



**INVITATION FOR SUBMISSION OF BIDS FOR
SUPPLY OF BLANK THERMAL BOARDING PASSES**

REFERENCE NO: 201930016

**SRILANKAN AIRLINES
COMMERCIAL PROCUREMENT DEPARTMENT (GENERAL PROCUREMENT)
AIRLINE CENTRE
BANDARANAYAKE INTERNATIONAL AIRPORT
KATUNAYAKE
SRI LANKA**

Section I. Instructions to Bidders (ITB)

A: General	
1. Scope of Bid	1.1 The Purchaser named in the Data Sheet invites you to submit a bid for the supply of Goods as specified in Section III - Schedule of Requirements for use of SriLankan Airlines Ltd Upon receipt of this invitation you are requested to acknowledge the receipt of this invitation and your intention to submit a bid.
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 Bidders• Section II. Data Sheet• Section III. Schedule of Requirements• Sections IV. Bid Submission Form• Section V. General Conditions• Annexure A : Technical/General Specifications, Compliance form and Art works• Annexure B : Price Schedule Form• Annexure C : Bid Security Form• Annexure D : Clientele Information Form
C: Preparation of Bids	
3. Documents Comprising your Bid	3.1 The document shall comprise the following: <ul style="list-style-type: none">• Sections IV : Bid Submission Form• Annexure A : Duly filled Compliance form• Annexure B : Price Schedule Form• Annexure C : Bid Security Form• Annexure D : Clientele Information Form

4. Bid Submission Form and Technical/General Specifications & Compliance form	4.1 The Bidder shall submit the Bid Submission Form using the form furnished in Section IV. 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.
5. Prices	5.1 Unless stated in Data Sheet, all items must be priced separately in the Price Schedule Form. 5.2 The price to be quoted in the bid Submission Form shall be the total price of the bid. 5.3 Prices quoted by the Bidder shall be fixed during the period specified in ITS clause 8.1 and not subject to variation on any account. A bid submitted with an adjustable price shall be treated as non-responsive and may be rejected.
6. Currency	6.1 The Bidders shall quote in Sri Lankan Rupees or foreign currency using the INCOTREM FCA only.
7. Documents to Establish the Conformity of the Goods	7.1 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 Annexure A : Technical/General Specifications, Compliance form and Art works. 7.2 Duly filled Compliance form furnished in Annexure A
8. Period of Validity of bid	8.1 Bids shall remain valid for a period of one hundred twenty (120) days after the bid submission deadline date.
9. Bid Security	9.1 The Bidder shall furnish as part of its bid, a Bid Security, using for that the Bid Declaration Form included in Annexure C. 9.2 The bid security shall be valid for a period of 4 months after the bid submission deadline date.
10. Format and Signing of Bid	10.1 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. Please ensure all documents are duly signed and stamped in the given area when forwarding.
D: Submission and Opening of Bid	
11. Submission of Bid	11.1 Bidders shall submit their bids by registered post, courier or by hand in a sealed envelope. 11.2 The sealed envelope shall bear the specific identification of this bid exercise as indicated follows: “ Invitation For Submission of Bids For Supply Of Blank Thermal Boarding Passes - Reference No: 201930016 ”

12. Deadline for Submission of Bid	12.1 Bid must be received by the Purchaser to the address set out in Section II, "Data Sheet", and no later than the date and time as specified in the Data Sheet.
13. Late Bid	13.1 The Purchaser shall reject any bid that arrives after the deadline for submission of bids in accordance with ITS Clause 12.1 above.
14. Opening of Bids	14.1 The Purchaser shall conduct the opening of bids in the presence of the Bidders at the address, date and time specified in the Data Sheet. 14.2 A representative of the bidders may be present and mark its attendance. 14.3 Presence of the Bidder, will not necessarily ensure the selection of the proposed goods.
E: Evaluation and Comparison of Bid	
15. Clarifications	15.1 To assist in the examination, evaluation and comparison of the bids, the Purchaser may, at its discretion, ask any Bidder for a clarification of its bid. Any clarification submitted by a Bidder in respect to its bid which is not in response to a request by the Purchaser shall not be considered. 15.2 The Purchaser's request for clarification and the response shall be in writing at SriLankan Airlines' address specified in the BDS.
16. Responsiveness Of Bids	16.1 The Purchaser will determine the responsiveness of the bid to the documents based on the contents of the bids received. 16.2 If a bid is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.
17. Evaluation of bid	17.1 The items will be subjected to a Technical Committee for evaluation based on the following criteria: I. Compliance for all required specifications marked as Mandatory in Annexure A II. Total cost of the contract (with advertisement in the back side and without advertisement separately) III. Sample testing to verify specifications & performance IV. Credit terms better than specified in section II from Bidders are preferred.
18. Purchaser's Right to Accept any Bid, and to Reject any or all Bids.	18.1 The Purchaser reserves the right to accept or reject any bid, and to annul the process and reject all bids at any time prior to acceptance, without thereby incurring any liability to bidders
F: Award of Contract	
19. Acceptance of the Bid	19.1 The Purchaser will accept the bid of the Bidder whose offer is not necessarily the lowest evaluated bid and is substantially responsive to the documents issued. The whole contract would be awarded to a single Bidder.

