



**Procurement of Goods  
Under  
National Shopping Procedures**

**Invitation of Quotations**

**For**

**Implementation, Maintenance and Support for an  
Audit Analytics & Data Analysis System for three (03)  
years**

**Contract No: CPIT/ISH-01/26**



**NPA/SBD/GOODS/01**

## Section I. Instructions to Vendors (ITV)

<b>A: General</b>	
<b>1. Scope of Bid</b>	<p>1.1. SriLankan Airlines invites you to submit a quotation as specified in Section III Schedule of Requirements. Upon receipt of this invitation you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation. The Purchaser may not consider you for inviting quotations in the future, if you fail to acknowledge the receipt of this invitation or not submit a quotation after expressing the intention as above.</p>
<b>B: Contents of Documents</b>	
<b>2. Contents of Documents</b>	<p>2.1. The documents consist of the Sections indicated below.</p> <ul style="list-style-type: none"> <li>• Section I. Instructions to Vendors (ITV)</li> <li>• Section II. Data Sheet</li> <li>• Section III. Schedule of Requirements</li> <li>• Section IV. Technical Specifications &amp; Compliance with Specifications</li> <li>• Section V. Quotation Submission Form(s)</li> <li>• Section VI: Non Collusion Declaration</li> <li>• Annexure VI: Extended Information Security Schedule</li> <li>• Annexure VII: Non-Disclosure Agreement (NDA)</li> <li>• ANNEXURE X: Data Security Schedule</li> </ul> <p>Local bidders – Affidavit to be signed on an LKR 50 stamp as per the statutory regulations of Sri Lanka</p>
<b>C: Preparation of Quotation</b>	
<b>3. Documents Comprising your Quotation</b>	<p>a. The Quotation shall comprise the following:</p> <ul style="list-style-type: none"> <li>b) Quotation Submission Form and the Price Schedules;</li> <li>c) Technical Specifications &amp; Compliance with Specifications</li> <li>d) A list of current clientele for the product proposed</li> <li>e) Section VI: Non Collusion Declaration</li> <li>f) Annexure VI: Extended Information Security Schedule</li> <li>g) Annexure VII: Non-Disclosure Agreement (NDA)</li> <li>h) ANNEXURE X: Data Security Schedule</li> </ul> <p>Local bidders – Affidavit to be signed on an LKR 50 stamp as per the statutory regulations of Sri Lanka</p>
<b>4. Quotation Submission Form and Price Schedules</b>	<p>4.1. The vendor shall submit the Quotation Submission Form using the form furnished Section V. This form must be completed without any alterations to its format, and no subtitles shall be accepted. All blank spaces shall be filled in with the information requested.</p> <p>4.2. Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.</p>

<p><b>5. Prices and Discounts</b></p>	<p>5.1. Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules.</p> <p>5.2. The Price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.</p> <p>5.3. The applicable VAT, NBT &amp; any other taxes shall be indicated separately. (Applicable only to quotations submitted in Sri Lanka Rupees –LKR)</p> <p>5.4. Prices quoted by the vendor shall be fixed during the vendor’s performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non-responsive and may be rejected.</p>
<p><b>6.Currency</b></p>	<p><b>6.1. Local vendors shall quote in LKR for delivered price and overseas bidders in foreign currency.</b></p>
<p><b>7.Documents to Establish the Conformity of the Goods</b></p>	<p>7.1. The vendor shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications and standards specified in Section IV, “Technical Specifications &amp; Compliance with Specifications”.</p> <p>7.2. The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial responsiveness of the Goods to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.</p> <p>7.3. If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Sri Lanka.</p>
<p><b>8. Period of Validity of quotation</b></p>	<p>8.1. Quotations shall remain valid for the period of Ninety (90) days after the quotation submission deadline date.</p>
<p><b>9.Format and Signing of Quotation</b></p>	<p>9.1. The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor.</p>
<p><b>D: Submission and Opening of Quotation</b></p>	
<p><b>10.Submission of Quotation</b></p>	<p>10.1. Vendors may submit their quotations only to the following secure E-mail address <a href="mailto:Itproctend@srilankan.com">Itproctend@srilankan.com</a> bearing the specific identification of the contract number &amp; item description. Upon successful submission of bid, vendor will receive an auto generated acknowledgement E-mail certifying the proper delivery of the bid. If the acknowledgement E-mail is not received, please contact the purchaser (Refer Clause 1.1 in Section II)</p> <p>10.2. The quotation should not be copied to any staff at SriLankan Airlines under any circumstance.</p>
<p><b>11.Deadline for Submission of Quotation</b></p>	<p>11.1. Quotation must be received by the Purchaser at the E-mail address set out in Section II, “Data Sheet”, and no later than the date and time as specified in the Data Sheet.</p>
<p><b>12.Late Quotation</b></p>	<p>12.1. The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITV Clause 11.1 above.</p>

