PEOPLE'S LEASING AND FINANCE PLC

No 1161, Maradana Rd, Colombo 08

Tel: 011-2631631

Bidding Documents

Supply and Maintenance of Personal Computers 500 Nos

Date of Issue	**22.09.2026 – 10. 00AM**
Bid Closing Date	**13.10.2026 – 1. 30PM**
Name & Address of Client	**PEOPLE'S LEASING AND FINANCE PLC, No 1161, Maradana road, Colombo 08**

Document Control Sheet

Name of the Company	People's Leasing and Finance PLC	
Date of issue	22.09.2026 -10.00AM	
Reference No	PLC/LOG/01/IT/2026/08-08	
Bid Closing Date	Date	13.10.2026
	Time	01.30PM
Address for Communication	Head of Administration People's Leasing and Finance PLC No 1161, Maradana Rd Colombo 08. Tel : 011-2631235	
For Technical Queries	Mr. Dharshana Gamage People's Leasing and Finance PLC No 1161, Maradana Rd Colombo 08. Tel: 011-2631402/0777-672023 email : dharshana@plc.lk	

Note:

1. This tender document is a property of People's Leasing and Finance PLC & is not transferable.
2. No queries will be entertained after the date and time mentioned in this Schedule.

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Disclaimer

The information contained in this Request for Proposal ("Bid Document") or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of PLC, is provided to the Bidder(s) on the terms and conditions set out in this Bid document and all other terms and conditions subject to which such information is provided.

This Bid document is not an agreement and is neither an offer. The purpose of this Bid Document is to provide applicants who are qualified to submit the bids ("Bidders") with information to assist them in formulation of their proposals ("Bids"). This Bid document does not claim to contain all the information each Bidder may require. Each Bidder may conduct its own independent investigations and analysis and is free to check the accuracy, reliability and completeness of the information in this Bid Document. PLC makes no representation or warranty, express or implied, and shall incur no liability whatsoever under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Bid document. PLC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Bid document.

The information contained in the Bid document is selective and is subject to update, expansion, revision and amendment. PLC does not undertake to provide any Bidder with access to any additional information or to update the information in this Bid document or to correct any inaccuracies therein, which may become apparent. PLC reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this Bid document and/or the bidding process, without assigning any reasons whatsoever. Such change will be intimated or made accessible to all Bidders. Any information contained in this document will be superseded by any later written information on the same subject made available/accessible to all recipients by PLC.

Information provided in this Bid document is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. PLC does not own any responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. Further, PLC also does not accept liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this document.

PLC reserves the right to reject any or all the responses to Bid documents / Bids received in response to this Bid document at any stage without assigning any reason whatsoever and without being liable for any loss/injury that Bidder might suffer due to such reason. The decision of PLC shall be final, conclusive and binding an all the parties directly or indirectly connected with the bidding process.
Bids not satisfying the procedure prescribed in the tender document will be treated as invalid and rejected summarily.

It may be noted that notice regarding corrigenda, addendum, amendments, time-extensions, clarifications, response to Bidders' queries etc., if any to Bid document, will not be published through any advertisement in newspapers or any other media. Prospective Bidders shall regularly contact PLC for any changes / development in relation to this Bid document.

01.Purpose of Bid document

People's Leasing and Finance PLC would like to call Bids for Supply & Maintenance of Personal Computers 500 Nos. This document is issued for inviting proposals from reputed vendors having 10-year experience in supplying Personal Computers. This document provides bidders with the necessary information to prepare and submit proposals for the consideration by PLC.

People's Leasing and Finance PLC invites sealed Bids with Technical Proposal and Financial Proposal separately for supply and maintenance contract of personal computers as per the information mentioned in Annexure-A & B with two options.

02. Terms

In this document and associated documentation, the following terms shall be interpreted as indicated:

a) "PLC" means People's Leasing and Finance PLC.
b) "The Indenter" means People's Leasing and Finance or any officer authorized by PLC
c) "The Specification" means the minimum specification specified by the PLC
d) "Bidders" means the firms who respond to this tender document
e) "The Goods" means all the equipment which the Bidder is required to supply to the Indenter under the Contract.
f) "Services" means services ancillary to the supply of the Goods, incidental services applicable, such as installation, commissioning, provision of technical assistance, training, on-site comprehensive warranty, and other obligations of the Bidder covered under the Contract.
g) This offer is subjected to fully compliance and acceptance of conditions contained in this specification.

