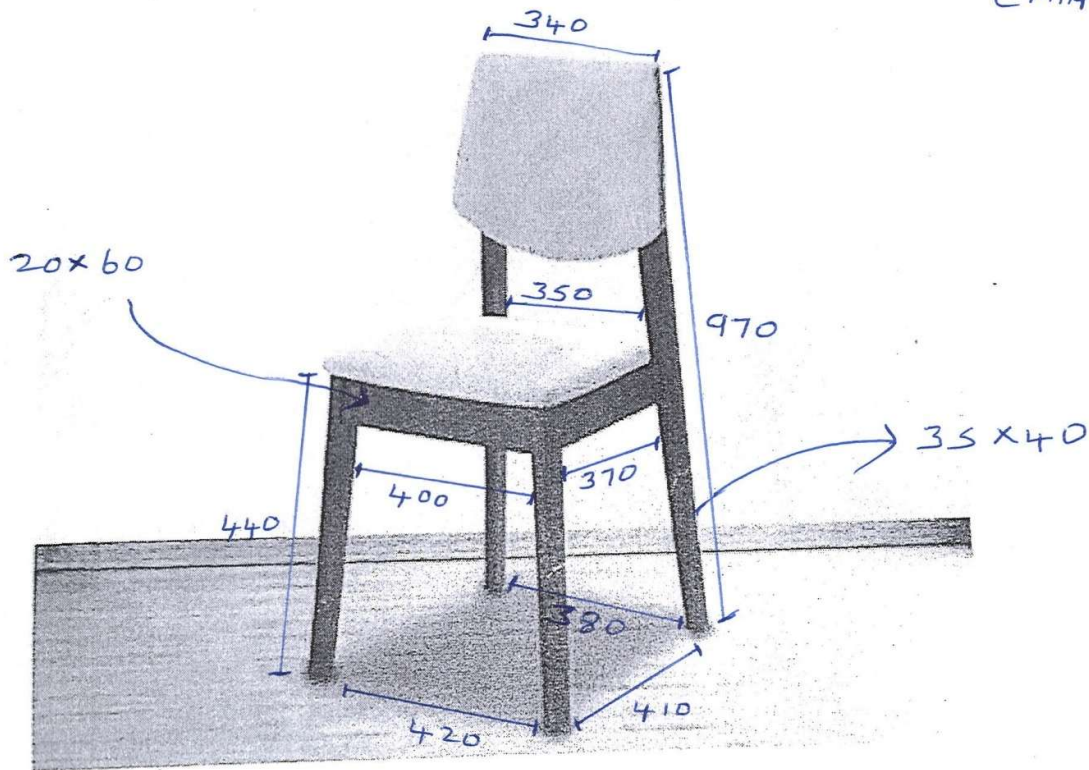


Required Quantity	11 Numbers
Material	Teak timber -should be a hardwood -should well-seasoned -should have high strength capacity should be durable
Dimension	Refer the drawing UOV -2024- 005
Fabrication	<b><u>Joints</u></b> -Appropriate joints should be used for the fabrication (extongue and groove, rabbeted and butted, mortise and tenon, doweled, screwed, bolted etc.) -the joints should be tight fitting -the joints should be glued carefully without any glue showing -nailing or stapling of nail should not be done -wood plugs or wood filler paste should be used to hide the screw heads
Sturdiness	- Book Racks' bottom should level with the floor - Book Racks shouldn't sway or creak when using it
Finishing	-All Book Racks decks (plates) should be flat in horizontal plane and free from any curves and patches -Should be finished with minimum one coating of wood primer and two coats of varnish -varnishing should be done uniformly -should be smooth and free from rough spots the edges and ends should be finished evenly throughout without finger marks or tear-drops - should be finished and varnished on the back and underside - all the components should be free from sharp edges and sharp corners

# Technical Specification

## Conference Chairs- 85 Nos

\* All Dimensions  
are in mm.  
(milli-meters)



