



BIDDING DOCUMENT

PROCUREMENT OF DESKTOP COMPUTERS, TABLETS AND PRINTERS

UNDER

NATIONAL COMPETITIVE BIDDING PROCEDURES

CONTRACT NO: NQ/DPC/2018/NCB/G/03

**National Aquaculture Development
Authority of Sri Lanka**

**Ministry of Fisheries and Aquatic Resources Development
CONTRACT NO - NQ/DPC/2018/NCB/G/03**

DOCUMENTATION CERTIFICATE

Description of the Procurement : PROCUREMENT OF DESKTOP & LAPTOP COMPUTERS, PRINTERS

Issued to :

Address :
.....
.....

Telephone Number :

Fax Number :

E-mail Address :

Tender Fee and Receipt Number :

.....
Authorized Officer

.....
(Seal)

Date of issuing 2018 **Time** a.m. / p.m.



Ministry of Fisheries and Aquatic Resources Development



National Aquaculture Development Authority of Sri Lanka
Invitation for Bids
Procurement Notice

Procurement of Desktop & Laptop Computers, Printers

01. The Chairman of the National Aquaculture Development Authority of Sri Lanka invites sealed bids from qualified and eligible bidders for the Procurement of following Items.

Contract No & Name of Procurement	Bid Security & Validity (SLR)	Non Refundable Bid Fee (SLR)	Closing Date & Time of Issuing of Bidding Documents	Closing and Opening Date & Time of Receiving of Bid
NQ/DPC/2018/NCB/G/03 Procurement of Desktop & Laptop Computers, Printers	Cash - 50,000.00 or Bank Security - 100,000.00 121 Days	6,000.00	14. 02. 2018 at 3.00 p. m.	15 .02. 2018 at 2.00 p. m.

02. All eligible bidders may obtain further information on the Bid from **Computer Analyst, Tel: 011 278 6577 / 011 278 6495, Fax: 011 278 6493 and www.naqda.gov.lk** and inspect the bidding documents free of charge at the following address during office hours from 9.00 a m to 3.00 p. m. from 24th January 2018 to 14th February 2018.

03. A complete set of Bidding Documents may be purchased by any interested eligible bidder on the submission of a written application to the following address and upon payment of a non-refundable bid fee in cash or bank draft during the period as indicated above.

04. Bids shall be valid for **Ninety One (91) days** from the deadline of bid submission.

05. **All bids must be accompanied by a bid security** as specified in the Bid Documents and must be delivered to the address given below in accordance with the general conditions on or before the dates mentioned above.

Chairman,
National Aquaculture Development Authority of Sri Lanka,
No. 41/1, New Parliament Road,
Pelawatte, Battaramulla.
24.01.2018

Volume 1

Section I – Instructions to Bidders (ITB)

Section VI – General Conditions of Contract (GCC)

Section VIII – Contract Forms (CF)

Section VIII Contract Forms

01. Contract Agreement

THIS CONTRACT AGREEMENT is made

The [insert: number] day of [insert: month], [insert:year]

BETWEEN

- (a) National Aquaculture Development Authority at No 41/1, New Parliament Road Pelawatta , Battaramulla (hereinafter called “the Purchaser”), and
- (b) [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 Purchaser 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 Desktop & Laptop Computers, Printers 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
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) 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 Purchaser’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, 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.

- 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 today, month and year indicated above.

For and on behalf of the Purchaser

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's

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

In the capacity of [insert title or other appropriate designation]

In the presence of [insert identification of official witness]

Section VIII Contract Forms
02. Performance Security

[The issuing agency, as requested by the successful Bidder, shall fill in this form in Accordance with the instructions indicted]

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

----- * Beneficiary: **National Aquaculture Development Authority of Sri Lanka, 41/1, New Parliament Road, Pelawatte, Battaramulla.**

Date:-----

PERFOMANCE 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 the

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 types and 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 & Seal]

[Date]

Volume 2

Section II – Bidding Data Sheet (BDS)

Section III – Evaluation Criteria (EC)

Section IV – Bidding Forms (BF)

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Invitation for Bids (IFB)

