



INFORMATION AND COMMUNICATION TECHNOLOGY AGENCY OF SRI LANKA

INVITATION FOR QUOTATION

**Service provider for providing facilities for Training Workshops
ICTA/GOSL/SER/NS/2018/10**

August 2018

INVITATION FOR QUOTATION (IFQ)
Service Provider for providing facilities for Training Workshops
ICTA/GOSL/ SER/NS/2018/10

1. The Information and Communication Technology Agency of Sri Lanka (ICTA) that functions under the purview of Ministry of Telecommunication, Digital Infrastructure and Foreign Employment, is an agency established in 2003 under the Information and Communication Technology Act, No. 27 of 2003 and Amendment Act 33 of 2008. The agency is mandated to ICT development strategies and programmes, in both the government and private sector, including legal & policy reforms.
2. ICTA has initiated a programme for National Spatial Data Infrastructure (NSDI) and a series of workshops will be held to provide training for stakeholders and making awareness on the NSDI for end users. Therefore, ICTA has planned to have **Two day residential training workshops for five batches** under National Spatial Data Infrastructure (NSDI) Project during the period commencing from September 2018 continuing through to December 2018 for which ICTA intends to engage a service provider to procure the services and logistics required for hosting workshops.
3. Service Providers are hereby invited to submit the most competitive quotation for providing services for hosting these training workshops as per the Activity and Price Schedule given in **Annex 1**.
4. **Duration of workshop:**

Duration of the workshop	Two day residential
No. of Workshops/ Batches	5

5. Bid Price:

- a) Bidders are required to quote for providing the facilities for the training workshops as described in **Annex 1 - Activity and Price Schedule** per workshop. Evaluation shall be on the basis of the total price quoted. Partial quotations **will not** be accepted and will be treated as non-responsive.
- b) Total Price for five workshops shall be given in **Annex 2**. Corrections if any shall be made by crossing out, initialling, dating and re- writing. Submission of quotation shall be in the format (Annex 1 and Annex 2) given in the IFQ.
- c) Price offered shall include all sale and other taxes already paid or payable. However, VAT shall be indicated separately if applicable. The prices shall also include other associated costs whatsoever, if any.
- d) The price quoted shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

- e) The prices shall be quoted in Sri Lankan Rupees (LKR) only.
 - i. if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
 - ii. 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
 - iii. 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 (i) and (ii) above.

6. Submission of quotation:

Each bidder shall submit only one quotation. Alternative and partial bids shall not be Considered. The prices should be given in **Annex 1 and Annex 2.**

7. Validity of Quotation:

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission of quotations.

8. Minimum Qualification requirement:

- a) The bidder should be a registered firm engaged in the business of providing similar services as part of their business and should have minimum of 3 years' experience.
- b) Documentary evidence should be submitted along with the quotation. (i.e. Company Registration Document and proof of previous experience for last 3 years.)

9. Evaluation of Quotations:

The Purchaser, ICTA will evaluate and compare the quotations determined to be substantially responsive i.e. which:

- (a) are properly filled and signed; and
- (b) conform to the terms and conditions, and requirements.

10. Award of contract:

The Purchaser will award the contract to the bidder whose quotation is determined to be substantially responsive and who has offered the lowest evaluated price.

- i. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- ii. The bidder whose bid is accepted will be notified of the award of contract prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- iii. Purchaser reserves the right to cancel/terminate the purchase order, if the services are not satisfactory to the Purchaser, ICTA.

11. Payment:

Payment will be made upon satisfactory completion of each and every training workshop and submitting the following:

- Participants attendance
- Participants and resource persons feedback on training
- Participants feedback on accommodation
- Photographs during workshop

After acceptance of the same by ICTA

12. Further information can be obtained from 0900 hrs to 1700 hrs on working days by contacting Senior Procurement Officer at the Office of the ICTA via Tel: +94-11-2369099/100 or by Fax: +94-11-2369091 or by E-mail: procurement@icta.lk

13. Bidders are requested to submit quotations under a sealed cover to be received at on or before **1500 hours on August 24 2018** to Director – Procurement, C/O Chairman, ICTA, 160/24, Kirimandala Mawatha, Colombo 05. Late quotations and quotations sent electronically and/or Fax will not be accepted.

Envelope should be clearly marked **“Service Provider for providing facilities for Training Workshops – ICTA/GOSL/SER/NS/2018/10”**.

14. Quotations shall be opened immediately after the deadline for submission for quotations in the presence of those bidders and / or their representative who wish to be present at the opening

We look forward to receiving your quotations.

