



**INVITATION FOR BIDS  
FOR  
PROVISIONING OF AN IT SERVICES MANAGEMENT SOLUTION FOR SRILANKAN AIRLINES  
FOR 03 YEARS**

**REFERENCE NO: CPIT/ICB 07/2023**

**CHAIRMAN,  
ENTERPRISE PROCUREMENT COMMITTEE,  
SRILANKAN AIRLINES LIMITED,  
COMMERCIAL PROCUREEMNT DEPARTMENT (IT PROCUREMENT),  
AIRLINE CENTRE, BANDARANAIKE INTERNATIONAL AIRPORT,  
KATUNAYAKE,  
SRI LANKA.**

Dear Sir/Madam,

**IFB NO: CPIT/ICB 07/2023**

**INVITATION FOR BIDS FOR PROVISIONING OF AN IT SERVICES  
MANAGEMENT SOLUTION FOR SRILANKAN AIRLINES FOR 03 YEARS**

SriLankan Airlines hereby invites Bids for Provisioning of an IT Services Management Solution for SriLankan Airlines for 03 years. The bid document is attached herewith.

**Bid** should be submitted in a **sealed envelope** with the ICB number clearly marked on the top left corner of each envelope addressed to **Senior Manager Commercial Procurement, SriLankan Airlines Limited, Airline Centre, Bandaranaike International Airport, Katunayake, Sri Lanka** by 11.00a.m. (Sri Lankan time: GMT +0530) on 19 September 2023.

The Bid Acknowledgement form attached to the document must be completed and returned by fax to +94 (0) 19733 5218 or e-mail to [tharaka.hindurangalage@srilankan.com](mailto:tharaka.hindurangalage@srilankan.com) and [sarath.jayathunga@srilankan.com](mailto:sarath.jayathunga@srilankan.com)

Any inquiry/clarification about the Tender should be e-mailed to [tharaka.hindurangalage@srilankan.com](mailto:tharaka.hindurangalage@srilankan.com) and [sarath.jayathunga@srilankan.com](mailto:sarath.jayathunga@srilankan.com) to reach on or before 15 August 2023.

**Bids** will be opened at 11.15a.m. (Sri Lankan time: GMT +0530) on 19 September 2023 at SriLankan Airlines, Airline Centre, BIA, Katunayake, Sri Lanka. Kindly note that 01 representative per bidding company is permitted to be present at the tender opening. Please contact any of the above, well in advance for the arrangement of Security clearance.

Yours Faithfully,

**Chairman of Enterprise Procurement Committee,  
Ministry of Ports, Shipping and Aviation,  
On behalf of SriLankan Airlines Limited**

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

<b>A: General</b>	
1. Scope of Bid	<p>1.1 The Purchaser named in the Data Sheet invites you to submit bids for the supply of Service/solution as specified in Section III - Schedule of Requirements for use at SriLankan Airlines Ltd.</p> <p>Upon receipt of this invitation you are requested to acknowledge the receipt of this invitation and your intention to submit a bid.</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. Bids Submission Form</li> <li>• Section V. General Conditions</li> <li>• Annexure A: Technical/General Specifications &amp; Compliance form</li> <li>• Annexure B: Price schedule format</li> <li>• Annexure C: Bid Security Declaration Form</li> <li>• Annexure D: Performance Security Form</li> <li>• Annexure E: Clientele Information Form</li> <li>• Annexure F: Sample Contract Agreement</li> <li>• Annexure G: Bid Acknowledgement Form</li> <li>• Annexure H: Vendor Information Form</li> <li>• Annexure I - Information Security Schedule</li> </ul>
<b>C: Preparation of Bids</b>	
3. Documents Comprising your Bid	<p>3.1 The Bid should comprise the following mandatory documents:</p> <ul style="list-style-type: none"> <li>• Sections IV - Bid Submission Form.</li> <li>• Annexure A : Technical/General Specifications &amp; Compliance sheet</li> <li>• Annexure B : Price Schedule Form</li> <li>• Annexure C : Bid Security Declaration Form</li> <li>• Annexure E : Clientele Information Form</li> <li>• Annexure I : Information Security Schedule</li> <li>• Audited financial statements for the last 03 years (Clause 20)</li> </ul>

4. Bid Submission Form and Technical/ General Specification	<p>4.1 The Bidder shall submit the Bids 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>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 at Annexure B.</p> <p>5.2 The price to be quoted in the Bids Submission Form shall be the total price of the Bids.</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 USD or Sri Lankan Rupees (LKR). If a Local bidder submits a proposal in USD the relevant exchange rate applicable (CBSL) for the payment in LKR should be clearly indicated in the in the price schedule form (Annex B).</p> <p>If the proposal is submitted in foreign currency, SriLankan Airlines shall convert all bid prices expressed in foreign currencies into Sri Lankan Rupees using the selling rates as published by the Central Bank of Sri Lanka (CBSL) prevailed at the date of closing of bids for comparison &amp; evaluation purposes. If this date falls on a public holiday the earliest working day prior to the date shall be applicable.</p>
7.Documents to Establish the Conformity of the Services	<p>7.1 The Bidder shall submit an <b>original</b> certificate from the proprietor to demonstrate that it has been duly authorized by the proprietor to supply this Service/solution in Sri Lanka.</p>
8.Period of Validity of bids	<p>8.1 Bids shall remain valid for a period of one hundred eighty (180) days after the bids submission deadline date. If the full validity period is not properly indicated, SriLankan airlines reserves the right to obtain re-confirmation from the bidder that the Bid is valid until the date specified above.</p> <p>8.2 In exceptional circumstances, prior to the expiration of the bid validity date, Sri Lankan Airlines may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing.</p>

9. Bid Security Declaration	<p>9.1 The bidder shall furnish as a part of its bid, a Bid-securing Declaration, using the Bid-securing Declaration form included in Annexure C (Mandatory).</p> <p>9.2 Any bid not accompanied by a substantially responsive Bid securing Declaration in accordance with 1TB Sub-clause 8.1, Shall be rejected by Sri Lankan Airlines as non-responsive.</p> <p>9.3 Bid Securing Declaration may be executed:</p> <p>(a) If a Bidder withdraw its bids during the period of Bid validity specified by the Bidder on the Bid Submission form, except as provided in 1TB Sub-Clause 8.2 or</p> <p>(b) If a Bidder does not agree to correction of arithmetical errors in pursuant to 1TB Sub-Clause 15.3</p> <p>(c) If the successful Bidder fails to :</p> <p>i) Sign the contract in accordance security with 1TB Sub-Clause 23.3;</p> <p>(ii) Furnish a performance Security in accordance with 1TB Clause 24;</p>
10. Format and Signing of Bids	10.1 The bids shall be typed or written in indelible 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 and Opening of Bids</b>	

11. Submission of Bids	<p>11.1 Bidders shall submit their bids by registered post, courier or by hand in a sealed envelope.</p> <p>11.2 The bidder shall submit the proposals in the price schedule forms attached at Annexures B.</p> <p>11.3 The sealed envelope shall bear the specific identification of this quotation exercise as indicated follows.  “Bid for the Provisioning of an IT Services Management Solution for SriLankan Airlines for 03 years (CPIT/ICB 07/2023)”</p> <p>11.4 The bidder shall submit the proposals in the price schedule forms attached at Annexure B.</p> <p>11.5 Completed Technical (un-priced) and Financial proposal (priced) should be submitted in two separate sealed envelopes with the tender reference no. CPIT/ICB 07/2023 and the Bidding Company’s name and the type of proposal (Technical or Financial) clearly marked on the top left corner of the envelope. Then the separate envelopes containing the Technical and Financial proposals shall be enclosed and submitted in one single sealed envelope.</p> <p>The Technical envelop should contain:</p> <ul style="list-style-type: none"> <li>• The Technical proposal (un-priced) along with all related technical brochures &amp; supporting documents.</li> <li>• Audited financial statements for the last 03 years (Clause 20)</li> <li>• Compliance Sheet (Schedule C)</li> </ul> <p>The Financial envelop should contain:</p> <ul style="list-style-type: none"> <li>• The Financial proposal (priced) based on Price Schedule Form at Annex B.</li> <li>• Bid Submission form (Section IV)</li> <li>• Bid Securing Declaration (Annex C)</li> <li>• Vendor Information form (Annex H)</li> </ul> <p>11.6 If the Bidder wishes to hand deliver the Bids, please contact SriLankan Airlines personnel well in advance, for the arrangement of security clearance. Refer section II, Data Sheet, Clouse 16.2 for contact details.</p> <p>Please provide the following details of the participants for the Bid opening, through email: <a href="mailto:tharaka.hindurangalage@srilankan.com">tharaka.hindurangalage@srilankan.com</a> by 8.30a.m. on 19 September 2023 Sri Lankan time GMT +5:30 Time Zone) in order to organize the Security passes to enter SriLankan premises:</p> <ol style="list-style-type: none"> <li>1) Company Name:</li> <li>2) Name/NIC No of the participants: (Maximum 01 participant)</li> <li>3) Driver’s Name /NIC No (if any):</li> <li>4) Details of the vehicle (if any):</li> <li>5) Details of Brand/Model, Serial number of any electronic</li> </ol>
12. Deadline for Submission of Bids	<p>12.1 Bids must be received by the Purchaser to the address set out in Section II, “Data Sheet”, and no later than the date and time as specified in the Data Sheet.</p>

13.Late Bids	13.1 The Purchaser shall reject any bids that arrives after the deadline for submission of bids in accordance with ITS Clause 11.1 above.
14.Opening of Bids	<p>14.1 The Purchaser shall conduct the opening of quotation in the Presence of the Suppliers at the address, date and time specified in the Data Sheet.</p> <p>14.2 A representative of the bidders may be present and mark its attendance.</p> <p>14.3 Presence of the supplier, will not necessarily ensure the selection of the proposed goods.</p>
<b>E: Evaluation and Comparison of Bids</b>	
15.Non conformity-ties, Errors, and Omission	<p>15.1 Provided that a Bid is substantially responsive, SriLankan Airlines may waive any non-conformities or omission in the Bid that do not constitute a material deviation.</p> <p>15.2 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 of 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.</p> <p>15.3 Provided that the Bid is substantially responsive, SriLankan Airlines shall correct arithmetical errors on the following basis:</p> <p>(a) If there is 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 shall be corrected.</p> <p>(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</p> <p>(c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.</p> <p>15.4 If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be dis qualified and its Bid-Securing Declaration shall be executed.</p>

16. Clarifications	<p>16.1 To assist in the examination, evaluation and comparison of the bids, the Purchaser may, at its discretion, ask any Bidder for a clarification of its bids. Any clarification submitted by a Bidder in respect to its bid which is not in response to a request by the Purchaser shall not be considered.</p> <p>16.2 The Purchaser's request for clarification and the response shall be in writing at SriLankan Airlines' address specified in the BDS.</p>
17. Responsiveness of Bids	<p>17.1 The Purchaser will determine the responsiveness of the bids to the documents based on the contents of the bids received.</p> <p>17.2 If a bid is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>



