



SRI LANKA AIR FORCE
BIDDING DOCUMENT

(INTERNATIONAL COMPETITIVE BIDDING)

**PROCUREMENT OF AIRCRAFT OIL AND
LUBRICANTS ON ANNUAL CONTRACT BASIS
YEAR 2018**

TENDER REFERENCE: AHQ/17/FS/TGC/1043

PROCUREMENT DIVISION
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STANDARD BIDDING DOCUMENT

PROCUREMENT OF GOODS AND SERVICES THROUGH INTERNATIONAL COMPETITIVE BIDDING (SLAF/SBD/ICB/2011)

This Bidding Document has been drawn up in line with the Procurement Guidelines (Goods & Works) – 2006 of National Procurement Agency in view of

- a. Maximizing Economy, efficiency and effectiveness (value for money).
- b. Adhering to prescribed standards, specifications, local laws rules and regulations and international obligations.
- c. Fair, equal and maximum opportunity for interested parties to participate in Procurement
- d. Expeditious execution of delivery of Goods and Services
- e. Ensuring transparency and consistency and
- f. Retaining confidentiality of information.

This Bidding Document for procurement of Goods shall be used for International Competitive Bidding, for the contracts that are financed by the Government of Sri Lanka.

Please feel free to contact any of the following Officers to make any clarifications on this Bidding Document.

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INSTRUCTIONS TO BIDDERS (ITB)

VOLUME – 1

SECTION I

GENERAL

1. Scope of Bid

1.1 The Sri Lanka Air Force Departmental Procurement Committee (DPC) issues these Bidding Documents for the supply of Aircraft Oil and Lubricants to the Sri Lanka Air Force on rate running contract basis for one year (2018) as more fully specified in Section III, Bidding Data Sheet (BDS). The description of the tender and tender identification number are specified in the BDS.

1.2 Throughout these Bidding Documents:

- (a) The term “in writing” means communicated in written form by mail (other than electronic mail) or hand delivered with proof of receipt;
- (b) If the context so requires, “singular” means “plural” and vice versa; and
- (c) “Day” means calendar day.

2. Source of Funds

2.1 Payments under this contract will be financed by the Government of Democratic Socialist Republic of Sri Lanka (GOSL).

3. Ethics, Fraud and Corruption

3.1 The attention of the bidders is drawn to the following guidelines of the Procurement Guidelines published by National Procurement Agency:

- Parties associated with Procurement Actions, namely, suppliers/contractors and officials shall ensure that they maintain strict confidentiality throughout the process;
- Officials shall refrain from receiving any personal gain from any Procurement Action. No gifts or inducement shall be accepted. Suppliers/contractors are liable to be disqualified from the bidding process if found offering any gift or inducement which may have an effect of influencing a decision or impairing the objectivity of an official.

3.2 The Sri Lanka Air Force requires the bidders, suppliers, contractors, and consultants to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy:

- (a) “Corrupt Practice” means the offering, giving, receiving, or, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
- (b) “Fraudulent Practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- (c) “Collusive Practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the Sri Lanka Air Force to establish bid prices at artificial, noncompetitive levels; and
- (d) “Coercive Practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

3.3 If the Sri Lanka Air Force found any unethical practices as stipulated under ITB Clause 3.2, the Sri Lanka Air Force will reject a bid, if it is found that a Bidder directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

4. **Eligible Bidders**

4.1 All bidders shall possess legal rights to supply the Goods under this contract.

4.2 All bidders must prove the financial stability, qualifications and experience to perform the Contract by providing the necessary details/reports as acceptable to the Sri Lanka Air Force.

4.3 In the case of a Bidder not doing business within Sri Lanka, the Bidder shall be (if awarded the Contract) represented by an Agent in that country who is equipped and able to carry out the required supplies services including the Bidder's maintenance, technical support, training, and repair obligations prescribed in the Contract, and/or Technical Requirements.

4.4 A Bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they:

(a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the Sri Lanka Air Force to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under these Bidding Documents ; or

(b) Submit more than one bid in this bidding process.

4.5 A Bidder that is under a declaration of ineligibility by the National Procurement Agency (NPA), at the date of submission of bids or at the date of contract award, shall be disqualified. The list of debarred firms is available at the website of NPA, www.npa.gov.lk .

4.6 Foreign Bidder may submit a bid only if so stated in the BDS.

5. **Eligible Goods and Related Services**

5.1 All goods supplied under this contract shall be complied with the given specification in section VI. In absence of such specifications the goods shall comply with any other applicable standards stipulated by the Sri Lanka Standards Institute (SLSI) or other internationally accepted standards.

CONTENTS OF BIDDING DOCUMENTS

6. **Sections of Bidding Documents**

6.1 The Bidding Documents consist of 2 Volumes, which include all the sections indicated below, and should be read in conjunction with any addendum issued in accordance with ITB Clause 8.

Volume 1

- Section I. Instructions to Bidders (ITB)
- Section II. Bidding Data Sheet (BDS)

Volume 2

- Section III. Contract Forms
- Section IV. Bidding Forms
- Section V. Price Schedule
- Section VI. Technical Specifications

6.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.

7. Clarification of Bidding Documents

7.1 An eligible Bidder as per ITB Clause 4.0 requiring any clarification of the Bidding Documents including the restrictiveness of specifications shall contact the Sri Lanka Air Force in writing at the Sri Lanka Air Force's address specified in the BDS. **The Sri Lanka Air Force will respond in writing to any request for clarification to the respective bidder and post such clarification on the Sri Lanka Air Force website (<http://www.airforce.lk/>). Such clarifications shall be made prior to Ten (10) days to deadline for submission of bids.** Should the Sri Lanka Air Force deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so by publishing on the Sri Lanka Air Force web (<http://www.airforce.lk/>) following the procedure under ITB Clause 8.

8. Amendment of Bidding Documents

8.1 At any time Five days prior to the deadline for submission of bids, the Sri Lanka Air Force may amend the Bidding Documents by publishing an addendum in the Sri Lanka Air Force Website (<http://www.airforce.lk/>). As such, **all eligible bidders as per ITB Clause 4.0 shall refer to the Sri Lanka Air Force website (<http://www.airforce.lk/>) on frequent manner until the deadline of submission of bids** to make the bid in fully compliance to any new requirement given in any such addendum.

