



Procurement of Goods
Under
National Shopping Procedures

Invitation of Quotations

For

Procurement for purchasing
a sieving machine for the
Akuressa pradeshiya sabha

Contract No: AK/PS/DE- 02/05-01

AKURESSA PRADESHIYA SABHAWA

NPA/SBD/GOODS/01

Section I. Instructions to Vendors (ITV)

A: General	
1. Scope of Bid	1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Goods as specified in Section III Schedule of Requirements. Upon receipt of this invitation you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation. The Purchaser may not consider you for inviting quotations in the future, if you failed to acknowledge the receipt of this invitation or not submitting a quotation after expressing the intention as above.
B: Contents of Documents	
2. Contents of Documents	2.1 The documents consist of the Sections indicated below. • Section I. Instructions to Vendors (ITV) • Section II. Data Sheet • Section III. Schedule of Requirements • Section IV. Technical Specifications & Compliance with Specifications • Section V. Quotation submission Form(s)
C: Preparation of Quotation	
3. Documents Comprising your Quotation	3.1 The Quotation shall comprise the following: (a) Quotation Submission Form and the Price Schedules; (b) Technical Specifications & Compliance with Specifications
4. Quotation Submission Form and Price Schedules	4.1 The vendor shall submit the Quotaion Submission Form using the form furnished in Section V. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested. 4.2 Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.
5. Prices and Discounts	5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules. 5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.

	5.3 The applicable VAT shall be indicated separately. 5.4 Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non responsive and may be rejected.
6. Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Goods	7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications and standards specified in Section IV, "Technical Specifications & Compliance with Specifications". 7.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial responsiveness of the Goods to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given. 7.3 If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Sri Lanka.
8. Period of Validity of quotation	8.1 Quotations shall remain valid for the period of sixty (60) days after the quotation submission deadline date.
9. Format and Signing of Quotation	9.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor.
D: Submission and Opening of Quotation	
10. Submission of Quotation	10.1 Vendors may submit their quotations by mail or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number. 10.2 If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.
11. Deadline for Submission of Quotation	11.1 Quotation must be received by the Purchaser at the address set out in Section II, "Data Sheet", and no later than the date and time as specified in the Data Sheet.
12. Late	12.1 The Purchaser shall reject any quotation that arrives after the

Quotation	deadline for submission of quotations, in accordance with ITV Clause 11.1 above.
13. Opening of Quotations	13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet. 13.2 A representative of the bidders may be present and mark its attendance.
E: Evaluation and Comparison of Quotation	
14. Clarifications	14.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its quotation which is not in response to a request by the Purchaser shall not be considered. 14.2 The Purchaser's request for clarification and the response shall be in writing.
15. Responsiveness of Quotations	15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received. 15.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.
16. Evaluation of quotation	16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive. 16.2 To evaluate a quotation, the Purchaser may consider the following: (a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (a) price adjustment due to discounts offered. 16.3 The Purchaser's evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods. .
17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	17.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.

: Award of Contract	
18. Acceptance of the Quotation	18.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.
19. Notification of acceptance	19.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that its quotation has been accepted.

Instructions to Vendors

- purchase of a sieving machine for the Akuressa pradeshiya sabha
- priority is given to sieving without a central axis
- It should have a capacity of close to 500 kg per hour
- Three – phase electricity and facilities available
- There is space for installation
- It must be brought to the relevant location and installed. There are roads for transportation

Section II: Data Sheet

ITV Clause Reference	
1.1	The Purchaser is : Akuressa Pradeshiya Sabhawa
5.1	If the bidder is allowed to quote for less than the all the items specified, indicate the details.
7.3	Manufacture's Authorisation is required.
11.1	Address for submission of Quotations is Akuressa pradeshiya sabha Deadline for submission of quotations is 2026.08.21
13	The quotations shall be opened at the following address: Sealed bids for this project will be accepted by the Chairman of the Procurement Committee of the Akuressa Pradeshiya Sabha until 2:00 PM on August 21, 2026. The bids will be opened at that same time and date in the presence of the bidders.
16 ¹	Other factors that will be considered for evaluation are (List and describe the methodology):

¹ Insert only if additional factors other than price is considered for evaluation.

