Procurement of

Goods Under

National Shopping Procedures

Request for Bids

For

Procurement of

Supply, Fabricate, Deliver, Place, and complete all works related to 02 Nos. of Convertainer Boxes (20’ x 8’) including staircase for Head Office

Contract No:

CFHC/PD/T/CONVER/2026/12

Ceylon Fishery Harbours Corporation.

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	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	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 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. 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 Quotation	12.1 The Purchaser shall reject any quotation that arrives after the 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.
F: 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.

Section II: Data Sheet

ITV Clause Reference	
1.1	The Purchaser is : Chairman Ceylon Fishery Harbours Corporation Address: No. 15, Rock House Lane, Colombo 15
5.1	Bidder shall quote for all items (02 Nos. of Convitainers and staircase) Supply, fabricate, deliver, place, and complete all works related to 02nos of **20' x 8' Convertainer box including staircase as per the drawing**
11.1	Address for submission of Quotations is : **Procurement Manager** **Ceylon Fishery Harbours Corporation,** **No. 15, Rock House Lane,** **Colombo 15** Deadline for submission of quotations is **11.00 a.m. 25th August 2026**
13	The quotations shall be opened at the following address: **Procurement Division** **Ceylon Fishery Harbours** **Corporation, No. 15, Rock House** **Lane, Colombo 15**
16[1]	Other factors that will be considered for evaluation are (List and describe the methodology):

Section III: Schedule of Requirements

Line Item N°	Description of Goods	Quantity	Unit	Final Destination	Transportation and any other services	Delivery Date	
						Latest Delivery Date	Bidder's offered Delivery date [*to be provided by the bidder*]
[insert item No]	*[insert description of Goods]*	*[insert quantity of item to be supplied]*	*[insert unit]*	*[insert place of Delivery]*		*[insert the number of days following the date of issuing Purchase Order]*	*[insert the number of days following the date of issuing Purchase Order]*
01	Supply, fabricate, deliver, place, and complete all works related to 02 nos of 20' x 8' Convertainer boxes including staircase as per the drawing	02					

Section IV: Technical Specification & Compliance

Item # and Name	Component Description	Minimum Specifications	Bidder's Response	If "No" comment/s on the offer
01	General	Supply, fabricate, deliver, place, and complete all works related to 02 nos of **20' x 8' Container box** for use as a **document store facility**, including all structural modifications, finishes, electrical installation, racking system, testing, and making good, complete in all including staircase as per drawings and Engineer's instructions		
02	Size	• Overall size : 20 feet (L) x 8 feet (w) • Standard ISO container body, structurally sound, rust-free and free from major dents.		
03	Door and Windows	Provide doors and windows **as per relevant drawings**, including all frames, shutters, hardware, and fittings. **Door** • Aluminium door profile: **100mm x1.5mm thick profile series** • Complete with: o Lockset o Handles o Hinges o Rubber beading o Door closer		

		○ Sunshades for all openings **Windows** • Aluminum window section: **70mm Sliding profile series** .		
04	Floor Finishes	Provide durable vinyl floor finish • Floor finishing material (as per approved sample) • Skirting finishing		
05	Painting & Finishes	**Exterior** • Colour: **White** • Paint type: **First-class reputed marine paint** • Minimum total Dry Film Thickness (DFT): **More than 297 microns** • Painting shall be done according to standard marine painting codes for coastal/marine environment. **Interior** • Colour: **White** Interior coating shall be smooth, cleanable, and moisture resistant		
06	Electrical Installation	Provide complete electrical wiring, conduits, fittings, and accessories including DB/isolator if required, complete with testing and		

		commissioning. **Electrical points** • **13A socket outlet – 1 No** • **15W LED downlight – 2 Nos** • **12" diameter exhaust fan – 1 No** • **Industrial socket for main power connection to Container – 1 No** All wiring shall be concealed in suitable PVC conduits/trunking and shall comply with relevant electrical standards.		
07	Racking System (File Racks)	Supply and install heavy-duty file racking system as follows: • Framework: **50 x 50 x 2mm Iron slotted angle with marine primer and 2 coats of black colour matt fished top coats** • Fasteners: **Stainless steel 304 grade nuts and bolts** • Shelves: **15mm thick melamine plywood** • All cut edges of plywood must be covered with **melamine edge strips** Racks shall be securely fixed to prevent movement and suitable for file storage loads		

08	Waterproofing, Sealing & Testing and Warranty	• All gaps, joints, and openings shall be sealed using **structural weather silicone of reputed brand** • Contractor shall carry out full **water testing** to confirm **no leakages** into the Container during rain. • Any leakage found shall be rectified immediately and retested until fully watertight. Contractor should be submitted a warranty for 2years for the paint and any leakages of the container		
09	Workmanship	All works shall be carried out with proper workmanship and alignment. The finished Container box shall be clean, safe, free of sharp edges, and suitable for long-term use in marine/coastal conditions		
10	Delivery and Placement	•Deliver to Ceylon Fishery Harbours Corporation – Head Office •Place in the designated location including leveling and safe positioning. •Complete in all respects ready for use.		

