

**INVITATION FOR SUBMISSION OF BIDS FOR PROVISION OF  
MANPOWER SERVICES TO SRILANKAN AIRLINES**

**IFB No: 202532349**

**STANDING HIGH LEVEL PROCUREMENT COMMITTEE,  
MINISTRY OF FINANCE, PLANNING & ECONOMIC DEVELOPMENT**

**ON BEHALF OF**

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

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## **Section I. Instructions to Bidders (ITB)**

*ITB shall be read in conjunction with the section II, Bidding Data Sheet (BDS), which shall take precedence over ITB.*

### **General**

#### **1. Scope of Bid**

- 1.1. SriLankan Airlines issues these Bidding Documents for Selection of a Provision of Manpower Services to SriLankan Airlines incidental thereto as specified in Section V, Schedule of Requirements. The name and identification number of this procurement are **specified in the BDS.**
- 1.2. A virtual Pre-bid meeting will be organized via MS Teams on the date and time specified in the BDS. Bidder / one (01) duly authorized representative of the bidder shall present for the Pre-Bid meeting. If an authorized representative wishes to attend for the meeting, such person shall submit their details including their email addresses to given E-mail addresses in BDS well in advance.
- 1.3. Any bidder may quote for a single category/selected category or for the whole contract.
- 1.4. Contract may award to multiple bidders (category wise) based on the operational and cost implication to the SriLankan Airlines.
- 1.5. Throughout these Bidding Documents:
  - (a) The term “in writing” means communicated in written form by e-mail, fax post or hand delivered with proof of receipt.
  - (b) If the context so requires, “singular” means “plural” and vice versa; and
  - (c) “day” means calendar day.

#### **2. Ethics, Fraud and Corruption**

- 2.1. The attention of the bidders is drawn to the following guidelines of the Procurement Guidelines published by National Procurement Commission:
  - Parties associated with Procurement Actions, namely, suppliers/contractors and officials shall ensure that they maintain strict confidentiality throughout the process;
  - Officials shall refrain from receiving any personal gain from any Procurement Action. No gifts or inducement shall be accepted. Suppliers/contractors are liable to be disqualified from the bidding process if found offering any gift or inducement which may have an effect of influencing a decision or impairing the objectivity of an official.

2.2. SriLankan Airlines requires the bidders, suppliers, contractors, and consultants to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy:

- (a) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
- (b) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- (c) “collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of SriLankan Airlines to establish bid prices at artificial, noncompetitive levels; and
- (d) “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

2.3. If SriLankan Airlines find any unethical practices as stipulated under ITB Clause 2.2, SriLankan Airlines will reject a bid, if it is found that a Bidder directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract in question.

### **3. Eligible Bidders**

3.1 All bidders shall possess legal rights to supply the services under this contract.

3.2 A Bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have conflict of interest with one or more parties in this bidding process, if they:

- (a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by SriLankan Airlines to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods/services to be purchased under these Bidding Documents; or
- (b) submit more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid.

3.3 A Bidder that is under a declaration of ineligibility by the Government of Sri Lanka, at the date of submission of bids or at the date of contract award, shall be disqualified.

#### **4. Registration of Contract**

- 4.1. Any person who acts as an agent or sub agent, representative or nominee for on behalf of any bidder shall register himself before submission of bid with Registrar of Public Contract Sri Lanka, as required by the Public Contract Act No. 03 of 1987. The original certificate of registration shall be submitted with the bid. The bids of those bidders who fail to submit such scan copy of original certificate shall be rejected.

#### **5. Eligible Goods / Services**

- 5.1 All the Goods / Services rendered under this contract shall be complied with applicable standards stipulated by SriLankan Airlines stipulated in Section V, Schedule of Requirements.

## **Contents of Bidding Documents**

### **6. Sections of Bidding Documents**

6.1. The Bidding Documents consists of all the sections indicated below and should be read in conjunction with any addendum issued in accordance with ITB Clause 8.

- Invitation for Bids
- Section I – Instructions to Bidders (ITB)
- Section II - Bidding Data Sheet (BDS)
- Section III - Evaluation and Qualification Criteria
- Section IV - Bidding Forms
- Section V - Schedule of Requirements
- Section VI - Draft Contract
- Section VII - Performance Security

6.2. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.

### **7. Clarification of Bidding Documents**

7.1. A prospective Bidder requiring any clarification of the Bidding Documents including the restrictiveness of specifications shall contact SriLankan Airlines in writing at the SriLankan Airlines' e-mail address **specified in the BDS**. SriLankan Airlines will respond in writing to any request for clarification, provided that such request is received no later than ten (10) days prior to the deadline for submission of bids. Should SriLankan Airlines deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under ITB Clause 8.

### **8. Amendment of Bidding Documents**

8.1. At any time prior to the deadline for submission of bids, SriLankan Airlines may amend the Bidding Documents by issuing addendum.

8.2. Any addendum issued shall be part of the Bidding Documents and shall be published in newspapers, uploaded to SriLankan Airlines website and will be communicated to prospective bidders who have forwarded the Bid acknowledgement form.

8.3. To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, SriLankan Airlines may, at its discretion, extend the deadline for the submission of bids, pursuant to ITB Sub-Clause 23.1

## **Preparation of Bids**

### **9. Cost of Bidding**

- 9.1. The Bidder shall bear all costs associated with the preparation and submission of its bid, and SriLankan Airlines shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **10. Language of Bid**

- 10.1. The Bid, as well as all correspondence and documents relating to the bid (including supporting documents and printed literature) exchanged by the Bidder and SriLankan Airlines, shall be written in English language.

### **11. Documents Comprising the Bid**

- 11.1. The Bid shall comprise the following (Mandatory):
- (a) Bid Submission Form and the applicable Price Schedules, in accordance with **ITB Clauses 12,13 and 14;**
  - (b) Bid Security, in accordance with ITB Clause 20;
  - (c) Documentary evidence in accordance with ITB Clauses 18 and 29, that Goods / Services conform to the Bidding Documents;
  - (d) Documentary evidence in accordance with ITB Clause 18 establishing the Bidder's qualifications to perform the contract if its bid is accepted; and
  - (e) Non-collusion Declaration
  - (f) Any other document required in the BDS.

### **12. Bid Submission Form and Price Schedules**

- 12.1. The Bidder shall submit the Bid Submission Form using the form furnished in Section IV, Bidding Forms. 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. All pages shall be duly signed and stamped by the Bidder.

### **13. Alternative Bids**

- 13.1. Alternative bids shall not be considered.

## **14. Bid Prices and Discounts**

- 14.1. The Bidder shall indicate on the Price Schedule the unit prices of the goods/services it proposes to supply under the Contract.
- 14.2. Any discount offered against any single item in the price schedule shall be included in the unit price of the item. However, a Bidder wishes to offer discount as a Category the bidder may do so by indicating such amounts appropriately.
- 14.3. If so indicated in ITB Sub-Clause 1.1, bids are being invited for individual contracts (Categories) or for any combination of contracts (packages). Unless otherwise indicated in the **BDS**, prices quoted shall correspond to 100% of the items specified for each Category and to 100% of the quantities specified for each item of a Category. Bidders wishing to offer any price reduction (discount) for the award more than one Contract shall specify the applicable price reduction separately.
- 14.4. Prices indicated on the Price Schedule shall include all duties and sales and other taxes already paid or payable by the Supplier:
- (i) However, VAT shall not be included in the price but shall be indicated separately;
  - (ii) the price for inland transportation, insurance and other related services to deliver the goods / service to their final destination;
  - (iii) the price of other incidental services
- 14.5. The Prices quoted by the bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected, pursuant to ITB Clause 31.
- 14.6. All Categories, if any, and items must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items.

## **15. Currencies of Bid**

- 15.1. The vendors shall quote in Sri Lanka Rupees.

## **16. Documents Establishing the Eligibility of the Bidder**

- 16.1. To establish their eligibility in accordance with ITB Clause 3, Bidders shall complete the Bid Submission Form, included in Section IV, Bidding Forms.

## **17. Documents Establishing the Conformity of the Goods / Services**

- 17.1. To establish the conformity of the Goods / Services to the Bidding Documents, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods / Services



confirm to the technical specifications and standards specified in Section V, Schedule of Requirements.

- 17.2. The documentary evidence may be in the form of literature, drawings or data, and shall consist of samples, a detailed item by item description (given in Section V, Technical Specifications) of the essential technical and performance characteristics of the Goods / Services, demonstrating substantial responsiveness of the Goods / Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Schedule of Requirements.

## **18. Documents Establishing the Qualifications of the Bidder**

- 18.1. The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to SriLankan Airlines' satisfaction:

- (a) The Bidder meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

## **19. Period of Validity of Bids**

- 19.1. Bids shall remain valid until the date **specified in the BDS**. A bid valid for a shorter date shall be rejected by SriLankan Airlines as non-responsive.
- 19.2. In exceptional circumstances, prior to the expiration of the bid validity date, SriLankan Airlines may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. If a bid Security is requested in accordance with ITB Clause 20, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its bid.

## **20. Bid Security**

- 20.1. The Bidder shall furnish as part of its bid, a Bid Security as specified in the BDS.
- 20.2. The Bid Security shall be in the amount specified in the BDS and denominated in Sri Lanka Rupees, and shall:
- (a) be in the form of a bank guarantee.
- (b) be issued by a commercial bank approved by the Central Bank of Sri Lanka.
- (c) be substantially in accordance with the form include in Section IV, Bidding Forms;
- (d) be payable promptly upon written demand by SriLankan Airlines in case the conditions listed in ITB Clause 20.5 are invoked.

(e) be submitted in its original form; copies will not be accepted.

(f) remain valid for the period specified in the BDS.

20.3. Any bid not accompanied by a substantially responsive Bid Security in accordance with ITB Sub-Clause 20.1 and 20.2, shall be rejected by SriLankan Airlines as non-responsive.

20.4. The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security pursuant to ITB clause 42.

20.5. The Bid Security may be forfeited:

(a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form, except as provided in ITB Sub-Clause 19.2; or

(b) if a Bidder does not agree to correction of arithmetical errors in pursuant to ITB Sub-Clause 30.3

(c) if the successful Bidder fails to:

(i) sign the Contract in accordance with ITB Clause 41;

(ii) furnish a Performance Security in accordance with ITB Clause 42.

## **21. Format and Signing of Bid**

21.1. The Bidder shall prepare one original of the documents comprising the bid as described in ITB Clause 11 and send as E-mail to the given E-mail address as described in ITB Clause 22.

21.2. 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. Written Power of Attorney accompanying the Bid shall indicate such authorization.

21.3. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.

## **Submission and Opening of Bids**

### **22. Submission, Sealing and Marking of Bids**

22.1. Bidders shall submit their bids by registered post, courier or by hand in a sealed envelope to address specified in BDS. The bidder shall seal the “Original” and “Copy” of the bid in inner envelopes duly marking the two inner envelopes as “Original” and “Copy”. The two inner envelopes should then be sealed in an outer envelope.

(a) The sealed envelopes shall bear the specific identification of this bidding process as indicated in the BDS (Refer ITB 22.1 (a)).

22.2. If the Bidder wishes to hand deliver the Bids, please contact SriLankan Airlines personnel well in advance, for the arrangement of security clearance and provide details (Names/NIC no/passport no/vehicle number) of your representatives one day in advance to the Bid closing date. Refer BDS Clause 7.1 for contact details.

### **23. Deadline for Submission of Bids**

23.1. **Bids** must be received by SriLankan Airlines to the address set out in ITB Clause 22.1 above and no later than the date and time **specified in the BDS**.

23.2. SriLankan Airlines may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB Clause 8, 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.

### **24. Late Bids**

24.1. SriLankan Airlines shall not consider any bid that arrives after the deadline for the submission of bids, in accordance with ITB Clause 23. Any Bid received by SriLankan Airlines after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.

### **25. Withdrawal, and Modification of Bids**

25.1. A Bidder may withdraw, or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 22, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITB Sub-Clause 21.2, (except that no copies of the withdrawal notice are required). The corresponding substitution or modification of the bid must accompany the respective written notice, All notices must be;

(a) submitted in accordance with ITB Clauses 21 and 22 (except that withdrawal notices do not require copies), and in addition, the respective E-mails shall be clearly marked “WITHDRAWAL”, or “MODIFICATION”, and

25.2. received by SriLankan Airlines prior to the deadline prescribed for submission of bids, in accordance with ITB Clause 23. Bids requested to be withdrawn in accordance with ITB Sub-Clause 25.1 shall be returned to the Bidders only upon notification of contract award to the successful bidder in accordance with sub clause 39.1. (not applicable for e bids)

25.3. No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

## **26. Bid Opening**

26.1. SriLankan Airlines shall conduct the bid opening in the presence of the Bidder/s at the address, date and time **specified in the BDS.**

26.2. First, Bids marked “WITHDRAWAL” shall be opened and read out and the bids with the corresponding bid may be opened at the discretion of SriLankan Airlines. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening, Bids marked “MODIFICATION” shall be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening. Only bids that are opened and read out at Bid opening shall be considered further.

26.3. All other Bids shall be opened one at a time, reading out: the name of the Bidder and whether there is a modification; the Bid Prices, including any discounts and alternative offers; the presence of a Bid Security, if required; and any other details as SriLankan Airlines may consider appropriate. Only discounts and alternative offers read out at Bid opening shall be considered for evaluation. No Bid shall be rejected at Bid opening except for late bids, in accordance with ITB Sub Clause 24.1.

26.4. SriLankan Airlines shall prepare a record of the Bid opening that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, or modification; the Bid price, per category if applicable, including any discounts, and the presence or absence of a Bid Security. The Bidders’ representatives who are present shall be requested to sign the attendance sheet/confirm participation.

## **Evaluation and Comparison of Bids**

### **27. Confidentiality**

- 27.1. Information relating to the examination, evaluation, comparison, and post-qualification (if applicable) of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract Award.
- 27.2. Any effort by a Bidder to influence SriLankan Airlines in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its Bid.
- 27.3. Notwithstanding ITB Sub-Clause 27.2, if any Bidder wishes to contact SriLankan Airlines on any matter related to the bidding process, from the time of bid opening to the time of Contract Award, it should do so in writing.

### **28. Clarification of Bids**

- 28.1. To assist in the examination, evaluation, comparison and post-qualification of the bids, SriLankan Airlines may, at its discretion, request any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to request by SriLankan Airlines shall not be considered for purpose of evaluation. SriLankan Airlines' request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by SriLankan Airlines in the Evaluation of the bids, in accordance with ITB Clause 30.

### **29. Responsiveness of Bids**

- 29.1. SriLankan Airlines' determination of a bid's responsiveness is to be based on the contents of the bid itself.
- 29.2. A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
- (a) affects in any substantial way the scope, quality, or performance of the Goods / Services specified in the Contract; or
  - (b) limits in any substantial way, inconsistent with the Bidding Documents, SriLankan Airlines' rights or the Bidder's obligations under the Contract; or
  - (c) if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

- 29.3. If a bid is not substantially responsive to the Bidding Documents, it shall be rejected by SriLankan Airlines and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

### **30. Non-conformities, Errors, and Omissions**

- 30.1. Provided that a Bid is substantially responsive, SriLankan Airlines may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.
- 30.2. Provided that a bid is substantially responsive, SriLankan Airlines may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
- 30.3. Provided that the Bid is substantially responsive, SriLankan Airlines shall correct arithmetical errors on the following basis:
- (a) If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of SriLankan Airlines there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
  - (b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
  - (c) If there is discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- 30.4. If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited.

### **31. Preliminary Examination of Bids**

- 31.1. SriLankan Airlines shall examine the bids to confirm that all documents and technical documentation requested in ITB Clause 11 have been provided, and to determine the completeness of each document submitted.
- 31.2. SriLankan Airlines shall confirm that the following documents and information have been provided in the Bid. If any of these documents or information is missing, the Bid shall be rejected.

- (a) Bid Submission Form, in accordance with ITB Sub-Clause 12.1;
- (b) Price Schedules, in accordance with ITB Sub-Clause 12;
- (c) Bid Security in accordance with ITB Clause 20.
- (d) Non-collusion Declaration

### **32. Examination of terms and Conditions; Technical Evaluation**

- 32.1. SriLankan Airlines shall examine the Bid submitted to confirm that all terms and conditions specified in Section III Evaluation and Qualification Criteria have been accepted by the Bidder without any material deviation or reservation.
- 32.2. SriLankan Airlines shall evaluate the technical aspects of the Bid submitted in accordance with ITB Clause 17, to confirm that all requirements specified in section V, Schedule of Requirements of the Bidding Documents have been met without any material deviation or reservation.
- 32.3. If, after the examination of the terms and conditions and the technical evaluation, SriLankan Airlines determines that the Bid is not substantially responsive in accordance with ITB Clause 29, SriLankan Airlines shall reject the Bid.

### **33. Conversion to Single Currency (if applicable)**

- 33.1. For evaluation and comparison proposes, SriLankan Airlines shall convert all bid prices expressed in foreign currencies in to Sri Lankan Rupees using the selling rates at the closing of bids as published by the Central Bank of Sri Lanka. If this date falls on a public holiday the earliest working day prior to the date shall be applicable.

### **34. Evaluation of Bids**

- 34.1. SriLankan Airlines shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive. Categories will be evaluated separately
- 34.2. To evaluate a Bid, SriLankan Airlines shall only use all the factors, methodologies and criteria defined in this ITB Clause 34.
- 34.3. To evaluate a Bid, SriLankan Airlines shall consider the following:
  - (a) the Bid Price as quoted in accordance with clause 14;

(b) price adjustment for correction of arithmetic errors in accordance with ITB Sub-Clause 30.3;

(c) price adjustments due to discounts offered in accordance with ITB Sub-Clause 14.2; and 14.3

34.4. SriLankan Airlines' evaluation of a bid may require the consideration of other factors, in addition to the factors stated in ITB Sub-Clause 34.3, if specified in BDS. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods / Services.

34.5. If so specified in the BDS, these Bidding Documents shall allow Bidders to quote for one or more categories, and shall allow SriLankan Airlines to award one or multiple categories to more than one Bidder. The methodology of evaluation to determine the lowest-evaluated Category combinations, is specified in Section III, Evaluation and Qualification Criteria.

### **35. Comparison of Bids**

35.1. SriLankan Airlines shall compare all substantially responsive bids to determine the lowest-evaluated bid, in accordance with ITB Clause 34.

### **36. Post qualification of the Bidder**

36.1. SriLankan Airlines shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive bid is qualified to perform the Contract satisfactorily.

36.2. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 18.

36.3. An affirmative determination shall be prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event SriLankan Airlines shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

### **37. SriLankan Airlines' Right to accept Any Bid, and to Reject Any or All Bids**

37.1. SriLankan Airlines reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.



## **Award of Contract**

### **38. Award Criteria**

- 38.1. SriLankan Airlines shall award the Contract to the Bidders whose offers have been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. SriLankan Airlines reserves the right to accept the whole or part of the bid. Contract shall award to multiple bidders based on categories and cost implication to the SriLankan Airlines. **However, Category B and G shall be awarded to 2 different bidders.**

### **39. SriLankan Airlines' Right to Vary Quantities at Time of Award**

- 39.1. At the time the Contract is awarded, SriLankan Airlines reserves the right to increase or decrease the quantity of Goods / Services originally specified in Section V, Schedule of Requirements, provided this does not exceed twenty five percent (25%) or one unit whichever is higher and without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.

### **40. Notification of Award**

- 40.1. Prior to the expiration of the period of bid validity, SriLankan Airlines shall notify the successful Bidder, in writing, that its Bid has been accepted.
- 40.2. Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.
- 40.3. Upon the successful Bidder's furnishing of the signed Contract Form and performance security pursuant to ITB Clause 42, SriLankan Airlines will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 20.4.

### **41. Signing of Contract**

- 41.1. After notification, SriLankan Airlines shall complete the Agreement, and inform the successful Bidder to sign it.
- 41.2. Upon receipt of such information, the successful Bidder shall sign the Agreement.

### **42. Performance Security**

- 42.1. Within fourteen (14) days of the receipt of notification of award from SriLankan Airlines, the successful Bidder, shall furnish the Performance Security of 5% of the annual value of the contract, using the Performance Security Form included in Section VII, in the form of a Bank Guarantee issued by a commercial bank approved by the Central Bank of Sri Lanka. The performance security shall be an unconditional, irrevocable, on demand

bank guarantee drawn at sight in favor of the SriLankan Airlines valid for the period of contract and 28 days thereafter. SriLankan Airlines shall promptly notify the name of the winning Bidder to each unsuccessful Bidder and discharge the Bid Securities of the unsuccessful bidders pursuant to ITB Sub-Clause 20.4

- 42.2. Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event SriLankan Airlines may award the Contract to the next lowest evaluated Bidder, whose offer is substantially responsive and is determined by SriLankan Airlines to be qualified to perform the Contract satisfactorily.

#### **43. Corrections to BID Documents**

- 43.1. Erroneous figures must be struck off by a single line and the correct figure must be written clearly and initialed. All alterations and erasures must be authenticated; otherwise, the bids are liable to be treated as invalid and rejected. Ink should not be used for corrections.

## Section II. Bidding Data Sheet (BDS)

The following specific data for the service to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

In the event of any discrepancy or inconsistency between the Draft Agreement and any other section of the Bidding Document, the provisions contained in Sections I to V of the Bidding Document shall prevail.

