



Invitation of Quotations
for
Selecting a Security Service Firm for 2025/2026

Reference No: MT/FIN/13/PROC./SEC.SERVICES

Ministry of Trade, Commerce, Food Security and Co-operative Development

No 492, R.A. De Mel Mawatha,
Colombo 03

Section I. Instructions to Bidders (ITB)

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 Service 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	<p>2.1 The documents consist of the Sections indicated below.</p> <ul style="list-style-type: none"> • Section I. Instructions to Bidders (ITB) • Section II. Data Sheet • Section III. Schedule of Requirements • Section IV. Technical Specifications & Compliance with Specifications • Section V. Quotation submission Form • Format of Bid Security • Format of Performance Bid • Agreement
C: Preparation of Quotation	
3. Documents Comprising your Quotation	<p>3.1 The Quotation shall comprise the following:</p> <ul style="list-style-type: none"> (a) Quotation Submission Form and the Price Schedules; (b) Technical Specifications & Compliance with Specifications
4. Quotation Submission Form and Price Schedules	<p>4.1 The Bidder shall submit the Quotation 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.</p> <p>4.2 Alternative offers shall not be considered. The Bidders are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.</p>

5. Prices and Discounts	<p>5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules.</p> <p>5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.</p> <p>5.3 The applicable VAT shall be indicated separately.</p> <p>5.4 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non-responsive and may be rejected.</p>
6. Currency	6.1 The Bidders shall quote only in Sri Lanka Rupees.
7. Period of Validity of quotation	7.1 Quotations shall remain valid for the period of sixty (60) days after the quotation submission deadline date.
8. Format and Signing of Quotation	8.1 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 Bidder.
D: Submission and Opening of Quotation	
9. Submission of Quotation	<p>9.1 Bidders may submit their quotations by registered post or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number.</p> <p>9.2 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.</p>
10. Deadline for Submission of Quotation	10.1 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.
11. Late Quotation	11.1 The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITB Clause 10.1 above.

12. Opening of Quotations	<p>12.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>12.2 A representative of the bidders may be present and mark its attendance.</p>
E: Evaluation and Comparison of Quotation	
13. Clarifications	<p>13.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any Bidder for a clarification of its quotation. Any clarification submitted by a Bidder in respect to its quotation which is not in response to a request by the Purchaser shall not be considered.</p> <p>13.2 The Purchaser's request for clarification and the response shall be in writing.</p>
14. Responsiveness of Quotations	<p>14.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>14.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>
15. Evaluation of quotation	<p>15.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>15.2 To evaluate a quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"> (a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (c) Price adjustment due to discounts offered. <p>16.3 The Purchaser's evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Service. .</p>
16. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	<p>16.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.</p>

F: Award of Contract	
17. Acceptance of the Quotation	17.1 The Purchaser will accept the quotation of the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.
18. Notification of acceptance	18.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful Bidder, in writing, that its quotation has been accepted.

Section II: Data Sheet

ITB Clause Reference	
1.1	Address: For bid submission purposes, The Purchaser is : The Secretary, Ministry of Trade, Commerce, Food security & Co- Operative Development The Purchaser's address is: Ministry of Trade, Commerce, Food security & Co- Operative Development, No 492, R.A. De Mel Mw, Colombo 03
11.1	Address for submission of Quotations is Ministry of Trade, Commerce, Food security & Co- Operative Development, M Floor, N0 492, R.A. De Mel Mw, Colombo 03 Deadline for submission of quotations is Date: on 12th August 2025 Time: 11.00 a.m.
13	The quotations shall be opened at the following address: Ministry of Trade, Commerce, Food security & Co- Operative Development, M Floor, N0 492, R.A. De Mel Mawatha, Colombo 03 Date: on 12th August 2025 Time: 11.00 a.m.
16 ¹	Other factors that will be considered for evaluation are (List and describe the methodology): <ul style="list-style-type: none"> • The bidder should have a certificate of business registration issued by a relevant government authority. • Registration of Ministry of Defence will be compulsory. • Amount of Bid security is Rs. 30,000.00. Bid security should be in Bank Guarantee or Cash Deposit with the Ministry. Bid Security shall be Valid until 12th November 2025. Bid Security shall be issued in favor of the Secretary, Ministry of Trade, Commerce, Food Security & Co-Operative Development • The Bidder should possess previous experience in providing Security services in similar capacity for at least one (01) organization in public, corporate or Private sector during the last 2 years. Bidders should provide service letters from pervious organizations. • The Bidder should provide the Audited Financial Reports for Last Two (02) Years 2022/23,2023/24

	<ul style="list-style-type: none"> Payment of salaries in terms of Wages Boards Ordinance and contribution to the EPF & ETF. Bidder should have provided certified letter by confirming EPF & ETF Payment.
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Section III: Schedule of Requirements