8.2 Any addendum issued by the Sri Lanka Air Force shall be part of the Bidding Documents and non compliance of bids to any such addendum may cause to reject the bids at sole discretion of the Sri Lanka Air Force.

8.3 To give eligible Bidders reasonable time in which to take an addendum into account in preparing their bids, the Sri Lanka Air Force may, at its discretion, extend the deadline for the submission of bids by posting such extension on the Sri Lanka Air Force website (<http://www.airforce.lk/>), pursuant to ITB Sub-Clause 25.2.

PREPARATION OF BIDS

9. Preparation of Bid

9.1 All interested and eligible bidders specified in the ITB clause 4 shall collect the bidding document as specified in the SBD and prices are required to be indicated in Section V. Price Schedule. The sealed bids, in duplicate, shall be addressed to "The Chairman Departmental Procurement Committee (DPC) Sri Lanka Air Force, No 140, Sir Chittmpalam A. Gardiner Mawatha, Colombo 02 and may be either dispatched by Registered Post or deposited in the Tender

Box, at the Main Guard Room of Sri Lanka Air Force, No 140, Sir Chittampalam A. Gardiner Mawatha Colombo 02, well before the closing time. **Late bids and bids submitted on E-form will not be accepted.**

9.2 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Sri Lanka Air Force shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

10. **Language of Bid**

10.1 The Bid, as well as all correspondence and documents relating to the Bid (including supporting documents and printed literature) exchanged by the Bidder and the Sri Lanka Air Force, shall be written in English language.

11. **Documents Comprising the Bid**

11.1 The Bid shall comprise the following:

(a) **Bid Submission Form and the applicable Price Schedules, in accordance with ITB Clauses 12, 14, and 15;**

(b) **Bid Security in accordance with ITB Clause 19;**

(c) **Documentary evidence in accordance with ITB Clause 34, that the Goods and Related Services conform to the Bidding Documents;**

(d) **The offer shall be submitted with original Certificates, Manufacturer's Authorizations, Catalogues, sketches, diagrams, brochures, warranty certificates and technical details.**

(e) **Any other document required in the BDS.**

12. **Bid Submission Form and Price Schedules**

12.1 **The Bidder shall submit the Bid Submission Form using the form furnished in Section IV, Bidding Forms.** 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.

13. **Alternative Bids**

13.1 Alternative bids shall not be considered. Any additional offers shall accompany a separate Bid Bond. If not the bid may be rejected.

14. **Bid Prices and Discounts**

14.1 The Bidder shall indicate on the Price Schedule provided in Section V the unit prices and total bid prices of the Goods it proposes to supply under the Contract.

14.2 Any discount offered against any single item in the price schedule shall be included in the unit price of the item. However, a Bidder wishes to offer discount as a lot the bidder may do so by indicating such amounts appropriately.

14.3 Unless otherwise indicated in the BDS, prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Bidders wishing

to offer any price reduction (discount) for the award of more than one Contract shall specify the applicable price reduction separately.

14.4

(a) **Goods supplied from outside the Purchaser's country:**

The prices shall be quoted on a CIP (Sea Port/Airport Colombo) basis, exclusive of all taxes, stamps, duties, levies, and fees imposed in the Purchaser's country. However, it is mandatory that FOB/FCA price, freight charges and Insurance be indicated separately as provided in the Price Schedule in Section V. The named place of destination shall be Sea Port Colombo or Airport Colombo and special instructions for the contract of carriage are as **specified in the BDS**. In quoting the price, if shipment by sea; shipment from countries served by Ceylon Shipping Corporation Limited should be made on vessels of the Ceylon Shipping Corporation Limited, unless a waiver is obtained from the company or its agency. However, the Bidder may obtain insurance services from any eligible source of his country.

(b) **Locally supplied Goods:**

Unit prices of Goods offered from within the Purchaser's Country, shall be quoted with inland transportation, insurance and related local costs incidental to the delivery of the Goods to the designated destination including all customs duties, levies, fees, sales and other taxes incurred until delivery of the Goods, but excluding all VAT. It is essential that the Unit Prices of the Article or Services be inclusive of NBT Tax, if applicable. However, VAT shall not be included in the price but shall be indicated separately as given in Price Schedule, Section V;

14.5 The Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected, pursuant to ITB Clause 36.

14.6 All lots, if any, and items must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items.

15. **Currencies of Bid**

15.1 Unless otherwise stated in Bidding Data Sheet, the Bidder shall quote in Sri Lankan Rupees and payment shall be payable only in Sri Lanka Rupees.

16. **Documents Establishing the Eligibility of the Bidder**

16.1 To establish their eligibility in accordance with ITB Clause 4, Bidders shall complete the Bid Submission Form, included in Section IV, Bidding Forms.

17. **Documents Establishing the Conformity of the Goods and Related Services**

17.1 To establish the conformity of the Goods and Related Services to the Bidding Documents, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods conform to the technical specifications and standards specified in Section VI, Technical specifications.

17.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description (given in Section VI, Technical Specifications) of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Price Schedule.

17.3 The Bidder shall also furnish a list giving full particulars, including quantities, available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period if specified in the BDS following commencement of the use of the Goods by the Sri Lanka Air Force.

18. **Period of Validity of Bids**

18.1 Bids shall remain valid until the date specified in the BDS. A bid valid for a shorter date shall be rejected by the Sri Lanka Air Force as non responsive.

18.2 In exceptional circumstances, prior to the expiration of the bid validity date, the Sri Lanka Air Force may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB Clause 19, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its bid.

19. **Bid Security**

19.1 The Bidder shall furnish as part of its bid, a Bid Security, as specified in the BDS.

19.2 The Bid Security shall be in the amount specified in the BDS and shall:

- (a) At the bidder's option, be in the form of a bank draft, a letter of credit, or a bank guarantee from a banking institution;
- (b) Be issued by an institution acceptable to Sri Lanka Air Force. The acceptable institutes are published in the NPA website, www.npa.gov.lk.
- (c) Be substantially in accordance with the form included in Section IV, Bidding Forms;
- (d) Be payable promptly upon first written demand by the Sri Lanka Air Force in case the conditions listed in ITB Clause 19.5 are invoked;
- (e) Be submitted in its original form; copies will not be accepted;
- (f) Remain valid for the period specified in the BDS.