Design Style : Fashionable

Material : Wooden + Cushions

Hight : 3 Feet

Width : 1.7 Feet

Colour : ~~Light~~ Blue Color

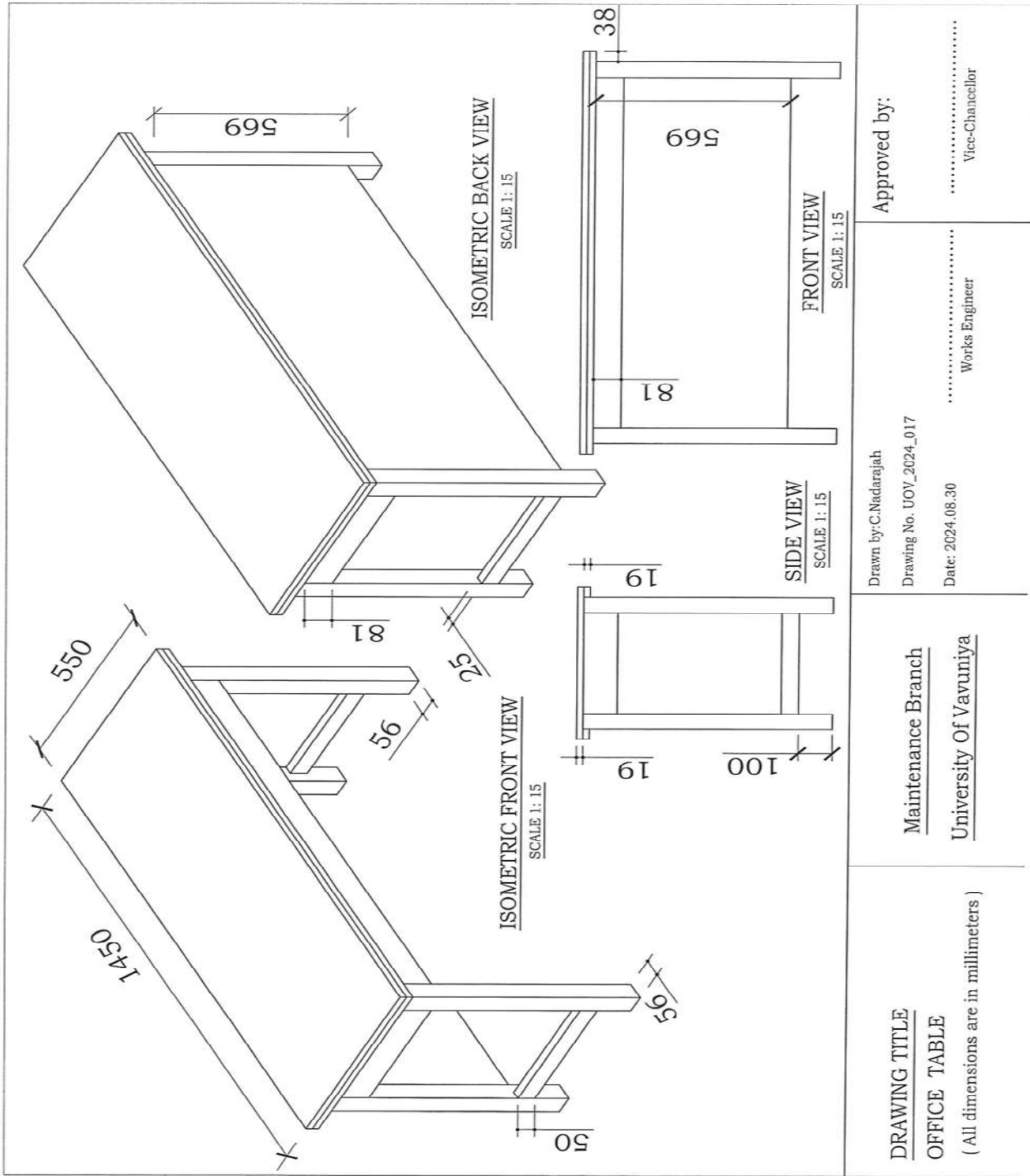
Shape : Picture (Above)

If Samples are needed please visit the Dept of Project management

University of Vavuniya, Sri Lanka.

Technical Specification for "Conference Table – Front view closed type"

Qty. Required– 13 Nos



Drawn by: C.Nadarajah

Drawing No. UOY\_2024\_017

Date: 2024.08.30

Approved by:

.....  
Vice-Chancellor

.....  
Works Engineer

Maintenance Branch

University of Vavuniya

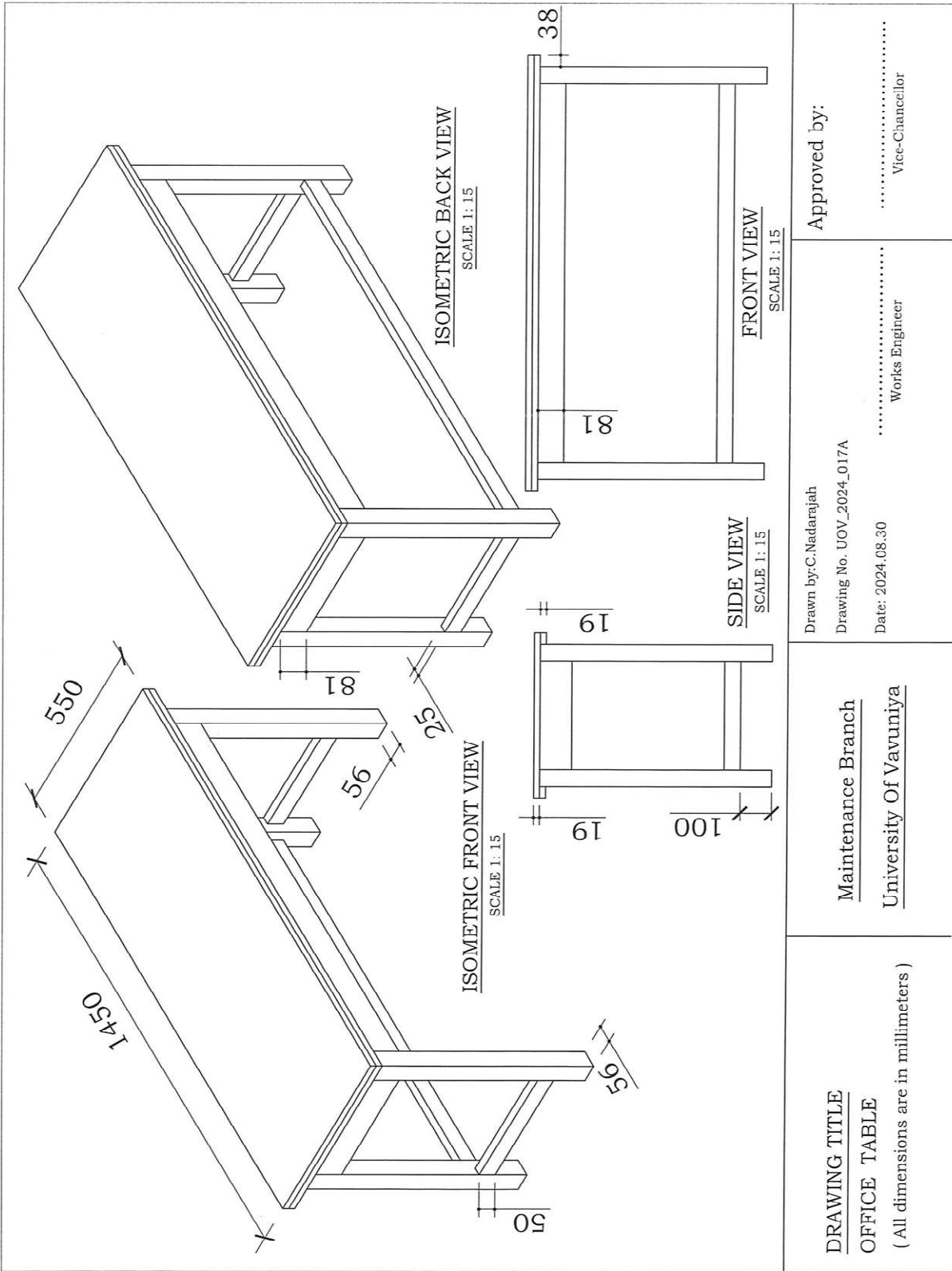
**DRAWING TITLE**  
**OFFICE TABLE**

( All dimensions are in millimeters )

Material	<p>Teak timber</p> <ul style="list-style-type: none"> <li>-should be a hardwood</li> <li>-should well-seasoned</li> <li>-should have high strength capacity</li> <li>-should be durable</li> </ul>
Dimension	Refer the drawing
Fabrication	<p><u>Joints</u></p> <ul style="list-style-type: none"> <li>-Appropriate joints should be used for the table fabrication (ex-tongue and groove, rabbeted and butted, mortise and tenon, dow-eled, screwed, bolted etc.) -the joints should be tight fitting</li> <li>-the joints should be glued carefully without any glue showing</li> <li>-nailing or stapling of nail should not be done</li> <li>-wood plugs or wood filler paste should be used to hide the screw heads</li> </ul>
Sturdiness	<ul style="list-style-type: none"> <li>- Table legs should level with the floor</li> <li>- the table shouldn't sway or creak when using it</li> </ul>
Finishing	<ul style="list-style-type: none"> <li>-Top of the table should be flat in horizontal plane and free from any curves and patches</li> <li>-Should be finished with minimum one coating of wood primer and two coats of varnish</li> <li>-varnishing should be done uniformly</li> <li>-should be smooth and free from rough spots</li> <li>- the edges and ends should be finished evenly throughout without finger marks or tear-drops</li> <li>- should be finished and varnished on the back and underside</li> <li>-all the components should be free from sharp edges and sharp corners</li> </ul>

