



**INVITATION FOR SUBMISSION OF BIDS FOR SUPPLY AND DELIVERY OF READY MADE /  
CUSTOM MADE MEN'S WHITE AND MEN'S BLUE SHIRTS**

**REFERENCE NO: 202532920**

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

**Section I. Instructions to Bidder (ITB)**

<b>A: General</b>	
1. Scope of Bid	<p>1.1 SriLankan Airlines invites you to submit a bid for Tailoring and Supply of Men's White and Men's Blue shirts, as specified in Section III - Schedule of Requirements.</p> <p>1.2 You are requested to confirm your intention to submit a bid by forwarding the duly filled Bid Acknowledgement Form attached, 07 working days prior to bid closing date to the email address specified in the "Data Sheet".</p>
<b>B: Contents of Documents</b>	
2. Contents of Documents	<p>2.1 The documents consist of the Sections indicated below.</p> <ul style="list-style-type: none"><li>• Section I. Instructions to Bidders</li><li>• Section II. Data Sheet</li><li>• Section III. Schedule of Requirements</li><li>• Sections IV. Bid Submission Form</li><li>• Annexure A : Bid Acknowledgement Form</li><li>• Annexure B : Technical/General Specifications &amp; Compliance form</li><li>• Annexure C : Price Schedule Form</li><li>• Annexure D : Clientele Information Form</li><li>• Annexure E : Non-collusion Declaration</li><li>• Annexure F : Vendor Information Form</li></ul>

	<b>C: Preparation of Bid</b>
3. Documents Comprising your Bid	<p>3.1 The document shall comprise the following: <b>(Mandatory)</b></p> <ul style="list-style-type: none"> <li>• Sections IV : Bid Submission Form</li> <li>• Annexure B : Duly filled Compliance Form</li> <li>• Annexure C : Price Schedule Form</li> <li>• Annexure E : Non-collusion Affidavit</li> </ul>
4. Bid Submission Form and Technical/ General Specifications & Compliance form	<p>4.1 The Bidder shall submit the Bid Submission Form using the form furnished in Section IV. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.</p>
5. Prices	<p>5.1 Unless stated in “Data Sheet”, all items must be priced separately in the Price Schedule Form.</p> <p>5.2 The price to be quoted in the Bid Submission Form shall be the total price of the Bid.</p> <p>5.3 Prices quoted by the Bidder shall be fixed during the period specified in ITB clause 8.1 and not subject to variation on any account. A Bid submitted with an adjustable price shall be treated as non-responsive and may be rejected.</p>
6. Currency	<p>6.1 The Bidders shall quote in Sri Lanka Rupees</p>
7. Documents to Establish Conformity of the Goods	<p>7.1 The Bidder shall submit following documents along with the bid for evaluation:</p> <ol style="list-style-type: none"> <li>a) Business registration certificate</li> <li>b) Vendor Information Form - Annexure F</li> <li>c) Clientele Information Form - Annexure D</li> </ol>
8. Period of Validity of bid	<p>8.1 Bids shall remain valid for a period of 100 days after the bid submission deadline date.</p>
9. Bid Security	<p><b>Not Applicable</b></p>