19.3 Any bid not accompanied by a substantially responsive Bid Security in accordance with ITB Sub-Clause 19.1 and 19.2, may be rejected by the Sri Lanka Air Force as non-responsive.

19.4 The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security pursuant to ITB Clause 43.

19.5 The Bid Security may be forfeited:

- (a) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form, except as provided in ITB Sub- Clause 18.2; or
- (b) If a Bidder does not agreeing to correction of arithmetical errors in pursuant to ITB Sub-Clause 35.3
- (c) If the successful Bidder fails to:
 - (i) Sign the Contract in accordance with ITB Clause 43;
 - (ii) Furnish a Performance Security in accordance with ITB Clause 44.

19.6 Any guarantee from a foreign bank shall be advised through a State Bank operating in Sri Lanka with a counter guarantee.

20. **Format and Signing of Bid**

20.1 The Bidder shall prepare one original of the documents comprising the bid as described in ITB Clause 11 and clearly mark it as "ORIGINAL." In addition, the Bidder shall submit a copy of the bid and clearly mark it as "COPY." In the event of any discrepancy between the original and the copy, the original shall prevail.

20.2 The original and the Copy of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.

20.3 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.

21. **Quoting of Prices**

21.1 If the Bidders are registered for the purpose of VAT, they should indicate the amount of VAT claimed separately in the price schedule in addition to the net value of the Bid, along with the VAT registration number. Declaration of VAT registration number is a mandatory requirement for determination of Bids and any Bidder who does not declare his/her VAT registration number will be liable for rejection of the Bid. All Bidders who do not pay VAT shall submit the VAT exception letter issued by the Inland Revenue Department along with the bid. It is essential that the Unit Prices of the Article or Services be inclusive of NBT Tax, if applicable.

22. **Unrealistic Rates**

22.1 If unrealistically low rates quoted by a Bidder are found on critical or very important items he will be asked to prove to the satisfaction of the Sri Lanka Air Force Departmental Procurement Committee how he could supply the particular item within that rate, if relevant with a rate analysis also.

22.2 If the Sri Lanka Air Force Departmental Procurement Committee is of the view that the clarifications given are unacceptable and Bidder would fail in performing on those rates the Bid may be rejected. If clarifications are acceptable and Technical Evaluation Committee is satisfied on that evaluation will be continued.

23. **Payment**

23.1 If quoted in foreign currency, payment against each order placed during the Contractor's performance will be made either by means of a Documentary Letter of Credit or Telegraphic Transfer as described below;

(a) If the respective order value is less than USD 10,000.00, the payment will be made by the Sri Lanka Air Force only by means of Telegraphic Transfer (TT) upon acceptance of the Goods in Sri Lanka.

(b) If the respective order value is equal or more than USD 10,000.00, the Sri Lanka Air Force will open the Documentary Letter of Credit within 21 days with the agent of the People's Bank in the country of the Bidder. Such Letter of Credit will provide for the payment of 40% of the value of the order against shipping documents and the balance 60%, after the receipt and acceptance of the Goods by the Sri Lanka Air Force in Sri Lanka.

23.2 Local Agents Commission, if any will be paid in Sri Lanka Rupees at the rate of exchange at which the bank negotiated after receipt and acceptance of Goods.

23.3 If quoted in Sri Lanka Rupees, the payment will be effected on receipt and acceptance of Goods by the Sri Lanka Air Force along with duly completed invoice and F666 (Government Contractors Bill) in triplicate. (45 days credit facility is required after receipt of the above document)

23.4 No advance payment will be made for the deliveries.

24. **Domestic Preference**

24.1 Application of domestic preference for local manufacturer will be effected as per the Public Finance Circular No 352 (21) dated 15th October 2002. Bidders who wish to claim domestic preference shall duly complete the schedule at section V Schedule of Requirements.

SUBMISSION AND OPENING OF BIDS

25. **Submission, Sealing and Marking of Bids**

25.1 Bidders may always submit their bids by courier, registered post or by hand.

(a) Bidders submitting bids by courier, registered post or by hand, shall enclose the original and the copy of the Bid in separate sealed envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." These envelopes containing the original and the copy shall then be enclosed in one single envelope.

25.2 The inner and outer envelopes shall:

(a) Bear the name and address of the Bidder;

(b) Be addressed to the Sri Lanka Air Force in accordance with ITB Sub Clause 26.1;

(c) Bear the specific identification of this bidding process as indicated in the BDS; and

(d) Bear a warning not to open before the time and date for bid opening, in accordance with ITB Sub-Clause 30.1

If all envelopes are not sealed and marked as required, the Sri Lanka Air Force will assume no responsibility for the misplacement or premature opening of the bid.

26. **Deadline for Submission of Bids**

26.1 Bids must be received by the Sri Lanka Air Force at the address and no later than the date and time specified in the BDS.

26.2 The Sri Lanka Air Force may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB Clause 8, in which case all rights and obligations of the Sri Lanka Air Force and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

27. **Late Bids**

27.1 The Sri Lanka Air Force shall not consider any bid that arrives after the deadline for submission of bids, in accordance with ITB Clause 26. Any bid received by the Sri Lanka Air Force after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.

28. **Withdrawal, and Modification of Bids**

28.1 A Bidder may withdraw, or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 25, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITB Sub-Clause 20.2, (except that no copies of the Section I Instructions to Bidders withdrawal notice are required). The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must be:

(a) Submitted in accordance with ITB Clauses 20 and 25 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked "WITHDRAWAL," or "MODIFICATION;" and

(b) Received by the Sri Lanka Air Force prior to the deadline prescribed for submission of bids, in accordance with ITB Clause 26.

28.2 Bids requested to be withdrawn in accordance with ITB Sub-Clause 28.1 shall be returned to the Bidders only upon notification of contract award to the successful bidder in accordance with sub clause 41.1

28.3 No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

29. **Samples**

29.1 If specified at BDS, samples shall be submitted as specified in the BDS along with the details of samples so submitted and handed over to Commander of the Sri Lanka Air Force or to the Officer nominated by the Commander of the Sri Lanka Air Force.