03. General Instructions

General instructions are specified in the following paragraphs. These shall apply to all the hardware components.

- Bidders are advised to study all technical and commercial aspects, instructions, terms and specifications in the tender document carefully. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender document in every respect will be at the Bidders risk and may result in the rejection of the bid.

- The proposed solution should be cost effective and should provide high availability, both hardware and software, as applicable to the commercial environment.

- Specifications mentioned in Annexure-A are the minimum requirement of the PLC and the Bidders are free to offer goods with higher configuration.

- Components of the proposed solution should be of Original Equipment Manufacturers (OEM) Products only. All items to be supplied should conform to industry, and should be of latest model and original make.

- Quotations shall be submitted strictly in conformity with the specifications given in this tender document.

- Tenders not submitted in the prescribed format or incomplete in any manner are likely to be rejected and Tender document is not transferable.

- Bids submitted after due date or incomplete in any respect are liable to be rejected.

- PLC is not responsible for non-receipt of Bid within the specified due date to any reason including holidays or any failures in submission of Bid documents.

- Technical bid would be opened first. PLC reserves the right not to process the Commercial Bids in case the Technical Bid is found to be unsuitable / not fulfilling the requirements as specified in the tender document.

- The equipment/products quoted should not be from the discontinued production line. In case of discontinuation of the production line after the issue of purchase order, the bidder shall supply the next higher configuration on the same terms.

- In case of any reduction in the price due to Government levies/duties/OEM prices, Bidder should offer the price reduction to PLC on all the Components of the proposed solution scheduled to be delivered after one week of the effective date of such announcement. For this purpose, Bidder should voluntarily intimate such price reduction to PLC, produce the document of OEM's listed price Bid document for Purchase and Maintenance Personal Computers and the discounted price offered to PLC

- All the standards related to the solution proposed are to be Compliant as per the best industry standards.

- PLC reserves the right to cancel the Bid Documents without assigning any reason.

- The price quoted should be exclusive of applicable taxes and relevant Government levies should be mentioned separately

- It is Bidder's responsibility to process / submit / clear any document from the respective department/authority for delivery to PLC and any expenses to be incurred towards this process should be paid by the Bidder.

- The prices quoted by the Bidders shall be in Sri Lankan Rupees only and the prices quoted should be **valid for a 60 days period**.

- The category of item and quantity indicated in the Bid Document are tentative. PLC reserves the right to increase or decrease the quantity or delete some or all of the items depending on the needs of PLC.

- Bidder should submit sample of same quoted product and model when request by PLC.

04. Eligibility criteria:

The Bidders will have to satisfy the following criteria (proof documents should be submitted): -

- The bidder shall have the capability to provide island-wide after-sales service and technical support, including coverage for all PLC branches across Sri Lanka. **Bidder should provide details of service locations on Bidder's Company Letter Head.**

- The Bidder should have minimum of ten (10) years' experience in selling (Computers similar type of proposed same make/brand.) in Sri Lanka. **Document evidence should be provided.**

- The Bidder must have supplied a minimum of 500 Personal Computers of the proposed brand in a single year during the last five (5) years ending 31st March 2026, which must be in successful operation for at least one (1) year prior to the bid opening date. **(Proof should provide – evidence documents /Customer references/ PO Copies).**

- The bidder should have proven experience in supplying, installation and commissioning of at least one (01) Projects over 300 Personal computers during last three years **(copies of Purchase Orders should be submitted as proof documents. If proof documents are not submitted, bid will be considered as non-responsive).**

- The bidder shall have minimum twenty (20) qualified and certified technicians to implement, maintain, and support the proposed solution with computer hardware, maintenance and professionals with minimum NVQ Level 3 or a relevant PC hardware repair certificate **(Count should be mention count & Proven certificates should be submitted)**

- The bidder' must submit Certify document from OEM (Original Equipment Manufacturer) that contain warranty coverage and guarantee information should available on OEM official website. **(This should be mandatory document - Failure to provide the required OEM documentation with the bid shall result in disqualification of the bid)**

- The bidder shall ensure that all reported incidents and service requests are properly logged, assigned, tracked, escalated, and resolved through the ticketing system in accordance with the agreed SLA requirements.

- Peripherals warranty should clearly mention in a quote document.

- The bidder shall clearly state the proposed incident response and resolution times and confirm their agreement to comply with the PLC defined service level requirements (SLA Matrix).

- The Bidder should not have been blacklisted, suspended, or debarred from any institute in Government of Sri Lanka. **(Include term in bid submission Form)**

- The bidder should be profit- making in the last 3 financial years. **(The bidder should submit the certified copies of Audited Financial Statements)**

- The preferred delivery period for the items is **4–8 weeks from the date of issuance of the official Purchase Order by PLC**. If there is any deviation from the specified delivery period, bidders should clearly indicate the proposed delivery period, in number of weeks, to the end locations in their Financial Proposal.

05. Mandatory documents

a. Signed Bid Submission Form
b. Board Resolution on signing authority
c. Certification of incorporation (Same Brand bided)
d. Relevant technical literature
e. OEM Documents (Product/OS/Warranty)
f. Customer relevant references to prove eligibility criteria (page no. 07)

Note - Submission of the required OEM documentation is compulsory. Failure to provide the required OEM documentation with the bid shall result in disqualification of the bid.

06. Usage

- The systems shall be used for on-line as well as offline operations simultaneously.
- Personal Computers are installed to act as Clients, shall be interconnected via Ethernet LANs. Printers would be attached to individual clients or on the network. The Systems should support all the networking protocols. In case of non-support, Bidder should provide necessary alternative within the same cost.

a) Scope of the Work

- Total solution would cover supply, operationalization, warranty (for 5 years) of hardware/ as per specification (Annexure-A). The solution should be complete in all respect.

- The Summary of activities that are part of the scope is as mentioned below: The capabilities, operating characteristics and other technical details of the hardware and software offered should be furnished together with product brochures, literature, etc. in the Technical Bid. The make and

model of each component shall be indicated. The system software offered by the Bidder should be of the latest versions.

- The technical literature of hardware should provide details on architecture, scalability, high availability etc. with details of the processors, memory, cache (internal/external), controllers, Network Interface Cards, power supply, ports etc.

- Proposed hardware should be made high availability and high reliability to reflect the 24x7 nature of the PLC network

- Bidder shall furnish the details of local service centers at all the locations of the PLC and shall deploy only trained service personnel to resolve the issues which may arise.

- The Systems quoted in response to the Bid Documents should be from the current line of production.

b) Specifications of Equipment:

The technical specifications of the equipment's specified in the schedule (Annexure A) are the minimum requirements of the PLC. The Bidders are at liberty to indicate higher specifications than the minimum levels. The PLC reserves the right to place orders at the higher specifications offered by the Bidders. Similarly, the warranty period is the minimum required. The Bidders are at liberty to offer a higher warranty period and the PLC / Indenter reserves the right to avail of the longer warranty period offered.

- Separate port for Personal Computers charging.

07. Bid Validity

The tender offer must be valid for a period of **60days** from the date of submission. Any offer falling short of the validity period is liable for rejection.

7.1 Two Bid System Tender

- The offers shall be in two separate parts containing Technical and Financial Proposals. Bid documents should be submitted in separate, properly sealed envelopes (A4 size) for the Technical Proposal and Financial Proposal, clearly indicating the respective proposal on the left-hand corner of each envelope.
- Further Bid documents should be addressed to Head of Administration, People's Leasing & Finance PLC, No. 1161, Maradana Road, Colombo 08 and deposited in the tender box located at the Logistics Department, Head Office – Main Building, 2nd Floor, on or before the stipulated closing date and time.
- Interested eligible bidders may obtain further information from the Logistics Department by contacting 011-2631235 / 011-2631240.
- Bid opening will not be conducted in the presence of the public & Late bids will be rejected.

7.1.1 Technical Proposal

The Technical Proposal should be complete in all respects and contain all Information asked for, except commercial details. Further should indicate whether products and services asked for are quoted. Further should indicate following details.

Name of Bidder:

Contact Officer:

Mobile No.:

Email ID:

The Technical Proposal must contain the following documents with bid submission form: -

1. Technical Proposal as per Annexure A.
2. Other technical details of the product like leaflets/manuals etc (if any).
3. Copy of Business registration

(d) List of addresses of Bidder's own office or channel partners.

(e) Warranty support letter from OEM clearly indicating the warranty period.

(f) Principal Authorization letters and confirmation from principal for experience in 5 Year of the company for trading the product.

(g) Details of earlier contracts executed as mentioned in the eligibility criteria including clientele with contact details and PO copies (should have included quantities clearly)

7.1.2 Financial Proposal

Bidders are requested to submit two Financial Bid proposals, namely **Option I** and **Option II**. Bidders may submit either both options or only one of the options, as they prefer, provided that the submitted option(s) are clearly identified as **Option I** and/or **Option II**. However, **PLC reserves the sole right to select the Financial Bid proposal option at its discretion**.

The Financial Proposal must be complying with details as per Annexure B and two separate quotations should be forwarded for 500 Nos for option I & option II.

It must give all the relevant price information and should not contradict the Technical Proposal in any manner. The Price Schedule (PS) must be filled in completely, without any errors, erasures or alterations. Please note that the price quoted for purchase of Personal Computers should be mentioned exclusive of all taxes, levies and separately indicate applicable taxes with 5 years comprehensive warranty should be offered and should include service details.

The Financial Proposal shall be submitted only in a sealed A4 envelope since financial proposal compulsory to deposit in the tender box.

7.2 Bid Submission Timeline

Bids shall be in conformity with the technical specifications given in Annexure A and should be deposited in the tender box located at the Logistics Department, People's Leasing & Finance PLC, No. 1161, Maradana Road, Colombo 08 (Head Office – Main Building, 2nd Floor) on or before **15.09.2026 at 1:30 PM a**nd late submissions will be rejected.

7.3 Bid Opening

Bid opening will not be conducted in the presence of the public.

08.Technical Documentation

All products quoted in Annexure A should be associated with specific model numbers, names and printed literature describing the configuration and functionality.

09. Right to Alter Items.

- PLC reserves the right to delete items from the Schedule of Requirements specified in the tender.
- PLC reserves the right to modify specifications of any items.
- PLC reserves the right to split the order to two or more Bidders.
- PLC reserves the Right to Accept Any Offer and to reject any or All Offers
- PLC reserves the right to accept or reject any tender offer, and to annul the tendering process and reject all tenders at any time prior to award of contract, without thereby incurring any liability towards the affected Bidder(s) or any obligation to inform the affected Bidders(s) of the grounds for the PLC's action.

10. Signing of Proposals

The Bid Offer shall be typed and shall be signed by the Bidder or a person duly authorized in writing to bind the Bidder to the Contract. All pages of the proposals, shall be initialed by the person or persons signing the bid documents.

The Tender Offer shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the offer.

11. Bid Evaluation

- Initially Technical Bids will be opened and evaluated. Those bidders who satisfy Qualifying/Eligibility Criteria will be only considered for technical evaluation.
- If Bidder is failed to submit any of the deliverable as per technical specification including all hardware comply all specifications as per annexure-A bids will be rejected.

- PLC will validate client reference and if any discrepancy /unsatisfactory feedback found bid documents for supply and Maintenance Personal Computers which will lead to technical disqualification and commercial proposals of such Bidders will not be considered.

12. Bid Security

The Bidder agrees to submit the **Bid Security** as specified in the Bid submission Form and shall submit a Bid Security equivalent to **1.5% of the total bid value, excluding taxes.** The Bid Security shall be valid for the period specified in the Bidding Document and shall be submitted in the prescribed form and manner acceptable to **PLC**.

The Bid Security shall be issued by a local commercial bank which is operating in Sri Lanka and approved by the CBSL. The Bid Security shall be submitted along with the Bid and shall remain valid until the expiry of the bid validity period. The Bid Security of the successful Bidder shall be retained until the required Performance Security is submitted and accepted by PLC.

PLC reserves the right to forfeit the Bid Security in accordance with the conditions of the Bidding Document, including in the event that the successful Bidder fails to accept the award, fails to sign the contact, or fails to submit the required Performance Security within the specified period.

The Bid Security of unsuccessful Bidders shall be released in accordance with the previsions of the Bidding Document.

13. Performance Security

The successful Bidder agrees to submit the Performance Security as specified in the Bid Submission Form and shall submit a Performance Security equivalent to **10% of the total procurement value, excluding taxes**. This shall be refund within **30 days of the completion of the delivery of the agreed total quantity of goods with agreed Technical specification.**

Further this Performance Security shall be in the form of a bank guarantee issued by a commercial bank operating in Sri Lanka and approved by the Central Bank of Sri Lanka. The Performance Security shall be submitted to and accepted by PLC prior to the issuance of the official Purchase Order. PLC shall issue the official Purchase Order only upon acceptance

of the Performance Security. PLC has the right to recover any costs incurred due to delays in delivery, reject the Purchase Order after its acceptance by the selected bidder, and reject any delivered items that deviate from the agreed specifications.

14. Award of Contract

The final decision in this matter is vested exclusively with the "PLC", and the Management of the "PLC" is not obliged to accept the lowest bid, but has the discretion to select a bid, considering relevant facts. Further, "PLC" reserves the right to further negotiate with the bidders, if necessary.

Prior to the expiration of the bid validity period, PLC shall notify the successful Bidder in writing that its Bid has been accepted.

15. Delivery of items

The delivery schedule for the various items covered under

the Annexure A would be within 4-8 weeks from the date of release of Purchase order. All the Personal Computers should be delivered to People's Leasing and finance PLC, No. 1161, Maradana Road, Colombo 08 (Head office). The exact number of Personal Computers to be delivered at the location would be mentioned in the Purchase order.

16. Payment Terms:

The Transactions should be in credit basis and minimum credit period should be **30 days**.

17. Warranty

The Bidder should provide comprehensive warranty 5 years' period (and onsite support) of from the date of installation and commissioning and acceptance of equipment by PLC.

The Bidder shall be fully responsible for the manufacturer's warranty for all equipment, accessories, spare parts etc. against any defects arising from design, material, manufacturing, workmanship, or any act or omission of the manufacturer / Bidder or any defect that may develop under normal use of supplied equipment during the warranty period.

After sale Service (Warranty) - Bidder should have help desk system which covers 8-5 (5 days) with the dedicated staff. After sale within warranty period should cover onsite Support Island wide. Also it should cover under mentioned timeline number of Technical staff should be mentioned
PLC Strictly Requires the Following Support Services in Accordance with the SLA Matrix

Priority	Description	Response Time	Target Resolution Time
1	Within Colombo	2 hours	Within Business Day
2	Out of Colombo	2 hours	Next Business Day

Annexure A

Technical Proposal for 500 Nos of PCs

No	Component	Minimum Required Specification	Bidder's Response (Comply / Not Comply)	Remark
i.	Make	Branded (Must specify)		

ii.	Model	Must specify		
iii.	Country of Origin / Country of Manufacture	Must specify		
iv.	Type	Tower Form Factor		
Hardware specifications				
1	Processor	Intel Core Ultra 5 235 or better		
2	No. of CPU Cores	Minimum 14 cores		
3	CPU Frequency (Base frequency - Performance Core)	Minimum 3.4 GHz base frequency (Bidder must specify)		
4	Cache Memory	Minimum 24 MB L3 cache		
5	Motherboard / Chipset	Compatible with the proposed processor and all other components, supporting TPM 2.0, UEFI Secure Boot, and BIOS security features. (Bidder must specify)		
6	Graphics Adapter	Intel Integrated Graphics / On board Graphics		
7	Main Memory (RAM)	16GB (1x16) DDR 5 , 5600Mhz		
8	Memory upgradability	RAM Must be upgradable to 64GB		
9	No of RAM slots	2 Slots		
10	System Storage	512 GB NVMe SSD		
11	Storage Upgradability	Must be able to add at leaset one additional SATA 3.5" Drive to the computer without any modifications. (Bidder must specify)		
12	Expansion Slots	Minimum 2 Expansion slots including 1 Nos PCIe x 16. (Bidder must specify)		
13	Power Supply	PFC, auto-sensing, 80PLUS® Bronze. Vendor must provide all necessary cables with standard 13A square pin connector. (Power supply must be a separate, discrete unit;		

