VOCATIONAL TRAINING AUTHORITY OF SRI LANKA

BIDDING DOCUMENT
[NATIONAL SHOPPING]

Invitation of Quotation
For
Supply of Agriculture Equipment

Contract No: VTA/PROC/GOODS/CE/SM/2026/59/ Agriculture Equipment (Recall)

Vocational Training Authority of Sri Lanka
4th Floor
"Nipunatha Piyasa"
354/2, Elvitgala Mawatha
Narahenpita
Colombo 05
Tel: 011 - 2596516/17

The Chairman, Procurement Committee, on behalf of the Chairman, Vocational Training Authority of Sri Lanka, invites sealed bids from eligible bidders for **Supply of following items.**

No	Description of Goods	Quantity
1	Four Wheel Tractor	1
2	Lawnmower	1

A complete set of Bidding Documents in English is attached herewith. Please submit your quotation to reach on or before **10.30 a. m. 19th of November 2026** by registered post to the Chairman, Vocational Training Authority of Sri Lanka or can be deposited in the tender box kept at the procurement unit on the 4th floor of VTA. **"Agriculture Equipment"** should be stated on the top left corner of the envelope. Quotations will be opened soon after the closing of bids. Bidders or their representatives can participate to the bid opening.

Chairman
Procurement Committee
Vocational Training Authority of Sri Lanka
4th Floor
"Nipunatha Piyasa"
354/2, Elvitigala Mawatha
Narahenpita
Colombo –05.
Tel: 011 -2596516/17, 0112352150

L.P.K.W. Weliwatta
Assistant Director (Procurement)

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 filed 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 Should be Valid up to 05th of February 2027**
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 mail 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 I, "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	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 I f a quotation is evaluated as not substantially responsive to the Documents issued; i t 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; (a) 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 i f Stated in Section I, 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 al 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 w i l l notify the successful vendor, in writing, that its Quotation has been accepted.
20. bid security	20.1 Bidder should submit a bid security with the bid as stated in the section II data sheet.
21. Performance security	21.1 Bidder should submit a performance security with the bid as stated in the section II data sheet.

2 Attach sPecifications

Section II: Data Sheet

ITV Clause Reference	
1.1	The Purchaser is: **The Chairman, Vocational Training Authority of Sri Lanka** Address: **4 th floor, 354/2, Nipunatha Piyasa, Elvitigala Mawatha, Narahenpita, Colombo 05**
5.1	If the bidder is allowed to quote for less than the all the items specified, indicate The details. **Bidders can quote for any no. of Items or all Items of the package.**
7.3	Manufacture's Authorization – **Is not required**
11.1	Address for submission of Quotations is **The Chairman, Procurement Committee, Vocational Training Authority of Sri Lanka, 4 th floor, 354/2, Nipunatha Piyasa, Elvitigala Mawatha, Narahenpita, Colombo 05** Deadline for submission of quotations is – **On or Before 10.30 a.m. 19th of November 2026**
13	The quotations shall be opened at the following address: **Vocational Training Authority of Sri Lanka, 05th Floor, Conference Hall, 354/2, Nipunatha Piyasa, Elvitigala Mawatha, Narahenpita, Colombo 05** **Date – 19th of November 2026** **Time – 10.30 a.m.**
16.1	Other factors that will be considered for evaluation are: 1. **If TEC necessary, bidder should be able to provide the Samples or broachers** 2. **All Item should be Reputed Brand** 3. **Warranty – Minimum 3 Years or 2000 Engine hours for item no.1 & minimum 2 years for item no.2** 4. **Bid Submission Form** 5. **Past Experience –Minimum 1Year** 6. **Section III – Schedule of Requirements** 7. **Section IV – Technical Specification & Compliance** * **You must be complete the above information & incomplete bidding documents will be rejected.**
20	**Bid security is required:** The bid shall be accompanied by a Bid Security (On demand guarantee) in the form of Bank Guarantee from recognized commercial bank registered in Sri Lanka issued in favor of **Chairman, Vocational training Authority of Sri Lanka** or the bid security can be deposited by cash to the shroff and the original cash receipt should be attached with the bid. Any bid not accompanied by a substantially responsive bid security, shall be rejected by the purchaser as non- responsive. **Amount of bid security: Rs.120,500.00** **Validity of the bid security: Up to 05th of March 2027**
21	**Performance security is required:** Success full Bidder should submit a performance security for 10% of contract price by a bank guarantee issued by a commercial bank registered in Sri Lanka, issued in favor of the **Chairman, Vocational Training Authority of Sri Lanka**. Performance security should be valid for **88 days** from the date of singing of contract.

Section IV: Technical Specification & Compliance

No	Item Name	Minimum Specifications	Bidder Response (Yes /No)	If No comment /s on the offer
1	Four Wheel Tractor	4 stroke, Liquid Cooled, Engine HP 45- 55, Four wheel Tractor, 2WD, Power steering two disc plough rotavator 42 plates, comply with tractor, Diggers diameter 12 inches nine tine tiller, Workshop manual		
2	Lawnmover	Cutting width -40cm or over Deck material steel hight adjustment cutting position - 04 minimum cutting height 25 mm adjustable handle bar, folding. Wheels fixed with bearings to Axle Petrol (Two stroke or 4 stroke) Engine. Engine power 1.5hp or over.		

Signature

Date:

Name of the supplier:

Rubber Stemps

Section III: Schedule of Requirements

No	Description of Goods	Quantity	Unit	Final Destination	Transportation and any other services	Delivery Date	
						Last Delivery Date	
1	Four Wheel Tractor	1	Nos.	Main Stores Narahenpita	Supplier should provide	On or before 15th of December 2026	
2	Lawnmover	1	Nos.				

Signature

Date:

Name of the supplier:

Rubber Stemps

Price schedule

No	Description of Goods	Model	Country of Origin	Warranty	Qty	Unit	Unit price (Excluding VAT)	Sub Total (Excluding VAT)	VAT	Total price with VAT
1	Four Wheel Tractor				1	Nos.				
2	Lawnmover				1	Nos.				
Total										

Total price in words:

Date:

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Rubber Stemps

Signature

Name of the supplier:

Section V Quotation Submission Form

[The Vendor shall f i l l in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions w i l l be accepted.]

Date:

To:

The Chairman,

Vocational Training Authority of Sri Lanka

Narahenpita, Colombo 05

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;

(c) The total price of our quotation including any discounts offered is:

(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 i t 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:

Name:

Date:

Rubber Stamp:

Bid Guarantee

[Note: the purchaser is required to fill the information marked as "" and delete this note prior to selling of the bidding document]*

[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: Chairman, Vocational training authority Sri Lanka**, 4th Floor, "Nipunatha Piyasa", 354/2, Elvitigala Mawatha, Narahenpita, Colombo 05

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 of authorized representative(s]