<p>18.Evaluation and Comparison of bids</p>	<p>18.1 The following factors &amp; methodology will be used for evaluation. Please provide the required information in your proposal covering the below minimum eligibility criteria and evaluation criteria with clear reference (Document/Page /Section).</p> <p><u>Minimum Eligibility Criteria</u></p> <ul style="list-style-type: none"> <li>I. The bidder and/or the proposed solution must have demonstratable experience providing maintenance and support services for ITSM solutions in a similar scale environment.</li> <li>II. Bidder should be an authorized partner of the proposed product or authorized by the Principal or Authorized Distributor on behalf of the Principal.</li> <li>III. The bidder and/or the proposed solution shall comply with requirements of ISO/IEC 20000-1:2018.</li> </ul> <p><u>Evaluation Criteria</u></p> <ul style="list-style-type: none"> <li>I. Completion of the point-by-point compliance in Annexure A of the RFP. It is essential that the bidder clearly indicates any limitations and/or deviations.</li> <li>II. The bidder's capability of carrying out on-site product demonstrations, site visits, Proof of Concept (POC) &amp; business user cases to verify RFP specifications &amp; performance.</li> <li>III. The bidder's experience during the last five (05) years on deploying and maintaining the products/services mentioned in Annexure A of the RFP.</li> <li>IV. Technical competencies of the staff supporting the System/Services relevant to the requirements of this RFP.</li> <li>V. Total final cost of the project for 03 years period and favorable payment terms.</li> </ul> <p><b>Note - <i>SriLankan Airlines shall consider all bids which are compliant with the minimum eligibility criteria for Technical &amp; Financial evaluation. The Technical evaluation will be based on the above Evaluation criteria and all Bidders who are complaint to the Evaluation criteria will be considered for the financial evaluation stage. The award shall be made to the lowest substantially responsive Bidder for 03 years.</i></b></p>
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19. Training and Development	The successful Vendor should provide all Training related to operating the System on Free of Charge basis.
20. Financial Capability	20.1 The bidder shall furnish documentary evidence that it meets the following financial requirements (s): <b>Audited financial statements for the last 03 years (mandatory)</b>
21. Purchaser's Right to Accept any Bids, and to Reject any or all Bids.	21.1 The Purchaser reserves the right to accept or reject any bids, and to annul the process and reject all bids at any time prior to acceptance, without thereby incurring any liability to bidders.
<b>F: Award of Contract</b>	
22. Acceptance of the Bids	22.1 The Purchaser will accept the bids of the Bidder whose offer is not necessarily the lowest evaluated bid and is substantially responsive to the documents issued.
23. Notification of acceptance	23.1 The Purchaser will notify the successful Bidder, in writing, that its bids has been accepted. 23.2 Within twenty-one (21) days after notification, the purchase shall complete the contract, and inform the successful bidder to sign it. 23.3 Within twenty-one (21) days of receipt of such information, the successful bidder shall sign the contract. 23.4 The contract is extendable for a further 01 year period based on mutual agreement under the same terms & conditions and supplier performance.
24. Performance Security	24.1 Within fourteen (14) days of the receipt of notification of award from SriLankan Airlines, the successful Bidder, if required by SriLankan Airlines, may furnish the Performance Security amounting to a minimum amount of 10% of the agreement. SriLankan Airlines reserves the rights to request for higher valued Performance Security Form is included in Annex D. 24.2 Failure of the successful Bidder to submit the above-mentioned Performance Security when requested or sign the Contract may continue sufficient grounds for the annulment of the award and execution of the Bid- Securing Declaration. 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.

## Section II: Data Sheet

ITS Clause Reference	
1.1	<p>The Purchaser is: SriLankan Airlines  Address: Commercial Procurement Department, SriLankan Airlines, Airline Centre, Bandaranaike International Airport, Katunayake</p>
7.1	<p>Proprietor's authorizations (or) Vendor commitment letter for 100% guaranteed product support is required.</p>
9.1	<p>Bid-securing Declaration, using the Bid-securing Declaration form included in Annexure C is required.</p>
12.1	<p>The address for submission of Bids is :  Attention : Tharanie Halpandeniya  Address : Senior Manager Commercial Procurement  Commercial Procurement Department,  Airline Centre, Bandaranaike International Airport, Katunayake,  Sri Lanka  Telephone : +94 197732666</p> <p>Deadline for submission of bids is on or before 19 September 2023, 11.00 a.m. Sri Lankan time (GMT +5:30 Time Zone)</p>
15.2	<p>For <b><u>Clarification of bid purposes</u></b> only, SriLankan Airlines' address is:  Attention: Tharaka Hindurangalage  Address: SriLankan Airlines Limited,  Commercial Procurement Department (IT),  Airline Centre, Bandaranaike International Airport,  Katunayake , Sri Lanka  Telephone: +94 (0) 19733 21845/ +94 (0) 19733 2666  Facsimile number: +94(0) 197335218  Electronic mail address: <a href="mailto:tharaka.hindurangalage@srilankan.com">tharaka.hindurangalage@srilankan.com</a>  <a href="mailto:sarath.jayathunga@srilankan.com">sarath.jayathunga@srilankan.com</a></p> <p>If the Bidder wishes to hand deliver the Bid documents by hand, please provide details (Names/NIC no/passport no/vehicle number) of your representatives one day in advance to the Bid closing date, for the arrangement of security clearance.</p>

**Section III - Schedule of Requirements**

Provisioning of an IT Services Management Solution for SriLankan Airlines for 03 years

**CPIT/ICB 07/2023**

Line Item #	Description of Goods/service	Qty	Unit of Measure	Final Destination	Delivery Date
01	Provisioning of an IT Services Management Solution for SriLankan Airlines for 03 years	01	Each	IT Division of SriLankan Airlines/	Based on the project timelines

#### 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 the following Service/solution [insert a brief description of the System/solution];
- (c) The total price of our Bid without Tax, including any discounts offered for 03 years is:  
[insert the All-inclusive total project cost without Tax for 03 years in words and figures];
- (d) The total price of our Bid including Tax, and any discounts offered for 03 years is:  
[insert the All-inclusive total project cost with Tax for 03 years in words and figures];

Note: Please note that the prices indicated in this Bid submission form should be same as the All-inclusive total project cost for 2 years indicated in the below Price schedule forms referred as Annex B.

- (e) Our bid shall be valid for the time specified in ITB Clause 8.1
- (f) We understand that our bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (g) We understand that you are not bound to accept the lowest recommended bid or any other bids that you may receive.

Signed: [insert signature of the duly authorized person]

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

Date

## **Section V - General Conditions**

- I. Bidder” means the proprietor of the brand or an authorized distributor for the proprietor. In the event where the bidder is an authorized distributor, it is mandatory an Authorized Distributor Status letter from the Proprietor is submitted to SriLankan Airlines along with the bid to avoid rejection of the bid.
- II. If required, SriLankan Airlines requires to inspect the product at the evaluation stage by SriLankan Airlines’ personnel (minimum 2 pax), same has to be arranged by the bidder at a client site to inspect the proposed product. All applicable expenses shall be borne by the bidder.
- III. All on-site & off-site expenses including incidental expenses related to the project implementation, training, maintenance & support etc. within the 03 year contract period, including Airfare should be borne by the bidder.
- IV. If accepted, it is mandatory that the bidder signs the Contract Agreement - Annexure F.
- V. In order to ensure continuity of supply of Service/solution to SriLankan Airlines in the event of a disruption to bidder’s operations, please provide details of alternative arrangements available within the agreed cost and specifications of product.
- VI. If SriLankan Airlines find that the delivered service/solution does not comply with the Specifications stated in this Agreement, SriLankan Airlines in its discretion has the right to either reject or request modification to the service/solution to compliance with the Specifications. Modification will not affect the Warranty/ Service Levels provided hereunder. If the service/solution is rejected SriLankan Airlines shall recover any and all money paid and any service penalties incurred due to rejection of the system/solution.
- VII. Please state whether your company has appointed a local agent for SriLankan Airlines supply & delivery of Solution and services to be procured under this bid exercise. If so please submit a separate bidder information form including the information of local agent.
- VIII. Advance payment is not acceptable. 45 days credit from the date of commissioning and acceptance by SLA is required.

## ANNEXURE A - Technical/General Specifications & Compliance Sheet

Name of the Bidder & Address : .....  
Name of the Principal : .....  
Name of the Manufacturer : .....  
Brand : .....  
Model : .....

### 1. INTRODUCTION

SriLankan Airlines (hereinafter sometimes referred to as “SriLankan” or “SLAL”) is the National Airline of Sri Lanka. Launched in 1979, SriLankan is currently expanding and further diversifying its wide range of products and services to drive the country’s ongoing boom in tourism and economic development. The airline currently operates on a global route network in Europe, the Middle East, South Asia, Southeast Asia, the Far East, North America, Australia, and Africa.

### 2. PURPOSE

This is to fulfill the requirement of having an IT Service Management Solution for SriLankan Airlines to manage the service mentioned in section 2.1.

2.1. Request for Proposal (RFP) is expected to cover, but not limited to, below high-level objectives (at minimum):

1. Incident management,
2. Request Management
3. Problem management,
4. Change management,
5. Release management,
6. Service level management,
7. Asset management
8. Availability Management
9. IT Service Catalogue
10. Service workflows.

### 3. GENERAL

1. Interested parties shall ensure that their respective proposals and solutions for IT Service Management are aligned with ITIL best practices and comply with ISO 20000 requirements.
2. Solution shall be a well-established product and should be rated as a leader by independent researchers, such as Gartner Magic Quadrant, Forrester, and IDC for IT Service Management.
3. Interested Parties shall sign an NDA with SriLankan Airlines prior to requesting any additional information. The terms and conditions in the NDA (Schedule A) are not negotiable.
4. Interested parties are required to submit a project plan with a detailed Scope of Work and criteria for User Acceptance Tests, as part and parcel of their respective proposals.

5. Interested parties shall agree that if their bid succeeds during the evaluations and such proposed solution is implemented, they will become the service provider and sign a Service Level Agreement with SriLankan Airlines comprising all the RFP responses.
6. Service Provider shall agree to quarterly review and assess its ITSM processes to ensure ongoing compliance with ITIL and ISO 20000 standards and make improvements as necessary and as may be suggested by respective auditors for ISO/IEC 20000.
7. Service Provider shall agree to activate licenses only after the respective User Acceptance Test (UAT) is completed.
8. Service Provider shall agree to receive all relevant payments subject to the completion of the respective User Acceptance Test (UAT).
9. Service provider shall provide training and guidance on the entire solution to manage and customize before the end of user acceptance.
10. As applicable, the service provider shall provide and implement the latest versions and updates of the solution without additional costs within the agreement period. Such updates shall be followed with relevant user training without additional costs.
11. Sizing of the Solution
  - 11.1. Interested Parties shall thoroughly study and understand the organizational requirements before responding to this RFP.
  - 11.2. Interested Parties are explicitly responsible for performing an independent and accurate sizing assessment. If in doubt, results of such assessment shall be shared with SriLankan to validate and confirm prior to proposal submission timelines.
  - 11.3. Interested Parties shall indicate available Licensing models and recommend the best-suited model based on the outcome of the sizing exercise. (Number of Support Staff, end users, and any other license requirements).
12. Interested parties may propose products (as applicable) to integrate seamlessly as a single solution to meet the objectives of the RFP herein.
13. Interested Parties shall 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.
14. Interested Parties are required to sign a Support & Maintenance Contract for a period of three (03) years.
15. As applicable, preventive maintenance shall be carried out by Service Provider as part of this agreement, including but not limited to,
  - 15.1. Prompt Patch Updates and Version Upgrades
  - 15.2. Quarterly health checks
  - 15.3. Periodic optimization reviews
  - 15.4. Quarterly service reviews with operational statistics (with SLAL)
16. Interested Parties are encouraged to submit any additional features (not limited to areas listed below), which are not specifically stated as requirements in the RFP, provided such features bring value to the overall objectives. Please include details on how such additional features/modules would complement overall features, performance, security posture, and requirements stated herein.



17. Interested Parties Shall be able to demonstrate previous experience implementing similar solutions on a similar scale within the last 5 years period (please indicate relevant clientele and project descriptions).
18. Bids are liable to be rejected if; they are not conforming the terms, conditions, and specifications stipulated in this RFP.
19. Solution Strategy
  - 19.1. Strategy: vendor shall elaborate on their overall strategy/vision for improving the proposed solution.
  - 19.2. Solution Maturity: vendor shall elaborate on their current solution maturity.
  - 19.3. 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.
20. The proposed solutions must be protected from external malicious access. Describe how can this be possible with the solution.
21. Core product documents like admin guides, installation, configuration guides, troubleshooting guides, and manuals should be available.
22. Solution shall facilitate intuitive user feedback for incidents and service requests. This shall include, and not be limited to, multiple question types, rating, opinion scale, binary, and radio.
23. Solution shall have a training platform for users to self-train themselves.
24. Solution shall be able to publish notifications/messages to notify announcements.