29.2 Under no circumstances shall samples be forwarded by Bidders under registered post to the Sri Lanka Air Force.

29.3 If a Bidder shall make alternative offers as per ITB Clause 13.0, samples shall be submitted in respect of each alternative Offer.

30. **Bid Opening**

30.1 The Sri Lanka Air Force shall conduct the bid opening in public at the address, date and time specified in the BDS.

30.2 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding bid may be opened at the discretion of the Sri Lanka Air Force. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening. Envelopes marked “MODIFICATION” shall be opened and read out permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening. Only envelopes that are opened and read out at Bid opening shall be considered further.

30.3 All other envelopes shall be opened one at a time, reading out: the name of the Bidder and whether there is a modification; the Bid Prices, including any discounts and alternative offers; the presence of a Bid Security, if required; and any other details as the Sri Lanka Air Force may consider appropriate. Only discounts and alternative offers read out at Bid opening shall be considered for evaluation. No Bid shall be rejected at Bid opening except for late bids, in accordance with ITB Sub Section I Instructions to Bidders Clause 27.1.

30.4 The Sri Lanka Air Force shall prepare a record of the Bid opening that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, or modification; the Bid Price, per lot if applicable, including any discounts, and the presence or absence of a Bid Security. The bids that were opened shall be resealed in separate envelopes, promptly after the bid opening. The Bidders’ representatives who are present shall be requested to sign the attendance sheet. A copy of the record shall be distributed to all Bidders who submitted bids in time.

31. **Default**

31.1 **In the event that the Supplier is unable to deliver Goods demanded by the Sri Lanka Air Force within the period specified therein, a sum amounting to liquidated damages shall be recovered at the rate of One – tenth (1/10) of one percent (01%) of total cost of the delayed good or services for every day of delay, subjected to a maximum 10% of total contract value. However, if the SLAF has failed to effect the payments in the timely manner above delay charges will be charged only for the balance number of days, having set off number of days delayed by the Seller against the number of days, payments are delayed by the SLAF (If any).**

31.2 In such an event the Supplier is unable to further remedy the situation and meet his obligations in terms of the Contract with in a reasonable time the name of the supplier will be black listed and published in the list of Government defaulting Contractors/Suppliers maintained by the National Procurement Agency on their website.

EVALUATION AND COMPARISON OF BIDS

32. **Confidentiality**

32.1 Information relating to the examination, evaluation, comparison, and post-qualification (if applicable) of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract Award.

32.2 Any effort by a Bidder to influence the Sri Lanka Air Force in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its Bid.

32.3 Notwithstanding ITB Sub-Clause 32.2, if any Bidder wishes to contact the Sri Lanka Air Force on any matter related to the bidding process, from the time of bid opening to the time of Contract Award, it should do so in writing.

33. **Clarification of Bids**

33.1 To assist in the examination, evaluation, comparison and post-qualification of the bids, the Sri Lanka Air Force may, at its discretion, request any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Sri Lanka Air Force shall not be considered for purpose of evaluation. The Sri Lanka Air Force's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Sri Lanka Air Force in the Evaluation of the bids, in accordance with ITB Clause 35.

34. **Responsiveness of Bids**

34.1 The Sri Lanka Air Force determination of a bid's responsiveness is to be based on the contents of the bid itself.

34.2 A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- (a) Affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
- (b) Limits in any substantial way, inconsistent with the Bidding Documents, the Sri Lanka Air Force's rights or the Bidder's obligations under the Contract; or
- (c) If rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

34.3 If a bid is not substantially responsive to the Bidding Documents, it shall be rejected by the Sri Lanka Air Force and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

35. **Non-conformities, Errors, and Omissions**

35.1 Provided that a Bid is substantially responsive, the Sri Lanka Air Force may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.

35.2 Provided that a bid is substantially responsive, the Sri Lanka Air Force may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

35.3 Provided that the Bid is substantially responsive, the Sri Lanka Air Force shall correct arithmetical errors on the following basis:

- (a) If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Sri Lanka Air Force there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;

(b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

(c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount Section I Instructions to Bidders expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

35.4 If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited.

36. **Preliminary Examination of Bids**

36.1 The Sri Lanka Air Force shall examine the bids to confirm that all documents and technical documentation requested in ITB Clause 11 have been provided, and to determine the completeness of each document submitted.

36.2 The Sri Lanka Air Force shall confirm that the following documents and information have been provided in the Bid. If any of these documents or information is missing, the Bid shall be rejected.

(a) **Bid Submission Form, in accordance with ITB Sub- Clause 12.1;**

(b) **Price Schedules, in accordance with ITB Sub-Clause 12;**

(c) **Bid Security, in accordance with ITB Clause 19.**

37. **Examination of Terms and Conditions; Technical Evaluation**

37.1 The Sri Lanka Air Force shall examine the Bid to confirm that all terms and conditions have been accepted by the Bidder without any material deviation or reservation.

37.2 The Sri Lanka Air Force shall evaluate the technical aspects of the Bid submitted in accordance with ITB Clause 17, to confirm that all requirements specified in Section V, Price Schedule of the Bidding Documents have been met without any material deviation or reservation.

37.3 If, after the examination of the terms and conditions and the technical evaluation, the Sri Lanka Air Force determines that the Bid is not substantially responsive in accordance with ITB Clause 34, the Sri Lanka Air Force shall reject the Bid.

38. **Conversion to Single Currency**

38.1 If the bidders are allowed to quote in foreign currencies in accordance with sub clause 15.1, for evaluation and comparison purposes, the Sri Lanka Air Force shall convert all bid prices expressed in foreign currencies in to Sri Lankan Rupees using the selling rates prevailed 28 days prior to closing of bids as published by the Central Bank of Sri Lanka. If this date falls on a public holiday the earliest working day prior to the date shall be applicable.