<b>13.Opening of Quotations</b>	<p>13.1. The quotation will be opened by SriLankan Airlines.</p> <p>13.2. A representative from financial division will open &amp; certify the quotations received by the deadline given in section II.</p>
<b>E: Evaluation and Comparison of Quotation</b>	
<b>14.Clarifications</b>	<p>14.1. To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its quotation which is not in response to a request by the Purchaser shall not be considered.</p> <p>14.2. The Purchaser’s request for clarification and the response shall be in writing.</p>
<b>15.Responsiveness of Quotations</b>	<p>15.1. The Purchaser will determine the responsiveness of the quotation to the document based on the contents of the quotation received.</p> <p>15.2. If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>
<b>16.Evaluation of quotation</b>	<p>16.1. The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>16.2. To evaluate a quotation, the Purchaser may consider the following:  a) the Price as quoted;  b) price adjustment for correction of arithmetical errors;  c) Price adjustment due to discounts offered.</p> <p>16.3. The Purchaser’s evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods.</p>
<b>17.Purchaser’s Right to Accept any Quotation, and to Reject any or all Quotations</b>	<p>17.1. The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.</p>
<b>F: Award of Contract</b>	
<b>18.Acceptance of the Quotation</b>	<p>18.1. The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.</p>
<b>19.Notification of acceptance</b>	<p>19.1. Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing that its quotation has been accepted.</p>

## Section II: Data Sheet

ITV Clause Reference	
1.1	<p><u>The Purchaser contact details</u></p> <p>Mailing address : SriLankan Airlines Limited Commercial Procurement Department (IT) Airline Centre, Bandaranaike International Airport, Katunayake, Sri Lanka</p> <p>Telephone : +94 (0) 1 9733 2870</p> <p>Fax : +94 (0) 19733 5218</p> <p>E-mail : <a href="mailto:harenis@srilankan.com">harenis@srilankan.com</a></p>
5.1	The bidder is not allowed to quote for less than the quantity specified
7.3	Manufacturer's Authorization is/ is not required
11.1	<p><b>Secured E-mail address for submission of quotations:</b> <a href="mailto:Itproctend@srilankan.com">Itproctend@srilankan.com</a> <b>Deadline for submission of quotations is before 11:00 hours Sri Lankan time (GMT + 5:30 Time Zone) on 03<sup>rd</sup> July 2026.</b></p>
13	The quotations shall be opened at the following address: Airline Centre, Bandaranaike International Airport, Katunayake, Sri Lanka
16	<p>Other factors that will be considered for evaluation are:</p> <ul style="list-style-type: none"> <li>• Compliance for all required specifications marked as <u>Mandatory</u> in section IV</li> <li>• Credit period provided</li> </ul>

## Section III: Schedule of Requirements

Line Item	Description of Service	Unit of Measurement (UOM)	Qty	Final Destination	Delivery Date	
					Delivery Period	Bidder's manufacturing & delivery lead time <i>(to be filled by the bidder)</i>
1	Implementation, Maintenance and Support for an Audit Analytics & Data Analysis System for three (03) years	NA	NA	IT Department, SriLankan Airlines	As per Purchase Order/purchase release	

## **Section IV. Technical Specifications & Compliance with Specifications**

### **Confidentiality**

Request for Proposal (RFP) and its content are the property of SriLankan Airlines Limited (SAL) and/or its subsidiaries. Any reproduction of its contents (in whole or part) except for the preparation of the Tender must have prior written approval by the designated representatives of SAL and/or its subsidiaries.

All responses received by SriLankan including technical details and commercials will be treated with utmost confidentiality and will not be revealed unless required by law.