#### **4. TECHNICAL SPECIFICATIONS**

25. The solution shall have separate environments for development and testing purposes.
26. Solution shall have the capability of customizing and introducing new fields for all modules (Incident Management, Request Management, Change Management, Problem Management, etc.) in the solution during the implementation as well as after the implementation. Further, a separate numbering scheme for the above modules is required.
27. The solution shall have the capability to brand as per Customer requirements and the customer shall have the permission and authority to make changes and configure as and when required.
28. Solution shall be accessed via a web URL masked with srilankan.com
29. Solution shall send all communications via the SriLankan Email and SMS gateways.
30. The solution shall be cloud-based or Software-as-a-Service (SaaS), hosted by a Global Tier 3 data center.
31. Service Provider shall ensure data retention throughout the agreement period and shall agree to transfer the entire database in a standard readable database format (such as MSSQL) with required guidelines in case of termination of services.
32. Solution shall provide secure API data communication (covering on-prem and cloud) for integration with other cooperate applications and reporting tools (such as Power BI).
33. Solution shall have the provision to scale the ITSM deployment for SriLankan Airlines, its subsidiaries, Strategic Business Units (SBU), and Managed Service Providers as required.
34. Solution shall include a mobile application in which end users and support staff can easily request and manage IT and non-IT services. It shall support the latest versions of Android and iOS.

35. The solution shall be able to integrate with Corporate Active Directory (on-prem and on Azure) for authentication, authorization, organization structure (for approval hierarchy of workflows), and other services.
36. The solution shall support Single Sign On (SSO).
37. The solution shall have separate views for incidents, requests, tasks, and other functions with the ability to create and save custom views for support staff.
38. The solution shall have fully-fledged reporting capabilities which can generate, customize, and export (PDF, Excel, etc.) all the detail in each ITSM category.
39. The solution shall create custom reports with configurable parameters.
40. The solution shall have KPI reports and customizable report dashboards with role-based access permissions.
41. Depict reports visually as pie charts, bar charts, line charts, time series charts, and area or ring charts.
42. The solution shall have the capability to send scheduled reports to designated parties.
43. The solution shall have customizable web-based dashboards.
44. Solution shall have a chatbot with the following features:
  - 44.1. Ability to process natural language queries and responses.
  - 44.2. Ability to provide menu-driven architecture.
  - 44.3. Ability to create user requests, and incidents to retrieve them with basic information (such as Username, Staff ID, Device Name, etc.).
  - 44.4. Ability to provide ticket details related to all ITSM modules.
  - 44.5. Ability to search within Knowledge articles.
45. The solution shall have the capability to publish dashboards with real-time and historical data.
46. As applicable, components of the proposed solution (single OEM or otherwise) shall have seamless integration with the proposed and existing infrastructure.
47. The solution shall assure service availability of 99.95%. Refer to section 17 for additional details.

## **5. INCIDENT MANAGEMENT**

48. The proposed solution shall provide the facility to create tickets directly from the end-user web portal, mobile app, emails, chat messages (Chatbot), or phone calls (IVR Function).
49. Proposed solution shall support the creation of one or more task assignments from the incident. Complete visibility over the incident lifecycle shall be maintained.
50. The solution shall automatically extract information pertaining to the reporting user to create a complete incident. This shall include details such as reporting device IP, hostname, and location details should be captured.
51. Solution shall have the ability to create customizable workflows/incident templates based on the incident type.
52. Solution shall have the ability to provide role-based access to support staff and end users.
53. Solution shall have the ability to restrict end-user access to incident templates based on site, category, and user groups.
54. Solution shall be able to link (relate) or clone incidents to manage multiple tickets together.

55. Solution should allow service and product categorization such as IT, HR, Properties, etc., and sub-categories (E.g.- Applications, Printers, Network categorization within the IT category).
56. Solution should allow resolution categorization by the support staff at the time of issue resolution.
57. Incident tickets shall be manually or automatically (through pre-defined rules) assigned to support groups or support personnel.
58. Solution shall be able to determine the priority of an incident based on the impact and/or user. Support staff should be able to manually re-assign priority.
59. Solution shall be able to assign Service Level Agreements (SLAs) and Operational Level Agreements (OLAs) automatically based on ticket priority.
60. Solution shall be able to handle incidents from VIP users with high priority.
61. Solution shall have a knowledge base and encourage users to refer to relevant articles during the submission of an incident.
62. Solution shall be able to create problems and/or change tickets from incidents.
63. Solution shall organize and track tickets in a user-friendly manner.
64. Solution shall be able to mandate fields during incident/task closure. (e.g. – resolution, root cause, etc.)
65. Proposed solution shall be able to create work logs to record information such as the cost, time is taken to resolve the incident, etc.
66. Solution shall provide analytical capabilities to analyze the time taken for completion, on-hold time, how long the ticket has been unassigned, etc.
67. Solution shall be capable to keep a history of end-user complaints (incidents) and resolutions provided per user and/or device basis. Agents attending the incident should be able to view the full history and status of incidents raised by respective users/devices.
68. Solution Should have the ability to record and track changes in incident status changes, activities, and support staff comments throughout the entire life cycle of the ticket.
69. The incident shall be able to resolve by support staff. End users shall be able to reopen the ticket within a defined time if the provided resolution is not acceptable.
70. Solution shall send an email notification to relevant personnel as and when required (status changes) including below.
  - 70.1. Send an email to the end user/staff who created or initiated the ticket.
  - 70.2. Send emails to the support group members who are in the support group of the incident assigned.
  - 70.3. Send an email to the requester to get feedback once the ticket is resolved/closed.
71. Solution shall be able to record, and report planned and unplanned service unavailability and shall have the ability to create/relate related service unavailability based on an incident.

## **6. SERVICE REQUEST MANAGEMENT**

72. The solution shall provide a single enterprise directory for all services for end users to submit and track service requests, spanning both IT services and non-IT services.
73. Support staff shall have the facility to view the approvers of the request and should have the facility to change approvers manually when required.

74. Solutions shall have the capability of supporting multiple workflows with sub-processors and approval levels.
75. Solution shall be able to configure a multi-stage approval process with not less than 8 approval levels. Further, the solution shall support dynamic approval levels depending on the details submitted by the requester.
76. Solution shall make the template dynamic with condition-based actions like hiding or showing sections, populating fields, and making fields mandatory based on the information given by the requester.
77. Requester shall have the ability to view the full approval hierarchy throughout the lifecycle of the request.
78. Solution shall be able to implement request workflows on a graphical drag-and-drop platform.
79. Solution shall have the ability to customize and organize service request templates (SRDs) in categories.
80. Proposed solution should support requests to task-level assignments by giving complete visibility over the request lifecycle.
81. The solution is required to assign costs to the assets and display the aggregate cost of all the assets and services that have been chosen during the creation of the request.
82. The solution shall integrate with the CMDB to seamlessly track and associate CI relationships.
83. The solution shall restrict access to templates based on user groups and entities.
84. The solution should have the facility to request services on behalf of other staff and the approval path should be as per the staff who required the service.
85. Approvers should be able to approve requests through the web portal, mobile application, and email. Comments made by previous approvers, support staff, or any other staff shall be visible to the next approvers and the requester.
86. The solution shall be able to associate Service Level Agreements (SLA), and Operational Level Agreements (OLA) to service request templates.
87. The solution shall create and associate tasks to the request template. Create task dependencies to ensure tasks are performed in sequential order.
88. Support staff shall have the ability to filter and select desired support groups assigned to them and customize the view.
89. The solution shall create distinct request life cycles and associate them to request templates. Trigger contextual notifications at various points in the requests' life cycle.
90. The solution shall be capable to keep a history of end-user service requests and resolutions provided (per user basis). Agents attending the service request shall be able to view the full history and status of requests raised by respective users.
91. Solution shall be able to mandate fields that need to be completed for request closure.

## **7.PROBLEM MANAGEMENT**

92. The solution shall provide a facility to initiate or relate problem tickets with Incidents, service requests, and change requests.
93. Solution shall be able to break up problem resolution into multiple tasks assignable to different IT support staff.

- 94. Solution shall be able to search the knowledgebase for previously given solutions based on keywords.
- 95. Solutions shall be able to create work logs to record the activities throughout the lifecycle of the problem ticket.

## **8.CHANGE MANAGEMENT**

- 96. Solution shall collect the necessary information with customizable change templates.
- 97. Solution shall be able to create different types of changes and create unique workflows to cater
- 98. Solution shall collect the necessary information with customizable change templates.
- 99. Solution shall be able to create different types of changes and create unique workflows to cater to different requirements.
- 100. Solution shall be able to involve the right stakeholders such as the change owner, approver, line manager, change reviewer, and others through change roles.
- 101. The solution shall be able to create detailed change plans with risk analysis and downtime plans (planned service unavailability).
- 102. The solution shall allow the calculation of the risk of change automatically and /or manually by the change coordinator.
- 103. The solution shall cater to multiple change advisory boards (CAB).
- 104. The solution shall be able to configure multiple levels of approval. Mark whether the change request must be approved by all members of the CAB or by any one member.
- 105. The solution shall be able to configure a multi-stage approval process with not less than 8 approval levels. Further, the solution shall support dynamic approval levels depending on the details submitted by the requester.
- 106. The solution shall be able to implement change workflows on a graphical drag-and-drop platform.
- 107. The solution shall have to be able to break down changes into tasks and estimate the change implementation team's activities using work logs.
- 108. The solution shall make change request implementation streamlined by creating projects from the change or associating existing projects/tasks.
- 109. The solution shall track all associated incidents and problems causing and caused by the change.
- 110. The solution shall schedule downtime and announce to key stakeholders and keep them updated with regular notifications.
- 111. Solutions shall allow implementation to document post-implementation review (PIR) and Rollback plan Before closing any CR Task, updating Post implementation review and Rolle back plans shall be mandatory
- 112. Solution shall be able to create distinct workflows with varying levels of complexity and functions for different change types and processes.

## **9.ASSET MANAGEMENT**

- 113. The solution shall have an Asset Management capability to manage various types of assets (hardware/software) and asset ownerships.
- 114. The solution shall have the ability to perform asset discovery for Windows, Macs, Linux, printers, copiers, and other network devices.

115. The solution shall be able to discover, record and manage all software assets in connected company devices. Provide details.
116. The solution shall be capable to present the history of any end-device allocation. i.e.- when you drill the end-device allocation/ownership, the history of users associated with the asset (end-device) should be displayed.
117. The solution shall track the complete life cycle of assets:
- i. Keep track of all assets in one place.
  - ii. Create multiple asset states.
  - iii. Automatically scan all assets.
  - iv. Mark the asset states that need to be scanned.
  - v. Configure depreciation rates to keep track of asset value/cost over time.
  - vi. Loan assets to users for a limited time.
  - vii. Keep track of all loaned assets in one place.
  - viii. Get notified when a loaned asset is nearing expiry.
  - ix. Real-time dashboards with information like the total number of assets, workstations, software, purchase orders & contracts, and more out of the box.
  - x. Create standard, custom, and audit reports.

## **10.CONFIGURATION MANAGEMENT DATABASE (CMDB)**

118. The solution shall have a CMDB to store IT configuration and infrastructure information to provide a single source of truth for IT service management (ITSM) initiatives, which can include hardware, software, systems, facilities, and even personnel.
119. The solution shall provide a graphical view of Configurable Items (CI) and their relationship.
120. The solution shall be able to create different business views to map the relationship between CIs for different services.
121. The solution shall be able to discover CI and import CIs and CI relationships through a file (in CSV or xls) upload.
122. The solution shall have the capability to discover the CI's automatically.
123. The solution shall have seamless integration with other ITSM modules such as asset management, service requests, etc.

## **11.SERVICE CATALOGUE**

124. The solution shall have a mechanism to centrally manage all services provided by IT services.
125. The solution shall provide the facility to add all the fields in the current IT service catalog.
126. The solution shall have a mechanism to introduce new services with an approval flow.
127. The solution shall have the facility to generate reports with selected fields when required.
128. The solution shall have the ability to manage the lifecycle of services.