38.2 If the Bids have been received in different currencies the following will be added to the FOB prices, quoted in foreign currencies in order to bring all bids to the Sri Lanka Rupee Value. (The following rates will be only applicable if the prices/rates are not specified for same in the Bid)

- a. Air Freight - 23.5%
- b. Sea Freight - 18.5%
- c. Insurance - 1.5%
- d. Bank Charges etc at actual based on BTN Clearance + TPT – 5%

39. **Sri Lanka Air Force Right to Accept Any Bid, and to Reject Any or All Bids**

39.1 The Sri Lanka Air Force reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.

AWARD OF CONTRACT

40. **Award Criteria**

40.1 The Sri Lanka Air Force shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

41. **Sri Lanka Air Force Right to Vary Quantities at Time of Award**

41.1 At the time the Contract is awarded, the Sri Lanka Air Force reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section V, Price Schedule.

42. **Notification of Award**

42.1 Prior to the expiration of the period of bid validity, the Sri Lanka Air Force shall notify the successful Bidder, in writing, that its Bid has been accepted.

42.2 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.

42.3 Upon the successful Bidder's furnishing of the signed Contract Form and performance security pursuant to ITB Clause 44, the Sri Lanka Air Force will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 19.4.

43. **Signing of Contract**

43.1 Within Fourteen (14) days of receipt of awarding letter, the successful Bidder shall sign the Agreement.

44. **Performance Security**

44.1 Within Seven (07) days of the receipt of notification of award from the Sri Lanka Air Force, the successful Bidder, if required, shall furnish the Performance Security in accordance with this document, using for that purpose the Performance Security Form included in Section II Contract forms. The Employer shall promptly notify the name of the winning Bidder to each unsuccessful Bidder and discharge the Bid Securities of the unsuccessful bidders pursuant to ITB Sub-Clause 19.4.

44.2 Failure of the successful Bidder to submit the abovementioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security or execution of the Bid- Securing Declaration. In that event the Sri Lanka Air Force may award the Contract to the next lowest evaluated Bidder, Whose offer is substantially responsive and is determined by the Sri Lanka Air Force to be qualified to perform the Contract satisfactorily.

45. **Subletting**

45.1 The Contractor shall not assign or sublet the contract or any part thereof any benefit or interest therein without prior written consent of the Chairman, Sri Lanka Air Force Departmental Procurement Committee.

45.2 The Government reserves to itself the right to refuse or to recognize a Power of Attorney issued by a Contractor to any person authorizing him to carry on the contract on the Contractor's behalf.

46. **Employees and Representatives**

46.1 All employees and representatives of the Bidder must be security cleared and certificates to that effect must be forwarded to the Commander of the Sri Lanka Air force.

46.2 The Commander of the Sri Lanka Air Force may for reasons which appear to him sufficient, give notice of his objection in writing to the employment by the Contractor or any person specified in such notice, and no such person shall thereafter be employed by the Contractor.

09th August 2017

-Signed-
(HMMSB HERATH)
Group Captain
CHIEF PROCUREMENT OFFICER

BIDDING DATA SHEET (BDS)

VOLUME – I

SECTION II

ITB Clause Reference	A. General
ITB 1.1	The purchaser is Sri Lanka Air Force
ITB 1.1	The identification number of the Contract is AHQ/17/FS/TGC/1043
ITB 2.1	The source of funding is Government of Democratic Socialist Republic of Sri Lanka (GOSL) .
ITB 4.4⁴	Foreign bidders are allowed to participate in bidding.
	B. Preparation and submission of Bidding Document
ITB 9.1	Address; Sri Lanka Air Force, No 140, Sir Chittampalam A. Gardiner Mawatha, Colombo 02. Bidding documents could be inspected by interested bidders from the Sri Lanka Air Force website www.airforce.lk and may purchase between 1000 hrs and 1300 hrs on every working day from the Procurement Division Sri Lanka Air Force Station Colombo between 10th August 2017 and 15th September 2017 upon payment of a non refundable fee of Rs. 3000.00 for each procurement The offers without the receipt of the payment will not be accepted.
	C. Contents of Bidding Documents
ITB 7.1	For clarification purposes the Sri Lanka Air Force's address is: Attention; Procurement Officer (Tenders) Address; No 140, Sir Chittampalam A. Gardiner Mawatha, Colombo 02. Telephone; 0094 11 2441553 Facsimile Number; 0094 11 2441553 Email. acpot@slaf.gov.lk
	D. Preparation of BIDS
ITB 11.1(e)⁸	The Bidder shall submit the following additional documents: a. Documentary proof to establish that the Goods comply with the applicable standards specified by the Sri Lanka Standards Institute (SLSI) or in absence of such Standards documentary proof to establish that the Goods comply with other internationally accepted standards. b. Quality Certificates from the manufacturers. c. Manufacturer's Authorization Certificates as provided in Section IV d. Warranty Certificates (Only for applicable goods) e. ISO certification f. The documentary evidence to substantiate the bidder's financial stability, qualifications and experience g. Any other document as applicable
ITB 14.4	The bidders shall quote in the annexes at Section V, in respect of items listed therein as follows; (a) Goods supplied from outside the Purchaser's country: The prices shall be quoted on a CIP (Sea Port/Airport Colombo) basis, exclusive of all taxes, stamps, duties, levies, and fees imposed in the Purchaser's country. However, it is mandatory that FOB/FCA price, freight charges and Insurance be indicated separately as provided in the Price Schedule in Section V. The named place of destination shall be Sea Port Colombo or Airport Colombo.