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## **1. INTRODUCTION**

SriLankan Airlines, the National Airline of Sri Lanka. Launched in 1979, SriLankan is currently expanding and further diversifying its wide range of products and services in order to drive the country's ongoing boom in tourism and economic development. Airline currently operates on a global route network of destinations to countries in Europe, the Middle East, South Asia, Southeast Asia, the Far East, North America, Australia and Africa.

## **2. PURPOSE**

The purpose of this Request for Proposal is to invite proposals for an integrated Audit Management System that fulfills the requirements outlined in this document. The selected solution must demonstrate reliability, scalability, and adaptability to meet the needs of our organization.

## **3. SCOPE**

This project includes all the components and/or implementation services necessary to provide a proposed solution and feature requirements outlined in this RFP. The scope of this RFP includes the following:

- A. Data Analytics
- B. Data Import
- C. Data Backup & Security
- D. Access Controls
- E. Audit Logs & Trails

SriLankan Airlines expect that Solution will be functional and be fully integrated into existing architecture.

#### 4. PROPOSAL PRE-REQUISITES – MANDATORY REQUIREMENTS

Interested Parties shall sign an NDA with SriLankan Airlines prior to requesting any additional information. The terms and (Annexure 5A) are not negotiable.

1. Interested Parties shall clearly detail the dependencies, such as any additional hardware, software, licenses and efforts for the implementation/integrations which are not covered by the scope of work.
2. Interested Parties are hereby notified that successful proposal will be required to sign a **Support & Maintenance Contract for a period of Three (03) years with the provision to terminate for convenience after three (03) months with one (01) month written notice**. Such contract shall include preventive maintenance to be carried out by solution provider, as part of the overall solution, including but not limited to.
  - a) Prompt Patch updates and Version Upgrades
  - b) Periodic health checks
  - c) Periodic optimization reviews
  - d) Periodic service reviews with operational statistics
3. In the event of early termination or expiration of the agreement, the Service Provider provides all Client-owned data in a complete, accurate, and readable format.
4. The data must be delivered in industry-standard file formats (e.g., CSV, XML, JSON, or other mutually agreed-upon format) to ensure accessibility and usability by the Client without additional charges.
5. Interested Parties SHALL be able to demonstrate previous experience implementing similar solutions in similar scale within last 3 years period (please indicate relevant clientele and project descriptions).
6. Interested Parties shall indicate the adequate Skilled Human Resource availability to successfully complete the project within agreed timeline.
7. Selected vendor for this project, shall obtain written consent to change designated resources during implementation phase and replacement shall be in same or above skill level.
8. Bids are liable to be rejected if; they are not conforming to the terms, conditions and specifications stipulated in this RFP.

9. The specifications provided in this RFP are the minimum requirements of SriLankan Airlines. The supplier shall meet or exceed these specifications.
10. The proposed Solution shall be recognized and evaluated by independent assessment authorities/ agencies and recognized in respective field in at least two (02) reports in the last 3 years

## 5. MANDATORY DOCUMENTATION

Interested Parties shall submit following references for SECTION VI as part of the proposal alongside other documentation made mandatory by the RFP herein.

REFERENCE	DETAILS
PART 1	Point-by-Point compliance statement (Annexure G) for <b>General &amp; Functional Requirements</b> , with reference to detail elaborations in the proposal. Submission shall be in both hard copy and soft copy (excel).
PART 2	Product Demonstrations, Site Visits, Proof of Concept (POC) & Business User Cases to verify RFP specifications & performance requirements
PART 3	System maintenance, strength of technical support, service levels and service credits scheme
PART 4	Ability to integrate with SriLankan IT systems and services
PART 5	Implementation timeline to meet SriLankan Airline's requirements
PART 6	Customer feedback at enterprise level (airlines/aviation industry or similar sized organizations)
PART 7	Features and solution roadmap
PART 8	User awareness programs & technical training
Annexure 5A	Non-Disclosure Agreement
Annexure 5B	Comprehensive Bill of Material. Shall reflect logical deployment phases and related cost components separately.
Annexure 5C	Information Security, Data Protection and Service Continuity Schedule.
Annexure 5D	Point-By-Point Compliance Statement

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## **PART 1 - GENERAL & FUNCTIONAL REQUIREMENTS**

Solution and its components SHALL include following general technical characteristics at the time of proposal submission and the below mention requirements in **PART A, PART B are mandatory requirements** to be complied by the bidders.

Interested Parties are expected to provide a Point-by-Point compliance statement for **General & Functional Requirements**, with reference to detail elaborations in the proposal in tabular form as seen below.