Specification of Supply and Placing of Container box for Document Store Facilities at Ceylon Fishery Harbours Corporation – Head Office

1. General

Supply, fabricate, deliver, place, and complete all works related to a **20' x 8' Container box** for use as a **document store facility**, including all structural modifications, finishes, electrical installation, racking system, testing, and making good, complete in all respects as per drawings and Engineer's instructions.

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2. Container box Size

- Overall size: **20 feet (L) x 8 feet (W)**
- Standard ISO container body, structurally sound, rust-free and free from major dents.

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3. Doors and Windows

Provide doors and windows **as per relevant drawings**, including all frames, shutters, hardware, and fittings.

Door

- Aluminium door profile: **100mm thick profile series**
- Complete with:
    - Lockset
    - Handles
    - Hinges
    - Rubber beading
    - Door closer
    - Sunshades for all openings

Windows

- Aluminum window section: **70mm Sliding profile series**

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4. Floor Finishes

Provide durable vinyl floor finish

- Floor finishing material (as per approved sample)
- Skirting finishing

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5. Painting & Finishes

Exterior

- Colour: **White**
- Paint type: **First-class reputed marine paint**
- Minimum total Dry Film Thickness (DFT): **More than 297 microns**
- Painting shall be done according to standard marine painting codes for coastal/marine environment.

Interior

- Colour: **White**
- Interior coating shall be smooth, cleanable, and moisture resistant.

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6. Electrical Installation

Provide complete electrical wiring, conduits, fittings, and accessories including DB/isolator if required, complete with testing and commissioning.

Electrical points

- **13A socket outlet – 1 No**
- **15W LED downlight – 2 Nos**
- **12" diameter exhaust fan – 1 No**
- **Industrial socket for main power connection to Container – 1 No**

All wiring shall be concealed in suitable PVC conduits/trunking and shall comply with relevant electrical standards.

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7. Racking System (File Racks)

Supply and install heavy-duty file racking system as follows:

- Framework: **50 x 50 x 2mm Iron slotted angle with marine primer and 2 coats of black colour matt fished top coats**
- Fasteners: **Stainless steel 304 grade nuts and bolts**
- Shelves: **15mm thick melamine plywood**
- All cut edges of plywood must be covered with **melamine edge strips**
- Racks shall be securely fixed to prevent movement and suitable for file storage loads.

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8. Waterproofing, Sealing & Testing and Warranty

- All gaps, joints, and openings shall be sealed using **structural weather silicone of reputed brand**
- Contractor shall carry out full **water testing** to confirm **no leakages** into the Container during rain.
- Any leakage found shall be rectified immediately and retested until fully watertight.
- Contractor should be submitted a warranty for 2years for the paint and any leakages of the container

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9. Workmanship

All works shall be carried out with proper workmanship and alignment. The finished Container box shall be clean, safe, free of sharp edges, and suitable for long-term use in marine/coastal conditions.

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10. Delivery and Placement

- Deliver to **Ceylon Fishery Harbours Corporation – Head Office**
- Place in the designated location including leveling and safe positioning.
- Complete in all respects ready for use.

Drawing

Attached Annexure “1”

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: *Ceylon Fishery Harbours Corporation*

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:

Name:

Dated:

Price Schedule

1	2	3	4	5	6	7	8	9	10	11
Line Item N°	Description of Goods	Warranty period	Country of Origin	Qu anti ty	unit	Unit price	Sub Total]	Inland transportation And other services	Total Price for Item	VAT
[insert number of the item]	*[insert name of Goods]*		*[insert country of origin of the Good]*	*[insert number of units to be supplied]*	*[insert unit]*	*[insert price per unit]*	*[(7) = (4) x (6)]*	*[insert total cost of line item for inland transportation and other services required]*	*[(9) = (7) x (8)]*	*[insert total VAT of line item]*
01	Supply, fabricate, deliver, place, and complete all works related to 02 nos of 20' x 8' Convertainer boxes.				02					
02	Supply, fabricate and installation of staircase as per the drawing				01					
								Total		

(Bidder shall provide following details)

Vat Registration No: ……..
(If Applicable, Please attach VAT certificate)

Total Amount in Words Rupees: …….
……..