## **12.KNOWLEDGE MANAGEMENT**

129. The proposed solution must include a knowledge management system and knowledge databases to facilitate investigations, diagnoses, root cause analysis techniques, and the creation or updating of workarounds, temporary fixes, and permanent resolutions.

- 130. The solution must be capable of publishing solutions to the knowledge base, subject to an approval process with distinct access levels, including read-only, write, create, and delete.
- 131. The solution must be able to categorize solutions under their respective topics, and it should be possible to manage these categories by adding or removing topics as needed
- 132. The solution must enable the identification of redundant or duplicate information, whether present in a single record or across multiple records.
- 133. The solution should permit the automation of notifications to interested parties upon the submission of new knowledge or solutions.
- 134. The solution must possess a powerful search engine capable of sorting, retrieving, and searching using advanced search options, searching content in multiple formats, and conducting searches within knowledge records.

### **13.CONTRACT MANAGEMENT**

- 135. The solution shall provide a facility to create contracts and track all contracts from one place.
- 136. The solution shall be able to associate multiple assets to a contract.
- 137. The solution shall be able to create sub-contracts within the contract.
- 138. The solution shall associate cost for the contract.
- 139. The solution shall be able to manage contract expiration.
- 140. As a part of contract expiration, the solution shall be able to show all key deadlines in a calendar and can create automated notifications via a reminder feature.
- 141. The solution shall have a clear mechanism to assign responsibilities (Owner, Custodian, viewers)
- 142. The solution shall have a process to change responsible persons followed by an approval process.
- 143. The solution shall have the compatibility to integrate with e-signature systems (DocuSign) - APIs
- 144. The solution shall have a preconfigured workflow template.
- 145. Solution shall be able to create user-specific workflows.
- 146. The solution shall have audit-proof storage for terminated and expired contracts.
- 147. The solution shall have an interface for document exchange.
- 148. The solution shall have a user-specific dashboard.
- 149. The solution shall have a mechanism to search contracts (Full-text search that searches archived contracts, displays the results, opens them up in the application, and logs these steps in detail for authorized users)
- 150. The solution shall have an entire contract lifecycle management access (from contract creation, the ability to edit such as review, modification, and approval right through to archiving)
- 151. The solution shall have an approval workflow for review.
- 152. The solution shall be able to generate reports as per user needs.

### **14.USER ACCOUNT ONBOARDING AND OFFBOARDING**

- 153. Solution should have the capability of creating and updating user accounts automatically based on the Active Directory or HR System. In addition, accounts shall be able to create manually with the required fields.
- 154. Users should be assigned to relevant user groups based on Active Directory assignments.

- 155. User accounts should be deactivated once deactivated from Active Directory or HR System and information should be retained until the account is manually deleted. Further, account activation should be handled automatically.
- 156. Admin staff should have the complete ability to manage user accounts with auditing capability.
- 157. The solution shall have the ability to authenticate and authorize users using existing active directory/ Azure AD with Single sign-on (SSO) with the corporate domain.
- 158. Senior managers and above staff should be considered VIP users, and this should be automatically designated during account creation and update.

## **15.SERVICE WORKFLOWS**

- 159. Solution shall include or solution provider shall implement IT and none of IT workflows provided by SLAL (Schedule B) within the proposed solution.
- 160. The solution shall be able to display workflows categorically on the end-user page/console.
- 161. These IT and Non-IT related workflows shall include one or more below features.
- 162. Multiple categories and subcategories which include auto-populated lists/catalogs.
- 163. Multiple mandatory and optional text fields, radio buttons, checkboxes, or any other commonly used form elements.
- 164. List/catalogs which populate by calling external APIs which may be selected by an end-user when selecting values.
- 165. Call multiple levels of conditional (based on numerical and text values) approvers which may assign during the service requesting process.
- 166. Include rich customizable format emails that can be sent to approvers and requesters to inform them of the status of the request at each step in the request lifecycle.
- 167. Possibility to change approvers using manual re-assignment and should have the capability to track activity.
- 168. Approvers may be organized in a sequential or parallel nature, which may necessitate the need for approval from multiple individuals.
- 169. The approval process may involve multiple levels of role-based approval, where a role may be comprised of one or more individuals.
- 170. The solution shall support more than 8 levels of approvers which may assign manually or automatically.
- 171. The solution shall have the ability to implement future workflows which should be supported by the supplier and admins from SLAL shall have the permission to design, implement and do changes in existing and future workflows.
- 172. The solution provider shall transfer the domain knowledge of creating and managing workflows to SLAL including documentation.

## **16. SUPPORT AND SERVICE LEVELS**

- 173. Project delivery
- 174. Proposals shall detail implementation timelines and a project plan not exceeding three (03) months from inception to completion (with UAT sign-off) of the project.



175. The agreement initiation date is the official project kick-off date and shall last for 12 months from the Product Licence activation date.
176. Product Licence activation shall be from the date of UAT sign-off.
177. Deviations from mutually agreed project delivery timelines may be subject to service penalties.
178. The solution life cycle management
179. Vendor shall have 24 hours a day, 7 days a week, and 365 days coverage for technical assistance and/or helpdesk facilities.
180. The vendor shall provide a support portal that enables customers to report and manage incidents, requests, and changes and should keep the logged tickets updated. Further portal should have the ability to generate reports and notifications.
181. Expected service levels based on incident criticality are as follows.

Priority	Response Times	Service Restoration
Priority 1 Total System Failure	Phone/Email – 10 mins	Two (2) * hour service restoration from the time call is logged
Priority 2 Part of the application is not functioning	Phone/Email – 20 mins	Four (4) * hours of service restoration from the time call is logged.
Priority 3 Non-Critical	Phone/ Email – 30 mins	Twenty-Four (24) hours of service restoration from the time call is logged.
Priority 4 Minor	Phone/ Email – 60 mins	Four (4) working days of service restoration from the time call is logged.

182. Given the service is not available as agreed within the SLA, the vendor shall incur the following service credits. The measurement will be based on occurrences and will be affected every month. Service credits must be settled within 30 days.
183. Severity 1: US\$ 200/- per hour or part of it for the total duration exceeding the resolution target
184. Severity 2: US\$ 50/- per hour or part of it for the total duration exceeding the resolution target
185. Severity 3: US\$ 20/- per hour or part of it for the total duration exceeding the resolution target
186. 99.95% Availability: US\$ 100/- per 0.01% reduction. Approved planned downtime with 48 hours advance notice will be excluded from this calculation. SriLankan Airlines has the full right to reject the downtime request.
187. During the agreement period, the vendor shall provide both corrective and preventive maintenance. Preventive maintenance shall include random system checks, software tests, and general health tests on software/other tools, as may be applicable.
188. Schedule of Preventive Maintenance” shall be included along with the proposal which shall state procedures and the type of services to be provided under this requirement.
189. In case the Solution provider does not meet the obligations in responding and service restoration window specified under clause 18.2B, for every hour or part of them, thereof Solution provider shall pay service credit.
190. The Solution provider shall promptly share Information on bug fixes, feature upgrades, and major releases, as and when available, to SriLankan Airlines IT Service Desk ([it.services@srilankan.com](mailto:it.services@srilankan.com)).
191. Prompt implementation of bug fixes, feature upgrades, and major releases deemed as essential and/or advantageous by the supplier and/or the customer technical team without any cost escalation to SriLankan Airlines.
192. The Solution provider shall sign with the customer a Service Level Agreement that includes but is not limited to, the terms mentioned herein before the date of commencing support services.
193. Service delivery, system performance, and system optimization aspects shall be reviewed during a quarterly meeting.

## **17.TRAINING**

194. The supplier should include Administration level training for four (04) nominated staff of SriLankan Airlines.

## **Schedule A: NON-DISCLOSURE AGREEMENT**

It is understood and agreed that the below-identified disclosure 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 to 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 and shall continue thereafter for a period of 2 years, unless and until terminated by providing 30 days' notice in writing to the Disclosing Party. Notwithstanding the termination, the obligations and limitations concerning the 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 by 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 :

## **Schedule B – Workflows**

1. Issue Reporting
  - 1.1. Application Problems
  - 1.2. Device Problems
  - 1.3. Login-Related Issues
  - 1.4. IT Security Incidents
2. Make an IT Request
  - 2.1. Application Request
  - 2.2. Email Requests
  - 2.3. Device Requests
  - 2.4. Mobile Device Request
3. Capital Expenditure Application (CEA) Requests
  - 3.1. CEA – Engineering
  - 3.2. CEA -IT
  - 3.3. CEA – General Procurements
  - 3.4. CEA – Properties
  - 3.5. CEA – Properties Internal
  - 3.6. CEA- Ground Handling Equipment
  - 3.7. Change Requests
  - 3.8. Corporate Website Changes
  - 3.9. IT Change Management
  - 3.10. Standard Website Change Request.
4. Business Applications
  - 4.1. Asset Disposal System
  - 4.2. Finance Reconciler System
  - 4.3. Tax Compliance Manager
  - 4.4. Sales Waiver System
  - 4.5. Company Entry Pass System
  - 4.6. Properties Work Request
  - 4.7. IT Clearance Process
5. HR Services
  - 5.1. Service letters
  - 5.2. Employment confirmation letters
  - 5.3. Salary confirmation letters
  - 5.4. Staff Onboarding Process
6. SBU workflows (SriLankan Catering)

7. Managed Service Providers' workflows
8. Civil Equipment Maintenance Jobs
9. Electrical Equipment Maintenance Jobs
10. Machinery Maintenance Jobs
11. Report Email Problems
12. Report Oracle Problems
13. Properties Work Requisitions

## Schedule C – Compliance Sheet

Mention the compliance and supporting information wherever possible to the Business/Operational/Technical/Service requirements specified in section the section above (Annexure A )going by each subsection. Please follow the below format:

S / No	Business Requirement	Fully Complied	Not Complied	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
...				
...				
...				
....				

## Annexure B - Price Schedule Form

Provisioning of an IT Services Management Solution for SriLankan Airlines for 03 years - CPIT/ICB 07/2023

Name of the Bidder & Address : .....

Name of the Principal : .....

Name of the Manufacturer : .....

Line Item Nº	Description of Solution	Unit of measure	Qty	Cost per month	Total cost for 36 months	Payment Terms (Please Indicate your payment term for each cost component given below)
1**	Cost of the Solution which covers the requirements at Annexure A.					
1.1	Implementation cost (For the scope in RFP)					
1.2	License cost (if applicable)					
1.3	Product Customization excluding costing for 1.1					
1.4	Data migration (If applicable)					
1.5	Hardware cost (If applicable)					
1.6	Any other cost applicable - Please specify					
	<b>Total one-time cost for 3 years</b>					
2.	<b><u>Variable/Recurrent charges</u></b>					
2.1	System usage fee (if applicable)					
2.2	Hosting charges					
2.3	Communication charges (if relevant)					
2.4	Content development (if applicable)					
2.5	Any other requirements - Please specify					
	<b>Total Variable/Recurrent cost for 3 years</b>					
3.	<b><u>Maintenance &amp; Support</u></b>					
3.1	Maintenance & Support Cost for the 1 <sup>st</sup> year					



3.2	Maintenance & Support Cost for the 2 <sup>nd</sup> year					
3.3	Maintenance & Support Cost for the 3 <sup>rd</sup> year					
	<b>Total Maintenance &amp; Support cost for 3 years</b>					
	<b>All-inclusive total project cost for 3 years</b>					

**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**

**Note: SriLankan Airlines has the right to select and purchase only the necessary products from above list.**

**Preferred payment term: Quarterly in arrears with 45 days credit from the date of the receipt of the invoice for each price component indicated in the above Price Schedule Form. Advance payment is not acceptable. The Bidder should indicate the proposed payment terms for each cost component indicated in the above Price Schedule Form.**

**Note: Please indicate the Payment term relevant to each price component indicated in the above Price Schedule Form. The bidders shall quote in Sri Lankan Rupees (LKR) or USD. If a Local bidder submits a proposal in USD the relevant exchange rate applicable (CBSL) for the payment in LKR should be clearly indicated in the Price Schedule Form under “Payment terms” for payment in LKR. All payments to Local bidders will be made in LKR based on the relevant CBSL exchange rate indicated in the above price schedule form.**

Note: Please submit your financial proposal on your Company Letter Head based on the above price formats & complete all the cells with required information (Eg. Indicate the Price/Not Applicable or Included etc). Please submit your Best and Final Offer (BAFO) for evaluation.