20. Notification of acceptance	<p>20.1 The Purchaser will notify the successful Bidder, in writing, that its bid has been accepted.</p> <p>20.2 Within seven (7) days after notification, the purchaser shall complete the contract, and inform the successful Bidder to sign it.</p> <p>20.3 Within seven (7) days of receipt of such information, the successful Bidder shall sign the contract.</p>
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Section II: Data Sheet

ITS Clause Reference	
1.1	The Purchaser is: SriLankan Airlines Address: Commercial Procurement Department, SriLankan Airlines, Airline Centre, Bandaranaike International Airport, Katunayake
7.1	Proprietor's authorizations is not required.
9.2	The validity of the Bid Security shall be until 13/12/2019
12.1	<p>The address for submission of bids is :</p> <p>Attention : Dehan de Silva</p> <p>Address : Senior Manager Commercial Procurement Commercial Procurement Department, Airline Centre, Bandaranaike International Airport, Katunayake, Sri Lanka Telephone : +94 197332773</p> <p>Deadline for submission of bids is on or before 13th August 2019, 1000 hrs LT (GMT +5:30)</p> <p>Details should be provided one day in advance to arrange security clearance if the bidder wishes to hand deliver bids</p>
14.1	<p>Opening of bids on 13th August 2019, 1030 hrs SriLankan Time (GMT +5:30) in Airline Centre, Bandaranaike International Airport, Katunayake</p> <p>Details should be provided one day in advance to arrange security clearance if the bidder wishes to participate for bid opening.</p>
15.2	<p>For <u>Clarification of bid purposes</u> only, SriLankan Airlines' address is:</p> <p>Attention: Chintana Devapriya</p> <p>Address: SriLankan Airlines Limited, Commercial Procurement Department (General), Airline Centre, Bandaranaike International Airport, Katunayake , Sri Lanka</p> <p>Telephone: +94 (0) 19733 2773</p> <p>Facsimile number: +94(0) 197335225</p> <p>Electronic mail address: chintana.devapriya@srilankan.com</p>

Section III - Schedule of Requirements

I.	Description of Goods	Blank thermal boarding passes
II.	Contract period	2 years
III.	2 year requirement	Boarding Pass EY (R2000110) - 13,220,000 (with advertisement in the back side or without advertisement) Boarding Pass BC (R2000115) - 1,740,000 (with advertisement in the back side or without advertisement) Printing of Boarding Passes with or without advertisement will be decided at the sole discretion of SriLankan Airlines.
IV.	Final Destination	Foreign suppliers - FCA basis Local Suppliers - Sri Lankan Airlines , Commercial stores Katunayake
V.	Delivery	On staggered basis upon receipt of the Purchase Order from SriLankan Airlines
VI.	Incoterm	FCA for foreign suppliers
VII.	Payment Term	Minimum 45 days credit from the date of receipt of the invoice *

* Advance payment is not acceptable.

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 will be accepted.]

Date:

To: SriLankan Airlines

We, the undersigned, declare that:

- (a) We have read and have no reservations to the document issued;
- (b) We agree to supply conforming to the documents issued and in accordance with the Schedule of Requirements of the following Goods [insert a brief description of the Goods];
- (c) The total price of our quotation is: [insert the individual unit price in words and figures];
- (d) Our quotation shall be valid for the time specified in ITS Clause 8.1
- (e) We understand that our 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 the duly authorized person]

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

Date:

ANNEXURE A - Technical/General Specifications, Compliance form and Art works

* Art work of the both prints and sample advertisement provided below.

