VOCATIONAL TRAINING AUTHORITY OF SRI LANKA

BIDDING DOCUMENT [NATIONAL SHOPPING]

Invitation of Quotation
For
Supply of Home Appliance

Contract No: VTA/PROC/GOODS/CE/SM/2026/72/ Home Appliance (Recall)

Vocational Training Authority of Sri Lanka

4th Floor
"Nipunatha Piyasa"
354/2, Elvitigala 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	Unit
1	Water Geyser	1	Nos.
2	Wall Fan	1	Nos.
3	Pedestal fan (Stand)	3	Nos.
4	Table Fan	1	Nos.
5	High Pressure washer	3	Nos.
6	Refrigerator Double door	6	Nos.
7	Bottle Cooler	1	Nos.
8	Mini Refrigerator	1	Nos.
9	Refrigerator (02 Door)	2	Nos.
10	Deep Freezer	4	Nos.

A complete set of Bidding Documents in English is attached herewith. Please submit your quotation to reach on or before **10.30 a.m. 30th 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. **"Supply of Home Appliance"** 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, 0112-598220

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

	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 20th of January 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.

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.

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 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; (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 if 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 30th 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 – 30th of November 2026** **Time – 10.30 a.m.**
16.	Other factors that w i l l be considered for evaluation are: 1. **If TEC necessary, bidder should be able to provide the Samples or broachers** 2. **Warranty – All item Minimum 01 Year** 3. **Bid Submission Form** 4. **Past Experience – Minimum 01 Year** 5. **Section Iil – Schedule of Requirements** 6. **Section IV – Technical Specification & Compliance** 7. **All Items should be reputed Branded** * **You must be complete the above information & incomplete bidding documents will be rejected.**
20	**Bid security:** Bid security is not required
21	**Performance security** Is not required

Schedule of Requirements

No	Description of Goods	Quantity	Unit	Final Destination	Transportation and any other services	Delivery Date	
						Last Delivery Date	
1	Water Geyser	1	Nos.	Main Stores Narahenpita	Supplier should provide	On or before 15th of December 2026	
2	Wall Fan	1	Nos.				
3	Pedestal fan(Stand)	3	Nos.				
4	Table Fan	1	Nos.				
5	High Pressure washer	3	Nos.				
6	Refregirator Double door	6	Nos.				
7	Bottle Cooler	1	Nos.				
8	Mini Refrigerator	1	Nos.				
9	Refrigerator (02 Door)	2	Nos.				
10	Deep Freezer	4	Nos.				

Signature

Date:

Name of the supplier:

Rubber Stemps

Technical Specification & Compliance

No	Name of Equipment	Component Description	Bidder Response (Yes /No)	If No comment /s on the offer
1	Water Geyser	Capacity: 30-40 liters . Power Source: 230v,50Hz Material: Plastic Surface Mounting: Wall-mounted. Wattage: 1800-2000 Watts . Tem Range: 35°C -75 °C Safety Valve : 0.75 Mpa ,Colour : White		
2	Wall Fan	230V,AC,50Hz,without Remote,230v,50 Hz,3 speed,50-55W,3 blade,Sweep -16 inch ,Oscillation option,Squre Pin		
3	Pedestal fan(Stand)	230v, 50 Hz, 16 inch ,Oscillation option,Timer, **3 speed**, 50-65W, Squre Pin		
4	Table Fan	230V,AC,50Hz,with out Remote,,50- 55W,3 speed,16 inch,Oscillation option,Squre Pin		
5	High Pressure washer	1200W-1600W,70-130bar,230V50Hz,Minimum 5.5L/min,5m High pressure hose		
6	Refregirator Double door	230v,50 Hz,Inverter,Double door,R600a,220L-260L ,Technology- Nofrost		
7	Bottle Cooler	**Capacity – 200L – 250L**, Ref R600a,Technolgy Direct cool, Machanical Thermostat		
8	Mini Refrigerator	230v,50 Hz,Single door,Refrigent gas 600R,Capacity 35-45L,Technology Defrost/Manual		
9	Refrigerator (02 Door)	Invertor, 350-400 L, 230v,50 Hz,Double door,R600a,Defrost/**Auto**		

10	Deep Freezer	140L-160L,Ref R600a , input voltage 230V 50 Hz, Hard top open door , Direct cooling type, singal door		

Signature:

Date:

Name of the supplier:

Rubber Stemps:

PRICE SCHEDULE

VTA/PROC/GOODS/CE/SM/2026/72/Home Appliance (Recall)

1	2	3	4	5	6	7	8	9	10	11	12	13
No	Description	Country of origin	Qty	Warranty	Brand	Model No	Unit price (in Rupees)				Total price (cols. 4 x 11) DDP Excluding VAT (Rs.)	VAT
							Price DDP Excluding VAT (Rs.)	Other incidental services (Rs.)	Less if any discount	Total (cols. (8+9)-10) DDP Excluding VAT (Rs.)		
1	Water Geyser		1									
2	Wall Fan		1									
3	Pedestal fan(Stand)		3									
4	Table Fan		1									
5	High Pressure washer		3									
6	Refregirator Double door		6									
7	Bottle Cooler		1									
8	Mini Refrigerator		1									
9	Refrigerator (02 Door)		2									
10	Deep Freezer		4									
						Total Price						

Total Price (Column 12) in Words: .....

Signature of Bidder: .....

Name: .....

Company Seal : .....

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

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: