

Request for Proposals
Mail Management Programme for Southern Provincial Council
Instruction to Bidders
Bid No: SP/CS/NCB/02

I am hereby requesting for proposals to create a Mail Management Computer Programme for Southern Provincial Council through Single –Stage: Two – Envelopes Bidding Procedure.

02. In the Single – Stage: Two Envelopes Bidding Procedure, bidders submit two sealed envelopes simultaneously, one containing the Technical Proposal and other one is the price proposal, enclosed together in an outer single envelope. Initially, only the Technical Proposals are opened at the date and time advised in the bidding document. The Price Proposals remain sealed and are held in custody by the purchaser. The Technical Proposals are evaluated Purchaser. No amendments or changes to the Technical Proposals are permitted.

03. Bids should be accompanied by a bid security bond of **Rs 50,000/-** for Procurement Requesting proposals for Mail Management Computer Programme for Southern Provincial Council valid up to **25th June 2020** obtained from a bank recognizes by the Government in favour of the Chief Secretary Sothern Province.

04. You are requested to submit your Proposals address to Chairman, Procurement Committee, **Chief Secretary’s Office, S.H.Dahanayake Mawatha, Galle** under a sealed cover at or before **10.00 a.m. on 25th March 2020**. Late quotation and quotation sent by email will not be accepted. Envelopes containing the Proposals should be marked “**Bid No: SP/CS/NCB/02- Proposals for a Mail Management Programme**” **on** top left hand corner of the same. The proposals shall be enclosed the **Technical Proposal** and the **Price Proposal** in separate sealed envelopes. The bids shall be enclosed the **original** and the **copy** in separately sealed envelope duly marked envelopes as original and copy shall then be enclosed in one single envelop.

05. Proposals should be sent by registered post or be deposited in the tender box kept at the Accountant room of the Supply Branch in the Chief Secretary’s Office Southern Province.

06. Technical Proposal will be opened at the chief secretary’s office immediately after the close of the receipt of the proposals at 10.00 a.mon **25th March2020** in the presence of those bidders and/or their representatives who wish to be present at the opening.

07. The accepted bidder should make an agreement with the chief secretary Southern Province accompanied with 5% performance bond of the total price proposal value for entire warranty period.

08. The bidders are advised to furnish the following documents by using attached specimen forms and given instructions in this letter.

(i). Bid Submission Sheet (Specimen form attached - **Annexure1**

(ii). Format for Bid Security Guarantee (Specimen form attached– **Annexure 2**)

(ii). Copy of the agreement (**Annexure 3**)

(iv) Copy of the business registration or joint venture agreement if necessary

(v) Client List.

Sunil Poddiwala,

Deputy Chief Secretary (Finance),

Southern Province.

06.03.2020