10. Format and Signing of Bid	10.1 The bid shall be typed or written in ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. Please ensure all documents are duly signed and stamped in the given area when forwarding.
<b>D: Submission of samples</b>	
11. Submission of Samples	<p>11.1 Please provide 1 meter of sample material for the items the bid is offered with Country of Origin via hand deliver, registered post/courier for evaluation purposes to address as specified in the Section II “Data Sheet” and no later than the date and time as specified in the “Data Sheet”.</p> <p>11.2 If the sample/s not received by the given deadline to the given address the subject Bid will be rejected.</p> <p>11.3 If any bidder wishes to hand deliver samples, please contact SriLankan Airlines staff well in advance, for the arrangement of security clearance. Refer Section II, “Data Sheet”, clause 16.2 for contact details.</p>
<b>E: Submission and Opening of Bid</b>	
12. Submission of Bid	<p>12.1 Bidders shall submit their bids to the E-mail address as specified in the Section II “Data Sheet”.</p> <p>12.2 The E-mail shall bear the specific identification of this bid exercise as indicated follows.  <b>“Tailoring and Supply of Ready Made / Custom Made Men’s White and Men’s Blue Shirts 202532920”</b></p> <p>12.3 The bidder shall submit the proposals in the price schedule forms attached at Annexure B.</p> <p>12.4 If any bidder experience issue in sending bids, please contact SriLankan Airlines staff well in advance. Refer Section II “Data Sheet”, clause 16.2 for contact details. Upon successful submission of the e-mail, an automatic acknowledgement e-mail will be received. Bidder shall confirm that the bid has been submitted.</p>
13. Deadline for Submission of Bid	<p>13.1. Bid must be received by SriLankan Airlines to the address set out in “Data Sheet”, and no later than the date and time as specified in the “Data Sheet”.</p> <p>13.2. SriLankan Airlines may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents, in which case all rights and obligations of SriLankan Airlines and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended</p>
14. Late Bid	14.1 SriLankan Airlines shall reject any bid that arrives after the deadline for submission of bids in accordance with ITB Clause 13.1 above.

<p>15. Opening of Bids</p>	<p>15.1. SriLankan Airlines shall conduct the opening of bids via MS Teams in the presence of the Bidders at the address, date and time specified in the “Data Sheet”.</p> <p>15.2. Meeting request will be sent to Bidders who confirmed that bid has been submitted by sharing the automatic acknowledgement e-mail. Bidder / a representative of the bidder may be present and mark its attendance.</p> <p>15.4. Presence of the Bidder, will not necessarily ensure selection of the proposed goods.</p>
<p><b>F: Evaluation and Comparison of Bid</b></p>	
<p>16. Clarifications</p>	<p>16.1 To assist in the examination, evaluation and comparison of the bids, SriLankan Airlines may, at its discretion, ask any Bidder for a clarification of its bid. Any clarification submitted by a Bidder in respect to its bid which is not in response to a request by the SriLankan Airlines shall not be considered.</p> <p>16.2 SriLankan Airlines’ request for clarification and the response shall be in writing at SriLankan Airlines’ email address specified in the “Data Sheet”.</p>
<p>17. Responsiveness of Bids</p>	<p>17.1 SriLankan Airlines will determine the responsiveness of the bid to the documents based on the contents of the bid received.</p> <p>17.2 If a bid is evaluated as not substantially responsive to the documents issued, it may be rejected by the SriLankan Airlines.</p>
<p>18. Evaluation of bid</p>	<p>18.1 The items will be subjected to evaluation based on the following criteria:</p> <ol style="list-style-type: none"> <li>1. Registered business in Sri Lanka</li> <li>2. Blind material testing</li> <li>3. Total estimated cost</li> <li>4. Tailoring premises evaluation (Tailoring premises shall be situated in Colombo or Negombo and include an air-conditioned room with mirror facilities for fitting purposes)</li> <li>5. Sample testing</li> </ol> <p>18.2 The SriLankan Airlines has the right to award the contract to single Bidder or multiple bidders based on the product category (item wise).</p>
<p>19. SriLankan Airlines’ Right to Accept any Bid, and to Reject any or all Bids.</p>	<p>19.1 SriLankan Airlines reserves the right to accept or reject any bid, and to annual the process and reject all bids at any time prior to acceptance, without thereby incurring any liability to bidders.</p>

<b>G: Award of Contract</b>	
20. Acceptance of the Bid	20.1 SriLankan Airlines will accept the bid of the Bidder whose offer is not necessarily the lowest evaluated bid and is substantially responsive to the documents issued.
21. Notification of acceptance	21.1 SriLankan Airlines will notify the successful Bidder, in writing, that their bid has been accepted. 21.2 After notification, SriLankan Airlines shall issue the Purchase Order.
22. Performance Bond -	<b>Not applicable</b>