Performance security: A bank guarantee (unconditional, irrevocable and on first written demand) of 10% of the total order value shall be provided to cover both the warranty period and contract period)

Bid Validity :.....

Bid Declaration : Yes/ No (to be attached with Technical bid)

Acceptance for the conversion rate above if quoted in foreign currency: Yes/ No

Acceptance on 10% performance security :.....

Implementation lead time :  
.....

Available locations for inspection of the proposed solution/service  
:.....

Method of payment :

Bank details :

Head Office :

Account Name :

Period of Agreement : \_\_ years commencing from \_\_ until \_\_ . Price shall be fixed for the Term of the Agreement.

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

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

*frank]*

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

### ANNEXURE C : Bid Security Declaration 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 in brackets]

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

\*Name of contract -- [insert name]

\*Contract Identification No: -----[insert number]

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

To: SriLankan Airlines Limited.

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 SriLankan Airlines, for the period of time of one year 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 Joint Venture (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 D : Performance Security form

[The issuing agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

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

Beneficiary: SriLankan Airlines Limited, Airline Centre, Bandaranaike International Airport, Katunayake, Sri Lanka

Date: -----

PERFORMANCE GUARANTEE No: -----

We have been informed that -----[name of Bidder](hereinafter called "the Bidder") has entered into Contract No. -----[reference number of the contract] dated ----- with you, for the -----Supply of -----[name of contract and brief description] (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 Bidder, we -----[name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of -----[amount in 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 date,28 days beyond the scheduled completion date including the warranty period] and any demand for payment under it must be received by us at this office on or before that date.

\_\_\_\_\_  
[signature(s)]

### ANNEXURE E : Clientele Information Form

Company Name		Company Representative's Contact Details (Please state name, official email address and telephone number)	System/ solution implemented	Implementation date	Present status
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

**Note:** Please mention the users of the **same service/solution proposed** to SriLankan Airlines.  
In addition to above information please provide your clientele of **other** systems/solutions implemented.

## ANNEXURE F - SAMPLE CONTRACT AGREEMENT

### **AGREEMENT FOR PROVISION OF SERVICE/SOLUTION**

The Agreement for Provision of service/solution (hereinafter referred to as "Agreement") is made and entered into on this \_\_\_\_ day of \_\_\_\_\_

Between;

**SRILANKAN AIRLINES LIMITED** a company incorporated in Sri Lanka (Company Registration PB 67) and having its registered office at "Airline Centre", Bandaranaike International Airport, Katunayake, 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, assignees and representatives) of the **One Part**;

And

\_\_\_\_\_ a company incorporated in \_\_\_\_\_ (Company Registration No. \_\_\_\_\_) and having its registered office at \_\_\_\_\_ (hereinafter called and referred to as the "**Contractor**" which term or expression shall where the context so requires or admits mean and include the said \_\_\_\_\_ its successors, assignees and representatives) of the **Other Part**.

**WHEREAS** SriLankan Airlines is desirous of procuring \_\_\_\_\_ (hereinafter referred to as "service/solution") as per the specifications and estimated quantities provided in Schedules attached herewith to the Agreement.

**WHEREAS** the Contractor is engaged in supply of \_\_\_\_\_ and desirous of supplying the Service/solution to SriLankan Airlines on a non-exclusive basis according to the specifications and estimated quantities mentioned herein and communicated by SriLankan Airlines from time to time in the future;

**WHEREAS** the Contractor has expressed its offer to provide SriLankan Airlines with the service/solution according to the terms and conditions provided herein and which offer has been accepted by SriLankan Airlines;

**WHEREAS** prior to the said offer and the execution of the Agreement, the Contractor has been apprised of the requirements and specification required by SriLankan Airlines for the supply and delivery of service/solution and to all other matters which might have influenced the Contractor in making its bids and has agreed to supply and deliver the Service/solution to SriLankan Airlines pursuant to the said requirements and specifications set forth in the Invitation for Bids document;

**WHEREAS** the Contractor has expressed its desire to provide SriLankan Airlines with Service/solution according to the terms and conditions provided herein.

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

#### **1. OBLIGATIONS OF THE CONTRACTOR:**

##### **1.1 The Contractor shall:**

- 1.1.1** Deliver Service/solution as more fully described in the Schedule A in quantities ordered by SriLankan Airlines within the time frame as more fully described in Schedule A, to the locations more fully described in Schedule B hereto according to the specifications provided in Annex ..... (such schedules and annexes to be part and parcel of this Agreement) on non-exclusive basis on the terms and conditions set out herein.

- 1.1.2 Be deemed to have appraised itself fully of the provisions of this Agreement.
- 1.1.3 Ensure that Service/solution provided under this Agreement shall:
- a) be in accordance with the specifications set out in Annex ....;
  - b) conform with any sample provided by the Contractor during the selection process or thereafter and approved by SriLankan Airlines;
  - c) be fit for the purposes envisaged under this Agreement and suitable for Airport Ground Operations;
- 1.1.4 Ensure that it has the necessary/required licenses, approvals and authorizations to provide Service/solution to SriLankan Airlines envisaged under this Agreement.
- 1.1.5 Deliver the Service/solution on CFR-CMB basis (defined as per INCOTERMS latest version) to the locations set out in Schedule B in quantities mentioned in Annex ..... The Contractor shall be responsible for providing all transportation necessary for the safe movement of Service/solution to the locations as specified in Schedule B of the Agreement.
- 1.1.6 At its own cost comply with all requirements of any Governmental or local Governmental regulations (particularly with those pertaining to Board of Investment of Sri Lanka, Customs in Sri Lanka or any other country, safety, health, labour, clearing and security) and shall indemnify and hold harmless SriLankan Airlines against any loss, damage or claim that may arise due to the non-compliance with any such regulations.
- 1.1.7 Invoice SriLankan Airlines for the Service/solution at the rates and in the manner specified and described herein (particularly as set out in Clause 3 and Schedule C).
- 1.1.8 Not assign, transfer or sublet its rights or obligations under this Agreement without the prior written approval of SriLankan Airlines. Provided that the Contractor shall not be relieved of responsibility under this Agreement for such portion of its obligations as are assigned, transferred or sublet.
- 1.1.9 Not at any time, during or after the term of this Agreement, divulge or allow to be divulged to any person any confidential information relating to the business and operations of SriLankan Airlines unless duly authorized in writing by SriLankan Airlines or required under any law.
- 1.1.10 Pay liquidated damages as stipulated in Schedule C if the Contractor fails to deliver the Service/solution on time or SriLankan Airlines rejects the Service/solution pursuant to Clause 2.6 hereof.
- 1.1.11 Subject to the terms and conditions of this Agreement, the Service/solution shall be delivered on CFR-CMB (INCOTERMS latest version) and the rights and obligations of the Parties and the transfer of risk and title shall be governed in terms of CFR-CMB (INCOTERMS latest version).
- 1.1.12 Arrange pre delivery inspection at manufacturing plant once the Service/solution are completely manufactured for minimum 2 personnel of SriLankan Airlines at contractors cost (except air fare of SriLankan Airlines destinations) at the manufacturing location.
- 1.1.13 Provide all required and relevant testing facilities for pre delivery inspection for SriLankan Airlines personnel.
- 1.1.14 Make available all the required manuals specified under technical/general specifications should be available in English Language at pre delivery inspection.

- 1.2 In the event any of the Service/solution supplied or delivered pursuant to this Agreement are rejected by SriLankan Airlines, the Contractor shall take immediate steps, and not later than 15 working days from the rejected date to either replace the rejected Service/solution or make alternations necessary to meet the specifications, free of any costs to SriLankan Airlines.
- 1.3 In the event of any item of the Service/solution being damaged at any stage prior to the handing over of the Service/solution to nominated freight forwarder at the port of dispatch or if any item of the Service/solution are lost during transit from the Contractor's warehouse to the locations as set forth under Schedule B or if any item of the Service/solution are wrongly supplied, the Contractor shall replace the said damaged, lost or wrongfully supplied item of Service/solution with new ones and shall ensure that supply and delivery of same is affected speedily and no later than Four (04) weeks from the date of notification by SriLankan Airlines ("Replacement") at its own cost. SriLankan Airlines shall not be liable for any damage or deterioration caused or occurring to the wrongly supplied items under Clause 1.3 while in the custody of SriLankan Airlines. In the event the Contractor fails to provide any of the item of Service/solution within a reasonable period of time, SriLankan Airlines shall be at liberty to purchase such items of Service/solution from another source and the Contractor shall reimburse SriLankan Airlines' for any cost incurred in respect of same.
- 1.4 The contractor shall arrange commissioning of the Service/solution and training for relevant SriLankan Airlines staff once the Service/solution are received to SriLankan Airlines stores through a qualified representative engineer of the manufacturing company. All applicable expenses of commissioning and training must be borne by the contractor.
- 1.5 The contractor shall provide a comprehensive unconditional warranty of ... years from the date mentioned in the Commissioning and Acceptance Form in Annex .... for manufacturing defects of the Service/solution except ware and tare.
- 1.6 The contractor shall guarantee the spare parts availability of the purchased Service/solution for minimum 10 years irrespective of the validity period of this agreement.
- 1.7 The contractor shall handover all items/Service/solution specified in Schedule A without any cost to SriLankan Airlines.

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

- 2.1 SriLankan Airlines shall pay the Contractor for Service/solution provided at the rates and in the manner specified and described herein (particularly in Clause 3 and Schedule C hereto). For the avoidance of doubt, the adjustment/variation of the quantity of Service/solution provided under this Agreement shall still be provided by the Contractor in accordance to the same rates as specified under Schedule .....
- 2.2 SriLankan Airlines shall have the right to charge liquidated damages against the Contractors provided in Schedule C where the Contractor fails to deliver the Service/solution as required under this Agreement or any non-compliance or breach by the Contractor of any of its obligations under this Agreement.
- 2.3 Notwithstanding anything contained in this Agreement, SriLankan Airlines may at any time hire, purchase and/ or engage any other person(s)/contractor(s) to purchase Service/solution which are similar to the Service/solution contemplated in this Agreement and/or which SriLankan Airlines may deem in its opinion as specialized in nature.
- 2.4 Have the right to inspect and reject the Service/solution (or any part thereof) provided under this Agreement if in its opinion it decides that such Service/solution (or any part thereof) fail to meet the specifications required by SriLankan Airlines under this Agreement or is not of merchantable quality and unfit for the purposes intended. SriLankan Airlines right to inspect and where necessary, reject the Service/solution (or part thereof) after the Service/solution ' arrival or issuance of the Delivery



Note shall in no way be limited or waived by reason of the Service/solution having previously been inspected and passed by SriLankan Airlines or its representative prior to the Service/solution delivery.

