

SAMPLE DOCUMENT

FORM FOR AFFIDAVIT FOR THE CURRENT COMMITMENTS

Director General of Government Information,
Department of Government Information,
163, Kirulapone Ave,
Colombo 05

In accordance with the Bidding Data, I (We) declare that the outstanding Contract Commitments of (Name of the Bidder (s)) are as follows. I (We) further declare that all the outstanding contract commitments are listed below.

Name of the Contract	Name of the Client	Initial Contract Amount (Rs.)	Outstanding Work (Rs.)	Outstanding Work Value during Bid validity period (Rs.)	Certification of the Engineer of the project

(Add additional tables for Joint Venture Partners.)

.....

Authorized Signature and the Stamp

**FORM FOR THE LETTER FROM THE BANK FOR GRANTING OF
A REVOLVING LINE OF CREDIT**

TO Director General of Government Information,
Department of Government Information,
163, Kirulapone Ave,
Colombo 05

Granting of a revolving line of credit

Dear Sir,

We (2) bankers of (3) hereby agree to grant revolving line of credit for an amount of Sri Lanka Rupees..... for the purpose of the execution of the Contract “design, supply, installation and commissioning of VRF type air conditioning system for the Sound Studio of the department of government information, 163, kirulapone ave, colombo 05”. This revolving line of credit will be maintained until the work is taken over by Department of Government Information.

.....
Signature of Representative of the Bank

- (1) Name of Beneficiary / Bidder
- (2) Name of Bank
- (3) Name of Beneficiary / Bidder

VOLUME 2

- **SECTION VII (b) - FORM OF DESIGN/ TECHNICAL PROPOSAL**
- **SECTION VIII (b) - SCHEDULES - RELATED TO DESIGN & TECHNICAL PROPOSAL ("B" SCHEDULES)**

SECTION VII (b)

FORM OF DESIGN / TECHNICAL PROPOSAL

SAMPLE DOCUMENT

FORM OF DESIGN/TECHNICAL PROPOSAL

**Design, Supply, Installation And Commissioning Of VRF Type Air Conditioning System For
The Sound Studio Of The Department Of Government Information**

To: **Director General of Government Information,
Department Procurement Committee,
Department of Government Information,
163, Kirulapone Ave,
Colombo 05**

We have examined the Conditions of Contract, Employer's Requirements, Schedules, and Addenda Nos.----- for the execution of the above-named Works.

We accordingly offer to design, execute and complete the said Works and remedy any defects, fit for purpose in conformity with these Bidding Documents and the enclosed proposal. We are hereby submitting our Bid, which includes this Design/Technical Proposal, General Information and a Financial Proposal sealed under separate envelopes.

We understand that you are not bound to accept the lowest offer or any other bid you may receive.

Signature of the persons duly authorized to sign documents for and on behalf of

Address:

Date:

SECTION VIII (b)

SCHEDULES

RELATED TO DESIGN & TECHNICAL PROPOSAL - ("B" SCHEDULES)

SAMPLE DOCUMENT

Schedule B1 – Comments and Suggestions on Employer’s Requirements

(enclose this schedule in envelope marked , “Envelope 2–Design and Technical Proposal”)

Bidders may include observations made on Employer's Requirements and any suggestions for consideration.

Schedule B2 – Contractor’s Proposal

(enclose in envelope marked, “Envelope 2 – Design and Technical Proposal”)

Sheet 1 of

This schedule should be completed considering all the requirements given in the Employer’s Requirements, including design criteria, specifications and technical data. (use additional pages if necessary)

Schedule B3 – Team Composition and Task Assignment
(enclose this schedule in envelope marked, “ Envelope 2 – Design and Technical Proposal)

A. Design Staff

Name	Position	Task

B. Construction Management

Name	Position	Task

Schedule B4 – Curriculum Vitae of Key Staff	
<i>(enclose Curriculum Vitae in envelope marked, “ Envelope 2 – Design and Technical Proposal”)</i>	
Proposed Position:	
Name of Staff:	
Profession:	
Date of Birth:	
Membership in Professional Societies:	
Detailed Tasks Assigned:	
Key Qualifications:	<i>Give an outline of staff member’s experience most pertinent to tasks or assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.</i>
Education:	
Employment Record:	
Certification:	<i>I, the undersigned, certify that to the best of my knowledge and belief, the information is correct.</i>
Signature of staff member	Date