Name of Contact Person: ……

Signature of the Bidder: …… ……

Common Seal of the Company: ……..

Name & Address of the Company ……

Date:

..Bid Security Declaration

Date: _____
[insert date by bidder]
Name of contract _____ [insert name by PE]
Contract Identification No: _____ [insert number by PE]
Invitation for Bid No.: _____ [insert number by PE]
To: _____ [insert the name of the employer/ Purchaser preferably PE to fill before issuing the bidding document]
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 been invited by any of the Procuring Entity as defined in the Procurement Guidelines published by the National Procurement Commission, for the period of three (03) years starting on the latest date set for the closing of bids of this bid, if we:

(a) Withdraw our bid during the period of the 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. 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 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]

Performance Security

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

* Beneficiary:- Chairman , Ceylon fishery Harbour Corporation, no 15, Rock house Lane, Colombo 15*[Name and Address of* Employer*]* ----------

Date:.....

PERFORMANCE GUARANTEE No.: ----------

We have been informed that ---------- *[name of Supplier]* (hereinafter called "the Supplier") 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 Supplier, 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 type sand 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)]

Non-collusion Affidavit

The undersigned Bidder or agent, hereby solemnly, sincerely, and truly declares and affirms/makes an oath and states as follows;

a) That he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership representing him/her, entered into any combination, collusion, or similar agreement with any person in connection with the price to be bid;
b) That he/she or anyone representing him/her has not taken any step whatsoever to prevent any person from bidding, nor to induce anyone to refrain from bidding; and
c) That this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to this bid.
He/she further states that no person, firm, or corporation has received or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value in connection with the submission of this bid.
The Bidder accepts full responsibility for ensuring the absence of collusion and hereby pledges to abide by fair and ethical competition practices throughout the procurement process and fully comply with the applicable Procurement Guidelines.
I hereby affirm, under the penalties for perjury, that all statements made by me in this affidavit are true and correct.
The foregoing Affidavit having been
duly read over and explained by me to
the Affirmant above named and he/she
having understood the contents therein
and admitted to be correct, affirmed
and set his/her signature hereto before
me) on this… …. day of….. … at …..…
BEFORE ME, JUSTICE OF THE PEACE/COMMISSIONER OF OATHS

Agreement

THIS CONTRACT AGREEMENT is made

On the …… day of ..... , Two thousand and twenty one

BETWEEN

(1) Chairman, Ceylon Fishery Harbours Corporation and having its principal place of business at No.15, Rock House Lane ,Colombo 15, Sri Lanka (Hereinafter called "the Employer"), and

(2) .....[insert name of Supplier], a corporation incorporated under the laws of .....[insert: country of Supplier] and having its principal place of business at .....insert: address of Supplier] (hereinafter called "the Supplier").

WHEREAS the Employer invited bids for certain goods and ancillary services, viz.,…… …….[insert brief description of Goods and Services] and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of ……..……. ……..... ....[insert Contract Price in words and figures, expressed in the Contract currency(ies)] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall constitute the Contract between the Employer and the Supplier, and each shall be read and construed as an integral part of the Contract:
   (a) This Contract Agreement
   (b) Contract Data
   (c) Conditions of Contract
   (d) Technical Requirements (including Schedule of Requirements and Technical Specifications)
   (e) The Supplier's Bid and original Price Schedules
   (f) The Employer's Notification of Award
   (g) [Add here any other document(s)]

3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

4. In consideration of the payments to be made by the Employer to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Employer to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

5. The Employer hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Democratic Socialist Republic of Sri Lanka on the day, month and year indicated above.

For and on behalf of the Employer

Signed: .....[*insert signature]*

in the capacity of .....[*insert title or other appropriate designation]*

in the presence of .....

.....[*insert identification of official witness*]

For and on behalf of the Supplier

Signed: .....[*insert signature]*

in the capacity of .....[*insert title or other appropriate designation]*

in the presence of .....

.....[*insert identification of official witness*

Bid Guarantee

[Note: the purchaser is required to fill the information marked as "" and delete this note prior to selling of the bidding document]*

[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:**

Chairman,
Ceylon Fishery Harbours Corporation,
Rock hose lane,
Colombo 15

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]* (hereinafter called "the Bid") for the supply of *[insert name of Supplier]* under Invitation for Bids No. ---------- *[insert IFB number]* ("the IFB").

Furthermore, we understand that, according to your conditions, Bids 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 Bid during the period of bid validity specified; or

(b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or

(c) having been notified of the acceptance of its Bid by the 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 ITB.

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)]