	<p>In quoting the price, if shipment by sea; shipment from countries served by Ceylon Shipping Corporation Limited should be made on vessels of the Ceylon Shipping Corporation Limited, unless a waiver is obtained from the company or its agency. However, the Bidder may obtain insurance services from any eligible source of his country.</p> <p>(b) Locally supplied Goods:</p> <p>Unit prices of Goods offered from within the Purchaser's Country, shall be quoted with inland transportation, insurance and related local costs incidental to the delivery of the Goods to the Aircraft Spare Depot Sri Lanka Air Force Base Katunayake including all customs duties, levies, fees, sales and other taxes incurred until delivery of the Goods, but excluding all VAT. It is essential that the Unit Prices of the Article or Services be inclusive of NBT Tax, if applicable. However, VAT shall not be included in the price but shall be indicated separately as given in Price Schedule, Section V;</p>
ITB 15.1¹⁰	Bidders may quote in US Dollars and Sri Lankan Rupees
ITB 18. 1¹²	The Bid shall be valid for one year during the contractor's performance of the contract from the date of contract award.
ITB 18. 1	all include a Bid Security (issued by bank or surety) included in Section IV Bidding Forms;
ITB 19. 2 (c)	<p>The amount and validity of the Bid Security shall be</p> <p>a. Value-Rs. 300,000.00/USD 3,000.00</p> <p>b The validity period of the Bid Bond shall be till 31st March 2018</p> <p>c Bid bond shall be addressed to the Commander of the Air Force.</p>
ITB 29	Samples are not required.
	E. Submission and Opening of Bids
ITB 25.2	<p>The inner and outer envelopes shall bear the following identification marks along with the date of opening;</p> <p>Tender No; AHQ/17/FS/TGC/1043 Date; 20 September 2017</p>
ITB 26. 1	<p>For bid submission purposes, the Sri Lanka Air Force's address is:</p> <p>Attention: Command Procurement Officer</p> <p>Address: No 140, Sir Chittampalam A. Gardiner Mawatha, Colombo 02.</p> <p>The deadline for the submission of bid is at 1030 hrs on 20 September 2017</p>
ITB 30.1	<p>The bid opening shall take place at;</p> <p>Address: No 140, Sir Chittampalam A. Gardiner Mawatha, Colombo 02.</p> <p>Date; 20 September 2017. Time 1030 hrs</p>

BID SUBMISSION FORM

VOLUME – 2

SECTION IV

Bid Submission Form

[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: [insert date (as day, month and year) of Bid Submission]
No.: [insert number of bidding process]

To: The Commander of the Sri Lanka Air Force

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.: [insert the number and issuing date of each Addenda];
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Price Schedule the following Goods and Related Services for the Supply of Aircraft Oil and Lubricants on annual contract basis for one year to Sri Lanka Air Force. (2018)
- (c) The total price of our Bid without VAT, including any discounts offered is: [insert the total bid price in words and figures];
- (d) The total price of our Bid including VAT, and any discounts offered is: [insert the total bid price in words and figures];
- (e) Our bid shall be valid for the period of time specified in ITB Sub-Clause 18.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 26.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 44 for the due performance of the Contract;
- (g) We have no conflict of interest in accordance with ITB Sub-Clause 4.3;
- (h) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared blacklisted by the National Procurement Agency;
- (k) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (l) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: [insert signature of person whose name and capacity are shown]
In the capacity of [insert legal capacity of person signing the Bid Submission Form]

Name: [insert complete name of person signing the Bid Submission Form]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]

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:** The Commander of the Sri Lanka Air Force, No 140, Sir Chittampalam A. Gardiner Mawatha , Colombo 02.]

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 Sri Lanka Air Force 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)]

* The beneficiary of this guarantee shall be the Commander of the Sri Lanka Air Force.

* Shall be addressed to No. 140, Sir Chittampalam A. Gardiner Mawatha, Colombo 02.

* Please further refer to ITB Clause 19.0 in Section 2.

*** Any guarantee from a foreign bank shall be advised with a counter guarantee through any state bank operating in Sri Lanka.**

Manufactures Authorizations

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the BDS.]

Date: [insert date (as day, month and year) of Bid Submission]
No.: **AHQ/17/FS/TGC/1043**

To: The Commander of the Sri Lanka Air Force, Air Force Headquarters, No. 140, Sir Chittampalam A. Gardiner Mawatha, Colombo 02.

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 bid 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 sign the Contract.

We hereby extend our full guarantee and warranty in accordance with the original guarantee and warranty of the goods.

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]

PRICE SCHEDULE

VOLUME – 2

SECTION V

AHQ/17/FS/TGC/1043

SRI LANKA RUPEE QUOTE

**SUPPLY OF AIRCRAFT OIL AND LUBRICANTS TO THE SRI LANKA AIR FORCE FOR ONE YEAR RATE RUNNING CONTRACT
BASIS FOR
THE YEAR 2018**

S/N	Part Number	Description	Pack Size	D of Qty	Qty	Period of Validity of Prices 1 st January 2018 to 31 st December 2018			
						Unit price (Rs.) Without vat	Discounted unit price (Rs.)	Vat (..... %)	Unit price With vat (Rs.)
1	Aero Shell Oil 100	Engine Oil	Pail 20 Ltrs	Ltr	1				
2	Aero Shell Turbine Oil 2	Mineral Turbine Oil	Pail 05Glns	gln	1				
3	Aero Shell Turbine Oil 308	Engine Oil	Tin Quart	Quart	1				
4	Aero Shell Turbine Oil 500	Turbine Engine Lubricating Oil	Tin Quart	Quart	1				
5	Aero Shell Hydraulic Fluid 41	Mineral Hydraulic Oil	Can 20 Ltrs	Ltr	1				
6	BP Turbo Oil 2380	Synthetic Lubricant Oil	Tin Quart	Quart	1				
7	Turbonycoil 525-2A	Synthetic Oil	Drum 20 Ltrs	Ltr	1				
8	Б-3В (В-3V)	Synthetic Oil	Unknown	Ltr	1				
9	TШур (ТСгип) TU 38.101.1332-90	Hypoid Gear Oil	Drum 50 Ltrs	Ltr	1				
10	MS-20(МС-20)	Petroleum Lubricating	Drum 15 Kg	Kg	1				

		Oil							
11	Aero Shell Grease 22	Advanced General Purpose Grease	Tin 03 Kg	Kg	1				
12	TsIATIM-201 (ЦИАТИМ-201	Lubricant	Unknown	Kg	1				
13	ST (НК-50) {CT (HK-50)}	Lubricant	Unknown	Kg	1				

IMPORTANT

- * Please refer to **ITB 14 and 21** prior to indicate the prices.
- * The price schedule shall be authenticated by the bidder.
- * The bidder shall ensure that all the details provided herein are 100% accurate.
- * It is mandatory that the Unit Price of the Article or Service be inclusive of NBT, if applicable. Based on that, VAT shall be indicated on the price which includes NBT.
- * Please indicate the details listed below with regard to the above items.
- * In case of the products are available in different pack sizes, you may provide the details of Original available pack sizes of each item along with the other product details in a separate list. The prices shall also be quoted based on the available pack size.

