INVITATION FOR SUBMISION OF BIDS FOR THE SUPPLY OF PLASTIC PALLETS

REFERENCE NO: 202632390

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

Section I. Instructions to Bidder (ITB)

A: General	
1. Scope of Bid	1.1 SriLankan Airlines invites you to submit a bid for Purchase Three Vehicles for Operation Purpose as specified in Section III - Schedule of Requirements. 1.2 You are requested to confirm your intention to submit a bid by forwarding the duly filled Bid Acknowledgement Form attached, 07 working days prior to bid closing date to the email address specified in the "Data Sheet".
B: Contents of Documents	
2. Contents of Documents	2.1 The documents consist of the Sections indicated below. • 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 : Bid Acknowledgement Form • Annexure B : Technical/General Specifications & Compliance form • Annexure C : Price Schedule Form • Annexure D : Clientele Information Form • Annexure E : Bid Security Declaration Form • Annexure F: Vendor Information Form • Annexure G : Non-collusion Declaration

	C: Preparation of Bid
3. Documents Comprising your Bid	3.1 The document shall comprise the following: (Mandatory) • Sections IV : Bid Submission Form • Annexure B : Duly filled Compliance Form • Annexure C : Price Schedule Form • Annexure E : Bid Security Declaration Form • Annexure G : Non-collusion Declaration
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 ITB 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 Lanka Rupees
7. Documents to Establish Conformity of the Goods	7.1 The Bidder shall submit following documents along with the bid for evaluation: • Business Registration Certificate • Annex D: Clientele information form

8. Period of Validity of bid	8.1 Bids shall remain valid for a period of 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 declaration, using Form included in Annexure E. (Mandatory)
10. Format and Signing of Bid	10.1 The bid shall be typed or written in 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 of samples	
11. Submission of Samples	11.1 Provide samples along with the bid 11.2 Bids without proper samples/ unidentifiable samples will be subject to rejection. 11.3 If any bidder wishes to hand deliver samples, please contact SriLankan Airlines staff well in advance, for the arrangement of security clearance. Refer Section II, "Data Sheet", clause 16.2 for contact details.
E: **Submission and Opening of Bid**	
12. Submission of Bid	12.1 Bidders shall submit their bids to the E-mail address as specified in the Section II "Data Sheet". 12.2 The E-mail shall bear the specific identification of this bid exercise as indicated follows. **"INVITATION FOR SUBMISION OF BIDS FOR THE SUPPLY OF PLASTIC PALLETS" -Reference No: 202632390"** 12.3 The bidder shall submit the proposals in the price schedule forms attached at Annexure C. 12.4 If any bidder experiences in sending bids, please contact SriLankan Airlines staff well in advance. Refer Section II "Data Sheet", clause 16.2 for contact details. Upon successful submission of the e-mail, an automatic acknowledgement will be received. Bidder shall confirm that the bid has been submitted.
13. Deadline for Submission of Bid	13.1. Bid must be received by SriLankan Airlines to the address set out in "Data Sheet", and no later than the date and time as specified in the "Data Sheet". 13.2. SriLankan Airlines may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents, in which case all rights and obligations of SriLankan Airlines and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended

14. Late Bid	14.1 SriLankan Airlines shall reject any bid that arrives after the deadline for submission of bids in accordance with ITB Clause 13.1 above.
15. Opening of Bids	14.1 SriLankan Airlines shall conduct the opening of bids in the presence of the Bidder/s via Ms Teams on date and time specified in the Data Sheet. 14.2 Meeting requests will be sent to bidders who confirmed that bid has been submitted. A representative of the bidder/s may be present and confirm its attendance. 14.3 Presence of the Bidder/s will not necessarily ensure the selection of the proposed goods.
F: Evaluation and Comparison of Bid	
16.Clarifications	16.1 To assist in the examination, evaluation and comparison of the bids, SriLankan Airlines 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 SriLankan Airlines shall not be considered. 16.2 SriLankan Airlines' request for clarification and the response shall be in writing at SriLankan Airlines' email address specified in the "Data Sheet".
17.Responsiveness of Bids	17.1 SriLankan Airlines will determine the responsiveness of the bid to the documents based on the contents of the bid received. 17.2 If a bid is evaluated as not substantially responsive to the documents issued, it may be rejected by SriLankan Airlines.
18. Evaluation of bid	18.1 The items will be subjected to evaluation based on the following criteria: • Registered Business in Sri Lanka • Compliance for all required specifications as mandatory in Annex B • Total Cost of the contract (based on the unit coat and total requirement) • Sample testing to verify specifications and performance
19. SriLankan Airlines' Right to Accept any Bid, and to Reject any or all Bids.	19.1 SriLankan Airlines 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.

