



**INVITATION FOR QUOTATION FOR  
PROCUREMENT OF  
SOFT TOYS FOR ONBOARD DUTY FREE SALES**

**REFERENCE NO: DF42**

**SRILANKAN AIRLINES  
AIRLINE CENTRE  
BANDARANAYAKE INTERNATIONAL AIRPORT  
KATUNAYAKE  
SRI LANKA**

## **Section I. Instructions to Suppliers (ITS)**

<b>A: General</b>	
1. Scope of Bid	<p>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 for the new catalogue.</p> <p>Upon receipt of this invitation you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation.</p>
<b>B: Contents of Documents</b>	
2. Contents of Documents	<p>2.1 The documents consist of the Sections indicated below.</p> <ul style="list-style-type: none"><li>• Section I. Instructions to Suppliers</li><li>• Section II. Data Sheet</li><li>• Section III. Schedule of Requirements</li><li>• Sections IV. Quotation Submission Form</li><li>• Section V. General Conditions</li><li>• Annexure A : Inflight Duty Free Specification and Price format</li><li>• <b>Annexure B : Sample Contract Agreement</b></li></ul>
<b>C: Preparation of Quotation</b>	
3. Documents Comprising your Quotation	<p>3.1 The document shall comprise the following:</p> <ul style="list-style-type: none"><li>• Sections IV - Quotation Submission Form.</li><li>• Annexure A - Inflight Duty Free Specification and Price format.</li><li>• Annexure B - Sample Contract Agreement</li></ul>
4. Quotation Submission Form and Inflight Duty Free Specification and Price Format	<p>4.1 The Supplier shall submit the Quotation 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.</p> <p>All blank spaces shall be filled in with the information requested.</p>

5. Prices	<p>5.1 Unless stated in Data Sheet, all items must be priced separately in the Inflight Duty free Specification and Price Format.</p> <p>5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation.</p> <p>5.3 Prices quoted by the supplier shall be fixed during the catalogue period 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.</p>
6. Currency	6.1 The suppliers shall quote only in US Dollars (USD)
7. Documents to Establish the Conformity of the Goods	7.1 The supplier of duty free items should be the Proprietor or Authorized Distributor. The Supplier shall submit a certificate from the proprietor to demonstrate that it has been duly authorized by the proprietor to supply these Goods in Sri Lanka.
8. Period of Validity of quotation	8.1 Quotations shall remain valid for a period of sixty (60) days 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 Supplier. Please ensure all documents are duly signed and stamped in the given area when forwarding.
<b>D: Submission and Opening of Quotation</b>	
10. Submission of Quotation	10.1 Suppliers shall submit their quotations by email to <a href="mailto:dful@srilankan.com">dful@srilankan.com</a> ONLY.
11. Deadline for Submission of Quotation	11.1 Quotation must be received by the Purchaser at the email 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 ITS Clause 11.1 above.
13. Opening of Quotations	<p>13.1 The Purchaser shall conduct the opening of quotation in the presence of the Suppliers 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> <p>13.3 Presence of the supplier, will not necessarily ensure the selection of the proposed duty free items.</p>

<b>E: Evaluation and Comparison of Quotation</b>	
14. Clarifications	<p>14.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any Supplier for a clarification of its quotation. Any clarification submitted by a Supplier 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 items will be subjected to a Technical Committee for evaluation based on the following criteria:</p> <ul style="list-style-type: none"> <li>I. Cost</li> <li>II. Brand</li> <li>III. Affordability to the passenger based on the retail Price</li> <li>IV. If carried by other airlines</li> <li>V. Sales history if any</li> </ul>
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>
<b>F: Award of Contract</b>	
18. Acceptance of the Quotation	<p>18.1 The Purchaser will accept the quotation of the Supplier whose offer is not necessarily the lowest evaluated bid and is substantially responsive to the documents issued.</p>
19. Notification of acceptance	<p>19.1 The Purchaser will notify the successful Supplier, in writing, that its quotation has been accepted.</p>

## Section II: Data Sheet

ITS Clause Reference	
1.1	The Purchaser is: SriLankan Airlines Address: SriLankan Airlines, Airline Centre, Bandaranayake International Airport, Katunayake
7.1	Proprietor's authorization is required.
11.1	Email address for submission of Quotations is <b>dful@srilankan.com</b>  Deadline for submission of quotations is on or before 30 <sup>th</sup> January 2020, 1400hrs LT (GMT +5:30)
13.1	Venue: SriLankan Airlines, Airline Centre, Bandaranayake International Airport, Katunayake Date : 30 <sup>th</sup> January 2020 Time : 1400 hrs LT (GMT +5:30)

### Section III - Schedule of Requirements

The table below, gives the estimated quantity we will sell for six months for each item. However during the period of six months, these items will be purchased in a staggered manner in quantities determined by SriLankan Airlines based on the actual sales.