Address	
Telephone/ Fax	
VAT Reg. No	
Validity of Bid till 31st December 2018	
Validity of Bid Bond till 31st March 2018	
Delivery Period	
Brand Name	
Country of Origin	
Manufacture's Details	
End User Certificate (EUC)	
Export License	

Address and Contact details of the bidder:

Name & Address:

Name:

Address:.....

Tel:...../...../.....

Fax: **Email.**

Date **Signature of Bidder**

Affix Company Rubber Seal

IMPORT & SUPPLY, FOREIGN CURRENCY QUOTE

SUPPLY OF AIRCRAFT OIL AND LUBRICANTS TO THE SRI LANKA AIR FORCE FOR ONE YEAR RATE RUNNING CONTRACT BASIS FOR THE YEAR 2018

S/N	Part Number	Description	Pack Size	D of Qty	Qty	Unit Price (FOB/FCA)	Total Estimated Price (FOB/FCA)	Total Freight for Total Estimated Qty		Total Insurance for Total Estimated Qty		Total CIP Cost (Sea Port of Colombo)
								(By sea/	By Air)	(By sea/	By Air)	
1	Aero Shell Oil 100	Engine Oil	Pail 20 Ltrs	Ltr	1							
2	Aero Shell Turbine Oil 2	Mineral Turbine Oil	Pail 05Glns	gln	1							
3	Aero Shell Turbine Oil 308	Engine Oil	Tin Quart	Quart	1							
4	Aero Shell Turbine Oil 500	Turbine Engine Lubricating Oil	Tin Quart	Quart	1							
5	Aero Shell Hydraulic Fluid 41	Mineral Hydraulic Oil	Can 20 Ltrs	Ltr	1							
6	BP Turbo Oil 2380	Synthetic Lubricant Oil	Tin Quart	Quart	1							
7	Turbonoycoil 525-2A	Synthetic Oil	Drum 20 Ltrs	Ltr	1							
8	Б-3В (В-3V)	Synthetic Oil	Unknown	Ltr	1							
9	TShyp (TCгип) TU 38.101.1332-90	Hypoid Gear Oil	Drum 50 Ltrs	Ltr	1							
10	MS-20(МС-20)	Petroleum Lubricating Oil	Drum 15 Kg	Kg	1							
11	Aero Shell Grease 22	Advanced General Purpose Grease	Tin 03 Kg	Kg	1							
12	TsIATIM-201 (ЦИАТИМ-201)	Lubricant	Unknown	Kg	1							
13	ST (NK-50) {CT (HK-50)}	Lubricant	Unknown	Kg	1							
Any local charges (to be quoted in Sri Lankan Rupees)												

IMPORTANT

1. The prices shall be valid for the period of **1st January 2018 to 31st December 2018**. The Goods shall be supplied by the successful bidder on the approved rate during the period concerned from time to time based on the Quantities demanded by the SLAF. As such, the rates shall be fixed and firm during the period concerned.
2. Minimum Order Quantity and Minimum Freight to be indicated.
3. Local charges including Local agent commission, if any should be quoted in SLRS.
4. In case of the products are available in different pack sizes, you may provide the details of Original available pack sizes of each item along with the product details in a separate list. The prices shall also be quoted accordingly for the total estimated quantity of the SLAF as per the available pack size.
5. If the contract is awarded on CIP terms the freight will be calculated on pro rata basis. Hence it is mandatory the Minimum Order Quantity and Minimum Freight to be indicated separately in the bid; However, if the contract is awarded on FOB/FCA terms, the freight will be arranged by the Sri Lanka Air Force. However, in this instance, if the Sri Lanka Air Force if so wishes may advise the winning bidder to arrange the freight and insurance for the goods ordered and the bidder shall arrange such delivery within five days of such notification and will pay to the bidder on the actual invoice cost.
6. It is preferred if the currency quoted is in USD /Sterling Pounds or Euros. The currency should be clearly indicated.
7. Bidders must ensure that all above details are clearly in the bid.
8. If any alterations made the same should be initialed by the bidder. Tenders with incomplete price schedule form will be rejected and complaints will not be entertained after order confirmed by SLAF.
9. The offer shall also be complied with the requirements set out in Section VI (Technical specifications.)
10. It is pertinent to mention that 80% STORAGE LIFE of the item should be remained, when it is received to Sri Lanka Air Force. Hence, it is required to be indicated availability of 80% remaining shelf/storage life in the quotation

Product Name :-.....

Product No :-.....

Country of Origin :-

Address :-.....

Telephone/ Fax :-.....

VAT Reg. No :-.....

Validity of Offers :-.....

Delivery Period :-.....

.....
Signature of Bidder

Company Rubber Seal

Date

PRICE STRUCTURE ANALYSIS FOR DETERMINATION OF ELIGIBILITY FOR DOMESTIC PREFERENCE

Following details should be given by all local manufactures under the tender, if he feels that he is eligible for Domestic Preference.

Cost of Raw Materials imported

S/No	Item Description	Price
01	CIF cost of Raw Materials	Rs
02	<u>Taxes</u> a) Customs Duty b) Other Taxes and levies paid to the Customs c) SLPA Charges	Rs
03	Any other expenses born by the bidder for Importation of Raw-Materials	Rs
04	Value of input of local labour	Rs
05	Value of local Raw materials	Rs
06	Value of any other local components used	Rs
07	Value of any other local taxes payable	Rs
08	Any other costs	Rs
09	Total bid price of Serial No (1) to (6)	Rs
10	Financing cost factory overheads depreciation of Machineries and profit margin	Rs
11	VAT	Rs

Name of the Bidder.....

Name of the Company.....

Signature.....

Contract No.....

Designation.....

Date.....

Address.....

I/We certify that the above particulars are correct

Name and address of the Company of the Local

Manufacturer.....

Name of the Authorized Office and the Contract No.....

Signature.....

Company Stamp

Date.....

TECHNICAL SPECIFICATIONS

VOLUME – 2

SECTION VI

Technical Specifications

The purpose of the technical specifications (TS), is to define the technical characteristic of the goods and related services required by the Sri Lanka Air Force. The bidder shall provide the bid in compliance to the technical specifications, attached given below with confirmation of conformity of bid to the laid down specifications.