<b>ITB Clause Reference</b>	<b>A. General</b>
<b>ITB 1.1</b>	The name and identification number of the Contract are – Selection of a Provision of Manpower Services to SriLankan Airlines – Reference No 202532349
<b>ITB 1.2</b>	Pre-bid meeting will be conducted <b>30<sup>th</sup> January 2026</b> Attendance shall confirm to: Email: <a href="mailto:maheshini.kulathilaka@srilankan.com">maheshini.kulathilaka@srilankan.com</a> or <a href="mailto:d.gunarathna@srilankan.com">d.gunarathna@srilankan.com</a>
	<b>B. Contents of Bidding Documents</b>  SriLankan Airlines contact details for Clarification/ participating Pre bid meeting / arrange entry passes for bid submission and bid opening:

<b>ITB 7.1</b>	<p>For <b><u>Clarification of bid purposes</u></b> only:</p> <p><u>SriLankan Airlines contact details.</u></p> <p>Mailing address:</p> <p style="padding-left: 40px;">Senior Commercial Procurement Executive SriLankan Airlines Limited, Commercial Procurement Department, Airline Centre, Bandaranaike International Airport, Katunayake, Sri Lanka.</p> <p>Phone : 0197332476</p> <p>Fax : 0197335225</p> <p>E-mail : <a href="mailto:mareshini.kulathilaka@srilankan.com">mareshini.kulathilaka@srilankan.com</a> / <a href="mailto:d.gunarathna@srilankan.com">d.gunarathna@srilankan.com</a></p>
	<b>C. Preparation of Bids</b>
<b>ITB 11.1 (e)</b>	<p>The Bidder shall submit the following documents along with the Bid.</p> <p><u>Mandatory documents-</u></p> <ul style="list-style-type: none"> <li>• Bid Submission Form - Section IV</li> <li>• Duly filled Technical and Operational Compliance Form – Section IV</li> <li>• Price Schedule Form - Section IV</li> <li>• Bid Security - Section IV</li> <li>• Non-collusion Declaration - Section IV</li> </ul> <p><u>Other documents -</u></p> <ul style="list-style-type: none"> <li>• Certificate of incorporation / business registration certificate</li> <li>• Formal written documents (award letter or similar) issued by clients including the number of staff and contract duration in order to prove required minimum eligibility of experience and cadre handling.</li> <li>• Most recent 03 months EPF/ETF submission forms (R1 form or similar authorized document) to prove required minimum cadre.</li> <li>• Clientele with the number and category of staff deployed under each client and service contract duration using Form included in Annexure F</li> <li>• Vendor Information Form</li> <li>• Audited Financial Statements for the last two (02) consecutive financial years.</li> </ul>

	<ul style="list-style-type: none"> <li>Value Added Tax permanent registration certificate (Copy) if charging VAT.</li> </ul>																						
<b>ITB 19.1</b>	The bid shall be valid till <b>07<sup>th</sup> July 2026</b>																						
<b>ITB 20.1</b>	(a) Bid shall include a Bid Security (issued by a commercial bank approved by the Central Bank of Sri Lanka) included in section IV Bidding Forms.																						
<b>ITB 20.2</b>	<p>The amount of the applicable Bid Security under which categories the bid is offered shall be made by the bidder. (i.e if the offer is made for 2 categories, applicable amounts for the 2 categories shall be made) Applicable Bid Security values are:</p> <table border="1"> <thead> <tr> <th>Category</th><th>Bid Security (LKR)</th></tr> </thead> <tbody> <tr> <td>Category A</td><td>1,140,000</td></tr> <tr> <td>Category B</td><td>3,840,000</td></tr> <tr> <td>Category C</td><td>310,000</td></tr> <tr> <td>Category D</td><td>120,000</td></tr> <tr> <td>Category E</td><td>660,000</td></tr> <tr> <td>Category F</td><td>1,090,000</td></tr> <tr> <td>Category G</td><td>6,960,000</td></tr> <tr> <td>Category H</td><td>2,670,000</td></tr> <tr> <td>Category I</td><td>2,860,000</td></tr> <tr> <td>Category J</td><td>220,000</td></tr> </tbody> </table> <p>The validity period of the bid security shall be till <b>04<sup>th</sup> August 2026</b> for or beyond any period of extension.</p>	Category	Bid Security (LKR)	Category A	1,140,000	Category B	3,840,000	Category C	310,000	Category D	120,000	Category E	660,000	Category F	1,090,000	Category G	6,960,000	Category H	2,670,000	Category I	2,860,000	Category J	220,000
Category	Bid Security (LKR)																						
Category A	1,140,000																						
Category B	3,840,000																						
Category C	310,000																						
Category D	120,000																						
Category E	660,000																						
Category F	1,090,000																						
Category G	6,960,000																						
Category H	2,670,000																						
Category I	2,860,000																						
Category J	220,000																						
	<b>D. Submission and Opening of Bids</b>																						
<b>ITB 22.1</b>	<p>The address for submission of Bids is:</p> <p>Chairman, Standing High level Procurement Committee, Commercial Procurement Department, SriLankan Airlines Limited, Airline Centre, Bandaranaike International Airport, Katunayake.</p>																						
<b>ITB 22.2 (c)</b>	<p>Bids shall bear the following identification. marks: Selection of a Provision of Manpower Services to SriLankan Airlines IFB No: 202532349</p>																						

<b>ITB 23.1</b>	The deadline for the submission of bids is: Date: <b>10<sup>th</sup> February 2026</b> Time: <b>1400 hrs</b>
-----------------	--

<b>ITB 26.1</b>	The bid opening shall take place at Airline Centre, Bandaranaike International Airport, Katunayake: Date: <b>10<sup>th</sup> February 2026</b> Time: <b>1400 hrs</b>
	<b>E. Evaluation and Comparison of Bids</b>
<b>ITB 34.4</b>	The following factors and methodology will be used for evaluation: <u>Preliminary Evaluation Criteria</u> <u>Detailed Evaluation Criteria</u>

### Section III. Evaluation and Qualification Criteria

- A registered business in Sri Lanka.
- Possess minimum 3 recent consecutive years of experience in providing manpower to established organizations (Corporate sector / Government institution)
- Bidders shall possess an annual turnover in the most recent financial year (immediate past year) as specified in the table below. In the event a bidder intends to submit bids for more than one category, the bidder shall possess a total minimum annual turnover equal to the cumulative minimum turnover requirements of all such categories.

Category	Minimum Annual Turnover Required (LKR)
Category A	68,040,000
Category B	230,230,000
Category C	18,240,000
Category D	6,840,000
Category E	39,290,000
Category F	64,860,000
Category G	417,130,000
Category H	160,000,000
Category I	171,430,000
Category J	13,190,000

- As of the bid submission deadline, the Service Provider must have deployed and be actively managing the minimum number of personnel specified in the table below. This requirement applies regardless of the number of clients served. In the event a Bidder submits bids for more than one category, the Bidder shall possess a total minimum number of personnel equal to the aggregate minimum personnel requirements of all such categories.

Supporting documentary evidence, such as previous contracts or formal contract award letters, shall be submitted to substantiate compliance with the evaluation and qualification criteria.

<b>Category</b>	<b>Required minimum number of personnel</b>
Category A	51
Category B	104
Category C	08
Category D	35
Category E	29
Category F	27
Category G	190
Category H	73
Category I	78
Category J	13

- The lowest compliant bidder shall be selected based on the total cost for the entire contract period of 03 years.
- Category B and G shall be awarded to 2 different bidders.



## **Section IV. Bidding Forms**

### **Table of Forms**

- Bid Acknowledgement Form
- Bid Submission Form
- Price Schedule Form
- Bid Security (Bid Guarantee)
- Technical Specifications Compliance form
- Client Information Form
- Vendor Information Form
- Non-collusion Declaration

## Annexure A - Bid Acknowledgement Form

### IMPORTANT

All Bidders shall confirm their intention to submit a Bid by forwarding the duly filled Bid Acknowledgement Form, 07 working days prior to the Bid closing date to the following email address.

.....

Invitation for Submission of Bids for

..... **Reference No - .../....** is hereby acknowledged.

☐ You may expect to receive our proposal on or before.

.....  
.....  
.....

.....  
.....

☐ We do not intend to submit a proposal because.

.....  
.....  
.....

#### Item

#### Details

Name of Bidder

[Insert Full Legal Name]

Address

[Insert Mailing Address]

Contact Person

[Insert Name and Designation]

Telephone Number

[Insert Phone Number]

Email Address

[Insert Email Address]

We understand that by acknowledging receipt, we will be informed of any amendments, clarifications, or addenda issued by the Procurement Entity.

Signed: .....

Designation : .....

Company : .....

Date : .....

*Note: SriLankan Airlines will not be responsible for sharing any amendments, clarifications, or addenda issued later with regard to the tender with those bidders who have not submitted this form.*

## Annexure B - 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 shall be accepted.]*

*Date: [Insert date (as day, month and year) of Bid Submission]*

*No: [insert number of bidding process]*

*To: SriLankan Airlines Ltd*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.:*[insert the number and issuing date of each Addenda]*;
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the Goods / Services.
- (c) The unit price/total price of our Bid without VAT, including any discounts offered is: LKR *[insert the **category-wise bid price separately** in words and figures]*;

- (d) The unit price/total price of our Bid including VAT, and any discounts offered is: LKR *[insert the **category-wise bid price separately** in words and figures]*;

- (e) Our bid shall be valid for the period of time specified in ITB Sub-Clause 19.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 23.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 42 for the due performance of the Contract;
- (g) We have no conflict of interest in accordance with ITB Sub-Clause 3.2;
- (h) Our firm, its affiliates or subsidiaries-including any subcontractors or suppliers for any part of the contract-has not been declared blacklisted by the Government of Sri Lanka;
- (i) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (j) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

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

In the capacity of *[insert legal capacity of person signing the Bid submission Form]*

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

Duly authorized to sign the bid for and on behalf of: *[insert complete name of bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_ , \_\_\_\_\_ *[insert the date of signing]*

## Annexure C – Price Schedule Forms

### Price Schedule Form – Category A

Provision of Manpower Services to SriLankan Airlines

Name of the Bidder : .....

#### 01st Year

#### **Shift Basis**

Category A							
	Sub-Categories	Number of staff required per shift	Number of shifts per month	Charge per person per shift (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	D = A x B x C	E = D x 12	
A.1	<b>Data Entry Operator / Project Assistant / Agents</b>						
	Shift Basis						
	Day	3	30				
	Night	3	30				
A.2	<b>Project Officer</b>						
	Shift Basis						
	Day	1	30				
	Night	1	30				
A.3	<b>Project Coordinator</b>						
	Shift Basis						
	Day	2	30				
	Night	2	30				

#### **Current Shift Pattern**

Category A (shift basis) operates on a 12-hour shift pattern. 01 working day consists of 01-day shift and 01-night shift (Day shift - 0800 hrs - 2025 hrs / Night Shift - 2000 hrs – 0825 hrs (all days inclusive of weekends)

**01st Year****Monthly Basis**

	Category A						
	Sub – Categories	Number of staff required	Number of working days per month	Charge per person per day (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	$D = A \times B \times C$	$E = D \times 12$	
A.1	<b>Data Entry Operator / Project Assistant / Agents</b>						
	Office Basis	12	21				
A.2	<b>Project Officer</b>						
	Office Basis	35	21				
A.3	<b>Project Coordinator</b>						
	Office Basis	5	21				
A.4	<b>Procurement Progress Coordinating Assistant - General , Inflight &amp; Office</b>						
	Office Basis	1	21				
A.5	<b>Procurement Progress Coordinating Assistant- GSE</b>						
	Office Basis	1	21				

Office working hours: 0800 hrs to 1630 hrs, 05 days per week.

Description	Shift Basis Amount	Monthly Basis Amount	Total Amount
Total Cost for Category A for 01 <sup>st</sup> Year (in Figures)			
Total Cost for Category A for 01 <sup>st</sup> Year (in Words)			

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

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

Date: ..... [insert date]

**02<sup>nd</sup> Year****Shift Basis**

	Category A						
	Sub-Categories	Number of staff required per shift	Number of shifts per month	Charge per person per shift (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	D = A x B x C	E = D x 12	
A.1	<b>Data Entry Operator / Project Assistant / Agents</b>						
	Shift Basis						
	Day	3	30				
	Night	3	30				
A.2	<b>Project Officer</b>						
	Shift Basis						
	Day	1	30				
	Night	1	30				
A.3	<b>Project Coordinator</b>						
	Shift Basis						
	Day	2	30				
	Night	2	30				

**Current Shift Pattern**

Category A (shift basis) operates on a 12-hour shift pattern. 01 working day consists of 01-day shift and 01-night shift (Day shift - 0800 hrs - 2025 hrs / Night Shift - 2000 hrs – 0825 hrs (all days inclusive of weekends)

**02<sup>nd</sup> Year****Monthly Basis**

	Category A						
	Sub – Categories	Number of staff required	Number of working days per month	Charge per person per day (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	D = A x B x C	E = D x 12	
A.1	<b>Data Entry Operator / Project Assistant / Agents</b>						
	Office Basis	12	21				
A.2	<b>Project Officer</b>						
	Office Basis	35	21				
A.3	<b>Project Coordinator</b>						
	Office Basis	5	21				
A.4	<b>Procurement Progress Coordinating Assistant - General, Inflight &amp; Office</b>						
	Office Basis	1	21				
A.5	<b>Procurement Progress Coordinating Assistant- GSE</b>						
	Office Basis	1	21				

Office working hours: 0800 hrs to 1630 hrs, 05 days per week.

Description	Shift Basis Amount	Monthly Basis Amount	Total Amount
Total Cost for Category A for 02 <sup>nd</sup> Year (in Figures)			
Total Cost for Category A for 02 <sup>nd</sup> Year (in Words)			

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

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

Date: ..... [insert date]



### **03rd Year**

#### **Shift Basis**

	Category A						
	Sub-Categories	Number of staff required per shift	Number of shifts per month	Charge per person per shift (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	D = A x B x C	E = D x 12	
A.1	<b>Data Entry Operator / Project Assistant / Agents</b>						
	Shift Basis						
	Day	3	30				
	Night	3	30				
A.2	<b>Project Officer</b>						
	Shift Basis						
	Day	1	30				
	Night	1	30				
A.3	<b>Project Coordinator</b>						
	Shift Basis						
	Day	2	30				
	Night	2	30				

#### ***Current Shift Pattern***

*Category A (shift basis) operates on a 12-hour shift pattern. 01 working day consists of 01-day shift and 01-night shift (Day shift - 0800 hrs - 2025 hrs / Night Shift - 2000 hrs – 0825 hrs (all days inclusive of weekends)*

**03<sup>rd</sup> Year****Monthly Basis**

	Category A						
	Sub – Categories	Number of staff required	Number of working days per month	Charge per person per day (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	$D = A \times B \times C$	$E = D \times 12$	
A.1	<b>Data Entry Operator / Project Assistant / Agents</b>						
	Office Basis	12	21				
A.2	<b>Project Officer</b>						
	Office Basis	35	21				
A.3	<b>Project Coordinator</b>						
	Office Basis	5	21				
A.4	<b>Procurement Progress Coordinating Assistant - General, Inflight &amp; Office</b>						
	Office Basis	1	21				
A.5	<b>Procurement Progress Coordinating Assistant- GSE</b>						
	Office Basis	1	21				

Office working hours: 0800 hrs to 1630 hrs, 05 days per week.

Description	Shift Basis Amount	Monthly Basis Amount	Total Amount
Total Cost for Category A for 03 <sup>rd</sup> Year (in Figures)			
Total Cost for Category A for 03 <sup>rd</sup> Year (in Words)			

**Total Cost for Category A**

Description	Total Amount
Total Cost for 03 Years (in Figures)	
Total Cost for 03 Years (in Words)	

..... *[signature of person signing the Bid]*  
..... *[designation of person signing the Bid with frank]*  
Date: ..... *[insert date]*

## Price Schedule – Category B

Provision of Manpower Services to SriLankan Airlines

Name of the Bidder : .....

### 01st Year

#### Shift Basis

Category	B						
	Sub-Categories	Number of staff required per shift	Number of shifts per month	Charge per person per shift (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	$D = A \times B \times C$	$E = D \times 12$	
B.1	Support Serviceman (Wheelchair Handlers)						
	Shift Basis						
	Day	40	30				
	Night	40	30				

#### *Current Shift Pattern*

**Category B.1** – Operates on a 12-hour shift pattern. 01 working day consists of 01-day shift and 01-night shift (Day shift -0800 hrs - 2025 hrs / Night Shift -2000 hrs – 0825 hrs (all days inclusive of weekends)

Description	Shift Basis Amount	Total Amount
Total Cost for Category B for 01 <sup>st</sup> Year (in Figures)		
Total Cost for Category B for 01 <sup>st</sup> Year (in Words)		

..... *[signature of person signing the Bid]*  
..... *[designation of person signing the Bid with frank]*  
Date: ..... *[insert date)*

**02<sup>nd</sup> Year****Shift Basis**

	Category B						
	Sub-Categories	Number of staff required per shift	Number of shifts per month	Charge per person per shift (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	$D = A \times B \times C$	$E = D \times 12$	
B.1	<b>Support Serviceman (Wheelchair Handlers)</b>						
	Shift Basis						
	Day	40	30				
	Night	40	30				

**Current Shift Pattern**

**Category B.1** – Operates on a 12-hour shift pattern. 01 working day consists of 01-day shift and 01-night shift (Day shift -0800 hrs - 2025 hrs / Night Shift -2000 hrs – 0825 hrs (all days inclusive of weekends)

Description	Shift Basis Amount	Total Amount
Total Cost for Category B for 02 <sup>nd</sup> Year (in Figures)		
Total Cost for Category B for 02 <sup>nd</sup> Year (in Words)		

..... [signature of person signing the Bid]  
 ..... [designation of person signing the Bid with frank]  
 Date: ..... [insert date]

### **03<sup>rd</sup> Year**

#### **Shift Basis**

	Category B						
	Sub-Categories	Number of staff required per shift	Number of shifts per month	Charge per person per shift (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	$D = A \times B \times C$	$E = D \times 12$	
B.1	<b>Support Serviceman (Wheelchair Handlers)</b>						
	Shift Basis						
	Day	40	30				
	Night	40	30				

#### ***Current Shift Pattern***

**Category B.1** – Operates on a 12-hour shift pattern. 01 working day consists of 01-day shift and 01-night shift (Day shift -0800 hrs - 2025 hrs / Night Shift -2000 hrs – 0825 hrs (all days inclusive of weekends)

Description	Shift Basis Amount	Total Amount
Total Cost for Category B for 03 <sup>rd</sup> Year (in Figures)		
Total Cost for Category B for 03 <sup>rd</sup> Year (in Words)		

**Total Cost for Category B**

Description	Total Amount
Total Cost for 03 Years (in Figures)	
Total Cost for 03 Years (in Words)	

..... *[signature of person signing the Bid]*  
..... *[designation of person signing the Bid with frank]*  
Date: ..... *[insert date]*



## Price Schedule – Category C

Provision of Manpower Services to SriLankan Airlines

Name of the Bidder : .....

### 01<sup>st</sup> Year

#### Shift Basis

Category	C						
	Sub-Categories	Number of staff required per shift	Number of shifts per month	Charge per person per shift (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	D = A x B x C	E = D x 12	
C.1	Driver (Transport)						
	Shift Basis						
	Day	2	30				
	Night	2	30				
C.2	Driver (Cargo)						
	Shift Basis						
	Day	1	30				
	Night	1	30				

#### *Current Shift Pattern*

*Category C.1 & C.2 - Operates on a 12-hour shift pattern. 01 working day consists of 01 day shift and 01-night shift (Day shift - 0800 hrs - 2025 hrs / Night Shift - 2000 hrs – 0825 hrs (all days inclusive of weekends))*

<b>Description</b>	<b>Shift Basis Amount</b>	<b>Total Amount</b>
Total Cost for Category C for 01 <sup>st</sup> Year (in Figures)		
Total Cost for Category C for 01 <sup>st</sup> Year (in Words)		

..... *[signature of person signing the Bid]*  
..... *[designation of person signing the Bid with frank]*  
Date: ..... *[insert date]*

**02<sup>nd</sup> Year****Shift Basis**

	Category C						
	Sub-Categories	Number of staff required per shift	Number of shifts per month	Charge per person per shift (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	D = A x B x C	E = D x 12	
C.1	<b>Driver (Transport)</b>						
	Shift Basis						
	Day	2	30				
	Night	2	30				
C.2	<b>Driver (Cargo)</b>						
	Shift Basis						
	Day	1	30				
	Night	1	30				

**Current Shift Pattern**

**Category C.1 & C.2** - Operates on a 12-hour shift pattern. 01 working day consists of 01 day shift and 01-night shift (Day shift - 0800 hrs - 2025 hrs / Night Shift -2000 hrs – 0825 hrs (all days inclusive of weekends)

Description	Shift Basis Amount	Total Amount
Total Cost for Category C for 02 <sup>nd</sup> Year (in Figures)		
Total Cost for Category C for 02 <sup>nd</sup> Year (in Words)		

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

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

Date: ..... [insert date]

**03<sup>rd</sup> Year****Shift Basis**

	Category C						
	Sub-Categories	Number of staff required per shift	Number of shifts per month	Charge per person per shift (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	D = A x B x C	E = D x 12	
C.1	<b>Driver (Transport)</b>						
	Shift Basis						
	Day	2	30				
	Night	2	30				
C.2	<b>Driver (Cargo)</b>						
	Shift Basis						
	Day	1	30				
	Night	1	30				

**Current Shift Pattern**

**Category C.1 & C.2** - Operates on a 12-hour shift pattern. 01 working day consists of 01 day shift and 01-night shift (Day shift - 0800 hrs - 2025 hrs / Night Shift -2000 hrs – 0825 hrs (all days inclusive of weekends)

Description	Shift Basis Amount	Total Amount
Total Cost for Category C for 03 <sup>rd</sup> Year (in Figures)		
Total Cost for Category C for 03 <sup>rd</sup> Year (in Words)		

**Total Cost for Category C**

<b>Description</b>	<b>Total Amount</b>
Total Cost for 03 Years (in Figures)	
Total Cost for 03 Years (in Words)	

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

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

Date: ..... *[insert date]*

## Price Schedule – Category D

Provision of Manpower Services to SriLankan Airlines

Name of the Bidder : .....

### 01<sup>st</sup> Year

Category D					
Salary Range	Handling fee per staff	Number of Staff	Estimated Monthly handling fee (LKR)	Total Annual handling fee (LKR)	Applicable Taxes
	A	B	$C = A \times B$	$D = C \times 12$	
<b>Below 100,000LKR</b>		31			
<b>100,000LKR - 500,000LKR</b>		16			
<b>More than 500,000LKR</b>		6			

Description	Total Amount
Total Cost for Category D for 01 <sup>st</sup> Year (in Figures)	
Total Cost for Category D for 01 <sup>st</sup> Year (in Words)	

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

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

Date: ..... [insert date]

**02<sup>nd</sup> Year**

<b>Category D</b>					
<b>Salary Range</b>	<b>Handling fee per staff</b>	<b>Number of Staff</b>	<b>Estimated Monthly handling fee (LKR)</b>	<b>Total Annual handling fee (LKR)</b>	<b>Applicable Taxes</b>
	A	B	$C = A \times B$	$D = C \times 12$	
<b>Below 100,000LKR</b>		31			
<b>100,000LKR - 500,000LKR</b>		16			
<b>More than 500,000LKR</b>		6			

<b>Description</b>	<b>Total Amount</b>
Total Cost for Category D for 02 <sup>nd</sup> Year (in Figures)	
Total Cost for Category D for 02 <sup>nd</sup> Year (in Words)	

..... *[signature of person signing the Bid]*  
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Date: ..... *[insert date]*

**03<sup>rd</sup> Year**

<b>Category</b>	<b>D</b>				
<b>Salary Range</b>	<b>Handling fee per staff</b>	<b>Number of Staff</b>	<b>Estimated Monthly handling fee (LKR)</b>	<b>Total Annual handling fee (LKR)</b>	<b>Applicable Taxes</b>
	A	B	$C = A \times B$	$D = C \times 12$	
<b>Below 100,000LKR</b>		31			
<b>100,000LKR - 500,000LKR</b>		16			
<b>More than 500,000LKR</b>		6			

<b>Description</b>	<b>Total Amount</b>
Total Cost for Category D for 03 <sup>rd</sup> Year (in Figures)	
Total Cost for Category D for 03 <sup>rd</sup> Year (in Words)	

**Total Cost for Category D**

<b>Description</b>	<b>Total Amount</b>
Total Cost for 03 Years (in Figures)	
Total Cost for 03 Years (in Words)	

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Date: ..... *[insert date]*



## Price Schedule – Category E

Provision of Manpower Services to SriLankan Airlines

Name of the Bidder : .....