**Note** – this PART 1 of the proposal is **STRICTLY CONFIDENTIAL ONCE COMPLETED** by respective bidders.

### **PART 1 – A: General Requirements**

Solution and its components MUST include following general technical characteristics at the time of proposal submission. (Interested Parties are expected to provide a detailed description of how their solutions meet each of below characteristics).

- A. Solution MUST be “Off-the-Shelf”, meaning that Solution is commercially available and requires no further research or development and is part of an existing product line with a field-proven operational history (that is, it has not simply been tested in a laboratory or experimental environment). If any part of Solution is a fully compatible extension of a field-proven product line, it MUST have been publicly announced on or before the date that the proposal is submitted.
- B. The proposed solution MUST provide a complete backup and restore capability by itself or be integrated through the standard backup software.
- C. Interested parties MUST provide 24/7 technical support, including issue/problem reporting and assistance. Provision of initial and extended warranties/licenses and technical support services
- D. Solution components should be certified by independent assessing authorities.
- E. On-site hardware installation and setup, software configuration and user settings.

## **PART 1 – B: Functional Requirements**

Following management and operations functions that are important for operations of an Expected service levels based on incident criticality is as follows.

### **1. Data Analytics**

1.1. The proposed system should include built-in analytics capabilities with predefined audit routines to support standard audit processes. It shall allow customization of analytics to cater to unique organizational needs. This should include the following functionality:

- Duplicate payment detection.
- Unusual transaction identification.
- Outlier analysis.
- Benford's Law testing.
- Segregation of Duties (SoD) conflict detection. .
- Pattern and relationship analysis.
- AI-driven anomaly detection.

1.2. The proposed system shall provide visualization options such as charts and graphs to help auditors quickly interpret data trends and anomalies.

### **2. Data Import**

2.1. The proposed system should support seamless data import from external sources such as Excel and CSV files, reducing manual data entry.

2.2. The proposed system shall enable integration with online data stores like the SLA data warehouse to pull relevant data directly into the audit system.

### **3. Data Backup and Security**

3.1. The proposed system should implement automated periodic backups to secure storage systems, ensuring that all audit data is recoverable in case of system failures.

3.2. The proposed system shall use encryption and other robust security mechanisms to protect backed-up data from unauthorized access.

### **4. Access Controls**

4.1. The proposed system should provide role-based access control (RBAC) to ensure that only authorized personnel can view or edit specific sections of the audit process.

4.2. The proposed system shall include audit-based access controls, restricting access to sensitive information based on the individual's role in the audit.

**5. Audit Logs and Trails**

5.1. The proposed system should maintain detailed and immutable logs of all user activities and system actions to ensure transparency and traceability.

5.2. The proposed system shall allow auditors to review logs to validate compliance with audit protocols and investigate any irregularities.

**PART 2 - PRODUCT DEMONSTRATIONS, SITE VISITS, PROOF OF CONCEPT (POC) & BUSINESS USER CASES**

**Note** – this PART 2 of the proposal is **STRICTLY CONFIDENTIAL ONCE COMPLETED** by respective bidders

AGREE to carry out on-site product Demonstrations, Site Visits, Proof of Concept (POC) & Business Use Cases to verify RFP specifications & performance requirements as and when necessary.

DISAGREE to carry out on-site product Demonstrations, Site Visits, Proof of Concept (POC) & Business Use Cases to verify RFP specifications & performance requirements as and when necessary because

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Signed : \_\_\_\_\_

Title : \_\_\_\_\_

Company : \_\_\_\_\_

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

**PART 3 – VENDOR PROFILE, SYSTEM MAINTENANCE, STRENGTH OF TECHNICAL SUPPORT,  
SERVICE LEVELS AND SERVICE CREDITS SCHEME**

**Note** – this PART 3 of the proposal is **STRICTLY CONFIDENTIAL ONCE COMPLETED** by respective bidders

<b>Category/Section</b>	<b>Description</b>
<b>Corporate Information</b>	
Company's Name and Address	
Year of Incorporation	
Parent Company Name and Address (if any)	
Mission and Direction	
Core Competencies / Business	
Revenue for the 3 most current year-end periods	
Net Profit for the 3 most current year-end periods	
Contact Person's Name, Job Title and contact details.	
List of Global Offices	
Tenderer's website	
<b>Experience</b>	