		integrated or on-board power supplies are not acceptable) (Bidder Must Specify)		
14	Display	24-inch Full HD (1920 × 1080) Color LED Monitor with IPS Panel or better compatible with the computer. Must be same brand as the Computer.		
15	Audio	Integrated speaker 2W High-Definition stereo audio with Headphones and mic combo audio jack.		
16	Network Interface	Gigabit Ethernet Network Interface (10/100/1000) Ethernet RJ-45 and Wi-Fi 6 & Bluetooth 5.0 Wireless card		
17	I/O Ports	6 x USB-A 3.2 Gen 1 x USB-C® 3.2 Gen 1 x HDMI 1 x VGA or 1 x DP 1 x headphone / microphone combo jack		
18	Keyboard	USB English International Standard Keyboard - Same brand as the proposed PC		
19	Mouse	USB Wired Two button with scroll wheel optical mouse - Same brand as the proposed PC		
Software / System specifications				
20	Operating System	Windows 11 Pro 64-bit Genuine Product (Preinstalled) – OS License should be embedded into the BIOS/UEFI by the OEM. The OS license should independently verifiable online through the respective OEM/vendor licensing platform.		

21	Hardware Diagnostics System	Pre-boot hardware diagnostics embedded directly into the system ROM/Firmware, capable of running without an operating system.		
22	BIOS Security System	The BIOS system shall provide OEM hardware-enforced BIOS self-healing and automatic recovery from a protected backup BIOS/firmware copy.		
Standard Compliance & Certificates				
23	Product Certifications of the Quoted Model	EPEAT Gold, ENERGY STAR®, any other equivalent certificate issued by a reputed authorized body. Documentary Evidence Must be provided		
24		Valid ISO 9001 : 2015 and ISO 14001 : 2015		
25		Offered Model must possess RoHS , FCC & CE or Equivalent Certification		
26	Manufacturer Authorization Certificate	Manufacturer/OEM Authorization Certificate shall be provided for the proposed product (Distributor letters will not be accepted)		
27	Warranty Certificate	Manufactures Comprehensive warranty – OEM comprehensive 5-year warranty is required for the PC and all included peripherals (with keyboard and mouse)		
Support & Information				
28	After sales support	A similar-grade backup unit shall be provided within 2 days in case of a hardware failure.		

29		Island-wide on-site support shall be provided at all branches in accordance with the Bid document mentioned SLA matrix.		
30	Warranty Verification / Information	The OEM shall maintain a centralized, publicly accessible web portal through which the Organization can independently verify each system's original factory hardware configuration and active warranty status using the system's unique Serial Number/Service Tag.		

Product principal supported

……..

Authorized Signature and Company Seal

Annexure B

Bidders are requested to submit two Financial Bid proposals, namely **Option I** and **Option II**. Bidders may submit either both options or only one of the options, as they prefer, provided that the submitted option(s) are clearly identified as **Option I** and/or **Option II**. However, **PLC reserves the sole right to select the Financial Bid proposal option at its discretion**.

Option I – Outright Purchase:
The total payment will be made upon the immediate transfer of ownership of the goods to PLC.

Option II – Lease Facility:
Payment will be made through a financial solution offered by the Bidder, using a lease facility for a period of **three (3) years**, commencing from the date of acceptance of the order by PLC. Ownership of the goods will be transferred to PLC at the end of the three-year lease period or immediately upon completion of the lease facility, as applicable. The lease facility may be arranged through a leasing party nominated by the Bidder and approved by PLC.

Option I

Financial Proposal for 500 Nos of PCs

Product as per the technical specification mentioned in Annexure A (Option II)	**Product Description**	**Qty.**	**Unit Price (Excluding taxes)**
Personal Computers with five year comprehensive warranty with onsite support			
Applicable Taxes			
Grand total			

Bidder's Name and the address :

Contact Person :

Contact Details :

Date :

……

Authorized Signature and Company Seal

- The Above Prices should be mentioned separately exclusive taxes and inclusive of all Taxes in separate quotations as above.
- The Bidder must provide Comprehensive onsite warranty for a period of Five years from the date of installation, commissioning and acceptance of equipment by PLC

OPTION II

Operating Lease with Purchase Option

PLC intends to obtain 500 Personal Computers on an Operating Lease basis for three (03) years / 36 months, in accordance with Annexure A. The arrangement shall include provision, delivery, installation, commissioning, comprehensive maintenance, technical support and replacement services throughout the lease period.