### 01<sup>st</sup> Year

#### Shift Basis

	Category E						
	Sub-Categories	Number of staff required per shift	Number of shifts per month	Charge per person per shift (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	$D = A \times B \times C$	$E = C \times 12$	
E.1	<b>Electrical Technician</b>						
	Shift Basis						
	Day	2 (Type 2)	18				
	Day	2 (Type 1)	26				
	Night	1	15				
E.2	<b>Electrical Assistant</b>						
	Shift Basis						
	Day	1 (Type-3)	22				
E.3	<b>Electrical Helper</b>						
	Shift Basis						
	Day	1 (Type-3)	22				

<b>Air Conditioning Trade</b>								
E.4	<b>Air Conditioning Technician</b>							
	Shift Basis							
	Day	3 (Type 2)	18					
	Day	3 (Type 1)	26					
E.5	<b>Air Conditioning Assistant</b>							
	Shift Basis							
	Day	1 (Type-3)	22					
E.6	<b>Air Conditioning Helper</b>							
	Shift Basis							
	Day	1 (Type-3)	22					
<b>Welding Trade</b>								
E.7	<b>Welders</b>							
	Shift Basis							
	Day	1 (Type -3)	22					
E.9	<b>Welding Assistant</b>							
	Shift Basis							
	Day	1 (Type-3)	22					
E.11	<b>Welding Helper</b>							
	Shift Basis							
	Day	1 (Type-3)	22					
<b>Masonry Trade</b>								
E.12	<b>Technical Assistant (Masonry)</b>							
	Shift Basis							
	Day	1 (Type-3)	22					
E.13	<b>Masonry Assistant</b>							
	Shift Basis							
	Day	1 (Type -3)	22					
E.14	<b>Masonry Helper</b>							

	Shift Basis							
	Day	2 (Type -3)	22					
<b>Plumbing Trade</b>								
E.15	<b>Technical Assistant (Plumbing)</b>							
	Shift Basis							
	Day	2 (Type- 1)	26					
E.16	<b>Plumbing Assistant</b>							
	Shift Basis							
	Day	2 (Type- 2)	18					
	Night	2	15					
E.17	<b>Plumbing Helper</b>							
	Shift Basis							
	Day	1 (Type-3)	22					
<b>Painting Trade</b>								
E.18	<b>Technical Assistant (Painting)</b>							
	Shift Basis							
	Day	1 (Type -3)	22					
E.19	<b>Painting Assistant</b>							
	Shift Basis							
	Day	2 (Type- 3)	22					
<b>Carpentry Trade</b>								
E.20	<b>Technical Officer (Carpentry)</b>							
	Shift Basis							
	Day	1 (Type- 2)	18					
E.21	<b>Technical Assistant (Carpentry)</b>							
	Shift Basis							
	Day	2 (Type-3)	22					
	Night	-						
E.22	<b>Carpentry Assistant</b>							

	Shift Basis						
	Day	1 (Type-3)	22				
<b>Mechanical Trade</b>							
E.23	<b>Mechanical Assistant (Fire)</b>						
	Shift Basis						
	Day	1 (Type-2)	18				
	Night	-					
E.24	<b>Mechanical Helper (Fire)</b>						
	Shift Basis						
	Day	1 (Type - 2)	18				
<b>General Laborer Support</b>							
E.26	<b>Heavy Duty Laborer</b>						
	Shift Basis						
	Day	2 (Type- 3)	22				
	Night	-					

**Category E Current Shift Pattern:**

**Day Shift Only**

Shift Type	Shift Time	Number of shifts per Month
Type 1	0800 hrs – 1630 hrs	26
Type 2	0800 hrs – 2000 hrs	18
Type 3	0800 hrs – 1630 hrs	22

**Night Shift Only**

Shift	Shift Time
Night Shift	2000 hrs – 0800 hrs

**01<sup>st</sup> Year****Monthly Basis**

	Category E						
	Sub-Categories	Numbers of staff required	Number of working days per month	Charge per person per day (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	$D = A \times B \times C$	$E = D \times 12$	
E.8	<b>Welder (Ramp)</b>						
	Office Basis	2	21				
E.10	<b>Welding Assistant (Inflight Galley Equipment Repair Workshop)</b>						
	Office Basis	1	21				
E.25	<b>AutoCAD Drafting Technician</b>						
	Office Basis	1	21				

**Office Basis only**

Shift	Shift Time
Office Basis	0800 hrs – 1630 hrs

Description	Shift Basis Amount	Monthly Basis Amount	Total Amount
Total Cost for Category E for 01 <sup>st</sup> Year (in Figures)			
Total Cost for Category E for 01 <sup>st</sup> Year (in Words)			

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Date: ..... *[insert date]*

**02<sup>nd</sup> Year****Shift Basis**

	Category	E					
	Sub-Categories	Number of staff required per shift	Number of shifts per month	Charge per person per shift (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	$D = A \times B \times C$	$E = C \times 12$	
E.1	<b>Electrical Technician</b>						
	Shift Basis						
	Day	2 (Type 2)	18				
	Day	2 (Type 1)	26				
	Night	1	15				
E.2	<b>Electrical Assistant</b>						
	Shift Basis						
	Day	1 (Type-3)	22				
E.3	<b>Electrical Helper</b>						
	Shift Basis						
	Day	1 (Type-3)	22				

<b>Air Conditioning Trade</b>								
E.4	<b>Air Conditioning Technician</b>							
	Shift Basis							
	Day	3 (Type 2)	18					
	Day	3 (Type 1)	26					
E.5	<b>Air Conditioning Assistant</b>							
	Shift Basis							
	Day	1 (Type-3)	22					
E.6	<b>Air Conditioning Helper</b>							

	Shift Basis							
	Day	1 (Type-3)	22					
<b>Welding Trade</b>								
E.7	<b>Welders</b>							
	Shift Basis							
	Day	1 (Type -3)	22					
E.9	<b>Welding Assistant</b>							
	Shift Basis							
	Day	1 (Type-3)	22					
E.11	<b>Welding Helper</b>							
	Shift Basis							
	Day	1 (Type-3)	22					
<b>Masonry Trade</b>								
E.12	<b>Technical Assistant (Masonry)</b>							
	Shift Basis							
	Day	1 (Type-3)	22					
E.13	<b>Masonry Assistant</b>							
	Shift Basis							
	Day	1 (Type -3)	22					
E.14	<b>Masonry Helper</b>							
	Shift Basis							
	Day	2 (Type -3)	22					
<b>Plumbing Trade</b>								
E.15	<b>Technical Assistant (Plumbing)</b>							
	Shift Basis							
	Day	2 (Type- 1)	26					
E.16	<b>Plumbing Assistant</b>							
	Shift Basis							
	Day	2 (Type- 2)	18					

	Night	2	15					
E.17	<b>Plumbing Helper</b>							
	Shift Basis							
	Day	1 (Type-3)	22					
<b>Painting Trade</b>								
E.18	<b>Technical Assistant (Painting)</b>							
	Shift Basis							
	Day	1 (Type -3)	22					
E.19	<b>Painting Assistant</b>							
	Shift Basis							
	Day	2 (Type- 3)	22					
<b>Carpentry Trade</b>								
E.20	<b>Technical Officer (Carpentry)</b>							
	Shift Basis							
	Day	1 (Type- 2)	18					
E.21	<b>Technical Assistant (Carpentry)</b>							
	Shift Basis							
	Day	2 (Type-3)	22					
	Night	-						
E.22	<b>Carpentry Assistant</b>							
	Shift Basis							
	Day	1 (Type-3)	22					
<b>Mechanical Trade</b>								
E.23	<b>Mechanical Assistant (Fire)</b>							
	Shift Basis							
	Day	1 (Type-2)	18					
	Night	-						
E.24	<b>Mechanical Helper (Fire)</b>							
	Shift Basis							



	Day	1 (Type - 2)	18					
<b>General Laborer Support</b>								
E.26	<b>Heavy Duty Laborer</b>							
	Shift Basis							
	Day	2 (Type- 3)	22					
	Night	-						

**Category E Current Shift Pattern:**

**Day Shift Only**

Shift Type	Shift Time	Number of shifts per Month
Type 1	0800 hrs – 1630 hrs	26
Type 2	0800 hrs – 2000 hrs	18
Type 3	0800 hrs – 1630 hrs	22

**Night Shift Only**

Shift	Shift Time
Night Shift	2000 hrs – 0800 hrs

**02<sup>nd</sup> Year****Monthly Basis**

	Category E						
	Sub-Categories	Numbers of staff required	Number of working days per month	Charge per person per day (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	$D = A \times B \times C$	$E = D \times 12$	
E.8	<b>Welder (Ramp)</b>						
	Office Basis	2	21				
E.10	<b>Welding Assistant (Inflight Galley Equipment Repair Workshop)</b>						
	Office Basis	1	21				
E.25	<b>AutoCAD Drafting Technician</b>						
	Office Basis	1	21				

**Office Basis only**

Shift	Shift Time
Office Basis	0800 hrs – 1630 hrs

Description	Shift Basis Amount	Monthly Basis Amount	Total Amount
Total Cost for Category E for 02 <sup>nd</sup> Year (in Figures)			
Total Cost for Category E for 02 <sup>nd</sup> Year (in Words)			

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Date: ..... *[insert date]*

**03<sup>rd</sup> Year****Shift Basis**

	Category	E					
	Sub-Categories	Number of staff required per shift	Number of shifts per month	Charge per person per shift (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	$D = A \times B \times C$	$E = C \times 12$	
E.1	<b>Electrical Technician</b>						
	Shift Basis						
	Day	2 (Type 2)	18				
	Day	2 (Type 1)	26				
	Night	1	15				
E.2	<b>Electrical Assistant</b>						
	Shift Basis						
	Day	1 (Type-3)	22				
E.3	<b>Electrical Helper</b>						
	Shift Basis						
	Day	1 (Type-3)	22				

<b>Air Conditioning Trade</b>								
E.4	<b>Air Conditioning Technician</b>							
	Shift Basis							
	Day	3 (Type 2)	18					
	Day	3 (Type 1)	26					
E.5	<b>Air Conditioning Assistant</b>							
	Shift Basis							
	Day	1 (Type-3)	22					
E.6	<b>Air Conditioning Helper</b>							

	Shift Basis							
	Day	1 (Type-3)	22					
<b>Welding Trade</b>								
E.7	<b>Welders</b>							
	Shift Basis							
	Day	1 (Type -3)	22					
E.9	<b>Welding Assistant</b>							
	Shift Basis							
	Day	1 (Type-3)	22					
E.11	<b>Welding Helper</b>							
	Shift Basis							
	Day	1 (Type-3)	22					
<b>Masonry Trade</b>								
E.12	<b>Technical Assistant (Masonry)</b>							
	Shift Basis							
	Day	1 (Type-3)	22					
E.13	<b>Masonry Assistant</b>							
	Shift Basis							
	Day	1 (Type -3)	22					
E.14	<b>Masonry Helper</b>							
	Shift Basis							
	Day	2 (Type -3)	22					
<b>Plumbing Trade</b>								
E.15	<b>Technical Assistant (Plumbing)</b>							
	Shift Basis							
	Day	2 (Type- 1)	26					
E.16	<b>Plumbing Assistant</b>							
	Shift Basis							
	Day	2 (Type- 2)	18					

	Night	2	15					
E.17	<b>Plumbing Helper</b>							
	Shift Basis							
	Day	1 (Type-3)	22					
<b>Painting Trade</b>								
E.18	<b>Technical Assistant (Painting)</b>							
	Shift Basis							
	Day	1 (Type -3)	22					
E.19	<b>Painting Assistant</b>							
	Shift Basis							
	Day	2 (Type- 3)	22					
<b>Carpentry Trade</b>								
E.20	<b>Technical Officer (Carpentry)</b>							
	Shift Basis							
	Day	1 (Type- 2)	18					
E.21	<b>Technical Assistant (Carpentry)</b>							
	Shift Basis							
	Day	2 (Type-3)	22					
	Night	-						
E.22	<b>Carpentry Assistant</b>							
	Shift Basis							
	Day	1 (Type-3)	22					
<b>Mechanical Trade</b>								
E.23	<b>Mechanical Assistant (Fire)</b>							
	Shift Basis							
	Day	1 (Type-2)	18					
	Night	-						
E.24	<b>Mechanical Helper (Fire)</b>							
	Shift Basis							

	Day	1 (Type - 2)	18					
<b>General Laborer Support</b>								
E.26	<b>Heavy Duty Laborer</b>							
	Shift Basis							
	Day	2 (Type- 3)	22					
	Night	-						

**Category E Current Shift Pattern:**

**Day Shift Only**

Shift Type	Shift Time	Number of shifts per Month
Type 1	0800 hrs – 1630 hrs	26
Type 2	0800 hrs – 2000 hrs	18
Type 3	0800 hrs – 1630 hrs	22

**Night Shift Only**

Shift	Shift Time
Night Shift	2000 hrs – 0800 hrs

**03<sup>rd</sup> Year****Monthly Basis**

	Category E						
	Sub-Categories	Numbers of staff required	Number of working days per month	Charge per person per day (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	$D = A \times B \times C$	$E = D \times 12$	
E.8	<b>Welder (Ramp)</b>						
	Office Basis	2	21				
E.10	<b>Welding Assistant (Inflight Galley Equipment Repair Workshop)</b>						
	Office Basis	1	21				
E.25	<b>AutoCAD Drafting Technician</b>						
	Office Basis	1	21				

**Office Basis only**

Shift	Shift Time
Office Basis	0800 hrs – 1630 hrs

Description	Shift Basis Amount	Monthly Basis Amount	Total Amount
Total Cost for Category E for 03 <sup>rd</sup> Year (in Figures)			
Total Cost for Category E for 03 <sup>rd</sup> Year (in Words)			

**Total Cost for Category E**

<b>Description</b>	<b>Total Amount</b>
Total Cost for 03 Years (in Figures)	
Total Cost for 03 Years (in Words)	

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Date: ..... *[insert date]*



## Price Schedule – Category F

Provision of Manpower Services to SriLankan Airlines

Name of the Bidder : .....

### 01<sup>st</sup> Year

#### Shift Basis

	Category F						
	Sub-Categories	Number of staff required per shift	Number of shifts per month	Charge per person per shift (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	D = A x B x C	E = D x 12	
F.1	<b>Support Serviceman - -Passenger Services</b>						
	Shift Basis						
	Day	5	30				
	Night	5	30				
F.2	<b>Support Serviceman - Engineering</b>						
	Shift Basis						
	Day	5	30				
	Night	-					

#### **Current Shift Pattern**

**Category F.1** - Operates on a 12-hour shift pattern. 01 working day consists of 01-day shift and 01-night shift (Day shift - 0800 hrs - 2025 hrs / Night Shift -2000 hrs – 0825 hrs (all days inclusive of weekends)

**Category F.2** - Operates on a 12-hour shift pattern. 01 working day consists of 01-day shift only (Day shift - 0800 hrs - 2025 hrs (all days inclusive of weekends)

**01<sup>st</sup> Year****Monthly Basis**

	Category F							
	Sub-Categories	Number of staff required	Number of working days per month	Charge per person per day(LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Total cost for 3 years (LKR)	Applicable Taxes
		A	B	C	$D = A \times B \times C$	$E = D \times 12$	$F = E \times 3$	
F.1	<b>Support Serviceman - -Passenger Services</b>							
	Office Basis	4	21					
F.3	<b>Support Serviceman - Other Departments</b>							
	Office Basis	7	21					

Office working hours: 0800 hrs to 1630 hrs, 05 days per week.

Description	Shift Basis Amount	Monthly Basis Amount	Total Amount
Total Cost for Category F for 01 <sup>st</sup> Year (in Figures)			
Total Cost for Category F for 01 <sup>st</sup> Year (in Words)			

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Date: ..... [insert date]

**02<sup>nd</sup> Year****Shift Basis**

	Category F						
	Sub-Categories	Number of staff required per shift	Number of shifts per month	Charge per person per shift (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	D = A x B x C	E = D x 12	
F.1	<b>Support Serviceman - Passenger Services</b>						
	Shift Basis						
	Day	5	30				
	Night	5	30				
F.2	<b>Support Serviceman - Engineering</b>						
	Shift Basis						
	Day	5	30				
	Night	-					

**Current Shift Pattern**

**Category F.1** - Operates on a 12-hour shift pattern. 01 working day consists of 01-day shift and 01-night shift (Day shift - 0800 hrs - 2025 hrs / Night Shift - 2000 hrs – 0825 hrs (all days inclusive of weekends)

**Category F.2** - Operates on a 12-hour shift pattern. 01 working day consists of 01-day shift only (Day shift - 0800 hrs - 2025 hrs (all days inclusive of weekends)

## 02<sup>nd</sup> Year

### Monthly Basis

	Category F							
	Sub-Categories	Number of staff required	Number of working days per month	Charge per person per day(LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Total cost for 3 years (LKR)	Applicable Taxes
		A	B	C	$D = A \times B \times C$	$E = D \times 12$	$F = E \times 3$	
F.1	<b>Support Serviceman - -Passenger Services</b>							
	Office Basis	4	21					
F.3	<b>Support Serviceman - Other Departments</b>							
	Office Basis	7	21					

Office working hours: 0800 hrs to 1630 hrs, 05 days per week.

Description	Shift Basis Amount	Monthly Basis Amount	Total Amount
Total Cost for Category F for 02 <sup>nd</sup> Year (in Figures)			
Total Cost for Category F for 02 <sup>nd</sup> Year (in Words)			

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Date: ..... [insert date]

**03<sup>rd</sup> Year****Shift Basis**

	Category	F					
	Sub-Categories	Number of staff required per shift	Number of shifts per month	Charge per person per shift (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	D = A x B x C	E = D x 12	
F.1	Support Serviceman - -Passenger Services						
	Shift Basis						
	Day	5	30				
	Night	5	30				
F.2	Support Serviceman - Engineering						
	Shift Basis						
	Day	5	30				
	Night	-					

**Current Shift Pattern**

**Category F.1** - Operates on a 12-hour shift pattern. 01 working day consists of 01-day shift and 01-night shift (Day shift - 0800 hrs - 2025 hrs / Night Shift -2000 hrs – 0825 hrs (all days inclusive of weekends)

**Category F.2** - Operates on a 12-hour shift pattern. 01 working day consists of 01-day shift only (Day shift - 0800 hrs - 2025 hrs (all days inclusive of weekends)

**03<sup>rd</sup> Year****Monthly Basis**

	Category F							
	Sub-Categories	Number of staff required	Number of working days per month	Charge per person per day(LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Total cost for 3 years (LKR)	Applicable Taxes
		A	B	C	$D = A \times B \times C$	$E = D \times 12$	$F = E \times 3$	
F.1	<b>Support Serviceman - -Passenger Services</b>							
	Office Basis	4	21					
F.3	<b>Support Serviceman - Other Departments</b>							
	Office Basis	7	21					

Office working hours: 0800 hrs to 1630 hrs, 05 days per week.

Description	Shift Basis Amount	Monthly Basis Amount	Total Amount
Total Cost for Category F for 03 <sup>rd</sup> Year (in Figures)			
Total Cost for Category F for 03 <sup>rd</sup> Year (in Words)			

**Total Cost for Category F**

Description	Total Amount
Total Cost for 03 Years (in Figures)	
Total Cost for 03 Years (in Words)	

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Date: ..... [insert date]

## Price Schedule – Category G

Provision of Manpower Services to SriLankan Airlines

Name of the Bidder : .....

### 01<sup>st</sup> Year

#### Shift Basis

	Category G						
	Sub-Categories	Number of staff required per shift	Number of shifts per month	Charge per person per shift (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	D = A x B x C	E = D x 12	
G.1	Support Serviceman - Ramp Services						
	Shift Basis						
	Day	76	30				
	Night	70	30				

#### **Current Shift Pattern**

**Category G** - Operates on a 12-hour shift pattern. 01 working day consists of 01-day shift and 01-night shift (Day shift -0800 hrs - 2025 hrs / Night Shift -2000 hrs – 0825 hrs (all days inclusive of weekends)

As indicated in the above table, six (06) staff members from the day shift operate on a 12-hour shift pattern. One (01) working day consists of one (01) day shift only. (Day shift - 0800 hrs - 2025 hrs-(all days inclusive of weekends)

<b>Description</b>	<b>Shift Basis Amount</b>	<b>Total Amount</b>
Total Cost for Category G for 01 <sup>st</sup> Year (in Figures)		
Total Cost for Category G for 01 <sup>st</sup> Year (in Words)		

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Date: ..... *[insert date]*



**02<sup>nd</sup> Year****Shift Basis**

	Category	G					
	Sub-Categories	Number of staff required per shift	Number of shifts per month	Charge per person per shift (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	D = A x B x C	E = D x 12	
G.1	Support Serviceman - Ramp Services						
	Shift Basis						
	Day	76	30				
	Night	70	30				

**Current Shift Pattern**

**Category G** - Operates on a 12-hour shift pattern. 01 working day consists of 01-day shift and 01-night shift (Day shift -0800 hrs - 2025 hrs / Night Shift -2000 hrs – 0825 hrs (all days inclusive of weekends)

As indicated in the above table, six (06) staff members from the day shift operate on a 12-hour shift pattern. One (01) working day consists of one (01) day shift only. (Day shift - 0800 hrs - 2025 hrs-(all days inclusive of weekends)

Description	Shift Basis Amount	Total Amount
Total Cost for Category G for 02 <sup>nd</sup> Year (in Figures)		
Total Cost for Category G for 02 <sup>nd</sup> Year (in Words)		

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Date: ..... [insert date]

**03<sup>rd</sup> Year****Shift Basis**

	Category	G					
	Sub-Categories	Number of staff required per shift	Number of shifts per month	Charge per person per shift (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	D = A x B x C	E = D x 12	
G.1	Support Serviceman - Ramp Services						
	Shift Basis						
	Day	76	30				
	Night	70	30				

**Current Shift Pattern**

**Category G** - Operates on a 12-hour shift pattern. 01 working day consists of 01-day shift and 01-night shift (Day shift -0800 hrs - 2025 hrs / Night Shift -2000 hrs – 0825 hrs (all days inclusive of weekends)

As indicated in the above table, six (06) staff members from the day shift operate on a 12-hour shift pattern. One (01) working day consists of one (01) day shift only. (Day shift - 0800 hrs - 2025 hrs-(all days inclusive of weekends)

Description	Shift Basis Amount	Total Amount
Total Cost for Category G for 03 <sup>rd</sup> Year (in Figures)		
Total Cost for Category G for 03 <sup>rd</sup> Year (in Words)		

**Total Cost for Category G**

<b>Description</b>	<b>Total Amount</b>
Total Cost for 03 Years (in Figures)	
Total Cost for 03 Years (in Words)	

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

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

Date: ..... *[insert date]*

## Price Schedule – Category H

Provision of Manpower Services to SriLankan Airlines

Name of the Bidder : .....