<p>SriLankan Airlines Project Experience</p> <ul style="list-style-type: none"> <li>- number of years</li> <li>- state the projects title (a brief description can be given as attachment)</li> </ul>	
<p>Aviation Industry Project Experience</p> <ul style="list-style-type: none"> <li>- number of years</li> <li>- state the projects title (a brief description can be given as attachment)</li> </ul>	
<p>Relevant Project Experience Reference (similar size and scope)</p> <ul style="list-style-type: none"> <li>- number of years</li> <li>- state the projects title (a brief description can be given as attachment)</li> </ul>	
<b>System Maintenance</b> (detail the system maintenance process)	
<b>Service Levels</b> (detail the proposed system levels)	
<b>Service Credits</b> (detail the proposed service credits)	
<b>Awards and Certifications</b>	
Award or Industry Recognition received	

Certifications received	
<b>Resources</b>	
Total Number of Staff Worldwide	
Total Number of Staff in Sri Lanka	
<b>Account Management</b> <i>(for each team member, all below details should be provided)</i>	
Number of Staff Managing Project	
Team Members' Name	
Team Members' Role and Responsibilities for this project	
Years of Experience <input type="checkbox"/> with current employer provider <input type="checkbox"/> with prior employer(s)	

<b>Technical Management</b> <i>(for each team member, all below details should be provided)</i>	
Number of Technical Staff directly involved in the project	
Team Members' Name	
Team Members' Role and Responsibilities for this project	
Years of Experience <input type="checkbox"/> with current employer provider <input type="checkbox"/> with prior employer(s)	

#### **PART 4 - ABILITY TO INTEGRATE WITH SRILANKAN IT SYSTEMS AND SERVICES**

**Note** – this PART 4 of the proposal is **STRICTLY CONFIDENTIAL ONCE COMPLETED** by respective bidders

## **PART 5 - IMPLEMENTATION TIMELINE TO MEET SRILANKAN AIRLINE'S REQUIREMENTS**

**Note** – This PART 5 of the proposal is **STRICTLY CONFIDENTIAL ONCE COMPLETED** by respective bidders

Respective bidders are required to submit a detailed project plan for the implementation of the solution.

**PART 6 - CUSTOMER FEEDBACK AT ENTERPRISE LEVEL (AIRLINES/AVIATION INDUSTRY OR SIMILAR SIZED ORGANIZATIONS)**

**Note** – this PART 6 of the proposal is **STRICTLY CONFIDENTIAL ONCE COMPLETED** by respective bidders

Clientele	
Relevant Customer Reference (similar size and scope) - list three (3) references with contact details.	

AGREE for SriLankan Airlines to contact above customers to collect feedback on the complete project lifecycle of the vendor’s engagement.

DISAGREE for SriLankan Airlines to contact above customers to collect feedback on the complete project lifecycle of the vendor’s engagement because;

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Signed : \_\_\_\_\_

Title : \_\_\_\_\_

Company : \_\_\_\_\_

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

**PART 7 - FEATURES AND SOLUTION ROADMAP**

This shall include, not limited to;

- A. Strategy: vendor shall elaborate their overall strategy/vision for improving proposed solution.
- B. Solution Maturity: vendor shall elaborate on their current solution maturity.
- C. Solution Roadmap: vendor shall elaborate their solution roadmap over the next 3 – 5 years and describe key capabilities that will be introduced with future platform/service releases

**Note** – this PART 7 of the proposal is **STRICTLY CONFIDENTIAL ONCE COMPLETED** by respective bidders

A solution roadmap is a high-level visual summary that maps out the vision and direction of your product/solution offering over time. It's a guiding strategic document as well as a plan for executing the strategy.

Detailed solution roadmap is provided herewith for next three (03) years.

Detailed solution roadmap is not provided herewith for next three (03) years because;

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Signed : \_\_\_\_\_

Title : \_\_\_\_\_

Company : \_\_\_\_\_

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

**PART 8 - USER AWARENESS PROGRAMS & TECHNICAL TRAINING**

**Note** – this PART 8 of the proposal is **STRICTLY CONFIDENTIAL ONCE COMPLETED** by respective bidders

AGREE to provide following User Awareness & Technical Training Programs. Detailed program attached herewith. (Refer template below)

User Awareness & Technical Training Program	Prerequisites	Priority	Training Methods	Success Criteria
Program Name	Required knowledge and relevant experience.	Low/ Medium/ High	Online/ Class room	Examination, Certification etc.