ANNUAL CONTRACT OIL AND LUBRICANT FOR THE YEAR 2018

1. The following terms and conditions to be informed to the suppliers, when calling quotations:
 - a. Following documents are required to be provided with the items for the acceptance and to be indicated availability in the quotation.
 - (1) Material Safety Data sheet.
 - (2) Certificate of Analysis / Certificate of Conformity from manufacture.
 - b. Determination of quantity (D of Q) for supplying items is required to be indicated if it differs from the demanded D of Q of SLAF.
 - c. Delivery period should be indicated in the quotation.
 - d. It is pertinent to mention that 80% STORAGE LIFE of the item should be remained, when it is received to Sri Lanka Air Force. Hence, it is required to be indicated availability of 80% remaining shelf/storage life in the quotation.
 - e. Following details are to be indicated in the quotation.

S/No	Description	Bidder's response
01	Country of Origin	
02	Name of Manufacture	
03	Requirement of EUC (Yes/No)	
04	Requirement of Export License (Yes/No)	
Note: If supplier required any document it should indicate in the initial quotation and subsequent requests will not be entertained.		

- f. Total requirement of the demanded items for the one year and minimum requirement for the each item for a one time is as follows. (Table I) Further, it is required to inform, that SLAF may not order for all items at the same time and it may be one item at a time. Further, indicate the freight charges to purchase total Qty (Total quantity of the Year 2018) for each item at one time, too as shown in Table-II.

TABLE-I

Item No	Part Number	Description	D of Q	Pack Size	Consumption				Total quantity for the Year 2018	Minimum Requirement at a time	Last Purchase Price (USD)
					2014	2015	2016	2017 (for 06 months)			
01	Aero Shell Oil 100	Engine Oil	Ltr	Pail 20 Ltrs	880	600	434	350	600(Pail 20 Ltrs x 40)	600	6.35 (PDF/TGC/16/10024)
02	Aero Shell Turbine Oil 2	Mineral Turbine Oil	Gln	Pail 05 Glns	264	87	145	90	200 (Pail 05 Glns x 40)	100	35.77 (PDQS-85011)
03	Aero Shell Turbine Oil 308	Engine Oil	Quart	Tin Quart	572	75	90	43	288 (Cartoon 24 Quart x 12)	288	13.90 (PDF/TGC/16/10055)
04	Aero Shell Turbine Oil 500	Engine Oil	Quart	Tin Quart	579	380	261	82	288 (Cartoon 24 Quart x 12)	288	12.25 (PDF/TGC/16/10055)
05	Aero Shell Hydraulic Fluid 41	Mineral Hydraulic Oil	Ltr	Can 20 Ltrs	6066	4795	5086	2495	5000 (Can 20 Ltrs x 250)	2500	8.05 (PDF/TGC/16/10024)
06	BP Turbo Oil 2380	Synthetic Lubricant Oil	Quart	Tin Quart	2652	2488	2508	1248	2400(Cartoon 24 Quart x 100)	1200	15.58 (PDF/TGC/16/10046)
07	Turbonycoil 525-2A	Synthetic Oil	Ltr	Drum 20 Ltrs	4310	3650	3719	1100	2000(Drum 20 Ltrs x 100)	1000	15.50 (PDF/TGC/16/10048)
08	Б-3В (В-3V)	Synthetic Oil	Ltrs	Unknown	Nil	Nil	Nil	Nil	1000	1000	Not demand within last 05 years
09	TShyp (ТСгип) TU 38.101.1332-90	Hypoid Gear Oil	Ltr	Drum 50 Ltrs	132	406	599	450	1000 (Drum 50 Ltrs x 20)	1000	48.50 (PDQS-85034)
10	MS-20 (MC-20)	Petroleum lubricating oil	Kg	Drum 15 Kg	Nil	212	382	255	450 (Drum 15 Kg x 30)	450	7.32 (PDF/TGC/16/10047)
11	Aero Shell Grease 22	General purpose grease	Kg	Tin 03 Kg	517	324	271	155	360 (Tin 03 Kg x 120)	180	30.80 (PDQT-85001)
12	TsIATIM-201 (ЦИАТИМ-201)	Lubricant	Kg	Unknown	-	275	235	21	300	300	11.00 (PDF/TGC/10R/17/10006)
13	ST (NK-50) {CT (HK-50)}	Lubricant	Kg	Unknown	-	75	74	05	100	100	12.00 (PDF/TGC/10R/17/10006)

TABLE II

Item No	Part Number	Description	D of Q	Pack Size	Unit Price	When Supplied Total Qty at a time		When Supplied Minimum Qty at a time	
						Qty	Freight	Qty	Freight
01	Aero Shell Oil 100	Engine Oil	Ltr	Pail 20 Ltrs		600		N/A	N/A
02	Aero Shell Turbine Oil 2	Mineral Turbine Oil	Gln	Pail 05 Glns		200		100	
03	Aero Shell Turbine Oil 308	Engine Oil	Quart	Tin Quart		288		-	
04	Aero Shell Turbine Oil 500	Engine Oil	Quart	Tin Quart		288		-	
05	Aero Shell Hydraulic Fluid 41	Mineral Hydraulic Oil	Ltr	Can 20 Ltrs		5000		2500	
06	BP Turbo Oil 2380	Synthetic Lubricant Oil	Quart	Tin Quart		2400		1200	
07	Turboncoil 525-2A	Synthetic Oil	Ltr	Drum 20 Ltrs		2000		1000	
08	Б-3В (В-3V)	Synthetic Oil	Ltrs	Unknown		1000		-	
09	TShyp (ТСГип) TU 38.101.1332-90	Hypoid Gear Oil	Ltr	Drum 50 Ltrs		1000		-	
10	MS-20 (MC-20)	Petroleum lubricating oil	Kg	Drum 15 Kg		450		-	
11	Aero Shell Grease 22	General purpose grease	Kg	Tin 03 Kg		360		180	
12	TsIATIM-201 (ЦИАТИМ-201)	Lubricant	Kg	Unknown		300		-	
13	ST (NK-50) {CT (HK-50)}	Lubricant	Kg	Unknown		100		-	