### 01<sup>st</sup> Year

#### Shift Basis

	Category	H					
	Sub-Categories	Number of staff required per shift	Number of shifts per month	Charge per person per shift (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	$D = A \times B \times C$	$E = D \times 12$	
H.1	Support Serviceman - Aircraft Interior Service (AIS)						
	Shift Basis						
	Day	28	30				
	Night	28	30				

#### Current Shift Pattern

**Category H** - Operates on a 12-hour shift pattern. 01 working day consists of 01 day shift and 01-night shift (Day shift - 0800 hrs - 2025 hrs / Night Shift - 2000 hrs – 0825 hrs (all days inclusive of weekends)

Description	Shift Basis Amount	Total Amount
Total Cost for Category H for 01 <sup>st</sup> Year (in Figures)		
Total Cost for Category H for 01 <sup>st</sup> Year (in Words)		

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

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

Date: ..... [insert date]

**02<sup>nd</sup> Year****Shift Basis**

	Category <b>H</b>						
	Sub-Categories	Number of staff required per shift	Number of shifts per month	Charge per person per shift (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	D = A x B x C	E = D x 12	
H.1	Support Serviceman - Aircraft Interior Service (AIS)						
	Shift Basis						
	Day	28	30				
	Night	28	30				

**Current Shift Pattern**

**Category H** - Operates on a 12-hour shift pattern. 01 working day consists of 01 day shift and 01-night shift (Day shift - 0800 hrs - 2025 hrs / Night Shift - 2000 hrs – 0825 hrs (all days inclusive of weekends)

Description	Shift Basis Amount	Total Amount
Total Cost for Category H for 02 <sup>nd</sup> Year (in Figures)		
Total Cost for Category H for 02 <sup>nd</sup> Year (in Words)		

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

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

Date: ..... [insert date]

### **03<sup>rd</sup> Year**

#### **Shift Basis**

Shift Basis								
	Category	H						
	Sub-Categories		Number of staff required per shift	Number of shifts per month	Charge per person per shift (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
			A	B	C	D = A x B x C	E = D x 12	
H.1	Support Serviceman - Aircraft Interior Service (AIS)							
	Shift Basis							
	Day		28	30				
	Night		28	30				

#### ***Current Shift Pattern***

**Category H** - Operates on a 12-hour shift pattern. 01 working day consists of 01 day shift and 01-night shift (Day shift - 0800 hrs - 2025 hrs / Night Shift - 2000 hrs – 0825 hrs (all days inclusive of weekends))

Description	Shift Basis Amount	Total Amount
Total Cost for Category H for 03 <sup>rd</sup> Year (in Figures)		
Total Cost for Category H for 03 <sup>rd</sup> Year (in Words)		

**Total Cost for Category H**

Description	Total Amount
Total Cost for 03 Years (in Figures)	
Total Cost for 03 Years (in Words)	

..... *[signature of person signing the Bid]*  
..... *[designation of person signing the Bid with frank]*  
Date: ..... *[insert date]*

## Price Schedule – Category I

Provision of Manpower Services to SriLankan Airlines

Name of the Bidder : .....

### 01<sup>st</sup> Year

#### Shift Basis

	Category I						
	Sub-Categories	Number of staff required per shift	Number of shifts per month	Charge per person per shift (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	$D = A \times B \times C$	$E = D \times 12$	
I.1	Support Serviceman - Cargo						
	Shift Basis						
	Day	35	30				
	Night	25	30				

#### Current Shift Pattern

**Category I** -Operates on a 12-hour shift pattern. 01 working day consists of 01 day shift and 01-night shift (Day shift -0800 hrs - 2025 hrs / Night Shift - 2000 hrs – 0825 hrs (all days inclusive of weekends)

Description	Shift Basis Amount	Total Amount
Total Cost for Category I for 01 <sup>st</sup> Year (in Figures)		
Total Cost for Category I for 01 <sup>st</sup> Year (in Words)		

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

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

Date: ..... [insert date]



**02<sup>nd</sup> Year****Shift Basis**

	Category I						
	Sub-Categories	Number of staff required per shift	Number of shifts per month	Charge per person per shift (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	$D = A \times B \times C$	$E = D \times 12$	
I.1	Support Serviceman - Cargo						
	Shift Basis						
	Day	35	30				
	Night	25	30				

**Current Shift Pattern**

**Category I** -Operates on a 12-hour shift pattern. 01 working day consists of 01 day shift and 01-night shift (Day shift -0800 hrs - 2025 hrs / Night Shift - 2000 hrs – 0825 hrs (all days inclusive of weekends)

Description	Shift Basis Amount	Total Amount
Total Cost for Category I for 02 <sup>nd</sup> Year (in Figures)		
Total Cost for Category I for 02 <sup>nd</sup> Year (in Words)		

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

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

Date: ..... [insert date]

**03<sup>rd</sup> Year****Shift Basis**

	Category I						
	Sub-Categories	Number of staff required per shift	Number of shifts per month	Charge per person per shift (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	$D = A \times B \times C$	$E = D \times 12$	
I.1	Support Serviceman - Cargo						
	Shift Basis						
	Day	35	30				
	Night	25	30				

**Current Shift Pattern**

**Category I** -Operates on a 12-hour shift pattern. 01 working day consists of 01 day shift and 01-night shift (Day shift -0800 hrs - 2025 hrs / Night Shift - 2000 hrs – 0825 hrs (all days inclusive of weekends)

Description	Shift Basis Amount	Total Amount
Total Cost for Category I for 03 <sup>rd</sup> Year (in Figures)		
Total Cost for Category I for 03 <sup>rd</sup> Year (in Words)		

**Total Cost for Category I**

Description	Total Amount
Total Cost for 03 Years (in Figures)	
Total Cost for 03 Years (in Words)	

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

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

Date: ..... *[insert date]*

## Price Schedule – Category J

Provision of Manpower Services to SriLankan Airlines

Name of the Bidder : .....

### 01<sup>st</sup> Year

#### Shift Basis

	Category J						
	Sub-Categories	Number of staff required per shift	Number of shifts per month	Charge per person per shift (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	$D = A \times B \times C$	$E = D \times 12$	
J.5	<b>Tyre Helper</b>						
	Shift Basis						
	Day						
	Night	1	30				

#### *Current Shift Pattern*

**Category J.5** - Operates on a 12- hour shift pattern. 01 working day consists of 01-night shift (Night Shift -2000 hrs – 0825 hrs (all days inclusive of weekends)

**01<sup>st</sup> Year****Monthly Basis**

	Category J						
	Sub-Categories	Number of staff required	Number of working days per month	Monthly charge per person (LKR)	Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	$D = A \times B \times C$	$E = D \times 12$	
J.1	<b>Preventive Maintenance Helper</b>						
	Office Basis	4	21				
J.2	<b>Trolley Repair Helper</b>						
	Office Basis	2	21				
J.3	<b>Customer Service Helper</b>						
	Office Basis	2	21				
J.4	<b>Paint Helper</b>						
	Office Basis	2	21				
J.6	<b>Electrical Helper</b>						
	Office Basis	2	21				
J.7	<b>Engine repair Shop helper</b>						
	Office Basis	2	21				
J.8	<b>Transport Vehicle Repair Helper</b>						
	Office Basis	1	21				
J.9	<b>Engineering Service &amp; Hydraulic Helper</b>						
	Office Basis	3	21				

**Current Working Pattern**

*Working Hours- from 0800 hrs to 1900 hrs 5 days per week*

<b>Description</b>	<b>Shift Basis Amount</b>	<b>Monthly Basis Amount</b>	<b>Total Amount</b>
Total Cost for Category J for 01 <sup>st</sup> Year (in Figures)			
Total Cost for Category J for 01 <sup>st</sup> Year (in Words)			

..... *[signature of person signing the Bid]*  
 ..... *[designation of person signing the Bid with frank]*  
 Date: ..... *[insert date]*

**02<sup>nd</sup> Year****Shift Basis**

	Category J						
	Sub-Categories	Number of staff required per shift	Number of shifts per month	Charge per person per shift (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	$D = A \times B \times C$	$E = D \times 12$	
J.5	<b>Tyre Helper</b>						
	Shift Basis						
	Day						
	Night	1	30				

***Current Shift Pattern***

**Category J.5** - Operates on a 12- hour shift pattern. 01 working day consists of 01-night shift (Night Shift -2000 hrs – 0825 hrs (all days inclusive of weekends)

**02<sup>nd</sup> Year****Monthly Basis**

	Category <b>J</b>						
	Sub-Categories	Number of staff required	Number of working days per month	Monthly charge per person (LKR)	Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	$D = A \times B \times C$	$E = D \times 12$	
J.1	<b>Preventive Maintenance Helper</b>						
	Office Basis	4	21				
J.2	<b>Trolley Repair Helper</b>						
	Office Basis	2	21				
J.3	<b>Customer Service Helper</b>						
	Office Basis	2	21				
J.4	<b>Paint Helper</b>						
	Office Basis	2	21				
J.6	<b>Electrical Helper</b>						
	Office Basis	2	21				
J.7	<b>Engine repair Shop helper</b>						
	Office Basis	2	21				
J.8	<b>Transport Vehicle Repair Helper</b>						
	Office Basis	1	21				
J.9	<b>Engineering Service &amp; Hydraulic Helper</b>						
	Office Basis	3	21				

**Current Working Pattern**

*Working Hours- from 0800 hrs to 1900 hrs 5 days per week*



<b>Description</b>	<b>Shift Basis Amount</b>	<b>Monthly Basis Amount</b>	<b>Total Amount</b>
Total Cost for Category J for 02 <sup>nd</sup> Year (in Figures)			
Total Cost for Category J for 02 <sup>nd</sup> Year (in Words)			

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

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

Date: ..... *[insert date]*

**03<sup>rd</sup> Year****Shift Basis**

	Category J						
	Sub-Categories	Number of staff required per shift	Number of shifts per month	Charge per person per shift (LKR)	Estimated Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	$D = A \times B \times C$	$E = D \times 12$	
J.5	<b>Tyre Helper</b>						
	Shift Basis						
	Day						
	Night	1	30				

***Current Shift Pattern***

**Category J.5** - Operates on a 12- hour shift pattern. 01 working day consists of 01-night shift (Night Shift -2000 hrs – 0825 hrs (all days inclusive of weekends)

**03<sup>rd</sup> Year****Monthly Basis**

	Category J						
	Sub-Categories	Number of staff required	Number of working days per month	Monthly charge per person (LKR)	Monthly cost (LKR)	Total Annual cost (LKR)	Applicable Taxes
		A	B	C	$D = A \times B \times C$	$E = D \times 12$	
J.1	<b>Preventive Maintenance Helper</b>						
	Office Basis	4	21				
J.2	<b>Trolley Repair Helper</b>						
	Office Basis	2	21				
J.3	<b>Customer Service Helper</b>						
	Office Basis	2	21				
J.4	<b>Paint Helper</b>						
	Office Basis	2	21				
J.6	<b>Electrical Helper</b>						
	Office Basis	2	21				
J.7	<b>Engine repair Shop helper</b>						
	Office Basis	2	21				
J.8	<b>Transport Vehicle Repair Helper</b>						
	Office Basis	1	21				
J.9	<b>Engineering Service &amp; Hydraulic Helper</b>						
	Office Basis	3	21				

**Current Working Pattern**

*Working Hours- from 0800 hrs to 1900 hrs 5 days per week*

Description	Shift Basis Amount	Monthly Basis Amount	Total Amount
Total Cost for Category J for 03 <sup>rd</sup> Year (in Figures)			
Total Cost for Category J for 03 <sup>rd</sup> Year (in Words)			

**Total Cost for Category J**

Description	Total Amount
Total Cost for 03 Years (in Figures)	
Total Cost for 03 Years (in Words)	

..... *[signature of person signing the Bid]*  
..... *[designation of person signing the Bid with frank]*  
Date: ..... *[insert date]*

**Notes:**

Credit term – 45 days.

**If quoting for a main category, all subcategories under that category must also be quoted. Otherwise, the offer for that particular category will be rejected.**

## Annexure D - Bid Security 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: ----- [Insert (by PE) name and address of Employer/ Purchaser]

Date: ----- [Insert (by issuing agency) date]

BID GUARANTEE No.: ----- [Insert (issuing agency) number]

We have been informed that ----- [Insert (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 (issuing agency) date] (hereinafter called "the bid") for the execution/supply [select appropriately] of [Insert name of contract] under invitation for bids No. ----- [Insert IFB number] ("the IFB").

Furthermore, we understand that, according to our 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 (herein after "the ITB") of the IFB; or

(c)

having been notified of the acceptance of its Bid by the Employer/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) authorized representative(s)]

## Annexure E -Technical and Operational Compliance Form Compliance Form

Name of the Bidder :

.....

Requirement	Bidder's response	Remarks
Bid Submission Form	Attached or Not	
Price Schedule Form	Attached or Not	
Bid Security Form	Attached or Not	
Non-collusion Declaration	Attached or Not	
<p>Possess minimum 3 recent consecutive years of experience in providing manpower to established organizations (Corporate sector / Government institution)</p> <p>Please provide below documentary evidence</p> <ul style="list-style-type: none"> <li>• Certificate of incorporation / business registration certificate</li> <li>• Clientele with the number and category of staff deployed under each client and service contract duration using Form included in Annexure F</li> </ul>	Attached or Not	
<p>Bidders shall possess an annual turnover in the most recent financial year (immediate past year), as specified in schedule III. In the event a bidder intends to submit bids for more than one category, the bidder shall possess a total minimum average annual turnover equal to the cumulative minimum turnover requirements of all such categories.</p> <ul style="list-style-type: none"> <li>• Audited Financial Statements for the immediate past year.</li> </ul>	Attached or Not	

As of the bid submission date, the Service Provider must have deployed and be actively managing the minimum number of personnel specified in schedule III. In the event a Bidder submits bids for more than one category, the Bidder shall possess a total minimum number of personnel equal to the aggregate minimum personnel requirements of all such categories. This requirement applies regardless of the number of clients served.		
<p>Please provide below documentary evidence</p> <ul style="list-style-type: none"> <li>• Copies of signed contracts / Formal written documents (award letter or similar) issued by clients in order to prove required minimum eligibility of experience and cadre.</li> <li>• Most recent 03 months EPF/ETF submission forms (R1 form or similar authorized document) to prove required minimum cadre.</li> </ul>	Attached or Not	
Vendor Information Form	Attached or Not	

Signature: ..... *[signature of person signing the Bid]*

Name & Designation: ..... *[Name and designation of person signing the Bid with frank]*

Date: ..... *[insert date]*

## Annexure F- Client Information Form

Company Name	Company Representative's Contact Details (Please state name, official email address and telephone number)	Number of staff deployed	Category of staff deployed	Contract period

**Note:** Please mention the users of the **same service proposed** to SriLankan Airlines.

### Details of vendor's authorized signatory:

Name:

Designation:

Date:

Signature & Company Rubber Stamp:



## Annexure G -Vendor Information Form

(To be filled by the vendor)

<b>Section A – Basic information of the vendor</b>	
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)	
<b>Section B – Details of Directors, Shareholders and related parties</b>	
1. Name(s) of Directors	

2. Name(s) of Shareholders	
3. If the Shareholders are incorporated entities, please state the shareholders of such entities	
4. If the Shareholders are equity funds, please state the owners of such funds	
5. Name (s) of Directors of Parent/Subsidiary who are also Directors of SriLankan Airlines	
6. Name(s) of Directors of Parent/Subsidiary who are also Employees of SriLankan Airlines	
7. Names of Close Family Members who are either Directors/Employees of SriLankan Airlines	

**\*Please note that the copies of passports and proof of residence of the above-mentioned Shareholders / Directors / Owners of funds shall be submitted by the vendor upon the request 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:

<b>Section C -Business verification: Duly signed and stamped copy of above document to be supported by the following documents</b>	
✓ Tick the appropriate boxes	
<input type="checkbox"/> A copy of the Certificate of Incorporation certified by the Company Secretary of the vendor Company	<input type="checkbox"/> A copy of Form 15 (Sri Lankan Companies) certified by the Company Secretary or a letter from the Company Secretary confirming the shareholding.
<input type="checkbox"/> A copy of Form 20 (Sri Lankan Companies) certified by the Company Secretary or a letter from the Company Secretary confirming the directors	<input type="checkbox"/> For Partnerships, list of partners confirmed by one of the partners, preferably by the most senior partner.
<input type="checkbox"/> For partnerships and sole proprietorships, certificate of business registration	<input type="checkbox"/> Audited financial statements of the vendor Company for the last three years
	<input type="checkbox"/> Others (specify)

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

## **Annexure H -Non-collusion Declaration**

<b>Non-collusion Declaration (Procurement Guideline Reference - 1.5)</b>	<b>Annexure III of Chapter 01</b>
<p>I, the undersigned bidder/ bidder's representative/ bidder's agent, honestly, truthfully and solemnly declare that.</p> <p>(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.</p> <p>(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. ....)</p> <p>(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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>I hereby declare that all the statements made by me above are true and correct.</p> <p>.....</p> <p>Signature of the Declarant</p>	

## Section V. Schedule of Requirements

❖ Period of the contract - 3 years

### Requirement

Category A				
	Sub-Categories	Number of staff required per shift		Office Basis
		Day Shift	Night Shift	
A.1	Data Entry Operator / Project Assistant / Agents	3	3	12
A.2	Project Officer	1	1	35
A.3	Project Coordinator	2	2	5
A.4	Procurement Progress Coordinating Assistant- General, Inflight & Office			1
A.5	Procurement Progress Coordinating Assistant- GSE			1

Category B				
	Sub-Categories	Number of staff required per shift		Office Basis
		Day Shift	Night Shift	
B.1	Support Serviceman (Wheelchair Handlers)	40	40	-

Category C				
	Sub-Categories	Number of staff required per shift		Office Basis
		Day Shift	Night Shift	
C.1	Driver (Transport)	2	2	-
C.2	Driver (Cargo)	1	1	-

<b>Category D</b>	
<b>Sub – Categories</b>	<b>Number of Staff required</b>
Below 100,000LKR	31
100,000LKR - 500,000LKR	16
More than 500,000LKR	6

Category		E		
	Sub-Categories	Number of staff required per shift		Office Basis
		Day Shift	Night Shift	
	Electrical Trade			
E.1	Electrical Technician	2(Type 2) 2 (Type 1)	1	
E.2	Electrical Assistant	1 (Type 3)		
E.3	Electrical Helper	1 (Type 3)		
	Air Conditioning Trade			
E.4	Air Conditioning Technician	3(Type 2) 3 (Type 1)		
E.5	Air Conditioning Assistant	1 (Type 3)		
E.6	Air Conditioning Helper	1 (Type 3)		
	Welding Trade			
E.7	Welders	1 (Type 3)		
E.8	Welder (Ramp)			2
E.9	Welding Assistant	1 (Type 3)		
E.10	Welding Assistant (Inflight Galley Equipment Repair Workshop)			1
E.11	Welding Helper	1 (Type 3)		
	Masonry Trade			
E.12	Technical Assistant (Masonry)	1 (Type 3)		
E.13	Masonry Assistant	1 (Type 3)		
E.14	Masonry Helper	2 (Type 3)		
	Plumbing Trade			
E.15	Technical Assistant (Plumbing)	2 (Type 1)		
E.16	Plumbing Assistant	2 (Type 2)	2	
E.17	Plumbing Helper	1 (Type 3)		
	Painting Trade			
E.18	Technical Assistant (Painting)	1 (Type 3)		
E.19	Painting Assistant	2 (Type 3)		
	Carpentry Trade			

E.20	Technical Officer (Carpentry)	1 (Type 2)		
E.21	Technical Assistant (Carpentry)	2 (Type 3)		
E.22	Carpentry Assistant	1 (Type 3)		
	<b>Mechanical Trade</b>			
E.23	Mechanical Assistant (Fire)	1 (Type 2)		
E.24	Mechanical Helper (Fire)	1 (Type 2)		
	<b>Drafting Trade</b>			
E.25	AutoCAD Drafting Technician			1
	<b>General Laborer Support</b>			
E.26	Heavy-Duty Laborer	2 (Type 3)		

Information about shift types:

Day Shift Only

Shift Type	Shift Time	Number of shifts per Month
Type 1	0800 hrs – 1630 hrs	26
Type 2	0800 hrs – 2000 hrs	18
Type 3	0800 hrs – 1630 hrs	22

Night Shift Only

Shift	Shift Time
Night Shift	2000 hrs – 0800 hrs

Office Shift Only

Shift Type	Shift Time
Office Basis	0800 hrs – 1630 hrs

- The following details are relevant to Category E:
  - Assistant refers to Skilled/semiskilled helper.
  - Helper refers to Unskilled helper

<b>Category F</b>				
	<b>Sub-Categories</b>	<b>Number of staff required per shift</b>		<b>Office Basis</b>
		Day Shift	Night Shift	
F.1	Support Serviceman - -Passenger Services	5	5	4
F.2	Support Serviceman - Engineering	5	-	-
F.3	Support Serviceman - Other Departments	-	-	7

<b>Category G</b>				
	<b>Sub-Categories</b>	<b>Number of staff required per shift</b>		<b>Office Basis</b>
		Day Shift	Night Shift	
G.1	Support Serviceman - Ramp Services	76	70	-

<b>Category H</b>				
	<b>Sub-Categories</b>	<b>Number of staff required per shift</b>		<b>Office Basis</b>
		Day Shift	Night Shift	
H.1	Support Serviceman - Aircraft Interior Service (AIS)	28	28	-

<b>Category I</b>				
	<b>Sub-Categories</b>	<b>Number of staff required per shift</b>		<b>Office Basis</b>
		Day Shift	Night Shift	
I.1	Support Serviceman - Cargo	35	25	-

<b>Category J</b>				
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	Sub-Categories	Number of staff required per shift		Office Basis
		Per Day Shift	Per Night Shift	
J.1	Preventive Maintenance Helper			4
J.2	Trolley Repair Helper			2
J.3	Customer Service Helper			2
J.4	Paint Helper			2
J.5	Tyre Helper		1	
J.6	Electrical Helper			2
J.7	Engine repair Shop helper			2
J.8	Transport Vehicle Repair Helper			1
J.9	Engineering Service & Hydraulic Helper			3

#### Note

- There are four teams operating on a shift basis. Two teams are assigned to work the current day and night shifts, while the other two teams are scheduled for duty on the following day covering the day and night shifts. This roster pattern is applicable for many categories working on shift basis except for categories , E and J.
- The requirement per shift will be given as number of heads per shift. Ex, 40 per night shift and 40 per day shift and it is the responsibility of the service provider company to provide the required head count and SriLankan Airlines is not responsible to pay overtime to any of Service provider staff to maintain the required head count at any given time.
- Requirement of each area per shift will be indicated at the time of entering into agreement and is subject to change based on operational needs. Any change to the above numbers will be notified 2 weeks in advance of the date staff needs to report to work. Should have standby cadre to provide quick replacement in the case of poor attendance of service provider staff resulting in the requested number of Staff not being present for a given shift. This will be carried out at no additional cost to the SriLankan Airlines. Replacements for individuals who resign or do not attend work for more than 3 consecutive days without notice should be replaced within 3 days.

