



**INVITATION OF QUOTATIONS FOR PURCHASE OF THREE (03) PASSENGER VANS FOR  
OPERATIONAL PURPOSES TO REPLACE CURRENTLY HIRED VEHICLES**

**REFERENCE NO: 202533155**

**CHAIRMAN OF ENTERPRISE PROCUREMENT COMMITTEE ON BEHLF OF  
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 Purchase Three Vehicles for Operation Purpose 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>• Section V. General Conditions</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 : Bid Security Declaration Form</li><li>• Annexure F: Vendor Information Form</li><li>• Annexure G : Non-collusion Declaration</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 : Bid Security Declaration Form</li> <li>• Annexure G : Non-collusion Declaration</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.</p> <p style="text-align: center;">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	6.1 The Bidders shall quote in Sri Lanka Rupees
7. Documents to Establish Conformity of the Goods	<p>7.1 The Bidder shall submit following documents along with the bid for evaluation:</p> <ul style="list-style-type: none"> <li>• Compliance with Technical Specifications</li> <li>• Business Registration Certificate</li> <li>• Certificate of Authorization from Manufacturer</li> <li>• Training Plan</li> <li>• Annexure D: Clientele Information Form</li> <li>• Annexure F: Vendor Information Form</li> </ul>

8. Period of Validity of bid	8.1 Bids shall remain valid for a period of 120 days after the bid submission deadline date.
9. Bid Security	9.1 The Bidder shall furnish as part of its bid, a Bid security declaration, using Form included in Annexure E. <b>(Mandatory)</b>
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 - Not Applicable</b>	
11. Submission of Samples	<p>11.1 Provide XXXXXXXX along with the bid</p> <p>11.2 Bids without proper samples/ unidentifiable samples will be subject to rejection.</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>"Purchase of Three (03) passenger van for Operational Purposes to Replace Currently Hired Vehicles - 202533155"</b></p> <p>12.3 The bidder shall submit the proposals in the price schedule forms attached at Annexure C.</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.
15. Opening of Bids	14.1 SriLankan Airlines shall conduct the opening of bids in the presence of the Bidder/s via Ms Teams on date and time specified in the Data Sheet. 14.2 Meeting request will be sent to bidders who confirmed that bid has been submitted. A representative of the bidder/s may be present and confirm its attendance. 14.3 Presence of the Bidder/s will not necessarily ensure the selection of the proposed goods.
<b>F: Evaluation and Comparison of Bid</b>	
16. Clarifications	16.1 To assist in the examination, evaluation and comparison of the bids, SriLankan Airlines may, at its discretion, ask any Bidder for a clarification of its bid. Any clarification submitted by a Bidder in respect to its bid which is not in response to a request by the SriLankan Airlines shall not be considered. 16.2 SriLankan Airlines' request for clarification and the response shall be in writing at SriLankan Airlines' email address specified in the "Data Sheet".
17. Responsiveness of Bids	17.1 SriLankan Airlines will determine the responsiveness of the bid to the documents based on the contents of the bid received. 17.2 If a bid is evaluated as not substantially responsive to the documents issued, it may be rejected by the SriLankan Airlines.
18. Evaluation of bid	18.1 The items will be subjected to evaluation based on the following criteria: <ul style="list-style-type: none"> <li>• Shall be an authorized local agent of vehicle manufacturer/s.</li> <li>• Compliance with Technical Specifications</li> <li>• Registered business in Sri Lanka.</li> <li>• Minimum 3-year / 100,000 km warranty, availability of parts and service centers</li> <li>• Adequate plan for training three (03) SLA personnel in mechanical, electrical, and A/C systems</li> <li>• Total evaluated cost of the vehicles and training</li> </ul> 18.2 The SriLankan Airlines has the right to award the contract to one Bidder.
19. SriLankan Airlines' Right to Accept any Bid, and to Reject any or all Bids.	19.1 SriLankan Airlines reserves the right to accept or reject any bid, and to annul the process and reject all bids at any time prior to acceptance, without thereby incurring any liability to bidders.