**Section II: Data Sheet**

ITB Clause Reference	
1.2	E-mail address for submission of Bid Acknowledgement Form: <a href="mailto:ranmali.fernando@srilankan.com">ranmali.fernando@srilankan.com</a>
11.1	Sample must deliver to: Commercial Procurement Manager (General), SriLankan Airlines Ltd., Commercial Procurement Department, BIA, Katunayake.  on or before 1200 hrs on 01/04/2026 SriLankan Time (GMT +5:30).
12.1	The E-mail address for submission of Bids is: <a href="mailto:genproctenders@srilankan.com">genproctenders@srilankan.com</a>
13.1	Deadline for submission of bids is on or before 1000 hrs on 31/03/2026 SriLankan Time (GMT +5:30).
15.1	Opening of bids on 1000 hrs on 31/03/2026 SriLankan Time (GMT +5:30) at the Airline Centre, Bandaranaike International Airport, Katunayake, Sri Lanka.
16.2	<b><u>For Clarifications/ handing over samples /participating for bid opening:</u></b>  Attention: Ranmali Fernando Address: SriLankan Airlines Limited, Commercial Procurement Department (General), Airline Centre, Bandaranaike International Airport Katunayake , Sri Lanka Telephone: +94 (0) 19733 2779 E mail address: <a href="mailto:ranmali.fernando@srilankan.com">ranmali.fernando@srilankan.com</a>  <b>Details (name, NIC/ passport reference, vehicle number) should be provided one day in advance to arrange security clearance if the bidder</b>

**Section III – Schedule of Requirements**

Line Item #	Description of Goods	Estimated quantity for period of 02 years	Unit of Measurement	Final Destination	Delivery Date
01	<u>TAILORING AND SUPPLY OF READYMADE/CUSTOM MADE WHITE SHIRTS</u> (PURSER/DUTY MANAGER)	<b><u>ITEM 1 QUANTITY:</u></b> Readymade Short sleeve - 370 Nos Readymade Long sleeve - 80 Nos Custom made short sleeve - 25Nos Custom made long sleeve - 10 Nos	Each	Uniform stores, Katunayake /Sri Lanka	As per SLA requirement
02	<u>TAILORING AND SUPPLY OF READYMADE/CUSTOM MADE LIGHT BLUE SHIRTS</u> (CABIN CREW AND AIRPORT SERVICE STAFF)	<b><u>ITEM 2 QUANTITY:</u></b> Readymade Short sleeve Blue shirt - 1300 Nos Readymade Long sleeve Blue shirt - 75 Nos Custom made short sleeve Blue shirt - 40 Nos Custom made long sleeve Blue shirt - 20 Nos	Each	Uniform stores, Katunayake / Sri Lanka	As per SLA requirement

\*\* Please note that the quantities are estimated quantities and would differ depending on the requirement

#### Section IV - Bid Submission Form

[The Bidder shall fill in this Form in accordance with the instructions indicated no alterations to its format shall be permitted and no substitutions will be accepted.]

Date:

To: SriLankan Airlines

We, the undersigned, declare that:

- (a) We have read and have no reservations to the document issued;
- (b) We agree to supply conforming to the documents issued and in accordance with the Schedule of Requirements of supply of \_\_\_\_\_;
- (c) The total price of our bid for full requirement is (excluding VAT): [insert the total price in words and figures];
- (d) Our bid shall be valid for the time specified in ITB Clause 8.1
- (e) We understand that our bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (g) Bid Security is attached and same is valid for a period of 148 days after the bid submission deadline date.

Signed:

Name:

Date

**ANNEXURE A - Bid Acknowledgement Form**

**IMPORTANT**

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

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

You may expect to receive our proposal on or before

.....

We do not intend to submit a proposal because

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

Signed : .....

Title : .....

Company : .....

Date : .....