DISAGREE to provide following User Awareness & Technical Training Programs because;

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed : \_\_\_\_\_

Title : \_\_\_\_\_

Company : \_\_\_\_\_

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

## **ANNEXURE 5A: NON-DISCLOSURE AGREEMENT**

It is understood and agreed to that the below identified discloser of confidential information may provide certain information that is and must be kept confidential. To ensure the protection of such information, and to preserve any confidentiality necessary under patent and/or trade secret laws, it is agreed that

1. The Confidential Information to be disclosed can be described as and includes:

Technical and business information relating to airline business information systems, existing and/or contemplated products and services, proprietary ideas and inventions, trade secrets, drawings and/or illustrations, research and development, financial information and financial projections, customers, clients, marketing, and current or future business plans and models, specifications, records, data, computer programs, drawings, schematics, know-how, notes, models, reports, samples or other forms of copies, derivations, analyses, compilations, studies, memoranda, notices and other materials regardless of whether such information is designated as "Confidential Information" at the time of its disclosure.

2. All Confidential Information received by Receiving Party from the SriLankan Airlines Limited (hereinafter referred as 'Disclosing Party') shall remain the exclusive property of the Disclosing Party and no title to or other interest in the Confidential Information is granted or transferred to the Receiving Party by this Agreement
3. To return promptly to the Disclosing Party, or to destroy any copies of such Confidential Information in written, graphic or other tangible form at the Disclosing Party's request including all copies and notes thereof and including Confidential Information incorporated into analyses, compilations, studies or other documents prepared by the Receiving Party with destruction being certified in writing by an officer of the Receiving Party.
4. The Recipient agrees not to disclose the confidential information obtained from the Disclosing Party to anyone unless required to do so by law.
5. This Agreement states the entire agreement between the parties concerning the disclosure of Confidential Information. Any addition or modification to this Agreement must be made in writing and signed by the parties.

6. This Agreement shall commence on the date first written and signed below, unless and until terminated by providing 30 days' notice in writing to the Disclosing Party. Notwithstanding the termination, the obligations and limitations with respect to protection, use, disclosure and return or destruction of Proprietary Information shall survive such termination and shall continue until such time the Parties hereto mutually agree in writing that such treatment is no longer warranted.
7. This Agreement shall be construed in accordance with the laws of Sri Lanka and shall be subject to the exclusive jurisdiction of the Courts in Sri Lanka.

WHEREFORE, the parties acknowledge that they have read and understood this Agreement and voluntarily accept the duties and obligations set forth herein.

**Recipient of Confidential Information**

**Organization Name :**

**Business Registration :**

**Organization Address:**

**Authorized Signatory :**

**Designation :**

**Signature :**

**Date :**

**ANNEXURE 5B: COMPREHENSIVE BILL OF MATERIAL**

**Note** – this PART 5 of the proposal is **STRICTLY CONFIDENTIAL ONCE COMPLETED** by respective bidders

**Respective bidders are required to submit a Comprehensive Bill of Material for the implementation of the solution. Shall reflect logical deployment phases and related cost components separately.**

**ANNEXURE 5C: INFORMATION SECURITY, DATA PROTECTION AND SERVICE CONTINUITY  
SCHEDULE**



Annexure F -  
Information Security



## Section V- Quotation Submission Forms

### Quotation Submission Form

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

Date:

To: SriLankan Airlines Limited

We, the undersigned, declare that:

- a) We have examined and have no reservations to the document issued;
- b) We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Services/Goods *[insert a brief description of the Goods]*;
- c) The total price of our quotation including any discounts offered is: *[insert the total quoted price in words and figure]*;
- d) Our quotation shall be valid for the period of time specified in ITV Sub-Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITV Sub-Clause 11.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- e) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- f) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

## Price Schedule

### Price Schedule for Implementation of an Audit Management System Q/PL/195/25

Description	Unit Price (If applicable)	Cost Per Month	Cost for 1 year	Total Cost for 03 Years
Onetime Cost				
Recurrent cost				
Any other costs				
Total cost for the project				

**Payment terms: Quarterly in arrears with 45 days credit from the invoice date.(Advance payments are NOT accepted)**

Company Seal & Signature:

Date:

Please submit your proposal in LKR.