- Replacements for staff notified to be terminated on disciplinary or on performance grounds should be replaced within 3 days.
- All resignations, terminations and suspensions of service provider staff to be informed to the line admin of the respective department by the service provider on weekly basis and replacement to be provided as mentioned above to maintain the stipulated service provider cadre and rosters.

### **A.1 - Data Entry Operator/Project Assistant /Agents**

#### **Basic Requirements:**

- 6 passes at GCE O/L with 4 Credits in one sitting including a credit for English.

#### **Age:**

New recruits-18 - 29 years  
Experienced Staff- below 35 years

#### **Working Hours:**

<b><u>Shift Pattern</u></b> -	Office Basis	0800 hrs – 1630 hrs (5 days)
	Day Shift	0800 hrs - 2025 hrs (all days inclusive of weekends)
	Night Shift	2000 hrs – 0825 hrs (all days inclusive of weekends)

#### **Job Scope**

- Performing data entry work using a computer and appropriate software; entering, updating, verifying as requested by the department.
- Should ensure the accuracy and confidentiality of information recorded.

### **A.2 Project officers**

#### **Basic Requirements:**

- 6 passes at GCE O/L with 4 Credits in one sitting including a credit for English with 1 year of experience.

OR

- 6 passes at GCE O/L in one sitting including a credit for English and full or part professional qualification with 1 year work experience.

Age:

New recruits-18 - 29 years  
Experienced Staff- below 35 years

Working Hours:

<u>Shift Pattern</u> -	Office Basis	0800 hrs – 1630 hrs (5 days)
	Day Shift	0800 hrs - 2025 hrs (all days inclusive of weekends)
	Night Shift	2000 hrs – 0825 hrs (all days inclusive of weekends)

Job Scope

Key responsibilities include managing schedules, handling correspondence, organizing files, and assisting with office tasks like data entry and document preparation while ensuring data integrity and consistency. They also coordinate meetings, maintain office supplies, and provide general administrative support to staff and management. Escalate to the department any coordination issues that cannot be resolved independently.

**A.3 Project Coordinator**

Basic Requirements:

- 6 passes at GCE O/L with 4 Credits in one sitting including a credit for English with 2 years of experience.

**Or**

- 6 passes at GCE O/L in one sitting including a credit for English and full or part professional qualification with 2 year's work experience.

Age:

New recruits-18 - 29 years  
Experienced Staff- below 35 years

Working Hours:

Shift Pattern - Office Basis 0800 hrs – 1630 hrs (5 days)  
Day Shift 0800 hrs - 2025 hrs (all days inclusive of weekends)  
Night Shift 2000 hrs – 0825 hrs (all days inclusive of weekends)

Job Scope

Effectively coordinate all activities, resources, equipment, and information required for the smooth execution of departmental operations. Ensure that all relevant stakeholders are aligned and that logistical and operational elements are efficiently managed to avoid disruptions. Proactively monitor ongoing coordination efforts and address any potential bottlenecks or conflicts. In the event that certain issues cannot be resolved at the operational level, escalate and bring them promptly to the attention of the department for timely resolution and further action.

**A.4/A.5 - Procurement Progress Coordination Assistant- General , Inflight & Office/ GSE**

Basic Requirements:

- Studied up to GCE O/L
- Able to read and understand the English language script & numerical data.
- Medically cleared & physically fit to carry out the duties assigned.
- Possess a valid heavy-duty driving license, where required.
- Personnel utilized to operate Equipment must possess at least 03 years driving experience and shall be vetted for approval by SriLankan Airlines Safety Department).

Age:

New recruits - 18 – 45 years  
Experienced Staff- below 50 years

## Job scope

### **Procurement Progress Coordination Assistant- General , Inflight & Office**

The Service Provider staff shall carry out all required services to ensure that goods purchased by SriLankan Airlines are collected from suppliers and delivered to Buyers/Stores at BIA in a timely, safe, and systematic manner. They will also ensure prompt delivery of all necessary documents to SriLankan Airlines. Responsibilities include coordinating with drivers to plan delivery routes, collecting items and related paperwork such as invoices and packing lists from suppliers, delivering these to Buyers or Stores, handling returns with proper acknowledgments, and delivering documents to Colombo offices and government institutions. Additionally, the Service Provider will manage supplier gate passes, facilitate the transfer of goods and documents between departments, distribute documents among Commercial Procurement staff, and provide administrative support including photocopying, filing, and sending faxes.

### **Procurement Progress Coordination Assistant- GSE**

Coordinate daily with executives, buyers, and assistants to schedule collection and delivery of items and unserviceable equipment for repairs. Manage delivery and record-keeping of sample items between P&E Sections, suppliers, and stores. Verify and collect items purchased on a “collect” basis from local suppliers, ensuring timely handover to stores. Handle transportation of empty liquid nitrogen cylinders for refilling. Liaise with buyers on petty cash purchases to complete transactions promptly and update records. Systematically manage returns of items to suppliers in coordination with buyers and stores to ensure proper tracking and prevent misappropriation.

**Premises** - Commercial Procurement Department located at the Airline Centre, Bandaranaike International Airport, Katunayake during all operational hours.

### **Working hours:**

Office Basis - Operating hours are from 0800 hrs to 1630 hrs, Monday to Friday. When necessary, operations may extend beyond 1630 hrs and continue during public and mercantile holidays as well as weekends.

## **B1 Support Serviceman (Wheel Chair Handlers)**

### **Basic Requirements:**

- Studied up to GCE O/L.
- Good knowledge in English (Written & Spoken)
- Good physical health condition to handle the work and manoeuvre a wheelchair.
- Good customer service skills
- Ability to work long hours
- Ability to perform duties in the assigned shifts at the assigned department under any condition.

### **Age:**

New recruits-18 - 35 years  
Experienced Staff- below 40 years

### **Working Hours:**

<b><u>Shift Pattern</u></b> -	Office Basis	0800 hrs – 1630 hrs (5 days)
	Day Shift	0800 hrs - 2025 hrs (all days inclusive of weekends)
	Night Shift	2000 hrs – 0825 hrs (all days inclusive of weekends)

### **Wheelchair Handlers Job Scope**

- Assist with handling wheelchair passengers for SriLankan and other airlines on both arrival and departure flights, from the outer porch to the aircraft and vice versa.
- Provide additional support for STCR (stretcher) passengers under the supervision of Airport Service Agents/Officers from the Passenger Services Unit.

### **C.1 - Driver (Transport)**

#### **Basic Requirements:**

- Studied up to GCE O/L.
- Fair knowledge in spoken and written English
- Valid heavy vehicle driving license issued by RMV of Sri Lanka

#### **Age:**

New recruits-18 - 45 years  
Experienced Staff- below 50 years

#### **Working Hours:**

#### **Shift Pattern -**

Day Shift      0800 hrs to 2025 hrs (all days inclusive of weekends)

Night Shift    2000 hrs to 0825 hrs (all days inclusive of weekends)

#### **Job Scope**

- Responsible for safely operating company vehicles to transport goods, materials, or passengers to designated locations. Ensures timely deliveries, adheres to traffic and safety regulations, and maintains vehicle cleanliness and basic maintenance. May assist with loading/unloading and reporting any transportation-related issues to supervisors.

### **C.2 - Driver(Cargo)**

#### **Basic Requirements:**

- Studied up to GCE O/L
- Fair knowledge in spoken and written English
- Valid heavy vehicle driving license issued by RMV of Sri Lanka

#### **Age:**

New recruits-18 - 45 years  
Experienced Staff- below 50 years

Working Hours:

Shift Pattern –

Day Shift      0800 hrs to 2025 hrs (all days inclusive of weekends)

Night Shift    2000 hrs to 0825 hrs (all days inclusive of weekends)

Job Scope

- Loading, unloading of imports/exports and transshipment cargo using folk lifts/towing tractors etc.
- Locating imports cargo in the racks using folk lifts/reach trucks.
- Locating and positioning of cargo at delivery bays to deliver to the customers.
- Any another Job detailed by the department.

**D - Other Categories**

Basic Requirements:

Job requirements will vary depending on the operational needs.

Number will be upon request and the service provider responsible only for the handling fee based on below salary levels.

Below 100,000LKR	100,000LKR - 500,000LKR	More than - 500,000LKR
31	16	6

Working Hours:

Shift Pattern -      Office Basis    0800 hrs – 1630 hrs (5 days)

Day Shift      0800 hrs - 2025 hrs (all days inclusive of weekends)

Night Shift    2000 hrs – 0825 hrs (all days inclusive of weekends)



### Job Scope

The scope of the job is determined by operational needs.

Working Premises- Katunayake( CAK)/Colombo (CMB)/ Maththala

### **Category E**

#### Working hours

Day Shift Only

Shift Type	Shift Time	Number of shifts per Month
Type 1	0800 hrs – 1630 hrs	26
Type 2	0800 hrs – 2000 hrs	18
Type 3	0800 hrs – 1630 hrs	22

Night Shift Only

Shift	Shift Time
Night Shift	2000 hrs – 0800 hrs

Office Basis only

Shift Type	Shift Time
Office Basis	0800 hrs – 1630 hrs

- The following details are relevant to Category E:
  - Assistant refers to Skilled/semiskilled helper.
  - Helper refers to Unskilled helper

Note: Katunayake( CAK)/Colombo (CMB)/ Maththala

### **Electrical Trade (E.1/E.2/E.3)**

#### **E.1 - Electrical Technician**

#### Minimum requirements

- Three passes at GCE (O/L)
- Completed NVQ Level 4 or a one year full-time course in the Electrical trade.
- Knowledge of trouble shooting and maintenance of electrical switchgear and wiring in single-phase and three-phase circuits. Basic knowledge in UPS operation will be an added advantage.
- Subject to a trade test

Age:

New recruits-18 - 40 years

Experienced Staff- below 45 years

Working hours- Type 2 & Type -1

Working Premises- CAK/CMB/Maththala

## **E.2 -Electrical Assistant**

### Minimum Requirement

- Studied up to GCE (O/L)
- Completed NVQ Level 3 or a Six-month full-time course in Electrical Technology
- Subject to a trade test

Age:

New recruits-18 - 40 years

Experienced Staff- below 45 years

Working Premises- CAK/CMB

Working hours- Type 3

## **E.3 -Electrical Helper**

### Minimum Requirement

- Studied up to GCE (O/L)
- Completed NVQ Level 3 or a three-month course in Electrical Wiring
- Subjected to a trade test.

Age:

New recruits-18 - 40 years

Experienced Staff- below 45 years

Working Premises- CAK/CMB

Working hours- Type 3

## **Air Conditioning Trade (E.4/E.5/E.6)**

### **E.4 -Air conditioning Technician**

#### **Minimum Requirements**

- Three passes at GCE (O/L)
- Completed NVQ Level 4 or a one-year full-time course in Electrical trade
- Knowledge of troubleshooting and maintenance of split-type air conditioners with basic knowledge of single-phase and three-phase electrical circuits.
- Subject to a trade test

Age:

New recruits-18 - 40 years

Experienced Staff- below 45 years

Working hours- Type 2 & Type 1

Working Premises- CAK/CMB/ Maththala

### **E.5- Air conditioning Assistant**

#### **Minimum Requirement**

- Studied up to GCE (O/L)

- Completed NVQ Level 3 or a Six-month course in Air Conditioning Technology.
- Subject to a trade test

Age:

New recruits-18 - 40 years

Experienced Staff- below 45 years

Working Premises- CAK/CMB

Working hours- Type 3

### **E.6 - A/C Helper**

#### **Minimum Requirement**

- Studied up to GCE (O/L)
- Completed NVQ Level 3 or a three-month course in Air Conditioning.
- Subject to a trade test

Age:

New recruits-18 - 40 years

Experienced Staff- below 45 years

Working Premises- CAK/CMB

Working hours- Type 3

### **Welding Trade (E.7/E.8/E.9/E.10/E.11)**

#### **E.7 - Welder**

#### **Minimum Requirements**

- Three passes at GCE (O/L) with Completed NVQ Level 3 certificate or a six- month full-time course

**OR**

- Minimum of 05 years' work experience in welding

- Subjected to a trade test.

Age:

New recruits-18 - 50 years

Experienced Staff- below 55 years

Working hours- Type 3

### **E.8 - Welder (Ramp)**

#### **Minimum Requirement**

- Three passes at GCE (O/L) with Completed NVQ Level 3 certificate or a six-month full time course

**OR**

Studied up to O/L with minimum 05 years work experience in welding.

- Good physical health condition
- Ability to perform duties in the assigned shifts at the assigned department under any condition.
- Subjected to a trade test.

Age:

New recruits-18 - 50 years

Experienced Staff- below 55 years

Working Hours– Office shift (0800 hrs to 1630 hrs in each reporting day) 05 days

Working Premises- CAK

### Job Scope

- Works at the ULD workshop and fixes all the damages done to the ULDs through means of welding.
- Assists the ULD workshop for all types of painting / labeling of the ULDs and all types of furniture attached to Ramp Services.
- Specialized in utilizing the cutter to mend / weld all the racks, frames, cupboards etc.
- Repairs all furniture types and baggage trolleys at the workshop belonging to Ramp services through means of recycling, other than that also supports in mending wheelchairs of Pax Services.
- All Panel excursions, teak welding and arc welding is also done at the ULD Workshop.
- Ensures all work complies with aviation safety standards and airport regulations. Works closely with maintenance and operations teams to ensure timely and safe equipment availability for ramp operations.

### **E.9 - Welding Assistant**

#### Minimum Requirement

- Studied up to grade 8.
- Completed NVQ Level 3 or a three-month course in Welding.
- Subject to a trade test.

Age:

New recruits-18 - 40 years

Experienced Staff- below 45 years

Working hours- Type 3

### **E.10 - Welding Assistant (Inflight Galley Equipment Repair Workshop)**

Hard-working and dependable workers to handle all major repairs of Inflight galley equipment in accordance with company guidelines. The workers responsibilities include repairing of meal/bar carts, aluminium containers, bar trolley tops, service trolleys, waste carts, waste bins, blanket carts, oven racks, aluminium drawers and painting of meal/bar/waste/blanket carts on a regular basis. The workers should also be able to maintain a safe working environment by always adhering to company safety regulations in addition being able to lift heavy objects.

Age:

New recruits-18 - 45 years

Experienced Staff- below 50 years

Responsibilities of the Galley Workshop Welding Assistant:

- Unloading incoming unserviceable Inflight galley equipment from SLC.
- Repairing and painting of unserviceable galley equipment as per company guidelines.
- Welding of unserviceable aluminium containers/air ladders.
- On a weekly basis returning repaired equipment as per Company guidelines to SLC.
- Assisting in finalizing asset disposal process for irreparable galley equipment.
- Performing all duties necessary to maintain workshop cleanliness, which includes sweeping, mopping as needed.

Working Hours – Office Basis (0800 hrs to 1630 hrs in each reporting day) 05 days

### **E.11 - Welding Helper**

#### **Minimum Requirement**

- Studied up to Grade 8
- 3 Months' experience in assisting with welding works
- Subject to a trade test.

Age:

New recruits-18 - 40 years

Experienced Staff- below 45 years

Working Premises- CAK/CMB

Working hours- Type 3

## **Masonry Trade (E.12/E.13/E.14)**

### **E.12 - Technical Assistant (Masonry)**

#### Minimum Requirements

- Studied up to GCE (O/L)
- Completed NVQ Level 3 certificate or a six-month course in Masonry trade, or five years' experience in Masonry trade with the ability to plaster column edges neatly and straight
- Subjected to a trade test.

Age:

New recruits-18 - 40 years

Experienced Staff- below 45 years

Working hours- Type 3

### **E.13 -Masonry Assistant**

#### Minimum Requirement

- Studied up to Grade 8
- Completed NVQ Level 3 or a three-month course or one-year experience in Masonry works
- Subjected to a trade test.

Age:

New recruits-18 - 40 years

Experienced Staff- below 45 years

Working hours- Type 3

### **E.14 -Masonry Helper**

#### Minimum Requirement

- Studied up to Grade 8



- 3 months' experience as a masonry helper

Working Premises- CAK/CMB

Age:

New recruits-18 - 40 years

Experienced Staff- below 45 years

Working hours- Type 3

## **Plumbing Trade (E.15/E.16/E.17)**

### **E.15 - Technical Assistant (Plumbing)**

#### **Minimum Requirements**

- Three passes at GCE (O/L)
- Completed NVQ level 3 certificate or a six-month full time course in Plumbing Trade.
- Very good knowledge on water supply/ drainage/ Sewage pipe works.
- Subject to a trade test

Age:

New recruits-18 - 40 years

Experienced Staff- below 45 years

Working hours- Type 1

Working Premises- CAK/CMB/ Maththala

### **E.16 - Plumbing Assistant (Skilled Helper)**

#### **Minimum Requirement**

- Studied up to GCE (O/L)

- Completed NVQ Level 3 certificate or a three-month course in Plumbing.
- Subject to a trade test

Age:

New recruits-18 - 40 years

Experienced Staff- below 45 years

Working Premises- CAK/CMB

Working hours- Type 2

### **E.17 - Plumbing Helper**

#### **Minimum Requirement**

- Studied up to GCE (O/L)
- Completed NVQ Level 3 or a completed three-month course in Plumbing.
- Subject to a trade test

Age:

New recruits-18 - 40 years

Experienced Staff- below 45 years

Working hours- Type 3

Working Premises- CAK/CMB

### **Painting Trade (E.18/E.19/E.20)**

#### **E.18 - Technical Assistant (Painting)**

#### **Minimum Requirements**

- Studied up to GCE (O/L)
- Completed NVQ Level 3 certificate or a six-month course in Painting Trade or five years' work experience.
- Capable of performing spray painting and polishing.
- Subject to a trade test

Age:

New recruits-18 - 40 years

Experienced Staff- below 45 years

Working hours- Type 3

### **E.19 - Painting Assistant**

#### **Minimum Requirements**

- Studied up to Grade 8
- Completed NVQ Level 3- or a three-month course or One-year experience in painting works
- Subject to a trade test.

Age:

New recruits-18 - 40 years

Experienced Staff- below 45 years

Working hours- Type 3

### **Carpentry Trade (E.20/E.21/E.22)**

#### **E.20 - Technical Officer (Carpentry)**

#### **Minimum Requirements**

- Completed NVQ Level 3 and two years of hands-on experience as a Carpentry Officer.
- Capable of designing and fabricating timber and aluminum-related works.
- Studied up to G.C.E(O/L)

Age : below 60 years

Working hours- Type 2

### **E.21 - Technical Assistant (Carpentry)**

#### **Minimum Requirements**

- Completed NVQ Level 3 certificate or a six-month course in Carpentry trade or five years' work experience in Carpentry trade.
- Capability of timber fabrications and Aluminum fabrications.
- Studied up to G.C.E(O/L)
- Subject to a trade test

Age:

New recruits-18 - 40 years

Experienced Staff- below 45 years

Working hours- Type 3

### **E.22 - Carpentry Assistant (Skilled Helper)**

#### **Minimum Requirements**

- Completed NVQ Level 3 certificate or Three months course in Carpentry trade or three years' experience.
- Capability in timber and aluminum fabrications..
- Studied up to Grade 8
- Subject to a trade test

Age:

New recruits-18 - 40 years

Experienced Staff- below 45 years

Working Premises- CAK/CMB

Working hours- Type 3

## **Mechanical Trade (E.23/E.24)**

### **E.23 - Mechanical Assistant (Fire)**

#### **Minimum Requirement**

- Studied up to GCE (O/L)
- Completed NVQ Level 3- or a three-month course in Mechanical Technology (Fitter or Welder)
- Subject to a trade test

#### **Age:**

New recruits-18 - 40 years

Experienced Staff- below 45 years

Working hours- Type 2

### **E.24 - Mechanical Helper (Fire)**

#### **Minimum Requirement**

- Studied up to GCE (O/L)
- 3 Months' work experience in assisting fire bottle servicing and welding works.
- Subject to a trade test.

#### **Age:**

New recruits-18 - 40 years

Experienced Staff- below 45 years

Working Premises- CAK/CMB

Working hours- Type 2

## **Drafting Trade (E.25)**

### **E.25 - AutoCAD Drafting Technician**

#### **Minimum Requirements**

- Completed a six-month course in AutoCAD drafting
- 6 passes in GCE (O/L)

#### **Age:**

New recruits-18 - 40 years

Experienced Staff- below 50 years

Working Premises- CAK

Working Hours – Office shift (0800 hrs1 to 1630 hrs in each reporting day) 05 days.

## **General Laborer Support (E.26)**

### **E.26 - Heavy Duty Laborer**

#### **Minimum Requirement**

- Physically fit with a strong and healthy body, capable of performing physically demanding tasks for extended periods.
- Minimum height of 5 feet 3 inches, with the ability to lift and carry heavy loads as required.
- Studied up to Grade 8

#### **Age:**

New recruits-18 - 40 years

Experienced Staff- below 45 years

Working Premises- CAK/CMB

Working hours- Type 3

## **F.1 – Support Serviceman - -Passenger Services**

### **Basic Requirements:**

- Studied up to GCE O/L.
- Good knowledge in English (Written & Spoken)
- Good physical health condition to handle the work
- Ability to work long hours.
- Ability to perform duties in the assigned shifts at the assigned department under any condition.

### **Age:**

New recruits-18 - 35 years

Experienced Staff- below 40 years

### **Working Hours:**

<b><u>Shift Pattern</u></b> -	Office Basis	0800 hrs – 1630 hrs (5 days)
	Day Shift	0800 hrs - 2025 hrs (all days inclusive of weekends)
	Night Shift	2000 hrs – 0825 hrs (all days inclusive of weekends)

### **Job Scope**

- Assist with handling excess/LR bags and ensure timely delivery to the departure area. Support check-in agents with non-belt baggage and counter supplies. Help locate missing bags, manage stored and unclaimed baggage, and coordinate with customs for found property and LZ bag clearance.
- Assist Passenger Stores Keepers as needed, ensure daily equipment checks for operational readiness, and issue stationery and lounge items to maintain minimum stock levels for uninterrupted service.
- Manage document and file handling across airport departments, maintain service files for audits, update notice boards, distribute stationery and supplies, and enter staff data while overseeing daily collection and filing of medical and attendance records.

## **F.2 - Support Serviceman – Engineering**

### **Basic Requirements:**

- Studied up to GCE O/L.
- Good knowledge in English (Written & Spoken)
- Good physical health condition to handle the work
- Good customer service skills
- Ability to work long hours.
- Ability to perform duties in the assigned shifts at the assigned department under any condition.