G: Award of Contract	
20. Acceptance of the Bid	20.1 SriLankan Airlines will accept the bid of the Bidder whose offer is not necessarily the lowest evaluated bid and is substantially responsive to the documents issued.
21. Notification of acceptance	21.1 SriLankan Airlines will notify the successful Bidder, in writing, that their bid has been accepted. 21.2 After notification, SriLankan Airlines shall complete the contract, and inform the successful Bidder to sign it. 21.3 Within seven (7) days of receipt of such information, the successful Bidder shall sign the contract.
22. Performance Bond	Not applicable

Section II: Data Sheet

ITB Clause Reference	
1.2	E-mail address for submission of Bid Acknowledgement Form: muditha.ruwan@srilankan.com
9.2	Bid security declaration will be applicable
12.1	The E-mail address for submission of Bids is: genproctenders@srilankan.com
13.1	Deadline for submission of bids is on or before **1400 hrs** on **16th November 2026** SriLankan Time (GMT +5:30).
15.1	Opening of bids on **1400 hrs** on **16th November 2026,** SriLankan Time (GMT +5:30) at the Airline Centre, Bandaranaike International Airport, Katunayake, Sri Lanka.
16.2	**For Clarification of bids purpose/Hand over samples, SriLankan** Airlines' address is: Attention: Muditha Ruwan Address: SriLankan Airlines Limited, Commercial Procurement Department (General), Airline Centre, Bandaranaike International Airport Katunayake, Sri Lanka Telephone: +94 (0) 19733 2827 / 0744442827 E mail address: muditha.ruwan@srilankan.com

Section III – Schedule of Requirements

I.	Description of Service	Supply of Plastic Pallets
II.	Require Quantity	300 plastic pallets
III.	Destination	SriLankan Airlines, Commercial stores Katunayake
IV.	Delivery	To be delivered by the supplier
V.	Payment Term	Minimum 45 days credit from the date of the delivery of goods to SriLankan Airlines stores, Katunayake

Section IV - Bid Submission Form

THIS IS A COMPULSORY FORM. NON-SUBMISSION OF DULY FILLED/SIGNED FORM SHALL RESULT IN REJECTING THE BID.

[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 supply of ____;

(c) The total price of our bid for 3 years is (excluding VAT): [insert the total price in words and figures];

(d) Our bid shall be valid for the time specified in ITB Clause 8.1

(e) We understand that our bid, 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 bid or any other bid that you may receive.

(g) Bid Security is attached and same is valid for a period of 148 days after the bid submission deadline date.

Signed:

Name:

Date

Section V – General Conditions

- Requirements Submission of all mandatory documents
- Each page of the price schedule must be signed or stamped by the authorized representative.
- All bid clarification requests must be submitted before the specified deadline.

ANNEXURE A - Bid Acknowledgement Form

IMPORTANT

All bidders shall confirm your intention to submit a bid by forwarding the duly filled Bid Acknowledgement Form, 07 working days prior to bid closing date.

Invitation for submission of bids for the supply of ___- reference no: ___ is hereby acknowledged

☐ You may expect to receive our proposal on or before

……

☐ We do not intend to submit a proposal because

……

……

……

Signed : …….

Title : …….