- 2.5 When the Service/solution are received to SriLankan Airlines stores , SriLankan Airlines shall conduct a quality and quantity inspection of the same and shall accept the Service/solution at the locations once commissioning and training is completed and other required items/Service/solution specified in Schedule A are handed over by the contractor. If there is a discrepancy in quantity received and quantity indicated in invoice, UL will inform same to vendor within 5 working days of receipt of shipment to stores.
- 2.6 Upon the acceptance of the Service/solution by SriLankan Airlines, the Service/solution shall become and remain the property of SriLankan Airlines. Notwithstanding that title in whole or in part of the Service/solution may have passed to SriLankan Airlines pursuant to Clause 2.7, the Contractor shall remain and be responsible to SriLankan Airlines to make good any loss or damage to such Service/solution due to any act or negligence on the part of the Contractor or Contractor's Representatives; or arising from any incident whatsoever from the commencement of this Agreement until the Service/solution are handed over to SriLankan Airlines at the port of destination, Colombo and accepted by SriLankan Airlines.
- 2.7 Nothing in this Agreement shall prevent SriLankan Airlines from sourcing similar Service/solution or any other Service/solution or services from any third party on whatsoever basis during the period of the Agreement.
- 2.8 In the event SriLankan Airlines in its opinion decide that the Service/solution are not in accordance to the requirements and specifications set forth under this Agreement, SriLankan Airlines shall have the right to reject the Service/solution and:
- (i) refrain from making any payments pursuant to such Order made in respect of such Service/solution ; and
  - (ii) either replace the rejected Service/solution with Service/solution meeting the specifications required under this Agreement free of any costs to SriLankan Airlines; or
  - (iii) obtain substitute Service/solution for the rejected Service/solution and the Contractor shall reimburse to SriLankan Airlines all costs incurred by SriLankan Airlines in respect of same.

### **3. INVOICING & PAYMENT:**

- 3.1 The Contractor shall provide the Service/solution at the rates assigned to each category as described in Schedule C hereto.
- 3.2 The Contractor shall not increase the rates, charges or any other prices set out in this Agreement during the period of this Agreement.
- 3.3 Subject to Clause ....., SriLankan Airlines will settle the invoices submitted by the Contractor for Service/solution under this Agreement within ..... days from the date of Commissioning and Acceptance in Annex ..... . The invoice will be raised at the time of departure of the Service/solution from the warehouse of the Contractor. A copy of invoice will be emailed to SriLankan Airlines at the time, the invoice is raised.
- 3.4 SriLankan Airlines shall inform any dispute on any invoice within 5 working days of receipt of the invoice from the Contractor and proceed to settle the undisputed amount within the payment period referred to in Clause ..... hereof. The Parties shall endeavor to resolve the dispute on the invoice amicably within 30 days of notification or any other period mutually agreed and where the Parties fail to resolve the dispute amicably, Parties shall resort to the dispute resolution mechanism provided in

this Agreement as a mean to resolve the dispute. If the dispute is resolved in the Contractor's favour, the amount payable to the Contractor shall be payable within fourteen (14) days of the resolution of the dispute.

- 3.5 SriLankan Airlines shall be entitled to withhold any payments due to the Contractor under this Agreement and any sums of money required to be withheld by SriLankan Airlines under any law or regulation for the time being in force and/or pursuant to this Agreement.
- 3.6 Payment shall be made in according to the payment details provided in Schedule C.
- 3.7 Invoices to be addressed to: Manager Financial Services, SriLankan Airlines Ltd, Airlines Centre, BIA, Katunayake, Sri Lanka and/or email to: mahesh.nanayakkara@srilankan.com

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

- 4.1 The Contractor shall indemnify and hold harmless SriLankan Airlines free and clear from and against any and all losses, costs, expenses, claims, damages and liabilities, to SriLankan Airlines, its officers, agents, employees, representatives or any third parties and/or any property, that may arise pursuant to this Agreement, in particular pursuant to (but not limited to) any:
  - a) Claim in respect of any workers of the Contractor under the Workman's Compensation laws or any other law;
  - b) Accident, injury or death caused to any person by negligence or willful misconduct of the Contractor, its servants, agents employees or representatives;
  - c) Acts of theft, pilferage, damage of property caused by the Contractor or its servants, agent s employees or representatives;
  - d) Any losses, damages, injuries, illness or death incurred due to manufacturing defects, nonperformance and or malfunction of the Service/solution procured under this agreement by SriLankan Airlines;
  - d) if the Service/solution provided to SriLankan Airlines are not suitable for the use intended and/or does not meet the specifications set out in this Agreement including alleged illness, injury, death or damage as a result of the use of any the Service/solution produced, packaged, stored or shipped by Contractor;
  - d) violation of any laws, regulations or intellectual property rights of any party;
  - e) breach of any obligations, representations, warranties or covenants in the Agreement by the Contractor;
- 4.2 SriLankan Airlines shall indemnify and hold harmless the Contractor 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 a worker of the Contractor or damage to the Contractor's (or its workers) property caused by SriLankan Airlines' negligence or willful misconduct.

#### **5. INSURANCE:**

- 5.1 The Contractor shall, without prejudice to its obligations under Clause 5.1 and as a condition precedent to this Agreement, at its own cost secure policies of insurance as described below, acceptable to SriLankan Airlines which shall be kept current throughout the term of this Agreement. These insurances will include but not limited to;

- a) Workmen's Compensation Insurance or employer's liability insurance for all employees of the contractor or their representatives involved with performance of this contract. The policy shall include extensions for riot and terrorism.

5.2 Such insurances as aforementioned incorporate the following provisions in respect of liability assumed by the Contractor under this Agreement (unless otherwise specified by SriLankan Airlines):

- a) Name SriLankan Airlines, its successors and assigns, directors, officers, servants, employees, agents and contractors as additional assureds.
- b) A severability of interest clause, where the insurances (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 insurances 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 Contractor or by any other person and shall remain valid regardless of any breach or violation by the Contractor or any other person of any warranty, declaration or condition contained in such insurances.
- e) The Insurer (of the insurances) will provide 15 days prior written notice to SriLankan Airlines of any material change of the insurances affected pursuant to this Clause.

5.3 The Contractor 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 as per the requirements of Clause 5.1.

5.4 In the event the Contractor defaults and/or fails to comply with any of its obligations under this Clause, SriLankan Airlines may (without prejudice to any other remedy available under this Agreement) pay any premiums that may remain due and unpaid provided that SriLankan Airlines shall be entitled to deduct or charge the Contractor any such amounts expended by it to pay such aforementioned unpaid premiums.

5.5 The insurance coverage required by Clause 5.1 and 5.2 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 fundamental breach of this Agreement.

## **6. NON-COMPLIANCE:**

6.1 In the event of the non-compliance or breach by the Contractor 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 7 below:
- b) Charge the Contractor liquidated damages at the rate specified in Schedule C of the estimated amount of the monies payable for the relevant Service/solution for the relevant period of non-compliance or breach; and/or

- c) Obtain the Service/solution from another contractor provided however, that in the event any money is expended by SriLankan Airlines on account of the Contractor's non-compliance or breach of its duties, such said expenditure shall be re-charged to the Contractor.

The Contractor shall in the aforementioned instances 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 such said instances.

## **7. TERM & TERMINATION:**

- 7.1 This Agreement shall be valid for a period of \_\_\_ years commencing from \_\_\_\_\_ until \_\_\_\_\_ unless terminated earlier and shall automatically stand terminated upon the expiry of the Agreement. Notwithstanding the above, the Parties may extend the Term of this Agreement upon the expiry of the Term for a further period of 1 year by written mutual agreement on the same terms and conditions of this Agreement; provided however that such extension shall be subject to the Contractor's satisfactory performance of the Agreement decided at the sole discretion of SriLankan Airlines.
- 7.2 Notwithstanding Clause 7.1, SriLankan Airlines may terminate this Agreement at any time, without assigning any reasons whatsoever, by giving the Contractor 90 days' written notice of termination without any liability to pay compensation and such termination shall take effect on the expiry of the said 90 days' notice period.
- 7.3 SriLankan Airlines may terminate this Agreement forthwith in writing in the event the Contractor does not:
  - a) provide the Service/solution at the time, manner and/or to the specifications/ quality required by SriLankan Airlines pursuant to this Agreement;
  - b) comply with the requirements and/or notices of SriLankan Airlines; and/or
  - c) Perform, fails or is failing in the performance of any of its obligations under this Agreement.
- 7.4 Subject to Clause 7.3 hereof, either party shall have the right to terminate this Agreement forthwith at any time by giving written notice to the other upon the happening of any of the following events:
  - a) if the other party is in breach of any of the terms or conditions of this Agreement and fails to rectify same within 30 days of the written notice of the breach to the defaulting party or immediately if the breach is incapable of remedy;
  - b) if the other party enters into liquidation whether compulsory or voluntary (otherwise 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; and/or
  - d) if the other party shall cease substantially to carry on trade or shall threaten to cease substantially to carry on trade.
  - e) Disruption to the performance of the Agreement for a period of more than 60 days due to force majeure event.
- 7.5 Expiration or termination of this Agreement pursuant to the provisions of this Clause shall be without prejudice to the accrued rights and liabilities of either party.

- 7.6 On termination of this Agreement the Contractor shall only be entitled to receive the payment of monies (less any monies as SriLankan Airlines is entitled to deduct/set-off under this Agreement) for Service/solution duly provided in accordance with the terms of this Agreement. The Contractor 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 Contractor (including its agents, employees and representatives) as a result of this Agreement.
- 7.7 In the event SriLankan Airlines terminates this Agreement in whole or in part, pursuant to 7.3 a), b) or c) of the Agreement, SriLankan Airlines may procure upon such terms and in such manner as it deems appropriate, Service/solution, as the case may be, similar to those undelivered under the Agreement, and the Contractor shall be liable to SriLankan Airlines for any excess costs for such similar Service/solution procured by SriLankan Airlines. However, the Contractor shall continue performance of the Agreement to the extent not terminated herein.

## **8. BANK GUARANTEE:**

- 8.1 Upon the execution of this Agreement, the Contractor shall furnish SriLankan Airlines a bank guarantee for the sum as set forth under Clause 2.1 of Schedule C, as an irrevocable and unconditional bank guarantee drawable on demand in Sri Lanka from a bank acceptable to SriLankan Airlines, in a form and substance satisfactory to SriLankan Airlines as security for the due and proper performance by the Contractor of its obligations under this Agreement. All applicable bank charges (including any charges at the time of encashment) on such bank guarantee shall be borne by the Contractor). The said bank guarantee shall remain in force for the duration of this Agreement and 90 days thereafter.
- 8.2 The proceeds of the Bank Guarantee shall be payable to SriLankan Airlines as compensation for any loss resulting from the Contractor's failure to complete its obligations under the Agreement.
- 8.3 The Bank Guarantee will be discharged by SriLankan Airlines and returned to the Contractor within 90 days of the expiry of this Agreement or within 90 days following the date of completion of Contractor'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.
- 8.4 In the event, that the Contractor fails to pay any monies due to SriLankan Airlines (or any part thereof) as and when the same become payable under this Agreement, SriLankan Airlines shall be entitled to adjust or deduct any monies due to SriLankan Airlines from the Bank Guarantee accordingly. In the event of an adjustment or deduction of the Bank Guarantee by SriLankan Airlines against any sums due from the Contractor, the Contractor shall immediately submit to SriLankan Airlines the amount adjusted or deducted by SriLankan Airlines and restore the Bank Guarantee to its original amount.
- 8.5 SriLankan Airlines shall not make any payments under this Agreement to the Contractor until SriLankan Airlines has received the Bank Guarantee as stipulated under Clause 8 hereof.
- 8.6 SriLankan Airlines' rights with respect to the Bank Guarantee shall be in addition to any other rights or remedies available to SriLankan Airlines.

## **9. GOVERNING LAW:**

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

**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 or by any other cause (excluding, however, strikes, lockouts or other labour troubles), which it could not be reasonably be expected to foresee or avoid, 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.
- 10.2 Notwithstanding the above each party shall give the other 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.
- 10.3 In the event the force majeure event relates to delivery of Service/solution by the Contractor, unless otherwise directed by SriLankan Airlines in writing, the Contractor 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. In case of delays in the completion of delivery in accordance to the time schedule as specified in the respective Purchase Order(s) due to any of the force majeure event mentioned above, the time schedule for the delivery of Service/solution shall be extended accordingly.