### **Age:**

New recruits-18 - 35 years

Experienced Staff- below 40 years

### **Working Hours:**

<b><u>Shift Pattern -</u></b>	Office Basis	0800 hrs – 1630 hrs (5 days)
	Day Shift	0800 hrs - 2025 hrs (all days inclusive of weekends)
	Night Shift	2000 hrs – 0825 hrs (all days inclusive of weekends)

### **Job Scope**

- Clean aircraft cargo holds/belly areas and ground equipment.
- Clean aircraft hangar floors, prepare premises for audits, and assist with aircraft washing and equipment handling.
- Support staff with tool handling, sticker placement, and transferring tools to stores and the calibration unit.



- Assist with lifting, loading/unloading, and packaging of import/export items.
- Assisted with physical verification of all stores areas. Monitored and verified shelf-life expiry of items, updated the AMOS system for engineering verification and projects

### **F.3 - Support Serviceman - Other Departments**

#### **Disposal Unit:**

#### **Basic Requirements:**

- Studied up to GCE O/L.
- Ability to read labels and counting.
- Good physical health condition to handle the work

#### **Age:**

New recruits-18 - 35 years

Experienced Staff- below 40 years

#### **Working Hours:**

Shift Pattern - Office Basis 0800 hrs – 1630 hrs (5 days)

#### **Job Scope**

Responsible for the handling of all scrap materials in accordance with company guideline, including loading, unloading, positioning, destruction, and removal. Must ensure a safe work environment by following safety regulations and be capable of handling heavy objects

- Handle loading, unloading, and positioning of scrapped materials following company guidelines.
- Weigh, count, segregate, pack, and label materials accurately for sales.
- Maintain cleanliness of the scrap yard through sweeping, mopping, and dusting.
- Adhere to safety regulations and handle heavy objects safely under the guidance of the Logistics Officer.

## **Printing Section**

### **Basic Requirements**

- Ability to work effectively as part of a team.
- Good physical stamina.
- Ability to read item names and accurately count quantities.
- Willingness to work beyond regular hours when required.

Age:

New recruits-18 - 35 years

Experienced Staff- below 40 years

Working Hours:

Office Basis 0800 hrs – 1630 hrs (5 days)

### **Job Scope**

- Receive and store raw materials for printing operations.
- Assist with paper preparation (cutting, stacking, packing) and operate printing-related machines (laminating, folding, stitching).
- Perform baggage tag eyeleting, cording, and prepare medicine covers.
- Assemble printed materials and handle sorting/packing of paper offcuts for disposal.

## **G- Support Serviceman - -Ramp Services**

### **Basic Requirements:**

- Studied up to GCE O/L.
- Good knowledge in English (Written & Spoken)
- Good physical health condition to handle the work
- Good customer service skills
- Ability to work long hours.
- Ability to perform duties in the assigned shifts at the assigned department under any condition.

### **Age:**

New recruits-18 - 35 years

Experienced Staff- below 40 years

### **Working Hours:**

<b><u>Shift Pattern</u></b> -	Office Basis	0800 hrs – 1630 hrs (5 days)
	Day Shift	0800 hrs - 2025 hrs (all days inclusive of weekends)
	Night Shift	2000 hrs – 0825 hrs (all days inclusive of weekends)

### **Job Scope**

- Ensure proper loading and offloading of passenger baggage, cargo, P.O. mail, and other special loads to and from aircraft in accordance with accepted standards and procedures, ensuring timely completion as per guidelines.
- Check baggage, cargo, and mail tags and labels to confirm accurate and safe loading to the correct destinations.
- Perform safe loading and unloading of passenger baggage at departure and arrival belts, maintaining ramp service standards.

- Carry out safe loading, unloading, reconciliation, and sorting of various loads, including special loads and dangerous goods, following company standards.
- Adhere strictly to all safety and security requirements, procedures, and processes related to aircraft safety.

## **H- Support Serviceman — Aircraft Interior Service (AIS)**

### **Basic Requirements:**

- Studied up to GCE O/L.
- Good knowledge in English (Written & Spoken)
- Good physical health condition to handle the work
- Good customer service skills
- Ability to work long hours.
- Ability to perform duties in the assigned shifts at the assigned department under any condition.

### **Age:**

New recruits-18 - 35 years

Experienced Staff- below 40 years

### **Working Hours:**

**Shift Pattern** - Office Basis 0800 hrs – 1630 hrs (5 days)

Day Shift 0800 hrs - 2025 hrs (all days inclusive of weekends)

Night Shift 2000 hrs – 0825 hrs (all days inclusive of weekends)

### **Job Scope**

- Ensure high standards of aircraft interior cleanliness and appearance for SriLankan Airlines and customer airlines.
- Duties include deep cleaning of all cabin areas, dressing seat pockets, changing pillow covers, polishing surfaces, and disinfecting waste bins, A/C units, galleys, and lavatories.

- Maintain carpets and floors through sweeping, vacuuming, and shampooing. Clean cabin curtains and replenish air fresheners. Adhere strictly to all safety and security procedures related to aircraft operations.

## **I - Support Serviceman - Cargo**

### **Basic Requirements:**

- Studied up to GCE O/L.
- Good knowledge in English (Written & Spoken)
- Good physical health condition to handle the work
- Good customer service skills
- Ability to work long hours.
- Ability to perform duties in the assigned shifts at the assigned department under any condition.

### **Age:**

New recruits-18 - 35 years  
Experienced Staff- below 40 years

### **Working Hours:**

<b><u>Shift Pattern</u></b> -	Office Basis	0800 hrs – 1630 hrs (5 days)
	Day Shift	0800 hrs - 2025 hrs (all days inclusive of weekends)
	Night Shift	2000 hrs – 0825 hrs (all days inclusive of weekends)

### **Job Scope**

- Loading and build up outbound cargo and mail as per the instructions given by the superior officers to facilitate smooth transfer of cargo and mail from the Cargo terminal to aircraft site as per set precision timings.

- Unload and store inbound cargo and mail as per instructions given by the superior officers in an orderly manner and as per set precision timings and laid down standards.
- Handle cargo and mail with utmost care in order to preventing from damages and pilferages complying with the company safety standards and Assisting cargo stock taking at cargo warehouse.

## **J- Plant & Equipment Helpers**

### Basic Requirements:

- Good physical health condition to handle the work.
- Ability to work long hours.
- Ability to perform duties in the assigned shifts at the assigned department under any condition.

### Age:

New recruits-18 - 40 years

Experienced Staff- below 50 years

All below helpers (Except Tyre Helper) are required to work from 0800 hrs to 1900 hrs 5 days per week. They should also be willing to work in any designated workshop area as required. In addition, helpers must be available to work additional hours (night shift), when necessary, with prior notice provided to the service provider.

Tyre Helpers work on Night shift – Night/Off roster (Night Shift 2000hrs – 0825hrs)

Premises- Electrical, A/C & engine shops, Engineering, Utility, Ramp and Cargo service vehicles, Welding, trolley & P M sections, in P & E workshop, BIA Katunayake. Service provider staff will be distributed in following work areas at P&E workshop at Katunayake.

### **J.1 - Preventive Maintenance Helper**

#### Job Scope

- Capabilities of cleaning/washing/ greasing equipment's, components, vehicles & helping to remove wheels/ covers/ panels & cleanings floor area.
- Capability of identifying the tools/equipment (steam cleaner/grease pump etc) and other related materials which are using in the P&E Workshop.

## **J.2 - Trolley Repair Helper**

### **Job Scope**

- Capabilities of removing wheels, brake cables, oiling, greasing & assisting to heating, jacking & straightening the damaged dolly beams & cleaning floor area.
- Capability of identifying the tools/equipment (welding transformer/cutter/grinder etc) and other related materials which are using in the P&E Workshop.
- Capabilities of rust removing, edge cutting, repair door locks, fixing winders, helping to fiber works, glass bonding work of passenger coaches, clean floor area.

## **J.3/J.7/J.8/J.9 - Customer Service/Engine Repair/Transport vehicle repair / Engineering Service & Hydraulic Helper**

### **Job Scope**

- Capabilities of removing wheels, rollers, identifying all tools, helping to carry out brake down repairs, cleaning workshop area.
- Capability of identifying the tools/equipment (basic spare parts) and other related materials which are using in the P&E Workshop.

## **J.4 - Paint Helper**

### **Job Scope**

- Capabilities of rust removing, handling painting tools, cutting & polishing, cleaning floor area.
- Capability of identifying the tools/equipment (spray guns /rollers/ brushers & basic knowledge in paint materials) and other related materials which are using in the P&E Workshop.

## **J.5 – Tyre Helper**

### **Job Scope**

- Capabilities of removing wheels (heavy). Identifying tools, cleaning Hy/ components, jacks & cleaning floor area.
- Capability of identifying the tools/equipment (tyre machine/special tools /pressure guns) and other related materials which are using in the P&E Workshop.

## **J.6 - Electrical Helper**

### **Job Scope**

- Capabilities of identifying tools, assisting to prepare batteries & doing minor electrical repairs with instruction of technician & cleaning floor area.
- Capability of identifying the tools/equipment (identify spares) and other related materials which are using in the P&E Workshop.

### **General Conditions**

- ❖ If the bid is accepted, the successful bidder is required to sign the Contract Agreement. A sample of the Contract Agreement is provided in Section VI. Please note that this is only a sample contract and if there are any discrepancies between the sample contract and the content in section I and section V, clauses mention in section I and section V will prevail.
- ❖ The quantities specified under the Schedule of Requirements are subject to change based on the operation requirements.
- ❖ A detailed salary breakdown must be submitted prior to the award of the contract.
- ❖ Any statutory obligations are applicable only to the relevant portion of the cost breakdown declared for each subcategory.
- ❖ If quoting for a main category, all subcategories under that category must also be quoted. Otherwise, the offer for that particular category will be rejected.
- ❖ Carefully review all terms, including insurance requirements, service levels, and liquidated damages, and quote them accordingly.
- ❖ 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.

#### **1. Uniforms, Training, Transport, SP Staff ID & Airport passes**

##### **Uniforms**



- The Service Provider shall, at its own expense, annually provide all personnel assigned to perform the Services with the required uniforms and any additional equipment as stipulated by the company. All uniforms and gear must meet the company's quality standards and be maintained in a clean and presentable condition at all times.
- In addition to the uniform items, the safety gears are also required to be provided as per the requirement of each category given below.
- The wear and tear in respect of uniforms should be duly replaced by to service provider staff, by the service provider when notified.
- The wear and tear of all PPE (Personal Protective Equipment) that is provided by SriLankan Airlines to each service provider staff to be borne by the service provider and any replacements required within one year must also be borne by the service provider.

Category A			
	Sub-Categories	Uniforms	Required Safety Accessories
A.1	Data Entry Operator / Project Assistant / Agents	<b>Applicable only for Shift basis A.1 Project Assistant at Airport Passenger Services:</b> 5 sets of uniforms annually made of the quality specified by the company (Shirts or T-Shirts, Trousers including a belt and a pair of shoes. Additionally, a scarf for ladies )	Not Required
A.2	Project Officer		
A.3	Project Coordinator		
A.4	Procurement Progress Coordinating Assistant-General, Inflight & Office		
A.5	Procurement Progress Coordinating Assistant-GSE		

Category B			
	Sub-Categories	Uniforms	

			<b>Required Safety Accessories</b>
B.1	Support Serviceman (Wheelchair Handlers)	5 sets of Uniforms annually (Shirts or T-Shirts, Trousers including a belt and a pair of shoes) made of the quality specified by the company	Not Required

Category C			
	Sub-Categories	Uniforms	Required Safety Accessories
C.1	Driver (Transport)	5 sets of Uniforms annually (Shirts or T-Shirts, Trousers including a belt and a pair of shoes ) made of the quality specified by the company	Not Required
C.2	Driver (Cargo)	5 sets of Uniforms annually (Shirts or T-Shirts, Trousers including a belt) made of the quality specified by the company	Safety Shoes 2 pairs / Ear plug / Gloves

Category	E		
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	Sub-Categories	Uniforms	Required Safety Accessories
Electrical Trade			
E.1	Electrical Technician	Two overalls	Pair of safety shoes
E.2	Electrical Assistant		
E.3	Electrical Helper		
Air Conditioning Trade			
E.4	Air Conditioning Technician	Two overalls	Pair of safety shoes
E.5	Air Conditioning Assistant		
E.6	Air Conditioning Helper		
Welding Trade			
E.7	Welders	Two overalls	Pair of safety shoes, goggles, pair of hand gloves
E.8	Welder (Ramp)		
E.9	Welding Assistant		
E.10	Welding Assistant (Inflight Galley Equipment Repair Workshop)	Two overalls	pair of hand gloves
E.11	Welding Helper	Two overalls	pair of safety shoes, goggles, pair of hand gloves.
Masonry Trade			
E.12	Technical Assistant (Masonry)	Two overalls	pair of safety shoes, goggles, pair of hand gloves.
E.13	Masonry Assistant		
E.14	Masonry Helper		
Plumbing Trade			
E.15	Technical Assistant (Plumbing)	Two overalls	, pair of safety shoes, pair of long hand gloves.
E.16	Plumbing Assistant		
E.17	Plumbing Helper		
Painting Trade			
E.18	Technical Assistant (Painting)	Two overalls	pair of safety shoes,
E.19	Painting Assistant		

			ventilator mask
Carpentry Trade			
E.20	Technical Officer (Carpentry)	Two overalls,	pair of safety shoes
E.21	Technical Assistant (Carpentry)		
E.22	Carpentry Assistant		
Mechanical Trade			
E.23	Mechanical Assistant (Fire)	Two overalls	pair of safety shoes, goggles, pair of hand gloves.
E.24	Mechanical Helper (Fire)		
Drafting Trade			
E.25	AutoCAD Drafting Technician	Not Required	Not Required
General Laborer Support			
E.26	Heavy-Duty Laborer	Two overalls	pair of safety shoes, pair of hand gloves

<b>Category F</b>			
	<b>Sub Categories</b>	<b>Uniforms</b>	<b>Required Safety Accessories</b>
F.1	Support Serviceman - Passenger Services	5 sets of Uniforms annually (Shirts or T-Shirts, Trousers including a belt and a pair of shoes ) made of the quality specified by the company	Not Required
F.2	Support Serviceman - Engineering	5 sets of Uniforms annually (Shirts or T-Shirts, Trousers including a belt ) made of the quality specified by the company	Safety Shoes 2 pairs / Ear plug / Gloves

F.3	Support Serviceman - Other Departments  *Disposal Unit	2 sets of Uniforms and a pair of safety shoes (2 T-Shirts and 2 black Trousers) made of the quality specified by the company	Safety helmet
	*Printing Section	2 sets of Uniforms and a pair of shoes (2 Shirts or T-Shirts, 2 Trousers) made of the quality specified by the company	Not Required

Category G			
	Sub-Categories	Uniforms	Required Safety Accessories
G.1	Support Serviceman - Ramp Services	5 sets of Uniforms annually (Shirts or T-Shirts, Trousers including a belt) made of the quality specified by the company	Safety Shoes 2 pairs / Ear plug / Gloves

Category H			
	Sub-Categories	Uniforms	Required Safety Accessories
H.1	Support Serviceman - Aircraft Interior Service (AIS)	5 sets of Uniforms annually (Shirts or T-Shirts, Trousers including a belt) made of the quality specified by the company	Safety Shoes 2 pairs / Ear plug / Gloves

Category I			
	Sub Categories	Uniforms	Required Safety Accessories
I.1	Support Serviceman - Cargo	5 sets of Uniforms annually (Shirts or T-Shirts, Trousers including a belt) made of the quality specified by the company	Safety Shoes 2 pairs / Ear plug / Gloves

Category J			
	Sub Categories	Uniforms	Required Safety Accessories
J.1	Preventive Maintenance Helper	Two overalls(Brown)	pair of safety shoes
J.2	Trolley Repair Helper		
J.3	Customer Service Helper		
J.4	Paint Helper		
J.5	Tyre Helper		
J.6	Electrical Helper		
J.7	Engine repair Shop helper		
J.8	Transport Vehicle Repair Helper		
J.9	Engineering Service & Hydraulic Helper		

### **SP Staff ID & Airport passes**

- The cost of Airport entry passes to be borne by the service provider. Airport passes are required for all categories working in security-restricted areas. Categories A.1 (Project Assistant – Airport passenger services) , B, C, E, F, G, H, and I require an airport pass to

carry out their job functions. If any other categories are required to work in a security-restricted area, they must also obtain an airport pass.

- Security clearance from the Sri Lanka Police at the staff member's place of residence is required for the issuance of Service Provider staff ID and airport passes.

## 2. Training

- Initial Training cost to be borne by the Service Provider. The details of the current training cost are as follows. Please note that the total cost for the training program will be charged in full, even if the number of participants is fewer than the maximum allowed.
- During training period service provider staff will receive only 50% of the rate for full-day training sessions.
- No payment will be made for half-day training sessions.

<b>Training cost for service provider - Support Serviceman - Aircraft Interior Service (AIS )</b>					
#	Programme Name	No of Days (Theory / Practical)	Maximum No. of Participants	Internal Cost charge per programme (LKR)	Per head cost (LKR)
1	AIS initial Training Programme - Instructor Payment	5	15	75,000.00	5,000.00
	Classroom Facility	5			
2	SMS Training	1	15	15,000.00	1,000.00
	(Instructor + Classroom facility)				
3	Ground Safety Training	1	15	15,000.00	1,000.00
	(Instructor + Classroom facility)				

4	AVSEC Training for Non-Security Staff Training	1	15	15,000.00	1,000.00
	(Instructor + Classroom facility)				
<b>Training cost for service provider - Support Serviceman- Ramp Services</b>					
#	Programme Name	No of Days (Theory / Practical)	Maximum No. of Participants	Internal Cost charge per programme (LKR)	Per head cost (LKR)
1	Ramp Serviceman Skill Initial Training Programme	12	15	117500.00	7,834.00
2	DGR CBTA for Ramp personnel (initial)	2	15	167670.00	11,178.00
3	SMS Training	0.5	15	7500.00	500.00
4	Ground Safety Training	0.5	15	7500.00	500.00
5	AVSEC Training for Non-Security Staff Training	1	15	15000.00	1,000.00
<b>Training cost for service provider - Support Serviceman (Wheelchair Handlers)</b>					
#	Programme Name	No of Days (Theory / Practical)	Maximum No. of Participants	Internal Cost charge per programme (LKR)	Per head cost (LKR)
1	Instructor Payment	3	15	60,000.00	4,000.00
2	Classroom Facility				
	<b>Toral cost</b>			<b>60,000.00</b>	
<b>Training cost for service provider - Support Serviceman -Cargo</b>					
#	Programme Name	No of Days	Maximum No. of Participants	Internal Cost charge per	Per head cost (LKR)



		(Theory / Practical)		programme (LKR)	
1	Human Factors	0.5	10	30,245.00	3,025.00
2	DGR CBTA for General Cargo Accepting Personnel (CAT07) - Initial	2	15	166,980.00	11,132.00
3	Cargo Operators / Servicemen Skills & DG Awareness - Initial	0.5	15	65,205.00	4,347.00
4	AVSEC training - Initial	1	25	17,500.00	700.00
5	Safety Non-ADP - Initial	0.5.	15	15,000.00	1,000.00
6	SMS - Initial	0.5	15	15,000.00	1,000.00
<b>Training cost for service provider – Driver (Cargo)</b>					
#	Programme Name	No of Days (Theory / Practical)	Maximum No. of Participants	Internal Cost charge per programme (LKR)	Per head cost (LKR)
1	Human Factors	0.5	10	30,245.00	3,025.00
2	DGR CBTA for General Cargo Accepting Personnel (CAT07) - Initial	2	15	166,980.00	11,132.00
3	Cargo Operators / Servicemen Skills & DG Awareness - Initial	0.5	15	65,205.00	4,347.00
4	AVSEC training - Initial	1	25	17,500.00	700.00
5	Safety ADP - Initial	0.5.	15	15,000.00	1,000.00

6	SMS - Initial	0.5	15	15,000.00	1,000.00
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- No transport will be provided by the Company for Service Provider's staff.

### **3. Administration**

Completion of Documentation during the initial recruitment to the Service provider needs to be completed by the appointed administration Supervisor. Up to date maintenance of files needs to be maintained department wise by service provider. Administration work pertaining to the cadre provided including calculation and providing man hours performed, handling of grievance etc. should be handled by a supervisor appointed by the service provider. This would include ensuring necessary clearance and certificates are in possession to commence employment on the given date. An independent attendance record needs to be maintained by the Service provider which needs to be submitted to the relevant Line department at the end of the roster/month. At any given time, information regarding service provider staff needs to be provided to the company, mainly to have an active staff list database with all personal particulars.

### **4. Rosters**

Rosters will be planned by Service Provider in line to compliment SriLankan Airlines work schedules, these should be determined, taking in to account fatigue and other labour regulations of the country to avoid increase of risk of injuries and other accidents. Accordingly, day/night shifts with two off days roster will be applicable for certain operational areas (Eg: Airport / Cargo Etc.)

However, it is required to ensure that any employee does not work for more than two consecutive night shifts continuously and to minimize continuing of staff from Night shift to Day shift due to safety and fatigue reasons.

Service Provider Supervisor should be available for every roster to attend all administrative work. (Mark attendance/Approve Leave etc.) during Day shift and Night shift.

The planned roster should be notified 1 week prior to commencement of roster cycle.

All resignations, terminations and suspensions of service provider staff and cadre deductions to be informed to the company on weekly basis to maintain the stipulated cadre and rosters whereas all operational teams also need to be kept informed.

During all operational peak seasons, holiday seasons and national holidays the stipulated cadre plus additional staff if required by the departments to be provided by the service provider.

## **5. Assigning of duties**

Assigning of duties to these staff and the supervision of performance will be carried out by the staff of SriLankan Airlines through a supervisor appointed by the Service provider Company.

## **6. Property and Facilities**

Assigning of resting facilities and other basic amenities will be done by the company however any property or facility damage by service provider staff, the cost of repair or the cost to obtain new properties to be borne by the service provider.

## **7. Penalties**

1. Any failure by the Service Provider to provide the required number of personnel as stipulated under Schedule A of the Agreement, for each working day of any given month or the non-compliance by the Service Provider of the provisions of this Agreement or breach or non-performance/partial performance of the Service Provider's obligation under this Agreement shall be subject to liquidated damages not as penalty as contained under the Schedule D of the Agreement.
2. If the Service Provider fails to provide the required personnel as stipulated under Schedule A of the Agreement or any of the Service Provider's personnel did not report for work in order to perform the Services hereunder for whatsoever reason including any industrial action, for each shift of any given month, the Service Provider shall be charged liquidated damages not as a penalty as follows:
  - a) In the event of absenteeism by any personnel of the Service Provider for a given shift, no penalty shall be charged for the first two days. However, from the third day onwards, 200% of the applicable cost per head shall be charged until the required number of personnel reports for duty for the respective shift.
3. In the event the Service Provider fails to provide replacement personnel for the performance of the Services within the time frame set forth in this Agreement due to whatsoever reason including the resignation of the personnel or the termination of the personnel from Service Provider's employment, the Service Provider shall be charged for each occurrence of non-replacement of personnel, the Monthly Fee (Day shift cost + Night

shift Cost x 15 ) or amount prorated applicable for category of personnel as liquidated damages not as a penalty.