National Aquaculture Development Authority of Sri Lanka

Contract Number: NQ/DPC/2018/NCB/G/03

1. The Chairman, Ministry Procurement Committee on behalf of the *National Aquaculture Development Authority of Sri Lanka* now invites sealed bids from eligible and qualified bidders for *the Procurement of Desktop & Laptop Computers, Printers* Bidding will be conducted through **National Competitive Bidding Procedure**.
2. Interested eligible bidders may obtain further information from *National Aquaculture Development Authority of Sri Lanka*; Mrs Nirupama Andramana, Computer Analyst, Tel: 011 – 2786574 / 011 – 2786495, Fax: 011 – 2786493) and www.naqda.gov.lk and inspect the Bidding Documents at the address given below **during office hours from 9.00 a m to 3.00 p m till 14th February 2018**.
3. Qualifications requirements include: being a *Manufacturer or accredited agent in supplying Computers with at least 05 years' experience in the relevant field*. A margin of preference for eligible locally produced goods offered *shall not be applied*. Additional details are provided in the Bidding Documents.
4. A complete set of Bidding Documents in English language may be purchased by interested bidders on the submission of a written application to the address below and upon payment of a non-refundable fee of LKR 6,000/- . The method of payment will be in cash or by a bank draft.
5. Bids must be delivered to the address below at or before 2.00 p m 15th February 2018. Late bids will be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend in person or on-line at the address below immediately after the closing of Bids. All bids must be accompanied by a "*Bid-Security*," of *LKR 50,000/- in cash LKR 100,000/- in a bank security* or an equivalent amount in a freely convertible currency.
6. The address referred to above is:

**Director General,
National Aquaculture Development Authority of Sri Lanka,
41/1, New Parliament Road,
Pelawatte
Battaramulla.
Tel: +94 – 0112-786495 / +94 - 0112-786578
Fax: +94 – 0112 - 786493.**

**Chairman
Ministry Procurement Committee
National Aquaculture Development Authority of Sri Lanka**

Section II. Bidding Data Sheet (BDS)

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

ITB Clause Reference	A. General
ITB 1.1	The Purchaser is: National Aquaculture Development Authority of Sri Lanka
ITB 1.1	The name and identification number of the Contract are: Procurement of Desktop & Laptop Computers, Printers NQ/DPC/2018/NCB/G/03
ITB 2.1	The source of funding is: General Treasury
	B. Contents of Bidding Documents
ITB 7.1	For Clarification of bid purposes only, the Purchaser's address is: Attention: Computer Analyst Address: National Aquaculture Development Authority of Sri Lanka, 41/1, New Parliament Road, Pelawatte, Battaramulla. Telephone: 0112- 786495, 0112 - 786574 Facsimile number: 0112- 786578
	C. Preparation of Bids
ITB 11.1 (e)¹	The Bidder shall submit the following additional documents: Failure to furnish any of below from (i) to (viii) will cause the Bid to be non - responsive. <ul style="list-style-type: none"> (i) <i>Bid Submission Form</i> (ii) <i>Price Schedule</i> (iii) <i>Delivery Schedule</i> (iv) <i>Technical Specifications</i> (v) <i>Bid Security</i> (vi) <i>Manufacturing Authorization</i>