**ANNEXURE B - Technical/General Specifications & Compliance Form**

<b>Running Number</b>	<b>Technical Specifications</b>	<b>Bidder's Response (Yes/ No)</b>	<b>Remarks</b>
1.	<p><b><u>Item 1</u></b></p> <p><u>TAILORING AND SUPPLY OF READYMADE/CUSTOM MADE WHITE SHIRTS</u> (PURSER/DUTY MANAGER)</p> <p><b><u>Item 2</u></b></p> <p><u>TAILORING AND SUPPLY OF READYMADE/CUSTOM MADE LIGHT BLUE SHIRTS</u> (CABIN CREW AND AIRPORT SERVICE STAFF)</p>		
2.	<p><b>Supplying of Readymade short sleeve/Long sleeve shirts</b></p> <p>Conforming to international standards for the fabrication of uniform shirts suitable for local Climatic conditions, daily use wear &amp; tear and withstand a minimum of 80 washing cycles per year with no pilling.</p>		
3.	<p><b>Fabric detail:</b></p> <p><b>Item 1 - Readymade short sleeve/Long sleeve shirts</b> Colour: White (Good quality material)</p> <p><b>Item 2 - Readymade short sleeve/Long sleeve shirts</b> Colour: Light Blue (Good quality material)</p>		
4.	<p><b>SPECIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Regular fit.</li> <li>• With left breast pocket to insert a pen. Size of the pocket: 6" height and width to be 5".</li> <li>• Pointed collar with bone. Width of the collar at the collar point to be 2 ¾"</li> <li>• High quality woven top fused SEMI SPREAD collar</li> </ul>		

Running Number	Technical Specifications	Bidder's Response (Yes/ No)	Remarks
	<ul style="list-style-type: none"> <li>• Long sleeve cuffs with double button holes and top fused</li> <li>• Shirts with Centre opening and placket.</li> <li>• Sleeve joint with double stitch, shoulder back York with two pleats.</li> <li>• Sleeve hem role up to be 1¾"</li> <li>• Underarm and sides seams should be double felted (feed of the arm)</li> <li>• Buttons to match the fabric and to be approved by SriLankan Airlines. Space between two buttons to be a minimum of 3¼".</li> <li>• Lock stitched button attaching.</li> <li>• Additional button to be provided with each shirt.</li> <li>• SriLankan Logo to be embroidered on top right of the pocket – tone on tone</li> </ul>		
5.	<p><b>SIZES REQUIRED: (ITEM 1 &amp; 2)</b></p> <p>14", 14 ½", 15", 15 ½", 16", 16 ½", 17", 17 ½", 18"</p>		
6.	<p><b><u>Item 1 QUANTITY:</u></b></p> <p>Readymade Short sleeve : 370 Nos  Readymade Long sleeve : 80 Nos  Custom made short sleeve – 25 Nos  Custom made long sleeve - 10 Nos</p> <p><b><u>ITEM 2 QUANTITY:</u></b></p> <p>Readymade Short sleeve Blue shirt - 1300 Nos  Readymade Long sleeve Blue shirt - 75 Nos  Custom made short sleeve Blue shirt - 40 Nos  Custom made long sleeve Blue shirt - 20 Nos</p>		
7.	<p><b><u>PACKING:</u></b></p> <ul style="list-style-type: none"> <li>• A tag with the collar/sleeve size of the shirt and "SriLankan Airlines" branding to be attached to the inner collar of each shirt.</li> <li>• Each shirt should be packed in individual weather tight poly bag and clearly indicating size sticker to be pasted on each poly bag.</li> <li>• 20 shirts from each size should pack in a separate cardboard box mentioning our item code, Item, quantity on the outer cover of the box.</li> </ul>		

Running Number	Technical Specifications	Bidder's Response (Yes/ No)	Remarks
8	<p><b>REQUIRED:</b></p> <ul style="list-style-type: none"> <li>• Test reports for resistance to pilling washing cycles and details of the composition of the fabric. Sample testing for the construction and quality of the fabric will be done at delivery of each consignment and at random by SriLankan Airlines.</li> <li>• Custom tailoring to individual sizes as and when required equivalent to approx. 3% of the total quantity.</li> <li>• Quality thread complying with British standard.</li> <li>• All raw edges of fabric to be over locked with British standard thread to match fabric.</li> <li>• Each shirt to be machine pressed before delivery</li> <li>• The supplier will be required to replace any consignment free of charge on condition, it is observed that the manufactured item/s do not meet the specifications, as per the approved sample by SriLankan Airlines.</li> <li>• Sample shirts should be provided once requested by technical committee.</li> <li>• Kindly indicate the prices separately for readymade/custom tailoring according to the individual measurements.</li> <li>• Please submit details report on the construction/performance specifications of the fabric you intend to use for the shirt.</li> </ul>		
9.	<p><b>DELIVERY:</b> Staggered orders will be placed according to our requirements. Delivery to be done according to the given delivery dates on the p/order and fully quantity to be completed on the given dates.</p> <p><b>Delivery location:</b> Uniform Stores SriLankan Airlines Ltd. Bandaranayake International Airport, Katunayake</p>		
10.	<p><b>MATERIAL TESTING:</b></p> <p>The technical report on proposed fabric/s will be obtained by SriLankan Airlines from the Textile Training &amp; Services Centre, Ratmalana, Sri Lanka, prior to placing of any purchase orders with the selected supplier. All relevant charges should be borne by the supplier.</p>		