Compliance form [to be filled by the bidder]

Name of the Bidder :

	Technical Specifications	Requirement (Mandatory)	Bidder's Response (Compliant or Non-compliant)	Remarks (if any)
SriLankan Boarding pass -Economy Class ((R2000110)				
1.	Size	82.5mm x 203mm	*	
2.	Die Details	Perforation 2: 1mm Start & End with 1mm cut	*	
		Perforation 3.8: 1.195mm Start & End with 0.5mm tie	*	
		Notch Hole 2x7mm		
3.	Colors	Top Blue strip (12mm) - Pantone 294 C		
		Oneworld logo - Pantone 2735 C		
		Gate subject to change. Gate will be closed 20 min before departure - Pantone 200 C		
		Item code (R2000110) - Pantone 2735 C		
4.	Paper	175gsm thermal coated board in White color		

	Technical Specifications	Requirement (Mandatory)	Bidder's Response (Compliant or Non-compliant)	Remarks (if any)
5.	Finishing	Die-cut, Perforated, With Round Corners, Notch for Sensor		
6.	Front side print	SriLankan logo and 'SriLankan Airlines' text. Item code R2000110		
7.	Winding Direction	Thermal Outside, Small passenger part first		
SriLankan Boarding pass -Business Class ((R2000115))				
1.	Size	82.5mm x 203mm		
2.	Die Details	Perforation 2: 1mm Start & End with 1mm cut		
		Perforation 3.8: 1.195mm Start & End with 0.5mm tie		
		Notch Hole 2x7mm		
3.	Colors	Top Red strip (12mm) - Pantone 200 C		
		Oneworld logo - Pantone 2735 C		
		Gate subject to change. Gate will be closed 20 min before departure - Pantone 200 C		
		Item code (R2000115) - Pantone 2735 C		
4.	Paper	175gsm thermal coated board in White color		

	Technical Specifications	Requirement (Mandatory)	Bidder's Response (Compliant or Non-compliant)	Remarks (if any)
5.	Finishing	Die-cut, Perforated, With Round Corners, Notch for Sensor.		
6.	Front side print	SriLankan logo and 'SriLankan Airlines' text. Item code R2000115		
7.	Winding Direction	Thermal Outside, Small passenger part first.		

..... [signature of person signing the Bid]

..... [designation of person signing the Bid with frank]