Chairman
Information and Communication Technology Agency of Sri Lanka (2nd Floor)
160/24, Kirimandala Mawatha,
Colombo 5

August 15, 2018

ANNEX 1A: SCHEDULE OF REQUIREMENT

1. Objective

ICTA has planned to conduct two-day residential training workshops for government officials in 5 batches (10 days), each batch consisting of 30 officials. These workshops will spread during a period of four months (2nd half August 2018 - December 2018). In addition to the 30 participants there would be 3 more attendees. (Resource persons and ICTA officials)

The List of facilities required for these workshops are listed in the table below.

The prospective bidder is expected to provide Computer Laboratory facilities with other requirements listed below during the said period on hiring basis.

2. Scope of Services: Hosting Workshops

a) Venue

Venue should be within Colombo City Limit having Computer Laboratory with facilities to host workshops.

b) Minimum Number of Participants per Workshop

33 participants per workshop.

c) Number of Workshops

Five (5) residential two day training workshops

d) Duration

Commencing from September 2018 and continuing to December 2018 (Note: Workshop dates to be decided in consultation with the ICTA.)

e) Facilities to be provided by ICTA

Participants list, Resource persons, presentations, conference materials and backdrops.

f) Payment Method

Payment will be made upon satisfactory completion of each and every training workshop and submitting the following:

- Participants attendance
- Participants and resource persons feedback on training
- Participants feedback on accommodation
- Photographs during workshop

After acceptance of the same by ICTA

**ANNEX 1 B: ACTIVITY AND PRICE SCHEDULE:
Services for hosting workshops of NSDI Project**

Note: Please include per workshop price (Two day residential). It is mandatory that bidders use this format for submission of quotations.

No.	Item	Description	No. of Units for two days (a)	Compliance (Agreed/ Not Agreed)	Unit Price (LKR) Excluding VAT (b)	Total Price per workshop (LKR) Excluding VAT (a*b)	Remarks
1.1	Date	Dates to be discussed with ICTA and Finalize after awarding the contract	-		-	-	
1.2	Venue	Air Conditioned Computer Laboratory facilities with 30 Computers/ laptops (core i3 or higher processor, 4GB RAM) <i>(Note: all the required software will be provided by ICTA and service provider should install it prior to the training workshops)</i>	Item				
		One White board & Two marker pens	Item				
		Uninterrupted power supply during the workshop	Item				
		Uninterrupted Internet facility – Minimum bandwidth of 05Mbps (dedicated per person) for 31 persons (including resource person)	Item				
1.3	Multimedia projector with screen	Multimedia projector 5000 ANSI Lumens (overhead) - Projector screen - Necessary cabling	Item				
1.4	Sounds	Professional sound system with amplifiers & mixer - 01 Hand held FM Microphone - 01 Clip on Microphones - 02 Speakers with Stand	Item				

1.5	Refreshments	Morning and evening refreshments with 2 snacks with tea and coffee for each day	33*2				
1.6	Lunch	- Buffet lunch - Vegetable Fried rice, White rice and Red rice. - Fish, meat (Chicken) with 5 vegetable curries - Condiments with two/three desserts	33*2				
1.7	Water	water bottles (500ml) (Two bottles per day)	66*2				
1.8	Certificates	- A4 size - Four Color - Ivory Board - Single side printing - Approval for the design should be obtained from ICTA before printing. Logo and content will be provided by ICTA	30				
1.9	Accommodation	Three star hotel Rooms (half board – twin sharing basis for 1 night with dinner and breakfast assuming only 24 persons require accommodation facility) Accommodation should be provided within 5 KM from the workshop venue.	12				
1.10	Transport	Transport should be provided from the accommodation point to the selected workshop venue. (At the end of first day and second day morning only)	1				
1.11	Resource Persons Payment	Resource persons shall be selected by ICTA and payments to be made by the service provider for two resource persons for the two days (Provisional Sum)	-		15,000.00	30,000.00	
Grand Total (Per Workshop)							

ANNEX 2: TOTAL PRICE FOR 5 WORKSHOPS

Item	Price per workshop (LKR) Excluding VAT (As per Annex 1B)	No of workshops	Total Price (LKR) for Five workshops Excluding VAT
Conducting training workshops as per the given schedule of requirements.		5	

We agree to provide the Goods/items and Services stipulated in the Schedule of Requirement in accordance with the requirements for a total contract price of LKR.(amount in figures) (LKR. amount in words), excluding VAT within the period specified in the Invitation for Quotations.

Authorized Signature : **Date** :

Name and Title of Signatory :

Name of the Company :

Company Seal

Address and Contact Details of the Company;

Address:

Contact Number: Mobile :

Office :

Email :