Name of the Bidder : .....

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

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

Date: ..... [Insert date]

**Annexure C - Price Schedule Form**

Name of the Supplier : .....

**Item 1**

TAILORING AND SUPPLY OF READYMADE/CUSTOM MADE WHITE SHIRTS  
(PURSER/DUTY MANAGER)

Line Item N°	Description of Goods	Estimated Quantity for 02 year	Unit of Measure	Unit Price in LKR (excluding VAT)	Total cost in LKR (excluding VAT)	Payment Term	Lead Time ( Production + Delivery)	Minimum Order Quantity
1	Readymade Short sleeve	370 Nos	Each					
2	Readymade Long sleeve	80 Nos	Each					
3	Custom made short sleeve	25 Nos	Each					
4	Custom made long sleeve	10 Nos	Each					

**Item 2**

TAILORING AND SUPPLY OF READYMADE/CUSTOM MADE LIGHT BLUE SHIRTS  
(CABIN CREW AND AIRPORT SERVICE STAFF)

Line Item N°	Description of Goods	Estimated Quantity for 02 year	Unit of Measure	Unit Price in LKR (excluding VAT)	Total cost in LKR (excluding VAT)	Payment Term	Lead Time ( Production + Delivery)	Minimum Order Quantity
1	Readymade Short sleeve Blue shirt	1300 Nos	Each					

Line Item N°	Description of Goods	Estimated Quantity for 02 year	Unit of Measure	Unit Price in LKR (excluding VAT)	Total cost in LKR (excluding VAT)	Payment Term	Lead Time ( Production + Delivery)	Minimum Order Quantity
2	Readymade Long sleeve Blue shirt	75 Nos	Each					
3	Custom made short sleeve Blue shirt	40 Nos	Each					
4	Custom made long sleeve Blue shirt	20 Nos	Each					

**\*\* Please quote the best and final price**

**Notes:**

- Minimum 45 days credit is required.
- All applicable levies (E.g SSCL) must be added to the price.

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

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

Date: ..... [Insert date]

**Annexure D - Clientele Information Form**

The bidder shall provide details of the client to whom they provide the goods and SriLankan Airlines will contact respective client if need arise.

	<b>Company Name</b>	<b>Company Representative's Contact Details (Please state name, official email address and telephone number)</b>	<b>Contract duration</b>	<b>Category of staff employed</b>	<b>Number of employees engaged</b>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10					

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

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

Date : ..... [insert date]

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

**Annexure E - Non-Collusion Declaration**

**Annexure III of Chapter 01**

**Non-collusion Declaration  
(Procurement Guideline Reference - 1.5)**

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

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

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

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

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

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

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

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

.....  
Signature of the Declarant

**Annexure F - 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. Name (s) of Directors of Parent/Subsidiary who are also Directors of SriLankan Airlines	

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

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

**Details of vendor’s authorized signatory:**

Name:

Designation:

Date:

Signature & Company Rubber Stamp:

<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 20 (Sri Lankan Companies) certified by the Company Secretary or a letter from the Company Secretary confirming the directors  <input type="checkbox"/> For partnerships and sole proprietorships, certificate of business registration	<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"/> For Partnerships, list of partners confirmed by one of the partners, preferably by the most senior partner.  <input type="checkbox"/> Audited financial statements of the vendor Company for the last three years  <input type="checkbox"/> Others (specify)