Particular	**Requirement**
Quantity	500 Personal Computers
Lease Period	Three (03) Years / 36 Months
Maintenance & Support	Comprehensive maintenance and island-wide on-site support as per PLC SLA
Lease Rental	Monthly rental per PC, inclusive of specified lease services
Rental Escalation	No escalation during the 36-month lease period
Ownership During Lease	Ownership and legal title remain with the Lessor
End of Lease	PLC intends to purchase the leased PCs at the predetermined purchase price quoted below

COMMERCIAL OFFER – OPERATING LEASE

Description	**Qty**	**Monthly Rental / PC** Rs.	**Total Monthly Rental – 500 PCs** Rs.	**Total 36-Month Rental** Rs
PC package as per Annexure A, including comprehensive maintenance and support	500			.

PURCHASE OPTION AT END OF LEASE

Description	**Qty**	**Unit Purchase Price at End of 36 Months** Rs.	**Total Purchase Price** Rs
Personal Computers provided under the Operating Lease	500		.

KEY CONDITIONS

- 1. Lease rental shall commence only upon delivery, installation, commissioning and formal acceptance by PLC.
- 2. Monthly rental shall include all maintenance, parts, labour, technical support and replacement services specified in the Bid Document.
- 3. Purchase price at the end of 36 months shall be fixed and shall not be unilaterally revised, except for applicable statutory taxes/levies.
- 4. At the end of the lease, PLC intends to purchase the equipment. Upon payment of the agreed purchase price, ownership and legal title shall transfer to PLC.
- 5. Any escalation, early termination charge, advance payment, residual value or other charge shall be clearly disclosed; no undisclosed charge shall apply.
- The Bidder shall clearly indicate whether **ownership of the Personal Computers will be transferred to PLC at the end of the 36-month lease period without any additional payment**.
- The five-year comprehensive warranty and onsite support shall remain applicable for the full five-year warranty period.
- **COMMERCIAL EVALUATION BASIS:** Total Evaluated Cost = (Monthly Rental per PC × 500 × 36 Months) + Purchase Price at End of Lease

Bidder Name	**Authorized Signatory**	**Date**

Annexure C

Related Documents

Supply and Maintenance of Personal Computers 500 Nos

1. **Bid Submission Form**
2. **Performance Security**
3. **Manufacturer's Authorization**
4. **Non-collusion Affidavit**
5. **Bid Security / Guarantee**
6. **Contract Agreement**

Bid Submission Form

(No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.)
(This should be written in the Letterhead of the Bidder. Except for indicated fields, no changes may be made in this template.)

Date:
To:

Dear Sir/Madam:
We, the undersigned, hereby offer to supply the goods and related services required for [insert: title of goods and services required] in accordance with your Invitation to Bid dated [Insert: bid date]. We are hereby submitting our Bid with the price schedule.

We hereby declare that:

i) All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification.
ii) We are currently not on the removed or suspended vendor list of PLC and not have been blacklisted, suspended, or debarred from any institute in Government of Sri Lanka.
iii) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
iv) We do not employ, nor anticipate employing, any person who is or was recently employed by PLC.
v) We agree to submit a **Performance Security** equivalent to 10% of the total procurement value (excluding taxes.) for any of Financial Proposal (Option I & II)
vi) We agree to provide **Bid security** equivalent **to 1.5% of the total procurement value (excluding taxes).**
vii) We know that it will be refund within 30 days of the completion of the delivery of the agreed total quantity of goods with agreed Technical specification by PLC for option I of Financial Proposal and refund immediately after the signing of lease agreement for option II of Financial Proposal.
viii) We confirm that we have read, understood and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required.
ix) We agree to abide by this Bid for **(insert: period of validity).**
x) We undertake, if our Bid is accepted, to initiate the supply of goods and provision of related services not later than the date indicated in the Bid Documents.

We fully understand and recognize that PLC is not bound to accept this Bid that we shall bear all costs associated with its preparation and submission, and that PLC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

Yours sincerely,
Authorized Signature [In full and initials]:
Name and Title of Signatory:
Name of Firm:
Contact Details:
[Please mark this letter with your corporate seal and attach the **Board Resolution relating to signing Authority**]

Performance Security

_____[Issuing Agency's Name, and Address of Issuing Branch or Office]_____ Beneficiary: _____ [Name and Address of Employer] _____ Date: _____

