



BIDDING DOCUMENT

Procurement of Goods

Under

Shopping Procedures

Invitation of Quotations

For

Procurement of
Supply of Laboratory Chemicals for EMT Laboratory at Aththidiya

Contract No: S/475/26

Closing Date : 29th September 2026 at 13.30 Hours

Sri Lanka Land Development Corporation
No 03, Sri Jayawardenapura Mawatha
Welikada, Rajagiriya

NPA/SBD/GOODS/01

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 filled in with the information requested. 4.2 Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.
5. Prices and Discounts	5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules. 5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.

	5.3 The applicable VAT shall be indicated separately. 5.4 Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non responsive and may be rejected.
6. Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Goods	7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications and standards specified in Section IV, "Technical Specifications & Compliance with Specifications". 7.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial responsiveness of the Goods to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given. 7.3 If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Sri Lanka.
8. Period of Validity of quotation	8.1 Quotations shall remain valid for the period of sixty (60) days after the quotation submission deadline date.
9. Format and Signing of Quotation	9.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor.
D: Submission and Opening of Quotation	
10. Submission of Quotation	10.1 Vendors may submit their quotations by 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 II, "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 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 II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods. .
17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	17.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.

F: Award of Contract	
18. Acceptance of the Quotation	18.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.
19. Notification of acceptance	19.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that its quotation has been accepted.

Section II: Data Sheet

ITV Clause Reference	
1.1	The Purchaser is General Manager, Sri Lanka Land Development Corporation Address: No 03, Sri Jayawardenapura Mawatha, Welikada, Rajagiriya,
2.2	A complete set of Bidding Documents in English language could be inspected and purchased upon submission of a written request to the Deputy General Manager (Supplies), on working days from 15th September 2026 to 28th September 2026 during 9.00 Hrs. to 15.30 Hrs.
7.3	Manufacture's Authorization is not required.
11.1	Address for submission of Quotations is Chairman - Procurement Committee, Sri Lanka Land Development Corporation, No. 3, Sri Jayawardenapura Mawatha, Welikada, Rajagiriya Deadline for submission of quotations is Date: 29th September 2026 Time: 13.30 Hours
13	The quotations shall be opened at the following address: Sri Lanka Land Development Corporation No. 3, Sri Jayawardenapura Mawatha, Welikada, Rajagiriya Date: 29th September 2026 Time: 13.30 hours - immediately after closing of bids
16 ¹	Other factors that will be considered for evaluation are (List and describe the methodology): stocks, past performance, quality of goods offered. Will be the criteria for selection
20	Bid Security Declaration – At the Time of submission of the Quotation. The Vendor shall submit filled Bid Security Declaration in the provided format
20.1	The Bidder shall furnish as part of its bid, a bid security declaration as specified in the Data Sheet .

Section III: Schedule of Requirements

Line Item N°	Description of Goods	Quantity	Unit	Final Destination	Transportation and any other services	Delivery Date	
						Latest Delivery Date	Bidder's offered Delivery date [<i>to be provided by the bidder</i>]
01	ICP-MS Multi-element standard - 33 elements, 100ml	01	Bottle	EMT Laboratory Aththidiya	As specified in the Technical Specification	112 days from the date of issuing acceptance of the quotation by the purchaser	
02	Mercury (Hg) Standard for ICP-MS, 100ml	01	Bottle				
03	Yttrium (Y) Standard for ICP MS-100ml	01	Bottle				

Section IV: Technical Specification & Compliance

Item # and Name	Component Description	Minimum Specifications	Bidder's Response (Yes/No)	If "No" comment/s on the offer
		Please refer the Technical specification & Compliance in page no 08 & 09		