SAMPLE DOCUMENT

VOLUME 3

- **SECTION VII (c) - FORM OF PRICE PROPOSAL**
- **SECTION VIII (c) - SCHEDULES - RELATED TO PRICE PROPOSAL**
("C" SCHEDULES)

SECTION VII (c)

FORM OF PRICE PROPOSAL

SAMPLE DOCUMENT

FORM OF PRICE PROPOSAL

Bid for Design, Supply, Installation and Commissioning of VRF Type Air Conditioning System for The Sound Studio of the Department of Government Information

To: **Director General of Government Information,
Department of Government Information,
163, Kirulapone Ave,
Colombo 05**

We have examined the Conditions of Contract, Employer's Requirements, Schedules and Addenda Nos. ----- for the execution of the above-named Works. We accordingly offer to design, execute and complete the said Works and remedy any defects fit for the purpose, in conformity with the Bidding Documents and the enclosed Proposal, for the fix lump sum of LKR ---
----- (without VAT) or other such sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the Price Schedules herewith and are made part of this bid. We confirm that our bid includes this Price Proposal, Design/Technical Proposal, and General Information sealed under a separate envelope.

We accept your suggestions for the appointment of the Adjudicator, as set out in Bidding Data.

We agree to abide by this Bid 91 days from the closing of Bid, and it shall remain binding upon us and may be accepted at any time before that date.

We confirm that, we (including all members of a joint venture and subcontractors) are not associated, directly or indirectly, with the consultant or any other entity in preparation of the design, specifications, and other documents for the Contract.

If this offer is accepted, we will provide the specified Performance Security, commence the Works as soon as reasonably practicable after the Commencement Date, and complete the Works in accordance with the above-named documents within the Time for Completion. We will ensure that works will be done in conformity with the contract.

Unless and until a formal Agreement is prepared and executed this Bid, together with your written acceptance thereof, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest offer or any other bid you may receive.

Signature of the persons duly authorized to sign documents for and on behalf of

Address:

Date:

SECTION VIII (c)

SCHEDULES

RELATED TO PRICE PROPOSAL - (“C” SCHEDULES)

Preambles for Pricing On Design, Supply, Installation and Commissioning of VRF Type Air Conditioning System for The Sound Studio of the Department of Government Information

The Bidder shall refer the Bidding documents collectively herein prior to submission of the Contractor’s price schedule. Aforesaid documents shall be considered complementary and

mutually explanatory subject to clause 1.5 (priority of documents) of Conditions of the Contract. Contract Price shall include for the entire work to be carried out as per the requirements set out in these Bidding documents. Contract Price shall be a lump sum amount and be subject to adjustments in accordance with the Contract.

1. Bidder shall follow the format for the Price Schedule (BOQ) given with these Bidding documents in building his price proposal.
2. The temporary facilities offered by the Employer at site are limited to the items stated in this bidding document.
3. Bidder may add any other items to the preliminary Bill which is included in the Price Schedule (BOQ) if he has identified those items are required to complete the works.
4. The Cost of design shall not be priced separately and shall be included with the proposed rates/amounts.
5. Tax exemptions are allowed for this Contract and the Bidder is requested to refer Conditions of Contract for more details.
6. The Bidder shall price the Price Schedule (BOQ) under foreign component amounts and local component amounts separately as set out in the Price Schedule. The net CIF amount adjusted for all discounts and customs duties unless otherwise stated as exempted under the Contract. The amounts set against any items shall include for all costs in connection with letters of credit, bank charges, interest charges and insurance until the materials come under the control of the Contractor.
7. Cost relating to items which are not priced will be deemed to have been included in the Total Amount of Price Schedule.
8. The Bidder is requested to visit the site and acquaint themselves with all existing conditions, the nature and extent of work to be carried out under this Contract ascertaining the conditions governing access to the site, the extent of work and accordingly include for in their prices.

BILL OF QUANTITIES

SAMPLE DOCUMENT

DRAWINGS

SAMPLE DOCUMENT