REQUEST FOR QUOTATION (RFQ)

DISTRIBUTION
AV EQUIPMENT & CONTROL SYSTEM SERVICE PROVIDERS

RFQ NUMBER
IWMI/LKA/G003/2024

TITLE
SUPPLY AND INSTALLATION OF AV EQUIPMENT & CONTROL SYSTEM

DATE
20-May-24

SUBJECT
SUPPLY AND INSTALLATION OF AV EQUIPMENT & CONTROL SYSTEM OF THE PROPOSED AUDITORIUM - IWMI HQ LOCATED AT NO:127, SUNIL MAWATHA, PELAWATTA, BATTARAMULLA, SRI LANKA

TO (VENDOR)

DESTINATION E-MAIL:

RETURN TELEPHONE
Tel: + 94-11-2880000
Fax: + 94-11-2786854
Email: subodha.perera@cgiar.org

MANNER OF SUBMISSION
Offers must be submitted via mail (G.HALVITIGE@CGIAR.ORG) and must be addressed to "Head of Finance, International Water Management Institute, 127, Sunil Mawatha, Pelawatte, Battaramulla, Sri Lanka" and submitted on letterheads furnishing bidder’s name, address and contact telephone number with signature & official stamp.

CLOSING DEADLINE: DATE
11-Jun-24

TIME
12.00 Midnight (SL Time)

IMPORTANT
To enable you to submit a proposal, please find enclosed:
Annexure A - Bid Document with Technical Specifications
Annexure B - Technical Bid Response Form (The submission of the duly completed Technical Bid Response Form is a Mandatory Requirement)
Annexure C - Supplier Registration Form Failure to comply with the conditions stated herein will lead to the rejection of the offer submitted.
Auditorium bid documents folder: https://cgiar.sharepoint.com/:f:/s/IWMI/ICT/EsTDgKRkxHVNrxt2zg-hz70Bx92hYoa703YwDIUEtO9hkQ?e=ig4kte

IWMI reserves the right to:-
1. Decide on the selection criteria, which will be based on price and quality as assessed by IWMI
2. Identify the supplier who submits the most responsive bid
3. Accept whole or part of your offer.

Information provided by the bidder will constitute the basis for any eventual award of contract.
The decision of IWMI will be final.
The contract will be subject to IWMI’s General Conditions for the purchase of goods and services.
THE OFFICE INVITES YOUR COMPANY TO MAKE A FIRM OFFER FOR THE FOLLOWING

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<th>MERCHANDISE</th>
<th>QUANTITY</th>
<th>DELIVERY PLACE</th>
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<td>Please refer Annexure 1</td>
<td>Delivery address</td>
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<td>International Water Management Institute (IWMI)</td>
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<td>127 Sunil Mawatha, Pelawatte, Battaramulla, Colombo, Sri Lanka</td>
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YOUR OFFER SHOULD CLEARLY INDICATE

1. Please note that price needs to be quoted as per the following:
   TOTAL PRICE (USD).
   The International Water Management Institute (IWMI) is entitled for immunities and privileges accorded by the Government of Sri Lanka (GOSL) and as such is entitled for duty free privileges. Hence any AV equipment and components required under this proposal can be imported to Sri Lanka free of duties and taxes provided the consignment is addressed to The International Water Management Institute (IWMI). IWMI is able to pay to the principles /manufactures via TT Transfer.

2. PRICES SHOULD BE NET AFTER DEDUCTION OF DISCOUNTS AND SHOULD BE INCLUSIVE OF ALL TAXES S IN THE MANUFACTURERS/SUPPLIERS COUNTRY OF ORIGIN

3. STANDARDIZATION : Details of any standardization to be provided

4. PLACE OF MANUFACTURE AND COUNTRY OF ORIGIN: To be specified

5. DETAILED SPECIFICATIONS : Detailed specifications should be submitted. If more than one option is quoted, detailed specifications for each option must be included in the bid documents

6. FOLLOWING INFORMATION SHOULD BE INCLUDED :
   - Warranty and conditions of warranty if any (Please mention whether you can provide a warranty for the batteries)
   - Standard software and hardware support end date - Any annual maintenance fees
   - Please attach evidence from the respective manufacturer of the brand/s of AV equipment you are proposing to state that you are a duly authorized agent and or distributor of the respective product.

7. VALIDITY OF THE OFFER: The offer in all its terms and conditions should be valid for a period of 90 days from the 11th June 2024

8. PAYMENT TERMS: Payment terms to be stated by the supplier with clear milestones and amounts

9. COMPANY PROFILE : To be submitted with background, expertise/experience in supplying related Goods/services.

10. DELIVERY: Date(s) should be stated and will be an important element in the selection criteria. Suppliers are hereby advised to indicate realistic time frames for delivery, since IWMI needs the items/services on a priority basis. Please note that requests for granting extensions of delivery deadlines given by IWMI at any stage of the process will not be entertained.

11. LIQUIDATED DAMAGES: Late delivery, or dispatch outside the agreed schedule, shall be subject, without notice, to an assessment of liquidated damages equivalent to 1 percent of the Contract value per day or part thereof. The assessment will not exceed 10 percent of the Contract value.

12. Any queries with regards to this bid should be addressed to Subodha Perera via e-mail to subodha.perera@cgiar.org. Last date for raising such queries shall be 7 days before the bid closing date mentioned

13. OTHER TERMS: All the applicable general terms and conditions are listed in the "General terms and conditions" document and vendors can access it via https://www.iwmi.cgiar.org/about/our-policies/ Also, it contains Procurement Grievance Submission Process for Suppliers.