In the event liquidated damages cannot be recovered from the amounts outstanding under the payment to be made to the Service Provider, the Service Provider shall pay unrecovered liquidated damages to SriLankan Airlines on submission of SriLankan Airlines' claim within 10 days from the date of receipt of the notice.

4. The payment of Liquidated Damages under this Agreement shall not relieve the Service Provider from any other liability or obligation under the Agreement.
5. Delay by, or failure of SriLankan Airlines to demand or collect the Liquidated Damages shall not be construed as a waiver of SriLankan Airline's right to collect such Liquidated Damages or as acceptance of any delays or deficiencies in the Contractor's performance.

#### **6. Method of Payments / Invoicing**

Charge per person per shift/per day based on the head count present for a particular shift/day. Invoicing shall be done based on the number of people present for all shifts/days within a month.

## Section VI – Draft Contract

In the event of any discrepancy or inconsistency between the Draft Agreement and any other section of the Bidding Document, the provisions contained in Sections I to V of the Bidding Document shall prevail.

CONTRACT NUMBER -

This Manpower Provision Agreement (hereinafter referred to as “Agreement”) is made on this ..... day of .....

By and between:

**SRILANKAN AIRLINES LIMITED**, a company incorporated in the Democratic Socialist Republic of Sri Lanka bearing company registration number PB67 and having its registered address at Airline Centre, Bandaranaike International Airport, Katunayake in the said Republic of Sri Lanka, (hereinafter called and referred to as "**SriLankan Airlines**" which term or expression shall where the context so requires or admits mean and include the said **SriLankan Airlines Limited**, its successors and assignees) of the **One Part**;

And

[ ], a company incorporated in the Democratic Socialist Republic of Sri Lanka bearing company registration number [ ] and having its registered address at [ ] in the said Republic of Sri Lanka (hereinafter called and referred to as "**Service Provider**" which term or expression shall where the context so requires or admits mean and include the said [ ], its successors and assignees) of the **Other Part**;

**WHEREAS** SriLankan Airlines being a commercial international airline is desirous of obtaining the services of the Service Provider for the provision of manpower services to SriLankan Airlines in according to the requirements of SriLankan Airlines pursuant to the terms and conditions of this Agreement;

**WHEREAS** the Service Provider is engaged in the business of supplying manpower services to clients and has the capability and facilities of supplying manpower service to SriLankan

Airlines as required by SriLankan Airlines according to the terms and conditions mentioned herein;

**AND WHEREAS** the Parties are desirous of entering into this Agreement in order to formalize the transaction and to be governed by the terms and conditions hereinafter mentioned.

**IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:**

**1. OBLIGATIONS OF THE SERVICE PROVIDER**

1.1 The Service Provider shall:

(i) subject to provisions of this Agreement, provide the services specified in the Schedule A to SriLankan Airlines at the Premises of SriLankan Airlines (hereinafter referred to as the “Services”) for the duration of the Term in accordance to the terms and conditions of this Agreement;

(ii) shall ensure that personnel employed by the Service Provider for the provision of the Services hereunder possess the minimum qualifications set out below and in Schedule A of the Agreement, over the age of 18 years as at the date of appointment of such employees by the Service Provider and possess clearance from Sri Lanka Police Department;

(iii) deploy minimum one or more supervisor/s according to the operational requirements on a 12-hour roster basis including week-ends and the on mercantile holidays/poya days as a liaison officer of the Service Provider under this Agreement who shall visit the premises of SriLankan Airlines and administer all day to day requirements of its employees not limited to leave, medical and other requirements;

(iv) ensure that no individual personnel other than its nominated liaison officer or any of its designated personnel shall directly or indirectly get involved in any activities which relates to the provision of the Service Providers’ Services hereunder or its personnel working at the Premises of SriLankan Airlines or involve in any communication with regard to Service Provider’s Services with the officials of SriLankan Airlines;

(v) if charged by SriLankan Airlines, pay liquidated damages as required in Clause 6.1(b) and Schedule D in the event the Service Provider fails to provide the Services or comply with its obligations under this Agreement;

(vi) not assign or transfer its rights or obligations under this Agreement without the prior written approval of SriLankan Airlines, provided that the Service Provider shall not be relieved of responsibility under this Agreement for such portion of its obligations as are assigned or transferred. Any assignment made contrary to this Clause shall not be valid or binding on SriLankan Airlines;

(vii) together with its personnel, ensure that this Agreement (including any matter arising from it), any information secured, accessed or obtained pursuant to this Agreement and/or the Services provided hereunder shall be treated as strictly confidential and the contents herein shall not be disclosed by the Service Provider and/or its personnel to any third parties (except for the purposes of taking legal advice) without the prior consent of SriLankan Airlines or as may otherwise be required by law;

(viii) comply with and ensure that all personnel, agents or representatives of the Service Provider will strictly observe and comply with all security requirements of SriLankan Airlines as may be informed to the Service Provider from time to time and other governmental authorities particularly including but not limited to the following:

- a) wear the security pass/identity card issued by SriLankan Airlines to such persons;
- b) confine themselves only to the areas mentioned in the said security pass;
- c) use security passes for access only during duty hours for the purposes of discharging assigned duties;

(ix) perform the obligations under this Agreement with due care and diligence and prudence practiced in the industry and shall be performed in a reliable and professional manner in accordance to professional standards in conformity with good industry practices and shall

ensure that personnel deployed hereunder possess necessary and appropriate skills, qualifications and experience to perform Services as required by Schedule A and adhere to all SriLankan Airlines Safety Standards;

(x) comply with and ensure that all its personnel deployed by the Service Provider under this Agreement comply with all directives and standing orders issued by SriLankan Airlines from time to time pertaining to the discharge of its obligations under this Agreement;

(xi) provide all uniforms including shirts, trousers, belts, shoes (safety shoes or otherwise), in numbers sufficient to be worn during every work shift at its own cost and expense to its personnel according to the instructions set out in Schedule A and/or as instructed by SriLankan Airlines from time to time to be worn by its personnel whilst they are performing the duties under the Agreement;

(xii) provide 24hour x7 day communication facility throughout the year between SriLankan Airlines and the Service Provider's personnel at the respective Head Offices;

(xiii) shall not interfere in the work provided by other service providers or personnel of other service providers who are offering or providing services for SriLankan Airlines;

(xiv) arrange for its personnel for training, at its own cost and expense (set out in Schedule A), as and when required by SriLankan Airlines;

(xv) ensure that (except as may be otherwise specified herein or in the Schedules hereto or as instructed by SriLankan Airlines) under no circumstances will any of its personnel operate equipment or drive vehicles of SriLankan Airlines;

(xvi) take reasonable care to safeguard of SriLankan Airlines property that may have been entrusted to the care or custody of the Service Provider or any agents, employees, assistants or representatives of the Service Provider and the Service Provider shall reimburse SriLankan Airlines for such loss and damage to such property due to the act or omission of the Service Provider or any agents, employees, assistants or representatives;

(xvii) liaise and co-operate with the staff of SriLankan Airlines and/or other service providers who are performing services at SriLankan Airlines' Premises.



(xviii) shall ensure the presence of required number of employees for a particular work shift as stipulated in Schedule A and shall provide immediate replacements for each shift in instances if the required number of staff is not present for the particular shift. In the event its regular employees assigned to SriLankan Airlines do not report to work due to a labour dispute, industrial action, organised absenteeism or any other reason disrupting smooth operations of SriLankan Airlines, the Service Provider shall provide replacements within four (04) hours of the commencement of the particular shift or within four (04) hours of notifying of same by SriLankan Airlines.

(xix) obtain, keep valid and subsisting at all times during the Term, and comply with the terms and conditions of, all permissions, permits, registrations, licenses, authorizations and consents as may be required from time to time in order to carry on its business and perform its obligations hereunder;

(xx) not do or permit to be done and prevent its employees from doing at the Premises of SriLankan Airlines anything which would or may constitute an illegal act, a nuisance or cause a hindrance, annoyance or inconvenience to SriLankan Airlines or other service providers or which might interfere with SriLankan Airlines' day to day business;

(xxi) not sublicense its rights and obligations under this Agreement to any sub-contractors;

(xxii) shall provide SriLankan Airlines the monthly invoice with attendance sheets pertaining to its employees before 10<sup>th</sup> day of following month.

1.2 Shall be sole responsible to perform its all contractual and statutory obligations in respect of its employees, including but not limited to paying monthly salaries pursuant to minimum wages of Sri Lanka, budgetary relief allowance, benefits, Employees Provident Fund (EPF), Employees Trust Fund (ETF), Workmen's Compensation, Gratuity, other statutory dues, perks, to all its employees deployed under this Agreement who shall all times remain the employees of the Service provider. Under no circumstances shall SriLankan Airlines be liable for any claim by the employees of the Service Provider of non-payment of any payment of monthly salaries, benefits, Employees Provident Fund (EPF), Employees Trust Fund (ETF), Workmen's Compensation, Gratuity, other statutory dues, perks, to employees of the Service Provider.

- 1.3 The Service Provider will maintain a standby staff to fill the requirement for a particular work shift if regular personnel provided to perform the Services pursuant to this Agreement fails to report for work for whatsoever reason;
- 1.4 Ensure that its employees do not conduct themselves in any undesirable, dishonest and/or immoral manner including but not limited to any fraud, misdeeds and/or any unfair industrial action and/or any illegal activity in the performance of their duties and shall be responsible for any financial loss and/or loss or damage of whatsoever nature caused by the employees of the Service Provider to property of SriLankan Airlines, its employees, customers, associates and visitors and/or goodwill of SriLankan Airlines;
- 1.5 On the written request of SriLankan Airlines with at least 07 days' notice, the Service Provider shall increase or decrease the number of employees provided to SriLankan Airlines on the same terms and conditions set out herein:
- 1.6 Service Provider shall obtain appropriate insurance policies in relation to its employees who are engaged in the provision of the Services under this Agreement as specified in Clause 5;
- 1.7 Personnel provided by the Service Provider shall remain employees of the Service Provider throughout this Agreement and the Service Provider shall ensure that its employees would not seek employment in SriLankan Airlines and/or consideration for any employment opportunities of whatsoever nature by SriLankan Airlines due to providing Services under this Agreement;
- 1.8 The Service Provider warrants that:
  - (i) it is a corporate entity, validly organized and existing in good standing under the laws of its place of incorporation;
  - (ii) it has the right, power and authority and ability to enter into and perform its obligations under this Agreement, and is under no obligation, contractual or otherwise, and is not aware of any litigation which might interfere with the performance of its obligations under this Agreement;

(iii) it is not party to any agreement and it will not make any agreement inconsistent or in conflict with the terms hereof during the Term of this Agreement; and

(iii) it will comply with all representations, obligations, covenants and agreements and perform all of its obligations and responsibilities herein contained and comply with all applicable laws in the exercise of its rights and the performance of its obligations hereunder;

(iv) it has obtained all necessary licenses, approvals and consents to enter into this Agreement and discharge the obligations set out herein in the manner set out herein.

## **2. RIGHTS AND OBLIGATIONS OF SRILANKAN AIRLINES**

2.1 SriLankan Airlines shall pay the Service Provider for the Services provided hereunder at the rates and prices set out in Schedule B.

2.2 Notwithstanding anything to the contrary stated in this Agreement, SriLankan Airlines may assign and/or vary the scope of the Services specified in Schedule A including but not limited to variation to the volumes or types of work to be performed by the Service Provider or its personnel hereto from time to time. Upon such variation, the Parties shall record such variation by way of a written amendment to this Agreement and such amendment shall record *inter alia* the proportionate adjustment to the rate, if applicable. The Service Provider shall advise all its employees in writing the list of duties assigned to them and shall obtain acceptance in writing by its employees. This shall be applicable to the variation of volumes and/or types of work as agreed by the Parties from time to time and the Service Provider shall forthwith advise its staff in writing of such variations and obtain written acknowledgment of the employees.

2.3 SriLankan Airlines shall have the right to direct the Service Provider to remove any of its employees, who in the sole opinion of SriLankan Airlines is considered to be undesirable or unfit to provide Services specified hereunder due to what so

ever reason and upon such decision by SriLankan Airlines, the Service Provider shall remove any of its employees agents, or representatives as directed to remove by SriLankan Airlines;

- 2.4 SriLankan Airlines shall be entitled to review the Services carried out by the Service Provider or its personnel hereunder and may from time to time issue directives/standing orders to the Service Provider in relation to the performance of Services under this Agreement;
- 2.5 SriLankan Airlines shall be entitled to appoint its own employees or one or more service providers to obtain similar services contemplated hereunder or any other services during the Term of this Agreement.
- 2.6 SriLankan Airlines shall have the right to charge liquidated damages from the Service Provider as set forth under Schedule D for any failure by the Service Provider to provide the required number of personnel as stipulated under Schedule A of the Agreement and/or the non-compliance by the Service Provider of the provisions of this Agreement or breach or non-performance/partial performance of its obligation under this Agreement.

### **3. INVOICING, PAYMENT AND TAXES**

- 3.1 During the Term of this Agreement, SriLankan Airlines shall pay to the Service Provider for the provision of Services hereunder at the rates and prices as more fully described in Schedule B of this Agreement. Apart from the payments set out in Schedule B, no further payments shall be payable by SriLankan Airlines to the Service Provider for the provision of the Services to SriLankan Airlines.
- 3.2 The Parties agree that the prices and/or rates set out in this Agreement (and Schedules hereto) shall be fixed for the duration of the Term and shall not be amended or increased during the Term, unless expressly agreed to in writing by SriLankan Airlines.

- 3.3 All payments to be made to the Service Provider under this Agreement shall be done on the number of actual required personnel reported to work at SriLankan Airlines for each working day of the month less the liquidated damages deducted as per Clause 2 of Schedule B.
- 3.4 All payments to be made hereunder to the Service Provider by SriLankan Airlines shall be subject to any right of deduction which SriLankan Airlines may have by way of set-off or abatement. Where the Service Provider has incurred any liability or payment due to SriLankan Airlines, whether arising from or under any agreement or understanding between the Parties or otherwise howsoever arising, SriLankan Airlines may without notice to the Service Provider set-off the amount of such liability or payment due against any liability or payment to be made by SriLankan Airlines to the Service Provider arising from this Agreement entered into between the Parties, whether either such liability is liquidated or unliquidated, present or future, accrued or contingent.
- 3.5 SriLankan Airlines shall be entitled to withhold from any payments due to the Service Provider any sums of money required to be withheld or deducted by SriLankan Airlines under any law or regulation for the time being in force or pursuant to this Agreement and/or any liquidated damages to be paid by the Service Provider to SriLankan Airlines pursuant to this Agreement.
- 3.6 The Service Provider shall send Tax/SVAT invoice SriLankan Airlines monthly, on arrears basis and shall send the invoice on or before 10<sup>th</sup> day of the following month in respect of Services provided in the previous month pursuant to this Agreement. SriLankan Airlines shall settle the invoices within 45 days from of the date of receipt of the invoices. In the event an invoice or part thereof is disputed, SriLankan Airlines shall pay the undisputed amount as stated therein. Upon any dispute with regard to the payments payable under the invoices in respect of any given month, the Service Provider shall promptly provide necessary clarifications and/or corrections to SriLankan Airlines. SriLankan Airlines shall pay the disputed amount due, if any, after the resolution of the determination of the dispute within fourteen (14) days of the resolution of such dispute.
- 3.7 All the invoices should be forwarded to SriLankan Airlines marked attention to the officer mentioned in Schedule C.

- 3.8 Payment shall be made in Sri Lankan Rupees by way of cheque drawn in favour of the Service Provider to the bank account set forth under Schedule B.
- 3.9 Either Party shall be responsible for payment of any taxes under this Agreement imposed by statutory and/or regulatory bodies of Sri Lanka enacted through legislations and/or regulations.
- 3.10 Value Added Tax (VAT) is excluded from the rates and prices set forth in Schedule B and shall be payable by SriLankan Airlines.
- 3.11 SriLankan Airlines is not obliged to pay any inland taxes, personal income tax and corporate income tax of the Service Provider and/or the Service Provider's employees. Taxes that arise on the income of either Party will be the responsibility of each such Party.
- 3.12 Withholding taxes or any similar statutory taxes chargeable by the Government of Sri Lanka (if applicable) shall be deducted from the payment due to the Service Provider as per the tax laws of Sri Lanka.
- 3.13 Personal income tax and corporate income tax of the Service Provider, the Service Provider's employees payable in Sri Lanka shall be borne by the Service Provider.

#### **4.LIABILITY & INDEMNITY**

- 4.1 The Service Provider shall indemnify and hold harmless SriLankan Airlines, its directors, officers, employees, agents, sub-contractors free and clear from and against any and all losses, demands, proceedings actions, costs, expenses including legal fees, claims, damages and liabilities (whether or not they are third parties claims) that may arise pursuant to or connecting to:

- a) claims by any employee of the Service Provider made pursuant to this Agreement and/or under the Workmen's Compensation Ordinance or any other labour law for any bodily injury or death caused whilst in performing Services if such bodily injury or death is not attributable to negligence and/or wilful misconduct of SriLankan Airlines
- b) Claims by any employee of the Service Provider made pursuant to this Agreement on unpaid salaries, overtime, EPF, ETF, gratuity, or any claim related to termination/non-renewal of service contracts of such employees by the Service Provider or any failure of the Service Provider to discharge its responsibilities or contractual/statutory obligations towards its employees;
- c) accident, injury or death caused to any person or employees of SriLankan Airlines and /or customers of SriLankan Airlines and/or any third-party personnel arising out of any act or omissions of the Service Provider and/or any of its personnel or any other person acting for or on behalf of the Service Provider (whether such act is negligent or not);
- d) loss or damage to any property, properties of SriLankan Airlines, or properties of customers and/or third party arising out of any act or omissions of the Service Provider and/or any of its personnel or any other person acting for or on behalf of the Service Provider (whether such act is negligent or not);
- e) acts of theft, pilferage of property of SriLankan Airlines and/or its customers and/or its employees or any third party or other acts committed by the Service Provider or its personnel which cause financial loss or are likely to bring SriLankan Airlines into disrepute;
- f) improper provision of the Services provided under this Agreement by the Service Provider and/or its personnel;
- g) alleged infringement or violation of any laws, regulations or rights of any party by any act or omission of the Service Provider and/or its personnel;

- h) breach of any obligations or provisions of this Agreement by the Service Provider and/or its personnel.
  - i) Breach of any confidentiality requirements under this Agreement
  - j) Claim of employment with SriLankan Airlines by the employees of the Service Provider
- 4.2 Notwithstanding, Clause 4.1 above, SriLankan Airlines may, without prejudice to its right to terminate this Agreement, require the Service Provider to pay SriLankan Airlines the total value of any property lost, damaged or pilfered by the Service Provider or its personnel.
- 4.3 SriLankan Airlines shall indemnify and hold harmless the Service Provider free and clear from and against any and all losses, costs, expenses, claims, damages and liabilities that may arise pursuant to the death or injury of any personnel of the Service Provider or damage to property of the Service Provider's personnel caused by SriLankan Airlines' gross negligence or willful misconduct.
- 4.4 In no event shall SriLankan Airlines be liable to the Service Provider for any punitive, exemplary, special, indirect, incidental or consequential damages (including but not limited to, lost profits, lost business opportunities, loss of use or equipment down time) arising out of or relating to this Agreement, regardless of the legal theory under which such damages are sought.
- 4.5 The liabilities and obligations of the Service Provider under Clause 4 shall survive the expiration or termination of this Agreement.

## **5. INSURANCE**

- 5.1 The Service Provider shall, without prejudice to its obligations under Clause 4 and condition precedent to this Agreement at its own cost, secure a Public liability



insurance covering death, bodily injury and property damage (including damage to SriLankan Airlines property and / or injury, death caused to any employee or representative of SriLankan Airlines), for occurrence of each event for a limit of not less than Sri Lankan Rupee Five Million (LKR 5,000,000) in a form acceptable to SriLankan Airlines which shall be kept current and enforceable throughout the term of this Agreement. The insurance policy shall be extended to cover, but not be limited to, fire and explosion.

5.2 Such a policy/policy of insurance as aforementioned shall incorporate the following provisions in respect of the liability assumed by the Service Provider under this Agreement.

- a) Name SriLankan Airlines, its successors and assigns, directors, officers, servants, employees, agents as additional assureds
- b) A severability of interest clause, where the insurance (except with regard to the limits of liability) will operate in all respects as if there were a separate policy covering each assured.
- c) Confirm that such insurance shall be primary without right of contribution from any other insurance carried by SriLankan Airlines.
- d) Provide that the cover afforded to SriLankan Airlines shall not be invalidated by act or omission by the Service Provider or by any other person and shall remain valid regardless of any breach or violation by the Service Provider or any other person of any warranty, declaration or condition contained in such insurances.
- e) The insurer (of the aforementioned policy/policies) will provide thirty (30) days prior written notice to SriLankan Airlines of any material change of the insurance affected pursuant to this Clause.

- 5.3 Service Provider shall also maintain a workmen's compensation insurance policy covering any Service Provider's employee(s) or representatives involved in performing this Agreement. The policy shall cover the risks of riot and terrorism. Notwithstanding this clause, SriLankan Airlines shall not be liable for any injury, disease, death to any employee of the Service Provider howsoever caused.
- 5.4 The Service Provider shall also arrange and keep in place an insurance policy on an all risk basis covering any equipment or items or stock or person effects of the Service Provider and / or its employees for the replacement value of such equipment or items or stock or personal effects. Notwithstanding this clause SriLankan Airlines shall not be responsible for any loss or damage to such equipment or items or stock or personal effects of the Service Provider or its employees or representatives.
- 5.5 Insurance policies referred to in above clauses shall be arranged with a reputable insurance company acceptable to SriLankan Airlines Limited.
- 5.6 The Service Provider shall also within 15 days of the execution of this Agreement and at each consequent renewal (or renewal of insurances whichever shall occur first) produce an Insurance Policy/Certificate/Endorsement evidencing coverage.
- 5.7 The insurance coverage required by this Clause shall at all times be valid and adequate to meet all the obligations set out above and any other obligations required by law. Failure to maintain insurance coverage to the required level will be considered by SriLankan Airlines as a material breach of this Agreement.

## **6. NON COMPLIANCE, BREACH AND NON-PERFORMANCE**

- 6.1 In the event of the non-compliance by the Service Provider of the provisions of this Agreement or breach or non-performance/partial performance by the Service Provider of any of its obligations contained in this Agreement, SriLankan Airlines may at its discretion, without prejudice to any of its rights under this Agreement;

- a) terminate this Agreement as per Clause 8 of the Agreement: or
- b) charge the Service Provider liquidated damages as specified in Schedule D: and/or
- c) obtain the services of another contractor to carry out the Services to be provided hereunder, PROVIDED however that in the event any money is expended by SriLankan Airlines on account of the Service Provider's non-compliance of the provisions of this Agreement or non-performance/partial performance or breach of its obligations under this Agreement, such said expenditure shall be re-charged from the Service Provider.