Above format is for your guidance only, you may add-on any additional requirements to the above schedule.

**Note: Please submit your Best and Final Offer (BAFO) since no further price negotiations will be carried out and your BAFO will be considered as the final price for evaluation**

**Section VI**  
**Non-collusion Declaration**

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

**Annexure III of Chapter 01**

**Non-collusion Declaration**

**(Procurement Guideline Reference - 1.5)**

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

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

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

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

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

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

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

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

.....

Signature of the Declarant

### **Manufacturer's Authorization**

*[If required under ITV clause 7.3, the Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated].*

Date:

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a quotation the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and supply the goods.

We hereby extend our full guarantee and warranty, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Bidder]*

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



**NOTES TO VENDOR**  
**TERMS & CONDITIONS**

1. **ORDER ACKNOWLEDGEMENT/ACCEPTANCE:** If nothing to the contrary is heard before effecting supplies, it is understood that the order has been accepted in toto.
2. **CHANGE IN THE PURCHASE ORDER:** No change in or modification of this order or any of its terms or conditions shall be binding upon SRILANKAN AIRLINES unless expressly agreed to in writing by SRILANKAN AIRLINES.
3. **PACKING:** Goods should be properly packed for transit to the final destination. In the case of aircraft spares, packing should be in accordance with ATA 300 Specification.
4. **DOCUMENTATION:** One complete set of documents consisting of packing list & Invoice copy quoting our Purchase Order reference, should be securely pasted on the outside of the consignment. Another set of documents consisting of list, one copy each of Invoice and Certificate of Conformity should be placed inside the package. Also two copies of Invoices to be sent along with Airway Bill/Stores Consignment Note for Custom purposes, as necessary. Failure to comply with required documentation resulting in Customs demurrage/storage charges incurred if any, by SRILANKAN AIRLINES, will be deducted from the Supplier's invoice.
5. **AIRWORTHINESS CERTIFICATE:** All aircraft spares and material should be accompanied by applicable Airworthiness Certificate. Non compliance will be liable for rejection. This is applicable to approved aircraft items only.
6. **DELIVERY SCHEDULE:** Stipulated delivery date must be strictly adhered to. If contractor fails to make delivery of any goods within the specified time, SRILANKAN reserves the right to cancel this order or any part thereof by written notice to contractor and SRILANKAN shall not be liable for any loss or damages sustained by the contractor in consequence thereof provided that nothing herein contained shall prejudice any other rights SRILANKAN may have against contractor for any loss or damage due to failure of delivery by way of liquidated damages and/or risk purchases.
7. **FAILURE TO SUPPLY:** If the supplier fails to deliver the items within the period stipulated for such delivery or at any time repudiates the Contract/order before expiry of such period, SRILANKAN AIRLINES is entitled to cancel the order and re-purchase items ordered not delivered, at the risk and cost of the defaulting supplier.
8. **PRICE:** The supplier shall warrant that the prices being charged to SRILANKAN AIRLINES are no higher and the terms no less favourable than in respect of his current sales to other airline operators and customers.
9. **ACCEPTANCE:** Goods supplied must be according to specification and conditions laid down by us and subject to our inspection and approval. Rejected material will remain in our stores at contractor's risk and cost.
10. **INSURANCE:** No insurance to be taken unless specifically advised.
11. **PATENTS:** The contractor shall warrant that all material supplied is free and clear of all and any infringement of any patents, copyright and trade mark.
12. **INVOICING:** Each invoice should cover only one Purchase Order and Purchase Order reference should be clearly indicated. Original signed invoice alongwith proof of despatch must be forwarded to our Payments Manager, SRILANKAN AIRLINES LTD, ADMINISTRATION BUILDING, BANDARANAIKE INTERNATIONAL AIRPORT, KATUNAYAKE.
13. **EXCESS/WRONG SHIPMENT:** Contractors will be responsible for expenses incurred by way of customs duties/shipment charges/packing, etc. in respect of excess/wrong shipments.
14. **WARRANTY:** All supplies should be covered by standard warranty applicable. Defective supplies that fall within the Warranty period shall be claimed from the contractor by way of free of charge repairs and /or replacements.
15. **APPLICABLE LAW:** In the event of any conflict between parties, this order will be subject to jurisdiction of Sri Lanka Courts only.