Invitation for Quotation for

Procurement of Printing Voter's Register

Under Shopping Procedure

Contract No – S/05/01/07/2026

Election Commission

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	
	2.1 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) • Price Schedule & bid Security (Sample) • Performance security & Contract Agreement. (Sample)
	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 c. Brochure and technical description if any, related to the Product
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 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	***7.1*** The vendor shall furnish as part of its quotation the documentary

Establish the Conformity of the Goods	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 Seventy Seven (77) days after the quotation submission deadline date**.(Until 30.01.2027)**
	8.2 Bid shall include an unconditional on demand Bid Security (issued by commercial bank operating in Sri Lanka) included in Section IV Bidding Forms.
	8.3 The amount of the Bid Security shall be Rs.100,000/= **The Validity period of Bid Security shall be until 25.02.2027** **Beneficiary –Commissioner General of Elections,**
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 Registered 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; (c) Price adjustment due to discounts offered. (d) Delivery Data provided by bidder as schedule of requirement. (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.
20. Performance Security	With 07 days of receiving of award, the successful bidder shall deliver the performance security (either a bank guarantee or a bank draft) in favor of the **Commissioner General of Elections** for an amount equivalent to 10% of the contract price, unless otherwise specified in Section II Data Sheet. The performance security shall be valid up to **One month after agreed deliver Date**

Section II: Data Sheet

ITV Clause Reference	
1.1	The Purchaser is : Commissioner General of Elections Address: Election Commission, Sarana Mawatha, Rajagiriya. The Name & Identification Number of the Contract : **Procurement of Printing Voter's Register** **Contract No – S/05/01/07/2026**
4.2	Alternative bids shall not be considered
5.2	Bidders should quote for total quantity including any discounts offered.
8.2	Period of Validity of the quotation : Seventy Seven (77) days after the quotation submission date.(30.01.2027)
8.3	Bid shall include an unconditional on demand Bid Security (issued by commercial bank operating in Sri Lanka) included in Section IV Bidding Forms.
	The amount of the Bid Security shall be Rs.100,000/= **The Validity period of Bid Security shall be until 02.25.2027** **Beneficiary –Commissioner General of Elections,**
11.1	Address for submission of Quotations is Election Commission, Sarana Mawatha, Rajagiriya. Deadline for submission of quotations is **Date – 13.11.2026 Time- 2.00 PM**
13	The quotations shall be opened at the following address: Election Commission, First floor , Sarana Mawatha, Rajagiriya. **Date – 13.11.2026 Time- 2.00 PM**
16.2	Other factors that will be considered for evaluation are (a) The price as quoted; (b) Price adjustment for correction of arithmetical errors; (c) Price adjustment due to discounts offered. (d) Delivery Date provided by bidder as schedule of requirements (e) Response to Specification (f) Duly filled & Signed Bid Submission form (g) valid Bid Security (h) Non – Collision Affidavit (i) The Bidder should possess a valid certificate issued by the Registrar of Public Contract in accordance with the Section 8 of Public Contracts Act No 03 of 1987 for every Bid which exceeds Bid price of Rs.50 Million.

Section III: Schedule of Requirements

Item	Description of Goods	Qty / Unit	Final Destination	Transportation and any other services	Delivery Date	
					Latest Delivery Date	Bidder's offered Delivery date [to be provided by the bidder]
1	Data printing of voters' register	100% of Total Quantity 750,000-1,250,000 (One page printed on both sides)	**Election Commission, Sarana Mawatha, Rajagiriya**		**Within 2 weeks after awarding**	

Name of Bidder: ……..

(Insert complete name Bidder)

Signature of Bidder: ……..

(Signature of person the Bid)

Date: …….....*(Insert date)*

Price Schedule I

1	*3*	*4*	*5*	*6*	*7*	*8*
Goods and related Services offered within Sri Lanka (in Sri Lankan Rupees)						
Description of Goods or related services	Qty / unit	Unit price (inclusive of duties, sales and other taxes) Excluding VAT	Inland transportation, insurance and other related services to deliver the goods to their final destination	Total Price Excluding VAT	**VAT**	Total Price Including VAT
Data printing of voters' register	100% of Total Quantity 750,000-1,250,000 (One page printed on both sides)					
			Sub Total			
			Discount			
			Total			

Name of Bidder ……..
(Insert complete name Bidder

Signature of Bidder ……..
(Signature of person the Bid)

Date …….. *(Insert date)*

Section V
Quotation Submission Form

Date:

Contract No – S/05/01/07/2025

To: Commissioner General of Elections
Election Commission,
Sarana Mawatha, Rajagiriya.