6.2 The Service Provider shall in the event of non-compliance by the Service Provider of the provisions of this Agreement or breach or non-performance/partial performance of its obligations under this Agreement make good the irregularity, breach and/or lapse as soon as possible to the satisfaction of SriLankan Airlines and shall reimburse SriLankan Airlines any expenses incurred by it in aforementioned such circumstances.

6.3 In addition to the above, SriLankan Airlines shall have the right of setting any other amounts as costs or damages arising from the Service Provider's non-compliance of the provisions of this Agreement or breach or non-performance/partial performance of its obligations of its obligations under this Agreement.

## **7.BANK GUARANTEE**

7.1 The Service Provider shall at the execution of this Agreement, furnish SriLankan Airlines an irrevocable and unconditional bank guarantee drawable on demand in Sri Lanka from a bank acceptable to SriLankan Airlines in form and substance satisfactory to SriLankan Airlines, for the amount stipulated in Schedule B as security for the due and proper performance by the Service Provider of its obligations under this Agreement. All applicable bank charges (including any charges at the time of enhancement or encashment of the bank guarantee) on such bank guarantee shall be borne by the Service Provider.

7.2 The value of the bank guarantee may be varied at any time at the option of SriLankan Airlines and the Service Provider shall furnish an additional bank guarantee at the Service Provider's cost within thirty (30) days of notification to the Service Provider.

7.3 The bank guarantee shall remain in force throughout the Term of this Agreement and 90 days subsequent to the expiry of this Agreement or until all the obligations of the Service Provider are fulfilled, whichever is later.

7.4 The bank guarantee will be discharged by SriLankan Airlines and returned to the Service Provider within 90 days subsequent to the expiry of this Agreement or within 90 days following the date of completion of Service Provider's obligations under the Agreement, whichever is later, less monies due to SriLankan Airlines and/or as SriLankan Airlines is entitled to deduct/set-off under this Agreement.

7.5 The proceeds of the bank guarantee shall be payable to SriLankan Airlines as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Agreement.

7.6 In the event of an adjustment or deduction of the bank guarantee by SriLankan Airlines against the due and proper performance by the Service Provider of its obligations under this Agreement, the Service Provider shall immediately pay to SriLankan Airlines the amount adjusted or deducted by SriLankan Airlines and restore the bank guarantee to its original amount.

7.7 The Service Provider shall not be entitled to any interest on the bank guarantee.

7.8 SriLankan Airlines shall not make any payments under this Agreement to the Service Provider until SriLankan Airlines has received the bank guarantee as stipulated under Clause 7.

7.9 SriLankan Airlines' rights with respect to the bank guarantee shall be in addition to any other rights or remedies available to SriLankan Airlines.

7.10 In the event this Agreement is extended for further periods, the Service Provider shall renew the bank guarantee for the entire duration the Agreement is extended and further additional 90 days commencing from the date of expiry of the Agreement.

## **8. TERM & TERMINATION**

8.1 This Agreement shall be valid for a period of [ ] year/s commencing from [ ] (“Effective Date”) and ending on [ ], unless terminated earlier (hereinafter referred to as “**Term**”). This Agreement may be extended for a further period upon the mutual agreement of the Parties.

8.2 Notwithstanding anything contained under Clause 8.1, SriLankan Airlines may terminate this Agreement by issuing thirty days (30) prior written notice of termination to the Service Provider, without penalty and without assigning any reasons whatsoever. Such termination to take effect on the expiry of the notice period.

8.3 Notwithstanding anything contained herein, SriLankan Airlines may terminate this Agreement forthwith in writing by sending a written notice in default, in the event the Service Provider:

- (i) does not provide the Services envisaged under this Agreement at the Effective Date or in the manner required by SriLankan Airlines;
- (ii) does not comply with the requirements and/or notices of SriLankan Airlines;
- (iii) does not maintain or is not maintaining the work standard specified or implied herein to the satisfaction of or in the manner required or instructed by SriLankan Airlines from time to time; and/or
- (iv) does not perform or fails or is failing to perform or unable to perform or prevented from performing any of its obligations under this Agreement, for whatsoever reason.

8.4 In the event SriLankan Airlines terminates this Agreement in whole or in part, pursuant to 8.3 of the Agreement, SriLankan Airlines may procure upon such terms and in such manner as it deems appropriate, services, as the case may be, similar to those unperformed under the Agreement, and the Service Provider shall be liable to SriLankan Airlines for any excess costs for such similar services procured by SriLankan Airlines. However, the Service Provider shall continue performance of the Agreement to the extent not terminated herein.

8.5 SriLankan Airlines shall have the right to terminate this Agreement by issuing written notice to the Service Provider in the following circumstances:

- (i) if the Service Provider enters into liquidation whether compulsory or voluntary (other than for the purpose of amalgamation or reconstruction) or compounds with or enters into a scheme of arrangement for the benefit of its creditors or has a receiver appointed of all or any part of its assets or takes or suffers any similar action in consequence of debt, with immediate effect; or
- (ii) if the Service Provider shall cease substantially to carry on its trade or shall threaten to cease substantially to carry on its trade or loses its licenses to operate the Services contracted for under this Agreement, with immediate effect;
- (iii) if the Service Provider is engaged in any conduct/activity which in the opinion of SriLankan Airlines is prejudicial to SriLankan Airlines' business or corporate image;
- (iv) repeated breach of this Agreement by the Service Provider despite such breach are remedied by the Service Provider
- (v) if either Party cease to operate their business (for SriLankan Airlines its airlines business) or its license to operate the business (for SriLankan Airlines its airlines business) is revoked/cancelled/seized.

8.6 Either Party shall have the right to terminate this Agreement forthwith at any time by giving written notice to the other Party, if the other Party is in breach or material breach of any of the terms or conditions of this Agreement and the said breach is not remedied within thirty (30) days of receipt of written notice from other Party or immediately if the breach or material breach is incapable of remedy.

8.7 Termination of this Agreement pursuant to the provisions of this Clause shall be without prejudice to the accrued rights and liabilities of SriLankan Airlines.

8.8 Upon the termination of this Agreement howsoever occasioned or the non-renewal of this Agreement, no compensation and/or damages whatsoever shall be payable by SriLankan Airlines to the Service Provider or any of the employees of the Service Provider.

8.9 On termination of this Agreement by SriLankan Airlines on account of any of the grounds specified in Clause 8.4, 8.6 or 8.7 above, without prejudice to its right to claim liquidated damages, SriLankan Airlines shall be entitled to arrogate the bank guarantee provided by the Service Provider under this Agreement as a means to recover the losses or damages incurred by SriLankan Airlines as a result of the Service Provider's failure to perform this Agreement.

8.10 On termination of this Agreement, SriLankan Airlines shall be liable to make payment to the Service Provider for Services duly performed in accordance with the terms of this Agreement up to the date of termination of this Agreement (less any monies as SriLankan Airlines is entitled to deduct/set-off under this Agreement). The Service Provider shall not be entitled to any further costs, remuneration consequential or special damages, loss of profits or revenue claimed to have been suffered by the Service Provider (including its agents, employees and representatives) as a result of this Agreement. No payment whatsoever shall be payable by SriLankan Airlines to the Service Provider or any of the employees of the Service Provider apart from payment due to the Service Provider as provided under Clause 3.

## **9. GOVERNING LAW AND JURISDICTION**

9.1 This Agreement shall be governed by the laws of the Democratic Socialist Republic of Sri Lanka and subject to the jurisdiction of the courts in Sri Lanka.

9.2 Notwithstanding Clause 9.1 of this Agreement, any dispute, controversy, or claim relating to this Agreement or the breach, termination or in-validity thereof, shall be first settled amicably. All information exchanged during these negotiations shall be regarded as "without prejudice" communications for the purpose of settlement negotiations and shall be treated as confidential by the Parties and their representatives, unless otherwise required by law. However, evidence that is independently admissible or discoverable shall not be rendered inadmissible or non-discoverable by virtue of its use during the negotiations.

## **10. FORCE MAJEURE**

10.1 In the event that either Party shall be wholly or partly unable to carry out its obligations under this Agreement by reasons or causes beyond its control, including by way of illustration Acts of God or the public enemy, fire, floods, explosions, epidemics, insurrection, riots or other civil commotion, war, Government order which it could not be reasonably be expected to foresee or avoid (excluding, however, strikes, lockouts or other labour troubles), then the performance of its obligations in so far as they are affected by such cause shall be excused during the continuance of any inability so caused. Such cause(s) shall however as far as possible be remedied by the affected party with all reasonable dispatch. However, it is hereby stated that in the event the Service Provider is unable to provide the Service pursuant to this Agreement in a situation enumerated above, the payment to be made pursuant to Clause 3 hereof shall be proportionately reduced taking into account the rates set out in Schedule D.

10.2 Notwithstanding the above, each Party shall give the other Party, as soon as possible, notice of the occurrence or imminent occurrence of an event as indicated above and where such notice is given verbally it shall be followed immediately in writing. Unless otherwise directed by the non-affected Party in writing, the affected Party shall continue to perform its obligations under the Agreement as far as is reasonable and practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event. If the period of delay or non-performance continues for 4 weeks, the Party not affected may terminate this Agreement immediately by giving 14 days' written notice to the affected Party.

## **11. GENERAL**

11.1 The Parties agree that throughout the Term of this Agreement, the Service Provider's employees shall remain employees of the Service Provider. Nothing in this Agreement shall create a relationship of employer/employee relationship between SriLankan Airlines and the employees provided by the Service Provider pursuant to this Agreement.

11.2 SriLankan Airlines shall not be bound to recruit any of the personnel employed by the Service Provider to provide Services under this Agreement in whatsoever circumstances or shall be bound to absorb the said personnel to SriLankan Airlines.

11.3 Nothing contained in this Agreement and no activity by either Party in the performance hereof shall constitute, create, or deemed to constitute or create between either Party or between or among either Party and any of its officers, directors, employees an agency or representative, relationship or a partnership, joint venture or association, employee or employer relationship nor shall this Agreement or any activity by either Party hereunder create or be deemed to create any express or implied right, power or authority of either Party to enter into any agreement or commitment, or to incur any liability or obligation, on behalf of the other Party; it being understood and agreed that each Party is and shall remain an independent



contractor with respect to the other and shall not under any circumstances be considered a representative or agent of SriLankan Airlines.

11.4 SriLankan Airlines shall with the prior written consent of the Service Provider, which shall not be withheld unreasonably, be entitled to assign or transfer the whole Agreement or any part thereof to a subsidiary or associate company of SriLankan Airlines.

11.5 The right and remedies of SriLankan Airlines against the Service Provider for the breach of any condition and for obligations undertaken by the Service Provider under this Agreement shall not be prejudiced or deemed to be waived by reason of any indulgence or forbearance of SriLankan Airlines.

11.6 Nothing in this Agreement shall prevent SriLankan Airlines from availing itself of any remedies provided under the General Law in addition to the remedies stipulated in this Agreement.

11.7 This Agreement including Schedule A, B, C and D contains the entire agreement and understanding Parties and shall supersede all prior agreements, whether written or oral between the Parties hereto concerning the subject matter hereof. The terms and conditions of this Agreement shall not be altered, amended, varied or modified otherwise than by an instrument in writing executed by the duly authorized signatories of SriLankan Airlines and the Service Provider.

11.8 Except otherwise as specified in the Agreement, all notices, requests, demands, or other communications required or pursuant to this Agreement to be served or given by either Party to the other shall be served or given in writing and in the English language and shall be sent or delivered by hand delivery or by registered mail or by email or facsimile transmission in the case of SriLankan Airlines and the Service Provider to the designated officer and address set out in Schedule C and to the address or address as either Party shall specify from time to time by written notice to the other. A Party to must notify the other Party of any changes to the address or any of the other details specified under Schedule C provided, however, that such notification shall only be effective on the date specified in such notice or five (5) working days after the notice is given, whichever is later.

11.9 If any term or other provision of this Agreement is determined to be invalid, illegal or incapable of being enforced by any rule or law, or public policy, all other conditions and provisions of this Agreement shall nevertheless remain in full force and effect so long as the economic or legal substance of the transactions contemplated hereby is not affected in any manner materially adverse to any party. Upon such determination that any term or other provision is invalid, illegal or incapable of being enforced, the parties hereto shall negotiate in good faith to modify this Agreement so as to effect the original intent of the parties as closely as possible in an acceptable manner to the end that transactions contemplated hereby are fulfilled to the extent possible.

11.10 Neither failure nor delay on the part of SriLankan Airlines to exercise any right, remedy, power or privilege under this Agreement shall operate as a waiver thereof, nor shall any single or partial exercise by SriLankan Airline of any right, remedy, power or privilege preclude any other or further exercise of the same of any other right, remedy, power or privilege, nor shall any waiver by SriLankan Airline of any right, remedy, power or privilege with respect to any occurrence or the breach of any condition and obligations undertaken by the Service Provider under this Agreement be construed as a waiver thereof with respect to any other occurrence. A waiver by SriLankan Airlines of any breach or default by the Service will not be construed as a continuing waiver of the same or any other breach or default under the Agreement.

11.11 **Counterparts:** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

11.12 **Time is of Essence:** Time is of essence in the performance each and every obligations of the Service Provider.

11.13 **Publicity:** The Service Provider or its employees shall not issue any press release or other public announcement related to this Agreement, written or oral, without the prior written consent of SriLankan Airlines, except as required by law or a court order. For avoidance of any doubt, the Service Provider or its employees shall not make, give or issue any press release or other press activity including social media involving or referring to SriLankan Airlines or any of its affiliates or their services or operations, without SriLankan Airlines prior written approval. This shall also include not using the name, logo, or brand of or refer to SriLankan Airlines directly or indirectly on any social media outlet (i.e., weblogs or “blogs,” wikis, and other forms of online publishing) including, but not limited to, Face book, Twitter or YouTube without SriLankan Airline’s prior written approval

11.14 **Confidentiality:** The Service Provider shall maintain in confidence, in accordance with the standards of care and diligence that it utilises in maintaining its own Confidential Information, any and all Confidential Information received by it from SriLankan Airlines in connection with or in the course of performance of this Agreement. The Service Provider shall not and shall ensure its agents, employees, assistants or representatives do not disclose, divulge, use, publish or disseminate to any person any confidential information of SriLankan Airlines including information which it has obtained relating to the business affairs of SriLankan Airlines by reason of this Agreement without the prior written consent of SriLankan Airlines or unless required under the law. Disclosure to any such officers, directors, employees and representatives of the Service Provider shall be made in confidence and shall extend only so far, as may be necessary for the purposes of such performance of the portion of the Agreement. The Service Provider shall be liable for failure of any of its officers, directors, employees, agents and representatives to comply with this Clause 11.14 of this Agreement.

**11.15 Survival of Clauses:** Termination or expiration of the Agreement for any reason:

(i) shall not relieve either Party of any rights and obligation which expressly or by implication survives termination (including Clause 1, 2, 3, 4, 5, 6, 7, 9, 10 and 11);

(ii) except as otherwise provided in any provision of the Agreement expressly limiting the liability of either Party, will not relieve either Party of any obligations or liabilities for loss or damage to the other Party arising out of or caused by acts or omissions of such Party prior to the effectiveness of such termination or expiration or arising out of its obligations as to portions of the obligations already performed.

In addition to, and in no way limiting the foregoing, any other provisions that by their content are intended to survive the performance, termination, expiration or cancellation of this Agreement shall so survive.

**11.16 Intellectual Property Rights:**

(a) SriLankan Airlines does not grant the Service Provider any right, title or interest in any of its designs, labels, know-how, trade names, trademarks, service marks, logos and other distinctive brand features or business identifiers, logo, copyright or any other intellectual property rights of SriLankan Airlines except as expressly authorised in writing by SriLankan Airlines and the Service Provider shall not have any right, title or interest in the said Intellectual Property Rights of SriLankan Airlines other than the right to use it for purposes of this Agreement for the Term hereof only with the express written consent of the SriLankan Airlines.

(b) The Service Provider shall comply with any and all instructions issued by SriLankan Airlines in relation to the display of any designs, labels, know-how, trade names, trademarks, service marks, logos and other distinctive brand features or business identifiers, logo, copyright or any other intellectual property rights. Upon expiry or earlier termination of this Agreement, the Service Provider shall immediately cease and desist for all times from any use of or reference to SriLankan Airlines' intellectual property rights and shall return to SriLankan Airlines' copies or materials containing such intellectual property rights.

## 12. RIGHT TO AUDIT

The Parties hereby agree that SriLankan Airlines shall be entitled to audit the competency and capability of the staff deployed by the Service Provider under this Agreement by determining whether they are able to perform their assigned duties in a timely and satisfactory manner from time to time and to make recommendations on the corrective actions where necessary to ensure the staff deployed by the Service Provider are according to the requirements of SriLankan Airlines. Such audits shall be carried out at a location determined by SriLankan Airlines, and the Service Provider shall fully co-operate with SriLankan Airlines to carry out the audit. The Service Provider shall comply and take steps to implement the corrective actions so recommended at its cost within a time period mutually agreed by the Parties. Failure to do so shall entitle SriLankan Airlines to terminate the Agreement forthwith by written notice without any liability to pay any penalty or compensation to the Service Provider. SriLankan Airlines shall be entitled to recover the cost of a re-audit if SriLankan Airlines is compelled to carry out a re-audit as a result of the failure of the Service Provider to implement the corrective measures recommended by SriLankan Airlines at the initial audit.

### 11.17 Definitions:

- (i) In this Agreement unless the context otherwise requires, the expressions set forth below have the meanings set opposite them when such expressions are used in this Agreement:
  - (a) **“Agreement”** means this Agreement including Schedule A, B, C and D duly executed by the Parties;
  - (b) **“Premises”** means the SriLankan Airlines premises located at ;Katunayake
  - (c) **“Party”** means individually either SriLankan Airlines Limited or the Service Provider and shall be collectively referred to as **“Parties”**.
- (ii) In this Agreement unless the context otherwise requires:
  - (a) headings herein contained are inserted merely for convenience of reference and shall be ignored in the interpretation and the construction of any of the provisions herein contained;

- (b) references to any enactments, legislations shall include references to such enactments, legislations as re-enacted, amended, modified or extended and any subordinate legislation made under it;
- (c) references to one gender include all genders and the singular includes the plural and vice versa;
- (d) A warranty, representation or obligation of more than one person binds them jointly or severally;
- (e) references to persons include includes natural persons, companies, corporations or any other juristic person or other corporate entity, partnerships, associations, and other organizations whether or not having a separate legal personality;
- (f) “including” means “including without limitation” and shall not be interpreted so as to limit the meaning of any word or term to the same genus or class as the examples given.

**IN WITNESS WHEREOF** the authorized signatory of **SRILANKAN AIRLINES LIMITED** and [ ] have place their hands hereunto and to one other of the same tenor on the date first referred to above

## **SCHEDULE A**

### **SCOPE OF SERVICES**

#### **1. THE FOLLOWING SERVICES SHALL BE PROVIDED BY THE SERVICE PROVIDER:**

- 1.1 The Service Provider shall source, recruit, pre-qualify through skill testing and employ personnel and/or provide personnel to SriLankan Airlines in order to meet the labor requirement of SriLankan Airlines to carry out the trades set forth in Clause 2 of Schedule A and in accordance to the minimum requirement and qualifications set forth in Clause 3 of Schedule A.

#### **2. MANPOWER REQUIREMENT**

#### **3. PREMISES**

The Service Provider and or/its personnel shall carry out the Services at Katunayake and Colombo during all operational hours mentioned in Clause 2 of Schedule A.

**4. MINIMUM REQUIREMENTS AND QUALIFICATIONS OF THE PERSONNEL PROVIDED BY THE SERVICE PROVIDER FOR THE PROVISION OF SERVICES**

**5. GUIDELINES FOR THE UNIFORMS, TRAINING, TRANSPORT, AIRPORT PASSES & WORKING HOURS.**

**SCHEDULE B**

**FEES AND ACCOUNT INFORMATION**

**1. Fees and Rates**

1.1

**2. Account Information**

2.1 All payments shall be paid by SriLankan Airlines to the Service Provider to the following bank account:

	<b>Payee:</b>
	<b>Bank</b>
<b>Name &amp; Branch:</b>	
	<b>Account</b>
<b>Number:</b>	

**3. Bank Guarantee**

The Service Provider shall at the execution of the Agreement furnish to SriLankan Airlines an amount of LKR [ ] as an irrevocable and unconditional bank guarantee drawable on demand in Sri Lanka as more fully stipulated under Clause 7 of the Agreement.

## **SCHEDULE C**

### **NOTICES**

#### **1. Notices**

- 1.1 All notices to be sent by the Service Provider to SriLankan Airlines as set forth under Clause 11.8 of the Agreement shall be as follows:

##### **(i) Operational Matters:**

Manager Resourcing and HR Development

Human Resources Department

SriLankan Airlines Ltd,

Airline Centre,

Bandaranaike International Airport,

Katunayake

Tel: +94197332242

Fax: +94197335250

Email: [dulari.dahanayake@srilankan.com](mailto:dulari.dahanayake@srilankan.com)

Attention:

##### **(ii) Invoices for Payments:**

Senior Manager Financial Services

Financial Services Department,

SriLankan Airlines Ltd,

Airline Centre,

Bandaranaike International Airport,  
Katunayake  
Tel: +94197332709  
Fax: +94197335283  
Email: mahesh.nanayakkara@srilankan.com  
Attention:

1.2 All notices to be sent by SriLankan Airlines to the Service Provider as set forth under Clause 11.8 of the Agreement shall be as follows:

1.3 A notice shall become effective as follows:

- (a) In the case of hand delivery on delivery;
- (b) In the case of registered mail, three working days upon sending the mail;
- (c) In the case of facsimile, twenty-four (24) hours after confirmed transmission unless such transmission was outside of normal business hours/working days or on public holiday, on the time of resumption of normal business hours;
- (d) In the case of email, upon receipt of acknowledgement from the other Party.

#### **SCHEDULE D**

#### **LIQUIDATED DAMAGES**



## Section VII. Performance Security

\_\_\_\_\_ [Issuing Agency's Name, and Address of Issuing Branch or Office] \_\_\_\_\_

Beneficiary: \_\_\_\_\_ [Name and Address of Employer] \_\_\_\_\_

Date: \_\_\_\_\_

PERFORMANCE GUARANTEE/SECURITY No.: \_\_\_\_\_

We have been informed that \_\_\_\_\_ [name of Contractor/supplier] (hereinafter called „the Contractor”) has entered into Contract No. \_\_\_\_\_ [reference number of the contract] dated \_\_\_\_\_ with you, for the \_\_\_\_\_ [insert “construction / “supply”] of \_\_\_\_\_ [name of contract and brief description of Works or supply] (hereinafter called “the Contract”).

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Contractor, we \_\_\_\_\_ [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of \_\_\_\_\_ [amount of figures] (\_\_\_\_\_) [amount in words], such sum being payable in the types and proportions of currencies in which the Contract price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ [insert 28 days beyond the scheduled contract completion date]. and any demand for payment under it must be received by us at this office on or before that date.

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signature(s)