**01. Conference Table(Front view with open)- Type II**

Qty Required - 37 Nos



Material	<p>Teak timber</p> <ul style="list-style-type: none"> <li>-should be a hardwood</li> <li>-should well-seasoned</li> <li>-should have high strength capacity</li> <li>-should be durable</li> </ul>
Dimension	Refer the drawing
Fabrication	<p><u>Joints</u></p> <ul style="list-style-type: none"> <li>-Appropriate joints should be used for the table fabrication (ex-tongue and groove, rabbeted and butted, mortise and tenon, dow-eled, screwed, bolted etc.) -the joints should be tight fitting</li> <li>-the joints should be glued carefully without any glue showing</li> <li>-nailing or stapling of nail should not be done</li> <li>-wood plugs or wood filler paste should be used to hide the screw heads</li> </ul>
Sturdiness	<ul style="list-style-type: none"> <li>- Table legs should level with the floor</li> <li>- the table shouldn't sway or creak when using it</li> </ul>
Finishing	<ul style="list-style-type: none"> <li>-Top of the table should be flat in horizontal plane and free from any curves and patches</li> <li>-Should be finished with minimum one coating of wood primer and two coats of varnish</li> <li>-varnishing should be done uniformly</li> <li>-should be smooth and free from rough spots</li> <li>- the edges and ends should be finished evenly throughout without finger marks or tear-drops</li> <li>- should be finished and varnished on the back and underside</li> <li>-all the components should be free from sharp edges and sharp corners</li> </ul>

# 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 have accepted.]

Date:

To: University of Vavuniya.

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:

Rubber Stamp

## Price Schedule

No	Description of Goods	1	2	3	4	5
		Qty (Nos)	Unit Price	VAT	Price with VAT (2+3)	Total (1x4)
01	Wooden Examination Table (Folding)	150				
02	Wooden Books Rack	11				
03	Conference Chair	85				
04	Conference Table – Front view closed type	13				
05	Conference Table – Front view closed type	37				

***VAT Registration Number if any***

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rupees ..... (Amount in Figures) .....(Amount in words) within the period specified in the Invitation for Bids.

We also confirm that the warrantee/guarantee specified shall apply to the offered goods.

Company Name: ..... Signature:.....

Name of the authorized person: ..... Date: .....

Address: .....  
 .....  
 .....

**Section VI**  
**Standard Forms**  
**Form of Performance Security**  
**(Unconditional)**

Issuing Agency: -----  
----- [Issuing Agency's Name and Address of Issuing  
Branch or Office]

**Beneficiary: "The Chairman, Department of Procurement Committee"**  
**University of Vavuniya.**  
**Pambaimadu,**  
**Vavuniya.**

Date: -----

**PERFORMANCE GUARANTEE No:** -----

We have been informed that ..... [Name of Contractor] (Hereinafter called "the Contractor") has entered into Contract No. .... [Reference number of the contract] dated..... with you, for the..... [Name of the Contract] (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 Contractor, we ..... [Name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ..... [Amount in words] (.....) [amount in figures], 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 ..... 2020 [insert date, 30 days beyond the intended date of Completion] and any demand for payment under it must be received by us at this office on or before that date.

.....

[Signature(s)]

## **Form of Bid Security**

*[This Guarantee form shall be filled in accordance with the instructions indicated in brackets]*

**Issuing Agency:** .....

*-- [insert issuing agency's name and address of Issuing branch or Office]*

**Beneficiary: "The Chairman, Department of Procurement Committee"**  
**University of Vavuniya,**  
**Pambaimadu, Vavuniya.**

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

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

We have been informed that ..... *[Insert (by issuing agency) name of the Bidder]* (Hereinafter called "the Bidder") has submitted to you its bid dated..... *[Insert (by issuing agency) date]* (Hereinafter called "the Bid") for the execution of .....*[Insert name of Contract]*

Furthermore, we understand that, according to the 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 words]*(..... ..  
.....) *[amount in figures]* 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 Employer during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuse to furnish the Performance Security, in accordance with the ITB.

This guarantee will remain in force up to ..... *(Insert date as at Invitation for Bid)*

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)]*

# 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]