



Procurement of Goods
Under
National Shopping Procedures

Invitation of BIDS

For

Procurement for

**Purchase of Brown Kraft paper stand-up zip pouch with
transparent window**

Contract No: PDB/2026/CAP/PRO/17

Duplicate

Palmyrah Development Board

A9 Road, Kaithady, Jaffna, Sri Lanka.

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. <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> (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 (unless stated in the Data Sheet) 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	<p>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”.</p> <p>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.</p> <p>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.</p>
8. Period of quotation	8.1 Quotations shall remain valid for the period of sixty (60) days Validity of 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	<p>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.</p> <p>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.</p>
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	<p>13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>13.2 A representative of the bidders may be present and mark its attendance.</p>

E: Evaluation and Comparison of Quotation	
14. Clarifications	<p>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.</p> <p>14.2 The Purchaser's request for clarification and the response shall be in writing.</p>
15. Responsiveness of Quotations	<p>15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>15.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>
16. Evaluation of quotation	<p>16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>16.2 To evaluate a quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"> (a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (c) price adjustment due to discounts offered. <p>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.</p>
17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	<p>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.</p>
F: Award of Contract	
18. Acceptance of the Quotation	<p>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.</p>
19. Notification of acceptance	<p>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.</p>

Section II: Data Sheet

ITV Clause Reference	
1.1	<p>The Purchaser is: The Chairman, Department Procurement Committee, Palmyrah Development Board.</p> <p>Address: Palmyrah Development Board, A9 Road, Kaithady, Jaffna, Sri Lanka.</p> <p>T/P No: 0212222034</p> <p>Fax No: 0212224154</p> <p>E-mail: slpdbho@yahoo.com</p>
4.2	Different options for the same item will not be considered
5.0	The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including discount offered, and delivery charges up to Palmyrah Development Board, Jaffna.
7.3	Manufacturer's Authorization is required
8.1	Quotations shall remain valid for the period of Forty-five Days (45) days after the quotation submission deadline date.
11.1	<p>Address for submission of Quotations is: The Chairman, Palmyrah Development Board, A9 Road, Kaithady, Jaffna.</p> <p>Deadline for submission of quotations is: 15.07.2026 at 02.30 pm</p>
13	The quotations shall be opened at the following address immediately after closure: Palmyrah Development Board, A9 Road, Kaithady, Jaffna.
16 ¹	<p>Other factors that will be considered for evaluation are,</p> <ul style="list-style-type: none"> ▪ Price and specification will be the main criterion ▪ Warranty period ▪ After sales services ▪ For every 15 days of delayed delivery date proposed by the bidder beyond the delivery date requested by the Employer, the Bid Price will be loaded by 2% for evaluation purposes.

Section III: Schedule of Requirements

NO	Description of Goods	Qty	Unit	Destination	Transportation and any other service	Delivery Date		
						Delivery Date	Latest Delivery Date	Bidder's offered Delivery Date
01	Brown Kraft paper stand-up zip pouch with transparent window (16CM – 22 CM)	5000	Nos	Palmyrah Development Board, Kaithady Palmyrah Development Board, Kaithady		15 days from issue the purchase order	30 days from issue the purchase order	
02	Brown Kraft paper stand-up zip pouch with transparent window (18CM – 26 CM)	5000	Nos			15 days from issue the purchase order	30 days from issue the purchase order	

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

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

Section IV: Technical Specification & Compliance (01)

Requirement Specification for Brown Kraft paper Stand up zip pouch with transparent window (16CM – 22 CM)