**11. GENERAL:**

- 11.1 This Agreement shall constitute the entire agreement and understanding of the parties and shall supersede all prior agreements, whether written or oral between the parties hereto concerning the subject matter hereof.
- 11.2 In the event of a conflict between this Agreement and its Schedules, the Schedules shall take precedence over this Agreement in respect of the subject matter thereof. In the event of a discrepancy between Purchase Order and the Agreement, the Purchase Order will take precedence over this Agreement in respect of the subject matter thereof.
- 11.3 In the event that either party shall be rendered wholly or partly unable to carry out its obligations under this Agreement as a result of strikes, lockouts and labour troubles, then such party so incapacitated shall compensate such other for damage and/or loss suffered by such other as a result of such strike, lockout or labour trouble.
- 11.4 At all times the Contractor (together with its workers) will be deemed to be an independent contractor and shall not under any circumstances be considered an employee, representative or agent of SriLankan Airlines.
- 11.5 The right and remedies of SriLankan Airlines against the Contractor for the breach of any condition and for obligations undertaken by the Contractor 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 Except to the extent as amended under the Purchase Order(s), this Agreement shall not be varied or modified otherwise than by an instrument in writing of even date herewith or subsequent hereto

executed by or on behalf of SriLankan Airlines and the Contractor by its duly authorized representatives.

- 11.8 If any provision of this Agreement should become or be adjudged invalid or unenforceable for any reason whatsoever, such invalidity or unenforceability shall not affect any other part of this Agreement and all other provisions shall remain valid and in full force and effect.
- 11.9 The titles to the clauses in the Agreement are for convenience of reference only and do not form part of this Agreement and shall not in any way affect the interpretation thereof.
- 11.10 SriLankan Airlines does not grant the Contractor 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 ("Intellectual Property Rights") except as expressly authorized in writing by SriLankan Airlines and the Contractor 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.
- 11.11 The Contractor 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 Contractor shall not make, give or issue any press release or other press activity involving or referring to SriLankan Airlines or any of its affiliates or their services or operations, without SriLankan Airlines prior written approval.
- 11.12 The Contractor expressly assures and warrants that it has all the necessary approvals, authorizations and licenses to enter into this Agreement and to provide the Service/solution envisaged under this Agreement.
- 11.13 Any notice or other communication required or authorized by this Agreement to be served or given by either party to the other shall be deemed to have been duly served or given if in writing and
- (a) left at or sent by prepaid registered post to the last known place of business of that; or
  - (b) sent by fax or e-mail to such place of business and confirmed by prepaid registered post, similarly addressed, within 24 hours of the dispatch of such fax or e-mail.

In the case of SriLankan Airlines to –  
SriLankan Airlines Limited  
Bandaranaike International Airport,  
Katunayake  
Sri Lanka  
Fax :  
E-mail:  
Attention:

In the case of the Contractor to –  
.....  
.....  
.....

**IN WITNESS WHEREOF** the parties hereto have caused their authorized signatories to place their hands hereunto and to one other of the same tenor on the date first referred to above in:

For and on behalf of  
**SRILANKAN AIRLINES LIMITED**

\_\_\_\_\_  
Name:  
Designation:

\_\_\_\_\_  
Witness:  
  
Name:  
Designation:

For and on behalf of

\_\_\_\_\_  
Name:  
Designation:

\_\_\_\_\_  
Witness:  
  
Name:  
Designation:



ANNEXTURE G : Bid Acknowledgement Form

IMPORTANT

All Bidders should confirm the intention to submit a Bid by forwarding the duly completed Bid Acknowledgement form given below, 14 working days prior to the Bid closing date.

RECEIPT OF THE BID DOCUMENTS

Receipt of your Bid invitation document no. CPIT/ICB 07/2023 is hereby acknowledged

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

☐ We do not intend to bid because .....  
.....  
.....  
.....

Signed : .....  
Title : .....  
Company : .....  
Date : .....

## ANNEXTURE H - Vendor Information Form

<b>Section A - <i>Basic information of the vendor</i></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 the agent (if any)	

Section B - <i>Details of Directors, Shareholders and related parties</i>	
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)

## Manufacturer's Authorization

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]*

## ANNEXURE I

<b>Extended Information Security Schedule</b> for service providers ,contractors and other interested 3rd parties							
#	Policy statements/ Compliance requirements for Third Party Organizations	Deployed technical controls	Deployed procedura l controls	Overall compliance (Yes/No / Not Applicable)	Reasons for Not Applicability	Compensating controls	Remarks
<b>1</b>	<b>General</b>						
<b>1.1</b>	<b>Access control</b> (access to buildings/areas) Technical and/or organizational procedures shall be in place for access control and, in particular, for the identification of authorized persons						
<b>1.2</b>	<b>Access controls</b> Procedures shall be available with regard to user identification and authentication, both technical (password/password security) and organizational (master user data)						
<b>1.3</b>	<b>Access privilege controls</b> (the prevention of prohibited activities that exceed the granted user rights within an IT system). Authorization model and access rights to meet requirements shall be available; with monitoring and logging of the same						

1.4	<b>Transfer controls</b> (for all aspects of the transfer of personally-identifiable data: electronic transmission, data transport, conveyance checks) shall be available						
1.5	<b>Input controls</b> (audit trail, documentation on data administration and maintenance) Procedures that support a historical audit of when data was entered, modified or removed (deleted), and by whom shall be available.						
1.6	<b>Contract controls</b> (assurance of policy-compliant processing of contractual data) Procedures (technical/organizational) shall be available defining the responsibilities of contractor and client.						
1.7	<b>Availability controls</b> (data shall be protected against accidental deletion or loss) Procedures for data archiving (physical/logical) shall be available						
1.8	<b>Controls for separation of duties</b> (datasets that are created for different purposes shall also be processed separately). Procedures shall be available to support the separate processing (storage, modification, deletion, transmission) of datasets that serve different contractual purposes.						
2	<b>Privacy Policies</b>						

<b>2.1</b>	The Third Party Organization shall comply with the obligations under the EU General Data Protection Regulation (GDPR) in relation to any Personal Data of customers, employees, and Board of Directors of SriLankan Airlines (hereafter referred to as "Personal Data").						
<b>2.2</b>	The Third Party Organization shall process any Personal Data solely for the purposes identified by the relevant Agreement.						
<b>2.3</b>	<p>The Third Party Organization shall have in place appropriate technical and organisational measures to ensure a level of security commensurate with the risks associated with the Processing of Personal Data, such measures shall be appropriate in particular to protect against accidental or unlawful destruction, loss, alteration or unauthorised disclosure of or access to Personal Data.</p> <p>These measures shall take into account and be appropriate to the state of the art, nature, scope, context and purposes of Processing of personal data and prevent unauthorised or unlawful Processing or accidental loss, destruction or damage to Personal Data. For the avoidance of</p>						



	doubt in the event of a dispute between the Third Party Organization and SriLankan, SriLankan shall decide whether the Third Party Organization has put in place appropriate technical and organisational measures in accordance with this Clause 11.						
<b>2.4</b>	The Third Party Organization shall will notify SriLankan promptly and without undue delay and in any event within 24 hours of becoming aware of any breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to Personal Data ("Personal Data Breach") of the existence, nature and scale of the Personal Data Breach and shall comply with its obligations under the EU GDPR in respect of the Personal Data Breach; and co-operate with SriLankan to make any reasonable changes to its processes or procedures to prevent a reoccurrence of the Personal Data Breach.						

2.5	<p>The Third Party Organization shall not engage any third parties or non-employees to process Personal Data unless SriLankan has expressly consented in writing in advance to the use of such third parties. The Third Party Organization shall ensure that any person acting under its authority in relation to the Personal Data, including a Data Processor, is obligated to Process the Personal Data only on the instructions of SriLankan and have in place appropriate technical and organisational measures to ensure a level of security commensurate with the risks associated with the Processing.</p>						
2.6	<p>The Third Party Organization shall use reasonable endeavours to provide such assistance as SriLankan reasonably requires in relation to satisfying any legitimate requests received from Data Subjects in relation to the Personal Data.</p>						
2.7	<p>The Third Party Organization shall keep a record of any Processing of Personal Data it carries out, including:</p> <ul style="list-style-type: none"> <li>9.7.1 the purposes of the processing;</li> <li>9.7.2 a description of the categories of data subjects and of the categories of Personal Data;</li> <li>9.7.3 the categories of</li> </ul>						

	recipients to whom the Personal Data have been or will be disclosed; and 9.7.4 each transfer of Personal Data and, where relevant, the documentation of suitable safeguard.						
<b>2.8</b>	The Third Party Organization shall take steps to ensure that, from and including 25 May 2018, their Processing of any Personal Data is compliant with the GDPR.						
<b>3</b>	<b>Security Governance</b>						
<b>3.1</b>	Third Party Organization shall designate named individual or a team with overall accountability for Information Security, to review compliance and enforce information security requirements in the agreement with SriLankan Airlines and liaise with SriLankan Information Security team as required.						
<b>3.2</b>	Third Party Organization shall have management-approved Information Security policies and procedures aligned with applicable external standards, regulations and SriLankan requirements, which shall be reviewed and updated periodically.						
<b>3.3</b>	The Solution and the Third Party Organisation is compliant for ISO/IEC 27001:2013 Information Security Management System (ISMS) standard						

	and the certification is up-to-date. (if proposed solution is compliant to other standards, legislative and regulatory requirements, please provide details in 'Remarks').						
<b>3.4</b>	Third Party Organization shall continually improve the suitability, adequacy and effectiveness of Information Security in accordance with applicable external standards, regulations and SriLankan requirements.						
<b>4</b>	<b>Security Risk and Compliance</b>						
<b>4.1</b>	Third Party Organization shall perform Information Security risk assessments on periodic basis and maintain a register of security risks related to the provision of its services to SriLankan and to processing of SriLankan information and/or information systems.						
<b>4.1. a.</b>	The risk register shall be maintained to show the nature, extent of and progress made in mitigating the identified risks.						
<b>4.2</b>	Third Party Organization shall conduct periodic compliance reviews against management-approved Information Security policies.						
<b>4.3</b>	Third Party Organization shall notify SriLankan where sub-contractor is engaged to provide services and shall ensure						

	that sub- contractor also abides by this policy.						
<b>4.4</b>	Third Party Organization shall abide by the contractual agreements put in place with respect to SriLankan requirements which includes but not limited to code ownership and intellectual property rights.						
<b>4.5</b>	Third Party Organization shall facilitate and participate in periodic Information Security reviews which will be carried out by SriLankan or on behalf of SriLankan. Information Security reviews may also be conducted under the following conditions:						
<b>4.5. a</b>	Security incident/breach						
<b>4.5. b</b>	Major change in information systems used to provide services to SriLankan						
<b>4.6</b>	Third Party Organization shall provide periodic reports on risk and compliance management as applicable to services provided to SriLankan.						
<b>4.7</b>	Third Party Users shall comply with all applicable SriLankan corporate and Information Security policies, standards and procedures.						
<b>5</b>	<b>Personnel and Physical Security</b>						
<b>5.1</b>	Third Party Organization shall conduct adequate back-ground verification checks of their staff						

	involved in SriLankan Airlines engagement						
<b>5.2</b>	Third Party Organisation shall proactively inform SriLankan Airlines if screening has not been completed or if the results give cause for doubt or concern						
<b>5.2</b>	All employees in the Third Party Organization shall sign a Non-Disclosure Agreement.						
<b>5.3</b>	Third Party Organization shall ensure that all employees complete mandatory Information Security awareness course periodically covering topics like password and user account security, information protection and handling, issues of confidentiality and company security standards.						
<b>5.4</b>	Third Party Users shall sign a Non-Disclosure Agreement before gaining access to SriLankan information and information systems.						
<b>5.5</b>	Third Party Organization shall maintain a formal employee separation process which includes but not limited to revocation of access, return of assets, exit interview.						
<b>5.6</b>	Third Party Organization shall implement all applicable physical and environmental security controls to provide adequate protection to						

	SriLankan information & information systems.						
<b>6</b>	<b>Security in Applications, Systems and Networks</b>						
<b>6.1</b>	Third Party Organization shall design, implement and operate a Layered Security model to provide adequate and effective protection for SriLankan information and information systems. This shall be a combination of preventative, detective and reactive controls and must apply to development, test, pre-production and production environments.						
<b>6.2</b>	Third Party Organization shall ensure that SriLankan information and/or information systems are physically or logically segregated from other customers.						
<b>6.3</b>	Third Party Organization shall design, implement and operate suitable controls to ensure continuity of services in accordance with system uptime and performance requirements, Recovery Time Objective and Recover Point Objective.						
<b>6.4</b>	Third Party Organization shall maintain an established process to provision, review access rights of, de-provision user and service accounts. Periodic access review reports shall be submitted to SriLankan.						