Item No	Description of Service	Required Staff		No. of Security Officers
01.	<u>Staff Required</u> Officer in Charge of Security (OIC)	Day shift	(0700h-1900h)	01
		Night shift	(1900h-0700h)	01
	Female Security Officer (FSO)	Day shift	(0700h-1730h)	01
	Security Officer (SO)	Day shift	(0700h-1900h)	01
		Night shift	(1900h-0700h)	01
02.	Bidder should submit the quotation for the unarmed security staff.			
03.	<p>The main duties Securing of the external & internal premises of the building Premises and assets of the Ministry of Trade, Commerce, Food Security and Co-operative Development, No 492, R.A. De Mel Mawatha, Colombo 03 and its Staff.</p> <p>Following Functions are expected to be performed by the Security Firm.</p> <p>3.1 Maintain the vehicle movements' records of the Ministry. Managing vehicle parks and traffic control within the Ministry premises and access road.</p> <p>3.2 Secure the keys of the reserved vehicles of this Ministry and the relevant keys of the building.</p> <p>3.3 Inspecting and registering the movement of public entering and exits.</p> <p>3.4 Inspecting and registering the movement of goods taken in and taken out.</p> <p>3.5. Through vigilance around premises through at the day and night.</p> <p>3.6 Maintaining a log book on day to day work/incidents.</p> <p>3.7 Attend into the other security related duties from time to time as directed by the incharge officers as directed by the Secretary.</p>			
04.	Per day salary of employees should be according to the National Minimum Wage of workers Act			
05.	Employees are not less than 18 years and not more than 65 years of age. These employees shall be trained, permanent employees.			
06.	Workers should be in good health condition.			
07.	The staff of the Security services must wear uniforms and identity card while on duty.			

08.	Security service provider must maintain an incidence reporting system, which must be submitted to Additional Secretary (Admin) for his review and approval before the action taken.
09.	The Bidder shall be in compliance with conditions as to stipulate by the Ministry of Defence / Defence Authorities to security firms registered in Sri Lanka.
10.	In selecting the Security Officers to be assigned to the Ministry , the Bidder shall make best endeavors to satisfy itself of the honesty, integrity and efficiency of such Security Officers.

Section V

Quotation Submission Form

[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: *[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 Service *[insert a brief description of the Service]*;
- (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 ITB Sub-Clause 7.1, from the date fixed for the quotation submission deadline in accordance with ITB 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]*

Date:

Price Schedule

Serial No	Staff Required	Required Shifts (Per Day)		Number of Security Officers Required	Amount per shift for Officer (Rs.)	Amount per Month (30Days) (Rs).
01.	Officer in Charge of Security (OIC)	02 shifts	Day shift	01		
			Night shift	01		
02.	Female Security Officer (FSO)	01 shift	Day shift	01		
03.	Security Officer (SO)	02 shifts	Day shift	01		
			Night shift	01		
	Gross Amount					
	(-) Discount					
	Amount Without VAT					
	(+) V A T					
	Total Amount					

Amount in Words:

.....

Name :

NIC No :

Designation:

Signature :

Date :

Format for Bid Security

[This Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets] -----

----- [Insert issuing agency's name, and address of issuing branch or office] -----

Beneficiary: The Secretary, Ministry of Trade, Commerce, Food security & Co- Operative Development, No 492, R.A. De Mel Mw, Colombo 03

Date: -----*[insert (by issuing agency) date]*

BID GUARANTEE No.: ----- *[insert (by issuing agency) number]*

We have been informed that ----- *[insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners]* (hereinafter called "the Bidder") has submitted to you its bid dated ----- *[insert (by issuing agency) date]* for the execution/supply *[select appropriately]* of *[insert name of Contract]* under Invitation for IoQ No. -----.

Furthermore, we understand that, according to your conditions, IoQ must be supported by a Bid Guarantee.

At the request of the Bidder, we ----- *[insert name of issuing agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- *[insert amount in figures]* ----- *[insert amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its IoQ during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders of the IoQ; or
- (c) having been notified of the acceptance of its Bid by the Employer/Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the IoQ.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is 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, otherwise it will remain in force up to ----- *(insert date)*

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date. _____

[signature(s) of authorized representative(s)]

FORMAT FOR PERFORMANCE BOND

BANK

Bond No:

Date:

Sum Guaranteed:

To: (Name of Employer)

..... (Address of Employer)

.....

We, (Name of Guarantor Bank) of

..... (Address of Guarantor) do hereby make and execute this Letter of Guarantee to the Ministry of Trade, Commerce, Food security and Co- operative Development, in the following terms;

1. WHEREAS with office located at

..... has made and entered into with the

....., to provide Security Services (2025/2026) for the Ministry of Trade, Commerce, Food security and Co- operative Development, at No 492, R. A. De Mel Mawatha, Colombo 03, pursuant to a contract between the Ministry of Trade, Commerce, Food security and Co- operative Development.

2. We hereby acknowledge and give our consent to any time extension of indulgence or any relaxation in respect of the performance of any of the terms of the compliance with any of the Conditions of the Contract, that the may grant the Contract.

3. This Letter of Guarantee may not be revoked by us during such period of time as the Contractor remains liable under the Terms and Conditions of the Contract.

4. You shall be at liberty either in one action to sue the Contractor and us and also any other person or persons or jointly and severally or to proceed in the first instance against us only and we hereby renounce the right to claim that the Contractor should be excused or proceeded against by action in the first instance and the right to claim that you should divide your claim and bring actions against us or any other person or persons whomsoever, each for his portion pro rata, and the right to claim in any action brought against all or each or any of us with or without all or any other person that you should only recover from us a pro rata share of the amount claimed and all other right and benefits to which sureties are or may be by law entitled it being agreed and understood that we are liable in all respects hereunder as if we are principal debtors to the extent aforementioned including the liability to be sued before recourse is had against the Contractor.

In testimony, whereof, we have this Letter of Guarantee hereinto duly signed and sealed by our authorized signatory.

This Guarantee shall be valid until a date 13 months from the date of the Letter of Award.

Signature

Surety

Signature

Witness.....

Signature

Witness.....