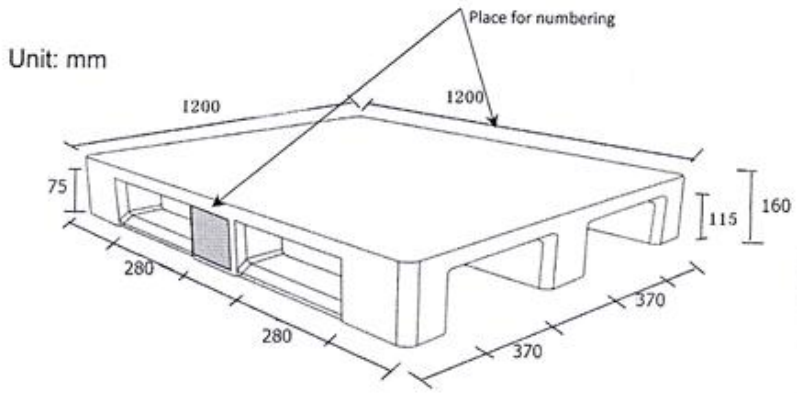
Company : …….

Date : …….

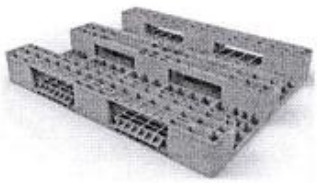
ANNEXURE B - Technical/General Specifications & Compliance Form

SPECIFICATIONS FOR PLASTIC PALLET - 2026

1.	Length	- 1200mm ± 10
2.	Width	- 1200mm ± 10
3.	Height	- 160mm ± 5
4.	Loading capacity (Racking)	- 1000kg minimum
5.	Tare Weight	- 18- 26 kg
6.	Provision of pockets	- • Forklift (4-way) • Stacker (2-way) • Hand truck (2-way)
7.	Fork pocket dimension	- 280mm ± 20 x 75mm ± 5 370mm ± 20 x 115mm ± 5
8.	Place for numbering	- 200mm (L) x 110mm(W) x 2 mm (Depth) minimum
9.	Numbering	- Serial numbers to be embossed on 02 sides as per UL direction.
10.	Material	- HDPE (High-density polyethylene)/ PP(polypropylene) and the material should be 100% virgin
11.	Colour	- Blue
12.	Warranty period	- One year







Signature:…… [Signature of person signing the Bid]

Designation:…… [Designation of person signing the Bid with frank]

Date: …… [Insert date]

Compliance Form - 202533155

Name of the Bidder : .....

Running No	Specifications	Requirements (Mandatory)	Specify details of the offered pallet / Compliance [to be filled by the bidder]
1.	**Length**	1200mm±10	
2.	**Width**	1200mm±10	
3.	**Height**	160mm±5	
4.	**Loading Capacity**	1000Kg minimum	
5.	**Tare Weight**	18-26 kg	
6.	**Provision of pockets**	• Forklift (4 -way) • Stacker (2-way) • Hand truck (2 -way)	
7.	**Fork pocket dimension**	280mm ± 20 x75mm ± 5 370mm ± 20 x 115mm ± 5	
8.	**Place for numbering**	200mm (L) x 110mm (W) x2 mm (Depth) minimum	
9.	**Numbering**	Serial numbers to be embossed on 2 sides as per UL direction	
10.	**Material**	HDPE (High -density polyethylene) /PP (polypropylene) and the material should be 100% virgin	

11.	**Color**	Blue	
12.	**Warranty period**	One year	

ANNEXURE C - Price Schedule Form

Name of the Supplier : …….

Item No.	Description	Quantity	Unit Price (LKR) Excluding Taxes	Tax Amount (LKR)	Total Price (LKR)	Country of Origin	Delivery Period	Warranty Period	Payment Term

Signature:…… [Signature of person signing the Bid]

Designation:…… [Designation of person signing the Bid with frank]

Date: …… [Insert date

ANNEXURE D - Clientele Information Form

	Company Name	Company Representative's Contact Details (Please state name, official email address and telephone number)	Year of Supply	Description of Vehicle	Value (LKR)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

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

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

Date : …… [insert date]

ANNEXURE E: Bid-Securing Declaration

THIS IS A COMPULSORY FORM. NON-SUBMISSION OF DULY FILLED/SIGNED FORM SHALL RESULT IN REJECTING THE BID.