<b>6.5</b>	Third Party Organization shall implement and operate robust network, system and application access controls to authenticate, authorize and log all access attempts pertaining to SriLankan information and information systems. This applies to access attempts made by users, services and devices.						
<b>6.6</b>	Third Party Organization shall not process or store SriLankan information on end user systems like laptops, desktops, mobile devices, etc. Where this is a legitimate requirement, adequate security controls including but not limited to encryption, access control, Mobile Device Management shall be implemented and operated.						
<b>6.7</b>	Third Party Organisation should periodically deliver an independent report on the effectiveness of information security controls and agreement on timely correction of relevant issues raised in the report to SriLankan Airlines, on request						
<b>6.8</b>	Third Party Organization shall conduct annual vulnerability assessments and/or penetration tests on applications, systems and networks that transmit, process or store SriLankan information. Reports shall be shared with relevant stakeholders in SriLankan. Third Party						



	Organization shall apply security patches in mutually agreed timeline without any cost escalation.						
<b>6.9</b>	SriLankan Airlines may perform Vulnerability Scans at least annually and findings will be notified to Third Party Organization. If any vulnerability is found, Third Party Organization shall agree to apply security patches in mutually agreed timeline without any cost escalation.						
<b>6.10</b>	Third Party Organisation should provide to SriLankan Airlines on request, the status of the closure of high vulnerabilities						
<b>6.11</b>	During the year , Third Party Organisation shall conduct information security reviews of its sub contractors and its own suppliers engaged in services/products delivered to SriLankan during the year						
<b>6.12</b>	Third Party Organisation shall conduct BCP testing on SriLankan Related systems/services during the year						
<b>7</b>	<b>Security in System Delivery Lifecycle</b>						
<b>7.1</b>	Third Party Organization shall have an established Software/Systems delivery Lifecycle process embedding adequate security at all stages, including but not limited						

	to secure by design, secure by default and security in deployment in accordance with the applicable external standards, regulations and SriLankan requirements.						
<b>7.2</b>	Third Party Organization shall conduct security code reviews for all versions of the application prior to release. Reports shall be shared with relevant stakeholders in SriLankan.						
<b>7.3</b>	Third Party shall ensure that access to program source code is restricted and strictly controlled.						
<b>8</b>	<b>Data Security</b>						
<b>8.1</b>	Third Party Organization shall design, implement and operate adequate security controls to protect confidentiality, integrity and availability of SriLankan data and/or information in accordance with the classification levels.						
<b>8.1.a</b>	Security controls for adequate protection shall include but not limited to access control, cryptography, data backups, Data Loss Prevention, Digital Rights Management, Anti-Malware.						
<b>8.2</b>	Third Party Organization shall only transmit, process or store SriLankan data and/or information in accordance with the contract requirements.						

<b>8.3</b>	Third Party Organization shall retain SriLankan data and/or information based on SriLankan data retention policy which is 12 years as per Right To Information Act.						
<b>8.4</b>	Third Party Organization shall have an established data and media disposal processes incorporating suitable security requirements aligned with relevant industry accepted standards or regulations. SriLankan data shall be suitably disposed of under the following conditions:						
<b>8.4.a</b>	Contract expiry						
<b>8.4.b</b>	Equipment / media retirement or maintenance						
<b>8.5</b>	Third Party Users shall not process or store SriLankan data and/or information on non SriLankan devices. Where there is a legitimate business requirement to do so, approvals must be taken from SriLankan Information Security team.						
<b>9</b>	<b>Authentication &amp; Password Compliance</b>						
<b>9.1</b>	Role Based Access & Workflow Approvals (Segregation of Duties)						
<b>9.2</b>	Active Directory (AD) Integrated (If <b>Yes</b> , please proceed to A-7)						
<b>9.3</b>	Password age – 60 Days						
<b>9.4</b>	Minimum password length – 8 Characters						
<b>9.5</b>	Password change at initial login						

<b>9.6</b>	Password Complexity						
<b>9.6.1</b>	At least one 'UPPERCASE' character						
<b>9.6.2</b>	At least one 'lowercase' character						
<b>9.6.3</b>	Mixture of numbers and/or symbols						
<b>9.6.4</b>	Account Lockout						
<b>9.6.5</b>	Lockout after 5 unsuccessful attempts						
<b>9.6.6</b>	30 minutes lockout duration						
<b>9.6.7</b>	Password History – 8 Passwords						
<b>9.6.8</b>	Availability of multiple-factor authentication						
<b>9.6.9</b>	Transfers authentication information through secure protocols						
<b>9.6.10</b>	Ability to display the time and date of last successful login, and any failed login attempts to user						
<b>9.7</b>	Third Party Organisation shall support integration of solution with Microsoft Identity Manager for Identity & Access Management						
<b>10</b>	<b>Backups</b>						
<b>10.1</b>	Scheduled configuration backups						
<b>10.2</b>	Scheduled data backups						
<b>10.3</b>	Backup retention period - 12 years for all SriLankan/service related data						
<b>11</b>	<b>Audit &amp; Event Logs</b> (for all user activities, including administrative and privileged user activities, and system configuration changes)						
<b>11.1</b>	Application Audit Logs (including transaction logs)						

11.2	Database Level Audit Logs						
11.3	OS Level Audit Logs						
11.4	Event Logs (including successful/unsuccessful login attempts)						
11.5	Integration with McAfee Enterprise Security Manager for log correlation and management (recommended log format: syslog)						
12	<b>Encryption</b>						
12.1	256 bit key encryption for data at rest and in transit.						
12.2	Application services support enabling a public-key infrastructure (public key cryptography and digital signatures)						
13	<b>Data Validation</b>						
13.1	Input & Output Data Validation						
14	<b>Connectivity and Access Control</b>						
14.1	Web applications enabled with current TLS version certificates						
14.2	Remote diagnostic and configuration port should be protected.						
14.3	Ability to configure inactive Sessions timeout (for Application, Database, OS, Console)						
14.4	Ability to configure a Log-on banner						
15	<b>Dependent Systems and Services</b> (if yes, please provide information on systems/services/ports in remarks)						
15.1	Solution necessitates dependent systems & services						
16	<b>Incident Management</b>						

<b>16.1</b>	Third Party Organisation shall inform SriLankan Airlines about any incidents related to information security as soon as an incident occurs						
<b>16.2</b>	Third Party Organisation shall inform about the workarounds and rectifications taken to address the incidents						
<b>16.3</b>	Third Party Organisation shall provide audit trails and records of information security events, operational problems, failures, tracing of faults and disruptions related to the service delivered						
<b>17</b>	<b>Service Continuity</b>						
<b>17.1</b>	Availability - 99.95%						
<b>17.2</b>	Recovery Time Objective - 1 hour						
<b>17.3</b>	Recovery Point Objective - 1 hour						
<b>17.4</b>	Third Party Organisation agrees to setup a local office or a competent local service provider to assist SriLankan Airlines in support queries or incidents.						
<b>18</b>	<b>Right to Audit &amp; Monitor</b>						
<b>18.1</b>	Third Party Organisation agrees that performance of the Services will be subject to monitoring by SriLankan Airlines.						
<b>18.2</b>	Third Party Organisation agrees to keep accurate and complete records and accounts pertaining to the performance of the Services. Upon no less than seven (7) days' written notice, and no						

	more than once per calendar year, SriLankan Airlines may audit, or nominate a reputable firm to audit, records relating to performance of Third Party Organisation/service provider under the Service Level Agreement, during the agreement period and for a period of three (03) months thereafter.						
<b>18.3</b>	If Third Party Organisation obtains third party services by means of outsourcing or sub-contract, Third Party Organisation is required to ensure such activities maintain applicable records to reflect the services agreement with SriLankan Airlines and will be subject to audit/monitor as set forth in 18.1 to 18.3 above.						
<b>19</b>	<b>Licensing Requirements</b>						
<b>19.1</b>	Does the solution necessitate additional licenses for third party components/services? (If Yes, please provide information in remarks)						
<b>19.2</b>	If solution necessitates additional licenses for third party components/services, please state if such licenses are included in the proposed solution? (If No, please provide details of additional licenses required from SriLankan Airlines)						
<b>20</b>	<b>Legislative, Standards &amp; Regulatory Compliance</b>						

<b>20.1</b>	Third Party Organisation agrees to sign a Reciprocal Non Disclosure Agreement with SriLankan Airlines						
<b>20.2</b>	Information shared or services obtained as part of SriLankan Airlines engagement with Third Party Organisation will be governed by requirements set forth in ISO/IEC 27001:2013 Information Security Management System (ISMS) and subjected to signing this policy which will become an integral part of the Service Agreement(s).						
<b>20.3</b>	Third Party Organisation shall agree to adhere to SriLankan Airlines Information Security Policy						
<b>21</b>	<b>Service Level Agreement</b>						
<b>21.1</b>	Signed Service Level Agreement including, and not limited to,						
<b>21.1 .1</b>	Reflect Service Continuity objectives set forth above 17.1 to 17.3						
<b>21.1 .2</b>	Defined Response Times and Resolution Times based on defined priorities						
<b>21.1 .3</b>	Periodic service review meetings between SriLankan Airlines and the Third Party Organisation						
<b>21.1 .4</b>	Escalation Criteria for Incident Management to ensure performance of services under the Service Level Agreement						
<b>21.1 .5</b>	Information about the licensing arrangements (for dependents						



	systems/services), code ownership and intellectual property rights related to the Third Party Organisation's products/ services						
<b>21.1.6</b>	Service Credits for failing to meet performance of services under the Service Level Agreement						
<b>21.1.7</b>	Third Party Organisation should submit service reports at a defined frequency						
<b>Cloud Computing Security Standard</b>							
<b>22</b>	<b>Evaluation of Third Party Organization/ Cloud Service Provider (CSP)</b>						
<b>22.1</b>	SriLankan may perform periodic assessment of the Cloud Security Provider's security posture where necessary.						
<b>22.2</b>	Third Party Organization/ Cloud Security Provider (CSP) hosting SriLankan data shall maintain a certification in good standing against an approved Information Assurance Framework. The certification by an independent and recognized third-party may be required to get a reasonable assurance that security controls are planned and properly implemented.						
<b>23</b>	<b>Protection of SriLankan Data in Cloud Environment</b>						
<b>23.1</b>	Third Party Organization/CSP must operate a Layered Security						

	model at the perimeter, core network, systems, application and data layers to adequately protect SriLankan data.						
<b>23.2</b>	SriLankan data and application environment must be segregated from other entities' environments.						
<b>23.3</b>	SriLankan data must be adequately protected in accordance with the classification levels of the data sets as per Annexure A.						
<b>24</b>	<b>Compliance and Audit in Cloud Environment</b>						
<b>24.1</b>	Third Party Organization/CSP must demonstrate compliance against SriLankan Extended Information Security policy, relevant contractual requirements and applicable external standards and regulations.						
<b>24.2</b>	SriLankan shall conduct security reviews where necessary on the cloud environment on an ongoing basis to verify compliance.						
<b>US DOT Compliance</b>							
<b>25</b>	Customer facing web interfaces shall designed/deployed according to US DOT Compliance requirements						

\_\_\_\_\_Third  
Party Organization  
Name\_\_\_\_\_

\_\_\_\_\_  
By:  
Name:

Title:

Date:

By:

Name:

Title:

Date:

## 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

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.

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

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.

The Recipient agrees not to disclose the confidential information obtained from the Disclosing Party to anyone unless required to do so by law.

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.

This Agreement shall commence on the date first written and signed below and shall continue thereafter for a period of 2 years, 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.

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 :