<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	<p>21.1 SriLankan Airlines will notify the successful Bidder, in writing, that their bid has been accepted.</p> <p>21.2 After notification, SriLankan Airlines shall complete the contract, and inform the successful Bidder to sign it.</p> <p>21.3 Within seven (7) days of receipt of such information, the successful Bidder shall sign the contract.</p> <p>21.4 The Contract is extendable for a further 01-year period based on mutual agreement under same terms and conditions and supplier performance.</p>
22. Performance Bond (Not applicable)	<p>22.1 Within Threeteen (14) days of the receipt of notification of award from the SriLankan Airlines, the successful Bidder shall furnish the performance security of 0% of the total value of the contract.</p> <p>22.2 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 90 days thereafter.</p> <p>22.3 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 the 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.</p>

## Section II: Data Sheet

ITB Clause Reference	
1.2	E-mail address for submission of Bid Acknowledgement Form: <a href="mailto:d.gunarathna@srilankan.com">d.gunarathna@srilankan.com</a> <a href="mailto:maheshini.kulathilaka@srilankan.com">maheshini.kulathilaka@srilankan.com</a>
9.2	Bid security will not be applicable
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 <b>1400 hrs on 07<sup>th</sup> April 2026</b> SriLankan Time (GMT +5:30).
15.1	Opening of bids on <b>1400 hrs on 07<sup>th</sup> April 2026</b> , SriLankan Time (GMT +5:30) at the Airline Centre, Bandaranaike International Airport, Katunayake, Sri Lanka.
16.2	<p><b><u>For communication purposes:</u></b></p> <p>Attention: Dulmini Gunarathna  Address: SriLankan Airlines Limited,  Commercial Procurement Department (General),  Airline Centre, Bandaranaike International Airport  Katunayake , Sri Lanka  Telephone: +94 (0) 19733 2652 / 0744442652 / 0744442476</p> <p>E mail address: <a href="mailto:d.gunarathna@srilankan.com">d.gunarathna@srilankan.com</a>  <a href="mailto:maheshini.kulathilaka@srilankan.com">maheshini.kulathilaka@srilankan.com</a></p>

### Section III - Schedule of Requirements

I. Description of Service	Purchase of Three (03) Vehicles for Operational Purposes to Replace Currently Hired Vehicles - 202533155
II. Number of passenger vans required	3
III. <b>Training requirement</b>	Technical training required for 3 persons. <ul style="list-style-type: none"><li>• Electrical</li><li>• Mechanical</li><li>• Air Conditioning</li></ul>

## Section IV - Bid Submission Form

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

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

Date:

To: SriLankan Airlines

We, the undersigned, declare that:

- (a) We have read and have no reservations to the document issued;
- (b) We agree to supply conforming to the documents issued and in accordance with the Schedule of Requirements of supply of \_\_\_\_\_;
- (c) The total price of our bid for 3 years is (excluding VAT): [insert the total price in words and figures];
- (d) Our bid shall be valid for the time specified in ITB Clause 8.1
- (e) We understand that our bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (g) Bid Security is attached and same is valid for a period of 148 days after the bid submission deadline date.

Signed:

Name:

Date

## Section V - General Conditions

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

**ANNEXURE A - Bid Acknowledgement Form**

**IMPORTANT**

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

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

You may expect to receive our proposal on or before

.....

We do not intend to submit a proposal because

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

Signed : .....

Title : .....

Company : .....

Date : .....

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

**Technical Specification -3 passenger vans.**

Running No	Technical Specifications	Requirements (Mandatory)
1.	Vehicle Type	Van
2.	Number of vehicles	Three
3.	Class of vehicle	Dual purpose
4.	Body type	High roof/ Flat roof
5.	Body Color (Please specify)	RAL9010
6.	Status of vehicle	Brand New
7.	Year of Manufacture	2024 or later
8.	Fuel Type	Auto Diesel
9.	Displacement	2000CC - 3200CC
10.	Transmission	Manual / Auto
11.	No. of Doors	4/5
12.	AC System	Dual A/C
13.	Braking System	ABS or advanced system than that
14.	Fuel injection type	Direct injection/Electronic fuel injection
15.	Fuel tank capacity	60L or above
16.	Transmission type	2WD
17.	Power steering	Required
18.	Seating Capacity	8-seater or above (Including driver seat)
19.	Compliance with the Euro standard and all other regulations imposed by the government regarding the import of vehicles	Mandatory
20.	Power Steering	Required
21.	Air bags	For Driver and front passenger
22.	Spare Wheel	Required, for each vehicle
23.	Jack & Wheel brace	Required, for each vehicle
24.	Country of Origin	Japan
25.	Warranty period	At least 3 years or 100,000 kilometers, whichever comes first