Section III: Schedule of Requirements

Line	Description of Goods	Quantity	Unit	Final	Transportation and any	Delivery	Date
Item N°				Destination	other services	Latest Delivery Date	Bidder's offered Delivery date [<i>to be provided by bidder</i>]
01	Small scale octagonal shape compost sieving machine	01	Nr	Matara Akuressa paraduwa vinipridawatta compost yard	To Supply to the vinipridawatta compost yard	Within 14 days from the date of notification of selection	
02	Small scale octagonal shape compost sieving machine with feeding mechanism	01	Nr	Matara Akuressa paraduwa vinipridawatta compost yard	To Supply to the vinipridawatta compost yard	Within 14 days from the date of notification of selection	

Section IV: Technical Specification & Compliance

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	Requirement	Offered specifications, compliance remarks or page number of supporting document
1. Type of machine	Rotating sieve machine without a centre axle. The input capacity should be at least 500kg/hour.	
2. Machine make and model	The supplier should give all relevant information.	
3. Manufacturer	The supplier should give all relevant information.	
4. Country of manufacture	The supplier should give all relevant information.	
5. Dimensions/space requirement	The supplier should provide all major dimensions on a drawing.	
6. Condition	Should be brand-new	
7. Manufactured materials	Materials used in fabricating the machine should be specified, along with their thicknesses and dimensions, in a detailed drawing. Material strength, corrosion resistance, and durability will be considered in the technical evaluation.	
8. Mesh	Type: Square opening, Plain weave Material should be Stainless Steel Mesh size: 4 mesh (4 apertures per inch) Mesh wire diameter: 2 mm Mesh aperture size (pass through size): 3.04 mm Washers, nuts, and bolts used to mount the mesh should be stainless steel.	
9. Rotating Drum	Should be right circular cylindrical or uniform prismatic in shape. The inclination relative to the horizontal should be adjustable between 0 ° and 8 °. The diameter of the cylinder should be at least 1500 mm. If the rotating drum is a uniform prism, the diameter of the largest circle that will fit inside the regular polygon (inscribing circle) should be not less than 1500mm. The sieving length of the cylinder (or prism) should be at least 4500mm. Rotation speed should be between 22 ~ 26 rpm. The frame of the rotating drum and all nuts, bolts, and washers should be stainless steel.	

10. Prime mover	3 phase electric motor with at least 4kW (5.5 horse-power) (415V/50Hz) should be provided. The cylinder should be driven with a suitably sized chain and at least 4 friction rollers. The contact length of each friction roller should be at least 15cm.	
11. Starter switch	A star-delta (Y-Δ) starter switch of suitable rating should be installed for the three-phase motor. It should contain time-adjustable knobs, an overload release, a low-voltage release, and automatic switching. Specify the make and model numbers of the starter switch.	
12. Belt Conveyor Systems	Required / Not required	
13. Feeding hopper	Required / Not required	
14. Control panel and Electrical wiring	The control panel should contain on/off switches for the motor. Bulb indicators should be fitted in the panel to indicate the availability of power from the three-phase electricity supply. A quartz-driven hour meter should be fitted to display the number of operating hours of the main motor. All electrical wiring in the machine should be routed through metal conduits.	
15. Collection tray	Compost collection trays should be fabricated from 2.5-millimetre-thick stainless-steel plates.	
16. Safety features	An emergency stop switch should be provided to shut down electricity to the entire system. The electric motor and driving mechanism (including driving chains) should be suitably covered to prevent any accidental entanglements.	
17. Dust covers	The rotating drum should be covered with a 2.5-mm-thick galvanised steel plate to prevent dust from spreading. The electric motor, electrical switches, speed-reduction unit (if any), and bearing housings should be suitably sealed or covered to prevent fine dust from entering these components.	
18. Paint	All components, plates, and structural members fabricated from mild steel or galvanised steel should be spray-painted with a zinc phosphate-containing primer and marine epoxy paint.	
19. Warranty	A minimum 2-year warranty is required for all components, except for damage caused by heavy impact.	
20. Transportation	Should be provided free of charge to the specified locations in the southern province.	
21. Installation	The installation locations is given in the delivery Schedule. The supplier should install the machine on a concrete floor. The electricity distribution board will be available within the distance specified in the price schedule, from the installation location. Necessary electrical wiring, fittings, insulation, protective conduits, and casings should be provided by the supplier to deliver electrical power from the distribution board to the machine. The quoted price should include the price of any additional civil works (such as mounting columns and floor mountings), electrical wires and necessary electrical accessories. No extra charges will be paid for installation. The bill amount for wire and protective conduits shall be calculated by measuring the actual installed quantities and multiplying them by the material rates in the price schedule.	