S.No.	Component Description	Purchaser’s Minimum Technical Specifications	Bidder’s Response (Yes/No)	If “No” comment/s on the offer
1	Type	Brown Kraft paper stand-up zip pouch with transparent window (16CM – 22 CM)		
2	Grade	Food		
3	Pouch Size	16CM – 22 CM		
4	Window Hight	4 CM		
5	Outer Layer	Brown Kraft paper		
6	Inter Layer	High Density Polyethylene HDPE		
7	Window	Clear Translucent HDPE		
8	Film Thickness	28 Microns (Double-Sided)		
9	Design and Construction	Stand-up (self-standing bottom gusset) design, Resealable zip lock closure, Side tear notches for easy opening, Heat-sealable top for tamper evidence, Transparent window for product visibility		
10	Performance Characteristics	Moisture-proof and waterproof, good heat-sealing strength, Excellent sealing performance, Leak-proof and durable, Mildew-resistant and maintains product freshness, Suitable for repeated use (resealable)		
11	Colour	Brown (natural kraft finish)		
12	Print	Full front-side printing (excluding window area), Artwork/design will be provided after award in PDF format		

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

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



Section IV: Technical Specification & Compliance (02)

Requirement Specification for Brown Kraft paper stand-up zip pouch with transparent window (18CM – 26 CM)

S.No.	Component Description	Purchaser's Minimum Technical Specifications	Bidder's Response (Yes/No)	If "No" comment/s on the offer
1	Type	Brown Kraft paper Stand up zip pouch with transparent window		
2	Grade	Food		
3	Pouch Size	18 CM – 26 CM		
4	Window Hight	4 CM		
5	Outer Layer	Brown Kraft paper		
6	Inter Layer	High Density Polyethylene HDPE		
7	Window	Clear Translucent HDPE		
8	Film Thickness	28 Microns (Double Sided)		
9	Design and Construction	Stand-up (self-standing bottom gusset) design, Resealable zip lock closure, Side tear notches for easy opening, Heat-sealable top for tamper evidence, Transparent window for product visibility		
10	Performance Characteristics	Moisture-proof and waterproof, good heat-sealing strength, Excellent sealing performance, Leak-proof and durable, Mildew-resistant and maintains product freshness, Suitable for repeated use (resealable)		
11	Colour	Brown (natural kraft finish)		
12	Print	Full front-side printing (excluding window area), Artwork/design will be provided after award in PDF format		

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

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



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 be accepted.]

Date:

To: Chairman, Palmyrah Development Board.

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 **Purchase of Brown Kraft paper Stand up zip pouch with transparent window**

(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 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.

Price Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
No	Description of Goods	Model/ Brand Warranty	Qty	Unit	Unit price	Sub Total (7)=(4)x(6)	Inland transportati on and any other service	Total Price for Item (9)=(7)+(8)	VAT
01	Brown Kraft paper stand-up zip pouch with transparent window (16CM – 22 CM)		5000	Nos					
02	Brown Kraft paper stand-up zip pouch with transparent window (18CM – 26 CM)		5000	NOs					
Total									

Proposed Date of delivery:

Signed:.....
 [Insert signature of person whose name and capacity are shown]

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

Dated:.....

Bid Guarantee

[Note: the purchaser is required to fill the information marked as "" and delete this note prior to selling of the bidding document]*

[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:** ----- *[name and address of Purchaser]*

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 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 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)]

Bid-Securing Declaration

[Note: the purchaser is required to fill the information marked as “” and delete this note prior to selling of the bidding document]*

[The Bidder shall fill in this form in accordance with the instructions indicated in brackets]

Date: -----*[insert date by bidder]*

*Name of contract -- *[insert name]*

Contract Identification N°: -----[insert number]*

*Invitation for Bid No.: ----- *insert number]*

*To: ----- *[insert the name of the Purchaser]*

We, the undersigned, declare that:

1. We understand that, according to instructions to bidders (hereinafter “the ITB”), 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 being invited by any of the Procuring Entity as defined in the Procurement Guidelines published by National Procurement Agency of Sri Lanka, for the period of time of *three years* starting on *the latest date set for closing of bids of this bid*, if we:
 - (a) withdraw our Bid during the period of 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 ITB.
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]*

Manufacturer's Authorization

[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.: *[insert number of bidding process]*

To: *[insert complete name of Purchaser]*

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 Clause 27 of the Conditions of Contract, 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]*