



Procurement of Goods Under National Shopping Procedures

Invitation of Quotations

For

Supply and Delivery of
Refrigerant Identifiers for Air Conditioners and
Refrigerators Testing Laboratory
Contract No: *[SEA/PD/SME/30-2025]*



Sri Lanka sustainable Energy Authority
No.80, Sir Ernest De Silva Mawatha,
Colombo 07

Tel: +94(0) 112575030

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 • Section V. Quotation submission Form(s) • Section VI. Agreement form
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 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 (77) 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 : Sri Lanka Sustainable Energy Authority Address: No.80, Sir Ernest De Silva Mawatha, Colombo 07
7.3	Manufacture's Authorisation is required.
11.1	Address for submission of Quotations is, Sri Lanka Sustainable Energy Authority, No.80, Sir Ernest De Silva Mawatha, Colombo 07 Deadline for submission of quotations is 20th November 2025 at 11.30 a.m
13	The quotations shall be opened at the following address: Board room of Sri Lanka Sustainable Energy Authority, No.80, Sir Ernest De Silva Mawatha, Colombo 07 Bid Opening Time : 20th November 2025 at 11.30 a.m
16 ¹	Other factors that will be considered for evaluation are (List and describe the methodology): Compliance with the specification

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

Section III: Schedule of Requirements

Line Item N □	Description of Goods	Quantity	Final Destination	Transportation and any other services	Delivery Date	
					Latest Delivery Date	Bidder's offered Delivery date [<i>to be provided by the bidder</i>]
1	Refrigerant Identifiers	2	SLSEA	As per the section iv	Within 45 days from the date of awarding	

Section IV: Technical Specification

1. **Accuracy:** $\pm 2\%$
2. **Altitude:** 0 to 8,000' (2,440 m)
3. **Ambient Temperature:** 50 to 120°F (10 to 49°C)
4. **Approvals / Standards:** CE and/or UL
5. **Display Size:** 3-6 cm or more
6. **Humidity:** 0-95% RH non-condensing
7. **Measuring Range:** 90-100% Pure Refrigerant for analyzed gases
8. **Operating Voltage:** DC Adaptor with 220/230V AC
9. **Printer:** Integrated Thermal Printer
10. **Product Dimensions (L×W×H):** To be mentioned
11. **Product Weight:** To be mentioned
12. **Refrigerant % Displayed:** HCFC (R22 and R123), HFC (Such as R-32 R-134a, R-404A, R-407C, R-410A, R507A, R508B), HFO (Such as R1234yf, R1233ze), Hydrocarbons (such as R-600a, R290) Air
13. **Sample Type:** Vapor, Liquid
14. **Test Time:** To be mentioned
15. **User Interface:** LCD display
16. **Warranty:** 1 Year (Minimum)
17. **Test Sample Size:** To be mentioned
18. **Test Sample Pressure:** To be mentioned
19. **Country of Origin:** To be mentioned
20. **Battery type:** To be mentioned
21. **Calibration certificate:** Required
22. **User's manual/ Catalog:** Required
23. **Manufacture Authorization:** Required
24. **After-sales services:** Required
25. **Training and demonstration at locations:** Required
26. **Training and demonstration at locations:** Required
 - Location 1:** Refrigerator test lab, NERDC, 2P, 17B, IDB Industrial Estate, Ekala, Jaela
 - Location 2:** Air Conditioner Test lab, 10, St. Anthony's Mawatha, 4th Ln, Ja-Ela

Section V

Quotation Submission Forms

[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: *Director General, Sri Lanka Sustainable Energy Authority*
No.80, Sir Ernest De Silva Mawatha, Colombo 07

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]*

Contact no:

Dated:

Price Schedule

Item No.	Description	Place of Delivery	Delivery Period in Days from issuing of Purchase Order	Unit Rate. (LKR)	Any Discount offered	Taxes (VAT) (LKR)	Total Amount (LKR)
1	Refrigerant Identifiers	SLSEA					

We agree to supply and delivery, above goods in accordance with the technical specifications for a total contract price of LKR..... (amount in figures).....(amount in words)

without VAT amount within the period specified in the Invitation for bids.

We also confirm that the warranty/guarantee specified shall apply to the offered goods.

.....
**Signature of the Bidder &
Date
Common Seal**

.....
Name of the Bidder

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]*

VI. Contract Agreement

This agreement is made on and entered into at Colombo in the Democratic Socialist Republic of Sri Lanka on this ... day of September, Two Thousand Twenty-Five (2025) between Sri Lanka Sustainable Energy Authority, a body corporate established under the Sri Lanka Sustainable Energy Authority Act No. 35 of 2007 and having its principal place of business at No.80, Sir Ernest De Silva Mawatha, Colombo 07 (hereinafter called “the Purchaser”), and, a Company duly incorporated under the laws of Companies Act No. 07 of 2007 bearing Registration No.and having its principal place of business at (hereinafter called “the Supplier”).

WHEREAS the Purchaser invited bids for purchasing power analyzer and has accepted a Bid by the Supplier for the supply and delivery of those Goods and Services in the sum of LKR without VAT 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 Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement
 - (b) Technical Specifications and schedule of requirements
 - (c) The Supplier’s Bid and original Price Schedules
 - (d) The Purchaser’s Notification of Award
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 Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The Purchaser 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.

Purchaser

Supplier

Witnesses

Witnesses

1.

1.

2.

2.

Annex: Compliance sheet

No	Requirement	Bidder's Response (Comply or Not)	Notes
1	Accuracy: $\pm 2\%$		
2	Altitude: 0 to 8,000' (2,440 m)		
3	Ambient Temperature: 50 to 120°F (10 to 49°C)		
4	Approvals / Standards: CE and/or UL		
5	Display Size: 3-6 cm or more		
6	Humidity: 0-95% RH non-condensing		
7	Measuring Range: 90-100% Pure Refrigerant for analyzed gases		
8	Operating Voltage: DC Adaptor with 220/230V AC		
9	Printer: Integrated Thermal Printer		
10	Product Dimensions (L×W×H): To be mentioned		
11	Product Weight: To be mentioned		
12	Refrigerant % Displayed: HCFC (R22 and R123), HFC (Such as R-32 R-134a, R-404A, R-407C, R-410A, R507A, R508B), HFO (Such as R1234yf, R1233ze), Hydrocarbons (such as R-600a, R290) Air		
13	Sample Type: Vapor, Liquid		
14	Test Time: To be mentioned		
15	User Interface: LCD display		
16	Warranty: 1 Year (Minimum)		
17	Test Sample Size: To be mentioned		
18	Test Sample Pressure: To be mentioned		
19	Country of Origin: To be mentioned		
20	Battery Type: To be mentioned		
21	Calibration Certificate: Required		
22	User's Manual / Catalog: Required		
23	Manufacture Authorization: Required		

24	After-sales services: Required		
25	Training and Demonstration at locations: Required (Refrigerator Test Lab, NERDC, Ekala, Ja-Ela & Air Conditioner Test Lab, St. Anthony's Mawatha, Ja-Ela)		