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 for Printing of Voter's Register

(c) The total price of our quotation including any discounts offered is. **(Without Vat)**

……(in words)

……(in figure)

(c) The total price of our quotation including any discounts offered is. **(With Vat)**

……(in words)

……(in 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: ……. ……..
Signature name capacity

Name: ……..
[Complete the name of above signed person]

Date: ……

TECHNIICAL SPECIFICATIONS

[The Technical specifications are provided in the following format. The bidder shall fill the column ***Complied****. Bidder's failure to provide the information requested in the column* ***Complied*** *may be a reason for the rejection of the bid. If any discrepancy is observed between the information provided by the bidder in the columns* ***Complied*** *and the other technical information attached to the bid, the information provided herein shall take precedence.]*

Company Name:…….

Features	Required Specification	Complied (Yes /No)	Quoted Specification
Paper size & Color	A4 - White		
Thickness	80 gsm		
Color of Letters	Black		
Data Printing *	High speed laser printing on both side		
Test printing pages of the sample CD must be annexed **	Printing on both sides		
Packaging	Sheets should be bundled according to the criteria given by the Election Commission, for each Polling District while referring the electoral District and a Label should be pasted on each bundle.		

*** Document formats & design layouts will be provided by the Election Commission and Data will be provided as PDF files**

**** Sample Data CD will be provided for submission of procurement.**

Signed:…….*[insert signature(s) of authorized representative]* In the Capacity of ……*[insert title]* *N*ame ……*[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]***

Bank 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:** Commissioner General of Elections

Date: -------- *[insert (by issuing agency) date]*

BID GUARANTEE No.: ---------- *[insert (by issuing agency) number]*

Contract No – S/05/01/07/2026

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 of authorized representative(s)]

Performance Security

The Bank as requested by the successful Bidder, Shall fill in this form in accordance with the instructions indicated in brackets

Date:.*[insert as day month and year]*

Contract No.: S/05/01/07/2026

***Beneficiary:** Commissioner General of Elections, Election Commission

PERFORMANCE 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 OF THE CONTRACT, Performance Guarantee is required.

At the request of the Supplier, 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 declaring the supplier to be in default under the contract , without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified them..

This Guarantee shall expire no later than the *(insert number)* day of *(insert month) (insert year),* and any demand for payment under it must be received by us this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub- article 20 (a) is hereby excluded.

(Signatures of authorized representatives of the bank and the Supplier)

1 *The Bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the contract or a freely convertible currency acceptable to the purchaser.*

2 *Dates established in accordance with clause 18.4 of the General conditions of contract ("GCC"), taking into account any warranty obligations of the supplier under clause 16.2 of the GCC intended to be secured by a partial performance Guarantee. The purchaser should note that in the event of an extension of the time to perform the contract, the purchaser would need to request an expiration of this Guarantee form the Bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee. In preparing this Guarantee, the purchaser might consider adding the following text following text to the From, at the end of the penultimate paragraph: "We agree to a one – time extension of for a period not to exceed (six month), in response to the purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee."*

1. Contract Agreement

THIS CONTRACT AGREEMENT is made
the …..th day of …., 2026

BETWEEN

1) Election Commission, having its principal place of business at No.02, Sarana Mawatha, (Hereinafter called "the purchaser"), and

2) **……..**, a corporation incorporated under the laws of and having its principal place of business at No…….. (Hereinafter called "the Supplier)".

WHEREAS the purchaser invited bids for certain Goods and ancillary services, viz., …….. and has accepted a bid by the supplier for the supply of those Goods and Services in the sum of **Rs. ……**".

NOW THIS AGREEMENT WITNESSES 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:

   a) This Contract Agreement
   b) Contract data
   c) Conditions of Contract
   d) Technical Requirements (including Schedule of Requirements and Technical Specifications)
   e) The Supplier's Bid and original Price Schedules
   f) The Purchaser's Notification of Award
   g) [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 where of the parties here to 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 behalf of the Purchaser

Signed:
In the capacity of [insert title or other appreciate designation] in the presence of [insert identification of official witness]

For and behalf of the Supplier

Signed:
In the capacity of [insert title or other appreciate designation] in the presence of [insert identification of official witness]

Non – Collision Affidavit

Name of the Procurement: ……..…….

Name of the Company: ……

The undersigned bidder/agent, hereby solemnly, sincerely & truly declares & affirms/makes an oath and state 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 and 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 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 accept full responsibility for ensuing the absence of collusion and hereby pledges to abide by fair and ethical competition practices throughout the procurement process and fully comply with applicable procurement Guidelines.

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

Name of Bidder ……..
(Insert complete name Bidder)

Signature of Bidder ……..
(Signature of person the Bid)

Stamp

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

…….