26.	Maximum mileage when handing over	550Km
27.	Seat belts	For all seats
28.	Prior order inspection	Same model vehicle must be submitted for inspection.
29.	Training required	Technical training required for 3 persons. <ul style="list-style-type: none"> <li>• Electrical</li> <li>• Mechanical</li> <li>• Air Conditioning</li> </ul>

**General Specifications**

No	Specification	Requirement
01	All manuals including the operational manual, parts manual, and user manual. ETC	Original hard copies need to be provided.
02	Fire Extinguisher	Required
03	Beacon Light	Required, top mounted
04	Reverse Warning Buzzer	Required

All relevant data including free services and warranty period must be submitted with the bid.

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

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

Date: ..... [Insert date]

**Compliance Form - 202533155**

Name of the Bidder : .....

<b>Running Number</b>	<b>Specification</b>	<b>Bidder's Response (Yes/No)</b>	<b>If 'No', Comments</b>
Mandatory requirements	<b>Business Registration Certificate</b> Valid and issued by the Registrar of Companies or relevant authority.		
	<b>Authorized Agency Certificate / Manufacturer's Authorization Letter</b> Confirmation that the bidder is an authorized agent or dealer of the manufacturer in Sri Lanka.		
	<b>Warranty Details</b> Minimum warranty period (usually 3 years or 100,000 km, whichever comes first).		
Other requirements	<b>Delivery Schedule</b> Commitment to supply vehicles within the stipulated time frame (60-90 days)		

**ANNEXURE C - Price Schedule Form**

Name of the Supplier : .....

Item No.	Description of Vehicle	Quantity	Unit Price (LKR)	Total Price (LKR)	Make / Model	Country of Origin	Delivery Period	Warranty Period

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

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

Date: ..... [Insert date]

**ANNEXURE D - Clientele Information Form**

	<b>Company Name</b>	<b>Company Representative's Contact Details (Please state name, official email address and telephone number)</b>	<b>Year of Supply</b>	<b>Description of Vehicle</b>	<b>Value (LKR)</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]

## ANNEXURE E: Bid-Securing Declaration

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

*[The Bidder shall fill in this form in accordance with the instructions indicated in brackets]*

Date: -----*[insert date by bidder]*

\*Name of contract -- *[insert name]*

\*Invitation for Bid No.: ----- *insert number]*

\*To: ----- *[insert the name of the Purchaser]*

We, the undersigned, declare that:

1. We understand that, according to instructions to bidders (hereinafter “the ITB”), bids must be supported by a bid-securing declaration;
2. We accept that we shall be suspended from being eligible for contract award in any contract where bids have being invited by any of the Procuring Entity as defined in the Procurement Guidelines published by National Procurement Agency of Sri Lanka, for the period of time of *three years* starting on *the latest date set for closing of bids of this bid*, if we:
  - (a) withdraw our Bid during the period of bid validity period specified; or
  - (b) do not accept the correction of errors in accordance with the Instructions to Bidders of the Bidding Documents; or
  - (c) having been notified of the acceptance of our Bid by you, during the period of bid validity, (i) fail or refuse to execute the Contract Form, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the ITB.
3. We understand this bid securing shall expire if we are not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the bidder was unsuccessful; or (ii) twenty-eight days after the expiration of our bid.
4. We understand that if we are a JV, the Bid Securing Declaration must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed *[insert signature(s) of authorized representative]* In the Capacity of *[insert title]*

Name *[insert printed or typed name]*

Duly authorized to sign the bid for and on behalf of *[insert authorizing entity]* Dated on *[insert day]* day of *[insert month]*, *[insert year]*

**ANNEXURE F - Vendor Information Form**

(To be filled by the vendor)

<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 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)

**ANNEXURE G - Non-collusion Declaration**

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

<b>Annexure III of Chapter 01</b>
<b>Non-collusion Declaration (Procurement Guideline Reference - 1.5)</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 style="text-align: right;">..... Signature of the Declarant</p>