Specification for Chemicals

Item No	Item Description	SLLDC Requirements		Bidder's Offer (Yes/No)	Remarks
01	ICP-MS Multi-element standard - 33 elements	Grade	Trace Metal Grade		
		Category	Certified reference material		
		Purpose	ICP MS analysis		
		Assay	10 mg/L in nitric acid		
		Elements	Al, As, Ba, Be, Bi, B, Ca, Cd, Cs, Cr, Co, Cu, Ga, In, Fe, Pb, Li, Mg, Mn, Ni, P, K, Rb, Se, Si, Ag, Na, Sr, S, Te, Tl, V, and Zn		
		Volume	100 ml		
		Expiration date	18-24 months from the date of delivery		
		Supply date	Should be supplied within 12-16 weeks		
		Specification sheet	Manufacturer's specification sheet should be submitted along with the bid		
		Certificate of analysis	The COA must be submitted along with the item on delivery		
02	Mercury (Hg) Standard for ICP-MS	Grade	Trace Metal Grade		
		Category	Certified reference material		
		Purpose	ICP MS analysis		
		Assay	1 g/L Hg in nitric acid		
		Type	Single Element standard		
		Volume	100 ml		
		Expiration date	18-24 months from the date of delivery		
		Supply date	Should be supplied within 12-16 weeks		
		Specification sheet	Manufacturer's specification sheet should be submitted along with the bid		
		Certificate of analysis	The COA must be submitted along with the item on delivery		

Item No	Item Description	SLLDC Requirements		Bidder's Offer (Yes/No)	Remarks
03	Yttrium (Y) Standard for ICP-MS	Grade	Trace Metal Grade		
		Category	Certified reference material		
		Purpose	ICP MS analysis		
		Assay	1 g/L Y in nitric acid		
		Type	Single component standard		
		Volume	100 ml		
		Expiration date	18-24 months from the date of delivery		
		Supply date	Should be supplied within 12-16 weeks		
		Specification sheet	Manufacturer's specification sheet should be submitted along with the bid		
		Certificate of analysis	The COA must be submitted along with the item on delivery		

Section V

Quotation Submission Form

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

Date:

To: *[insert complete name of Purchaser]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;
- (b) We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods *[insert a brief description of the Goods]*;
- (c) The total price of our quotation including any discounts offered is: *[insert the total quoted price in words and figure]*;
- (d) Our quotation shall be valid for the period of time specified in ITV Sub-Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITV Sub-Clause 11.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

Signed: *[insert signature of person whose name and capacity are shown]*

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

Dated:

Price Schedule

1	2	3	4	5	6	7	8	9	10
Line Item N°	Description of Goods	Country of Origin	Quantity	unit	Unit price (without Vat) Rs	Sub Total (6x4) Rs	Inland transportation and other services Rs	Total Price for Item With out Vat	VAT
01	ICP-MS Multielement standard – 33 element, 100ml		01	Bottle				[(9) = (7) + (8)]	
02	Mercury (Hg) Standard for ICP-MS, 100ml		01	Bottle					
03	Yttrium Standard for ICP- MS, 100ml		01	Bottle					
Grand Total									

Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert*

Format for Bid Security Declaration

(Procurement Manual Reference - 5.9 [Option — 2])

[If required, the Bidder shall fill in this form in accordance with the instructions indicated in brackets]

Date: _____ *[insert date by bidder]*

Name of contract: **Supply of Chemicals for EMT Laboratory at Aththidiya**

Contract Identification No: S/475/26

Invitation for Bid No.: S/475/26

To: **General Manager – Sri Lanka Land Development Corporation**

We, the undersigned, declare that:

1. We understand that, according to instructions to vendors (hereinafter “the **ITV**”), bids must be supported by a bid-securing declaration;
2. We accept that we shall be suspended from being eligible for contract award in any contract where bids have been invited by any of the Procuring Entity as defined in the Procurement Guidelines published by the National Procurement Commission, for the period of three (03) years starting on the latest date set for the closing of bids of this bid, if we:
 - (a) Withdraw our bid during the period of the bid validity period specified; or
 - (b) do not accept the correction of errors in accordance with the instructions to bidders of the bidding documents; or
 - (c) having been notified of the acceptance of our bid by you, during the period of bid validity,
 - i. fail or refuse to execute the Contract Form, if required, or
 - ii. fail or refuse to furnish the performance security, in accordance with the **ITV**.
3. We understand this bid securing shall expire if we are 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; or
 - (ii) twenty-eight days after the expiration of our bid.
4. We understand that if we are a JV, the Bid Securing Declaration must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed *[Insert signature(s) of authorized representative]* In the capacity of *[Insert title]*

Name *[Insert printed or typed name]*

Duly authorized to sign the bid for and on behalf of *insert authorizing entity*

Dated on *[insert day]* day of *[Insert month]*, *[Insert year]*