22. Unit price in Sri Lankan Rupees	The prices of each modular component should be indicated separately, if possible. Prices for each optional part should also be indicated separately. Taxes payable to the government at the point of sale to the end user should be indicated separately. The quoted prices should be valid for at least 91 days from the bid date.	
23. Technical literature	A document of technical specifications and design drawings of the machine, prepared by the manufacturer, should be submitted with the price quotation.	
24. Manuals	Operations and Maintenance manuals should be supplied with the equipment. All technical literature should be in English and in printed form (hard copy).	
25. Payments	90% of the total purchase value shall be paid within three months of installation and demonstration of satisfactory operation of the equipment. The remaining 10% will be paid after six months and before the elapse of nine months from the commissioning date. Advance payments are permitted only in accordance with the government procurement guidelines.	
26. Time required	Specify the time required to commission a machine. A delay charge of 0.1% of the total bid value (excluding VAT) per day will be deducted for any delay in commissioning. Due to the urgent requirement for the machine, a rapid commissioning schedule will be evaluated favourably in the technical evaluation.	
27. Sales and Service Authorisation	For imported machines, the local agent should submit a written authorisation document from the manufacturer. A list of customers served by the supplier with similar machinery will be evaluated favourably.	
28. Test certificates/ quality certificates	Any certification confirming the machine's capability, capacity, energy efficiency, or durability, obtained from a third-party testing and certification agency (especially the Central Environmental Authority of Sri Lanka), will be considered favourably in the evaluation.	
29. After-sales service	The supplier should submit a document declaring the company's capability and willingness to agree to carry out on-site after-sales services (periodic and preventive maintenance) beyond the warranty period.	

Important: The third column of the above table should be completed by the bidder with sufficient and accurate information.

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Section V Quotation Submission Form

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

Date:

To: *[insert complete name of Purchaser]*

We, the undersigned, declare that:

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

Signed: *[insert signature of person whose name and capacity are shown]*

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

Dated

Price Schedule (in LKR)

1	2	3	4	5	6	7	8	9
Item N°	Description of Goods	Brand, model code	Country of Origin	Warranty	Quantity	Unit price	Total Price for Item (without VAT) = [6] x [7]	VAT (if applicable)
1.	Sieve machine supplied in accordance with the given specifications.				1 Unit			
2.	Electrical supply wire for three-phase (3P, Neutral & Earth separate wires) – 4.0 mm ² x5 core copper outdoor wire with PVC insulation				 Meters			
3.	PVC electrical conduits to route the above wiring with necessary bends, clips, and fastening materials				 Meters			
4.	MPCB with ON/OFF switch (according to the given specifications)				1 Unit			
5.	32A 4P isolator (switch-disconnector)				1 Unit			
6.	Powder-coated 1.2 mm thick Galvanised Steel (GI) IP65 Enclosure for housing the isolator and breaker.				1 Unit			
7.	Required materials - Lugs, bolts, clips, WAGO connectors, screws,							

	insulation sleeves, Terminal Blocks, Junction box, for electrical installation							
8.	Installation (technical and labour) charges							
9.	Charges for necessary civil works and materials (please inspect the installation location)							
10.	Inland transportation charges, transportation insurance, loading, unloading, moving equipment charges, and other services							
Total								

Manufacturer's Authorization

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

Date:

WHEREAS

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

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

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

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

Title: *[insert title]*

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

Dated on _____ day of _____, _____ *[insert date of signing]*

Sample Purchase Order
(Purchaser may modify this form to suit the requirements)

Title of Procurement: purchase of a sieving machine for the Akuressa pradeshiya sabha					Date: 2026.08.21				
Our Reference: AK/PS/DE- 02/05-01					Your Reference: (Quotation submitted by you with your cover letter dated)				
We are pleased to inform you that we have accepted your quotation for the supply of following goods as detailed below:									
Item #	Description	Model Number & Specification reference ²	Unit	Qty	Unit Price	Amount	Delivery Date	Delivery Location	Remarks
Other Conditions of this supply are as follows: 1. The Goods supplied under this Contract shall conform to the technical specifications and standards mentioned above; 2. The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, free from defects and that they incorporate all recent improvements in design and materials; 3. The warranty shall remain valid for the period given above, after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated; 4. If the Supplier fails to deliver any or all of the Goods by the Date(s) specified above, the Purchaser may without prejudice to all its other remedies, deduct from the payments due to the Supplier, as liquidated damages, a sum equivalent to the % per each day, of the delivered price of the delayed Goods; 5. Upon the Supplier's fulfillment of all the obligations stipulated above and making a request for payment to the Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered payments shall be made by the Purchaser. Signature Name and Address of Purchaser:									

The delivery and completion schedules will be evaluated. The Column “Bidder’s Offered Delivery Date” should be duly filled by the Supplier.

List of Goods Delivery Schedule, and Works Completion Schedule

Item No.	Description of Goods and Works	Quantity	Unit	Final Project Site (Destination as specified in the bidding document)	(number of days following the date of purchase order)	
					Latest Delivery Date	Bidder’s offered Delivery date [to be provided by the bidder]
1.	4 kW three-phase sieve machine	1	unit	Matara Akuressa paraduwa vinipridawatta compost site.	21	
2.	Electrical Installation items				21	

List of Related Services and Completion Schedule

Service	Description of Service	Quantity	Unit	Place where Services shall be performed	Final Completion Date(s) of Services [insert required number of days following the date of purchase order] [to be provided by the bidder]
1.	Electrical installation for a 4 kW sieve machine			Matara Akuressa paraduwa vinipridawatta compost site..	
2.	Sieve machine installation and completion of Commissioning	1	unit		