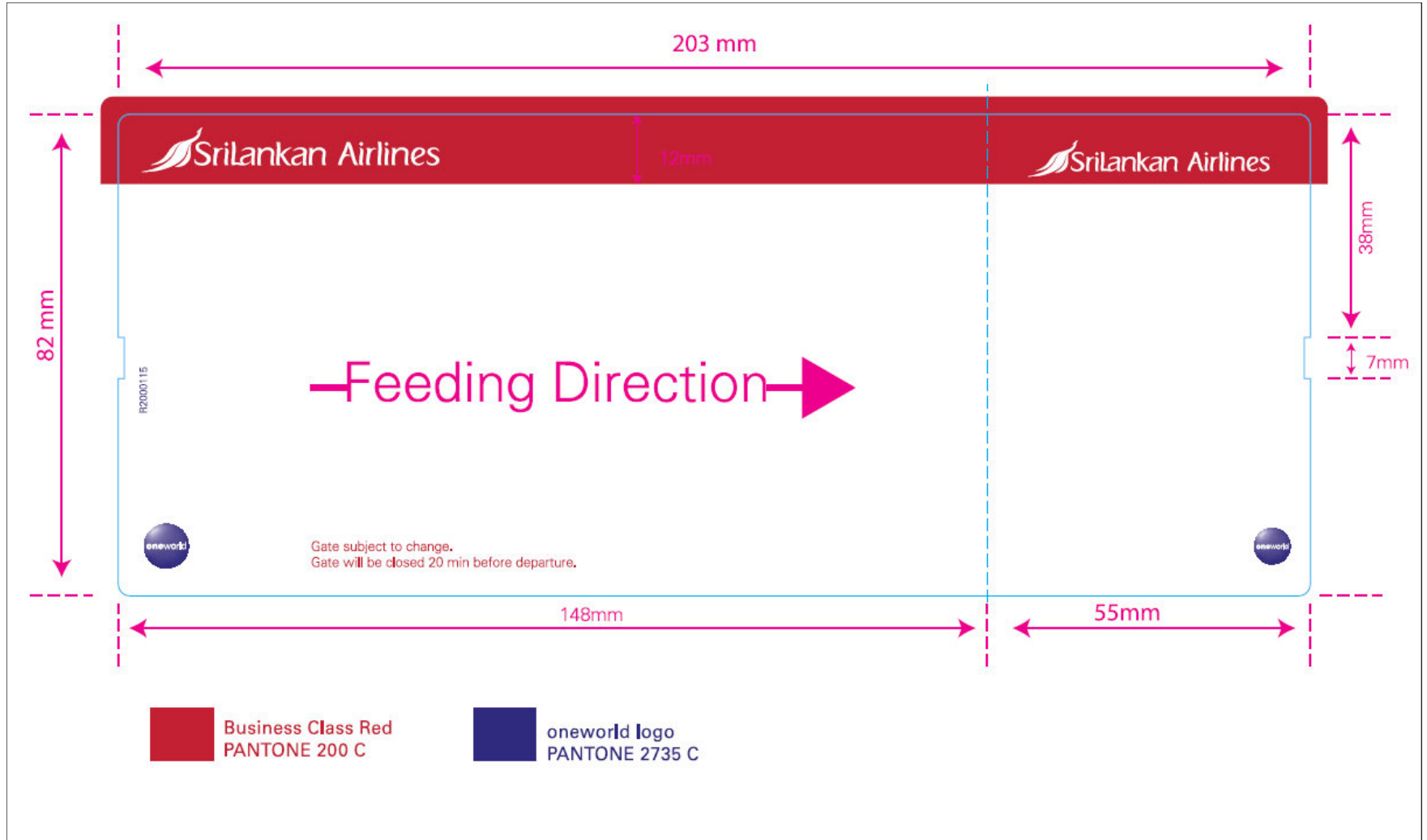
Date : {insert date}

Art works

Economy Class ((R2000110))



Business Class ((R2000115))



Sample Advertisement



Get App & Go!
SriLankan Airlines **App**

Enjoy hassle-free travel
with world class features
and options

Download the app



Book your flight on
www.srilankan.com

Cash or Card – You choose!

Pay with your card

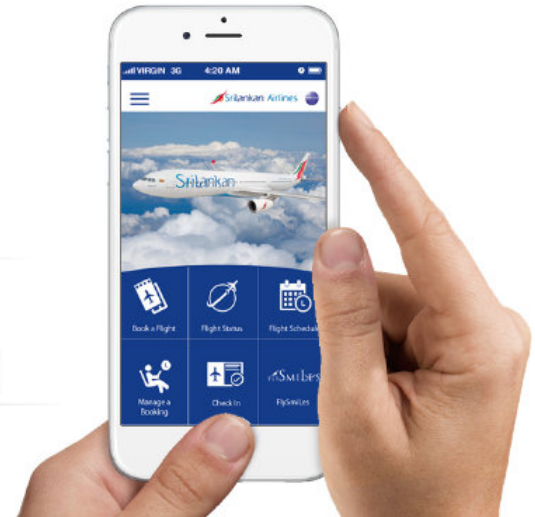


Book now Pay later

Pay in cash or with your online bank accounts



Save up to 25% when you pre-purchase
your extra baggage online



www.srilankan.com

+94117 77 1979 (Within Sri Lanka : **1979**)

www.srilankan.com

ANNEXURE B: Price Schedule Form - 201930016

Name of the Bidder :

Line Item N°	Description of Goods	Requirement	Unit of Measure	Currency	Unit Price (including NBT and excluding VAT)	Total Price (including NBT and excluding VAT)	Remarks (if any)
1	Blank thermal boarding passes	Boarding Pass EY (R2000110) - 13,220,000 nos. (with advertisement in the back side)	Each				
		Boarding Pass EY (R2000110) - 13,220,000 nos. (without advertisement)	Each				
		Boarding Pass BC (R2000115) - 1,740,000 nos. (with advertisement in the back side)	Each				
		Boarding Pass BC (R2000115) - 1,740,000 nos. (without advertisement)	Each				

Payment term:

Lead time (upon receipt of the official Purchase order):

Notes:

- Final destination Foreign suppliers - FCA basis , Local Suppliers - Sri Lankan Airlines , Commercial stores Katunayake.
- Advance payment is not acceptable.
- 45 days credit from the date of receipt of the invoice is required.
- Printing of Boarding Passes with or without advertisement will be decided at the sole discretion of SriLankan Airlines.

..... [signature of person signing the Bid]

..... [designation of person signing the Bid with frank]

Date : {insert date}

ANNEXURE C : Bid-Securing Declaration

[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 Blank Thermal Boarding Passes

*Contract Identification N°: 201930016

*Invitation for Bid No.: 201930016

*To: SriLankan Airlines

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]*