*[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]*

*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]*

ANNEXURE F - Vendor Information Form

(To be filled by the vendor)

Section A – ***Basic information of the vendor***	
1. Registered Name of the Vendor:	
2. Date of Incorporation:	
3. Country of Incorporation:	
4. Nature of business:	5. Company type:
6. Telephone & Fax numbers: Tel: Fax:	7. E-mail address:
8. Registered address:	
9. Other contact details (if any):	
10. Registered Name and address of local agent (if any)	

Section B – ***Details of Directors, Shareholders, and related parties***	
1. Name(s) of Directors.	
2. Name(s) of Shareholders.	
3. Name (s) of Directors of Parent/Subsidiary who are also Directors of SriLankan Airlines	

4. Name(s) of Directors of Parent/Subsidiary who are also Employees of SriLankan Airlines	
5. Names of Close Family Members who are either Directors/Employees of SriLankan Airlines	

As the authorized representative of …… [name of the Vendor], I hereby confirm on behalf of ……[name of the Vendor] that the information provided above are true and accurate and acknowledge that the bid of ……..[name of the Vendor] submitted herewith shall be rejected in the event all or any of the information submitted above is found to be incorrect.

Details of vendor's authorized signatory:
Name:
Designation:
Date:
Signature & Company Rubber Stamp:

Section C -*Business verification: Duly signed and stamped copy of above document to be supported by the following documents*.

✓ Tick the appropriate boxes

- ☐ A copy of the Certificate of Incorporation certified by the Company Secretary of the vendor Company
- ☐ A copy of Form 20 (Sri Lankan Companies) certified by the Company Secretary or a letter from the Company Secretary confirming the directors
- ☐ For partnerships and sole proprietorships, certificate of business registration
- ☐ A copy of Form 15 (Sri Lankan Companies) certified by the Company Secretary or a letter from the Company Secretary confirming the shareholding.
- ☐ For Partnerships, list of partners confirmed by one of the partners, preferably by the most senior partner.
- ☐ Audited financial statements of the vendor Company for the last three years
- ☐ Others (specify)

ANNEXURE G - Non-collusion Declaration

THIS IS A COMPULSORY FORM. IF YOU DO NOT FILL & SUBMIT THIS FORM YOUR BID SHALL BE REJECTED

Annexure III of Chapter 01

Non-collusion Declaration
(Procurement Guideline Reference - 1.5)

I, the undersigned bidder/ bidder's representative/ bidder's agent, honestly, truthfully and solemnly declare that.

(a) I, nor any other member, agent or representative of the firm/ company/ corporation/partnership/ sole proprietorship that I represent, have entered into any combination, collusion or similar agreement with any person in connection with the prices to be submitted by any person with respect to the invitation for bid.

(b) I, nor any person who represents me have acted to prevent any person from submitting a bid or to induce any person to refrain from submitting a bid in connection with the intention for bid (Bid No. ……..……)

(c) This bid is not submitted in collusion with any other bid and is not made pursuant to any agreement, understanding or association with any other person in relation to such bid.

I declare that I have not received and will not accept any discount, fee, reward, commission or anything of value, directly or indirectly, from any person, company or corporation in connection with the submission of this bid.

I further declare that I have not given and will not give any discount, fee, reward, commission or anything of value, directly or indirectly, to any person, company or corporation in connection with the submission of this bid.

I, taking full responsibility for ensuring the absence of collusion, hereby pledge to abide by fair and ethical competitive practices throughout the entire procurement process and to fully comply with the relevant Procurement Guidelines issued by the National Procurement Commission.

I hereby declare that all the statements made by me above are true and correct.

……

Signature of the Declarant