PERFORMENCE GUARANTEE/SECURITY No.: _____

We have been informed that _____ [name of Contractor/supplier] (hereinafter called 'the Contractor") has entered into Contract No. _____ [reference number of the contract] dated _____with you, for the _____ [insert "construction / "supply"] of _____ [name of contract and brief description of Works or supply] (hereinafter called "the Contract"). Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required. At the request of the Contractor, we _____ [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of _____ [amount of figures] (_____) [amount in words], such sum being payable in the types and proportions of currencies in which the Contract price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein. This guarantee shall expire, no later than the _____ day of _____, 20_____ [insert 28 days beyond the scheduled contract completion date]. and any demand for payment under it must be received by us at this office on or before that date. _____ signature(s)]

Manufacturer's Authorization

Date:

Head of Administration
People's Leasing & Finance PLC
No. 1161, Maradana Road,
Colombo 08

We,……..[insert complete name of Manufacturer], who are official manufacturers of……[insert type of goods manufactured], having factories at…… [insert full address of Manufacturer's factories], do hereby authorize ……[insert complete name of Bidder] to submit a quotation the purpose of which is to provide the following Goods, manufactured by us……[insert name and or brief description of the Goods], and to subsequently negotiate and supply the goods.

We hereby extend our full guarantee and warranty, with respect to the Goods offered by the above firm.

Signed: …….
[insert signature(s) of authorized representative(s) of the Manufacturer]

Name: …….
[insert complete name(s) of authorized representative(s) of the Manufacturer]

Title: …….
[insert title]

Duly authorized to sign this Authorization on behalf of: [insert complete name of Bidder]

Dated on……day of……. [insert date of signing]

Non-collusion Affidavit

(Relevant Reference to the Procurement Guidelines - 1.5)

The undersigned bidder or agent, hereby solemnly, sincerely, and truly declares and affirms/makes an oath and states as follows;

a) That he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership representing him/her, entered into any combination, collusion, or similar agreement with any person in connection with the price to be bid;

b) That he/she or anyone representing him/her has not taken any step whatsoever to prevent any person from bidding, nor to induce anyone to refrain from bidding; and

c) That this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to this bid.

He/she further states that no person, firm, or corporation has received or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value in connection with the submission of this bid. The bidder accepts full responsibility for ensuring the absence of collusion and hereby pledges to abide by fair and ethical competition practices throughout the procurement process and fully comply with the applicable Procurement Guidelines.

I hereby affirm, under the penalties for perjury, that all statements made by me in this affidavit are true and correct.

The foregoing Affidavit having been

duly read over and explained by me to

the Affirmant above named and he/she

having understood the contents therein

and admitted to be correct, affirmed

and set his/her signature hereto before

me) on this …. day of … at …

BEFORE ME,

JUSTICE OF THE PEACE/COMMISSIONER OF OATHS

Bid Security / 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: Head of Administration, People's Leasing and Finance PLC**.

Date: ---------- [Insert (by issuing agency) date]

BID GUARANTEE No.: ---------- [Insert (issuing agency) number]

We have been informed that ---------- [Insert (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 (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 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 Bid Document or

(c) Having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the contract form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the Bid Document.

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) authorized representative(s)]

Contract Agreement

THIS CONTRACT AGREEMENT is made the [insert: number] day of [insert: month], [insert: year].

BETWEEN

(1) [insert complete name of Purchaser], a [insert description of type of legal entity, for example, an agency of the Ministry of ……. Or corporation and having its principal place of business at [insert address of Purchaser] (hereinafter called "the Purchaser"),

And

(2) [insert name of Supplier], a corporation incorporated under the laws of [insert: country of Supplier] and having its principal place of business at [insert: address of Supplier] (hereinafter called "the Supplier").

WHEREAS

the Purchaser invited bids for certain Goods and ancillary services, viz., [insert brief description of Goods and Services] and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of [insert Contract Price in words and figures, expressed in the Contract currency(ies)] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract: This Contract Agreement, Contract Data, Conditions of Contract, Technical Requirements (including Schedule of Requirements and Technical Specifications), The Supplier's Bid and original Price Schedules, The Purchaser's Notification of Award, [Add here any other document(s)]

3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods

and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Democratic Socialist Republic of Sri Lanka on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed: [insert signature]

in the capacity of [insert title or other appropriate designation]

in the presence of [insert identification of official witness]

For and on behalf of the Supplier

Signed: [insert signature of authorized representative(s) of the Supplier]

in the capacity of [insert title or other appropriate designation]

in the presence of [insert identification of official witness]