#	Description Of Goods	Category	Estimated Quantity For 06 Months	Unit For The Quantity
1	Soft Toys	SOUVENIER	300	PCS

#### Specifications of the products

- Soft toys made of organic material. ( Zero rubber and zero plastic materials)
- Devoid of harmful chemical mixtures
- Non- allergenic
- Should be supplying to international markets
- Light weight packaging

#### Section IV - Quotation Submission Form

[The Supplier 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 unit 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

## **Section V - General Conditions**

- I. Supplier” means the proprietor of the brand or an authorized distributor for the proprietor. In the event where the supplier is an authorized distributor, it is mandatory an Authorized Distributor Status letter from the Proprietor is submitted to SriLankan Airlines along with the proposal to avoid rejection of the proposal.
- II. If accepted, it is mandatory that the supplier signs the Contract Agreement - Annexure B.
- III. Annexure B shall be duly completed and signed by SriLankan Airlines and will be sent to the supplier, subsequent to product confirmation by SriLankan Airlines.
- IV. The catalogue is valid for a period of 6 months.
- V. The prices quoted in Annexure A will be valid for a period of 6 months.
- VI. The Supplier shall make available the selected items for a period of 6 months.
- VII. Catalogues, brochures or any other related documents are also to be furnished along with this quotation.

Please note our expected trading terms for the operation are as follows:

**Delivery : CFR (Cost and Freight) Colombo**

**Payment : 90 days from date of invoice**

**Currency : US Dollars**

**Buy Back : 100% buy back of all remaining goods at the end of the listings period at the supplier's cost.**

**Listing/Advertising Fee: To be agreed.**



## ANNEXURE A - INFLIGHT DUTY FREE SPECIFICATION AND PRICE FORMAT

### Inflight Duty Free Specification and Price Format

[illegible]

## VENDOR'S INFORMATION

<b>Company Name:</b>	
<b>Name of the main Contact:</b>	
<b>Designation</b>	
<b>Address:</b>	
<b>Tel:</b>	
<b>Fax:</b>	
<b>Email:</b>	
<b>PO Email (if different):</b>	
<b>PO C.C. (if applicable):</b>	

**\* Please sign and stamp below and send the completed proposal form via email**

**To be completed by supplier :**

Date \_\_\_\_\_

PLEASE FILL IN ALL INFORMATION AND DO NOT DELETE ANY CELLS IN THIS WORKSHEET

Download Inflight Duty Free Specification and Price Format template from below link.

[https://www.srilankan.com/download/Inflight%20Duty%20Free%20proposal\\_Template.xlsx](https://www.srilankan.com/download/Inflight%20Duty%20Free%20proposal_Template.xlsx)

**ANNEXURE B**  
**SAMPLE CONTRACT AGREEMENT**

....., ("Supplier")

.....,

.....,

.....

..... 2020

Dear Mr. ....,

**DUTY FREE PRODUCT SELECTION 01<sup>ST</sup> MAY 2020 TO 31<sup>ST</sup> OCTOBER 2020**

We are pleased to inform you that the following items have been selected for sale on board SriLankan Airlines Limited (hereinafter "SriLankan") flights during the period from 01<sup>st</sup> May 2020 to 31<sup>st</sup> October 2020 ("Term"), according to the terms and conditions set out below.

The terms and conditions are as below:

Description	Unit Price USD	Estimated quantity for 06 months**	Delivery Term	Credit Terms	Buy Back

Advertising Fee for the term - USD

Listing Fee for the term - USD

**Total for the term - USD**

The terms and conditions of selection, listing and sale of Supplier's goods include:

1. Supplier shall make payment of advertising and listing fees for the term as stipulated above to SriLankan's following bank account:

*[include SriLankan bank account details]*

Any payments to be made from SriLankan to the Supplier shall be made subject to the terms and conditions agreed between SriLankan and the Supplier to Supplier's following bank account,

*[include Supplier bank account details]*

2. Notwithstanding anything to the contrary, if the listing/advertising fees are not settled within 30 days from the date of the invoice by the Supplier, SriLankan retains the right to deduct same from any payment due to the Supplier.
3. The Supplier will immediately indemnify SriLankan against all losses and damages arising from any claim from any third parties /passengers made due to the consumption of the items supplied made in respect of any of the goods provided by the Supplier or delay in the delivery and claims. In the event of delay of delivery, the Supplier shall be liable to pay liquidated damages to SriLankan at the rate of 1 (%) per centum interest of the value of goods due for delivery for each delayed day until the actual delivery takes place.

4. The Supplier shall have in place a products liability insurance with limits of indemnity in keeping with the risk exposure. Any employee involved in the performance of this contract should be covered under a workmen's compensation insurance policy.
5. These terms and conditions and all related matters including selection, listing, ordering delivering and/ or sale will be governed under the laws of Sri Lanka. In the event of a dispute arising under this Agreement, both parties shall first negotiate in good faith to resolve the dispute amicably, failing which the dispute shall be referred to courts in Sri Lanka.
6. SriLankan shall have the right to revoke or vary the selection of the above-mentioned items with written notice and mutually agreed for the Term.
7. Upon request by SriLankan Airlines, the Supplier shall enter into a goods supply and delivery agreement with SriLankan.
8. SriLankan Airlines may terminate this with 14 days' prior written notice.
9. The Term of selling the items specified above, on board SriLankan flights may be extended for a further period in the discretion of SriLankan. In the event of such an extension of the Term the advertising and listing fees, other terms and conditions shall continue to apply as stated herein throughout the extended period.

Please confirm your acceptance of above terms.

Look forward to having a mutually beneficial business relationship.

Thanking you,

Yours sincerely,

Buddhika Manage  
HEAD OF CABIN SERVICES

I (the Supplier/being a duly authorized representative of the Supplier) have read and understood the terms and conditions as outlined in this letter and accept same in consideration of the above mentioned listing/s and for any future listing/s that I/we may be given. I/we agree to be bound at all times by these terms, and as may be amended or changed by SriLankan Airlines Limited from time to time.

Name.....

Designation.....

Signature.....

Date.....

\*\*Depending on the sales