	<p>(vii) <i>Proofs of Business Registration</i></p> <p>(viii) <i>Any other documents establishing Bidder's Qualifications</i></p>																		
ITB 14.3²	<p><i>The bidders may quote following minimum quantities:</i></p> <table border="1"> <thead> <tr> <th>Item No</th> <th>Description</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Desktop Computers – Core i5</td> <td>35 Nos</td> </tr> <tr> <td>02</td> <td>Laptop Computers – Core i7</td> <td>20 Nos</td> </tr> <tr> <td>03</td> <td>LaserJet Monochrome Printers</td> <td>10 Nos</td> </tr> <tr> <td>04</td> <td>Uninterrupted Power Supply (UPS)</td> <td>50 Nos</td> </tr> <tr> <td>05</td> <td>Microsoft Office Professional 2016 Gov OLP Genuine</td> <td>55 Nos</td> </tr> </tbody> </table>	Item No	Description	Quantity	01	Desktop Computers – Core i5	35 Nos	02	Laptop Computers – Core i7	20 Nos	03	LaserJet Monochrome Printers	10 Nos	04	Uninterrupted Power Supply (UPS)	50 Nos	05	Microsoft Office Professional 2016 Gov OLP Genuine	55 Nos
Item No	Description	Quantity																	
01	Desktop Computers – Core i5	35 Nos																	
02	Laptop Computers – Core i7	20 Nos																	
03	LaserJet Monochrome Printers	10 Nos																	
04	Uninterrupted Power Supply (UPS)	50 Nos																	
05	Microsoft Office Professional 2016 Gov OLP Genuine	55 Nos																	
ITB 15.1³	The bidder shall quote the local expenditure in Sri Lankan Rupees.																		
ITB 17.3⁴	Period of time the Goods are expected to be functioning: 05 years																		
ITB 18.1 (b)	After sales service is: “is required”																		
ITB 19.1⁵	The bid shall be valid 91 days from the date of the closing of the bids.																		
ITB 20.1	Bid shall include a Bid Security (issued by bank or surety) included in Section IV Bidding Forms;																		
ITB 20.2⁶	<p>The amount of the Bid Security shall be: Rs. 50,000.00 in Cash or Rs. 100,000.00 in Bank Security</p> <p>The validity period of the bid security shall be 121 days.</p>																		
	D. Submission and Opening of Bids																		
ITB 22.2 (c)	The inner and outer envelopes shall bear the following identification marks: “Procurement of Desktop & Laptop Computers, Printers, Do not open before 2.00 p m on 15th February 2018”																		

ITB 23.1	<p>For bid submission purposes, the Purchaser's address is: Attention: Director General Address: National Aquaculture Development Authority of Sri Lanka</p> <p>The deadline for the submission of bids is: Date: 15th February 2018 Time: 2.00 p m</p>
ITB 26.1	<p>The bid opening shall take place at: Address: Conference Hall 1st Floor National Aquaculture Development Authority of Sri Lanka 41/1, New Parliament Road, Pelawatte, Battaramulla.</p> <p>Date: 15th February 2018 Time: 2.30 p m</p>
	E. Evaluation and Comparison of Bids
ITB 34.1	Domestic preference " <i>shall</i> " be a bid evaluation factor.
ITB 35.5	Bidders " <i>shall</i> " be allowed to quote for one or more lots.

Section VII. Contract Data

The following Contract Data shall supplement and / or amend the Conditions of Contract (CC). Whenever there is a conflict, the provisions herein shall prevail over those in the CC.

[The Purchaser shall select insert the appropriate wording using the samples below or other acceptable wording, and delete the text in italics]

CC 1.1(i)	The Purchaser is: National Aquaculture Development Authority of Sri Lanka
CC 1.1 (m)	The Project Sites / Final Destinations are: National Aquaculture Development Authority of Sri Lanka 41/1, New Parliament Road, Pelawatte, Battaramulla.
CC 8.1	For <u>notices</u> , the Purchaser's address shall be: Attention: Mr Nilantha Dissanayake – Director (Finance) Address: National Aquaculture Development Authority of Sri Lanka 41/1, New Parliament Road, Pelawatte, Battaramulla. Telephone: +94 – 0112 - 786575 Facsimile number: +94 – 0112 - 786493
CC 15.1	CC 15.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows: Payment shall be made in Sri Lanka Rupees within thirty (30) days of presentation of claim supported by a certificate from the Purchaser declaring that the Goods have been delivered and that all other contracted Services have been performed.
CC 17.1	A Performance Security equivalent to 10% shall be required
CC 25.1	The inspections and tests shall be: upon the delivery of the complete order
CC 25.2	The Inspections and tests shall be conducted at: the place of destination
CC 26.1	The liquidated damage shall be: 05 % per week
CC 26.1	The maximum amount of liquidated damages shall be: 10 %
CC 27.1	The Warranty Period shall be: 3 Years

Section III. Evaluation and Comparison

The Purchaser will evaluate and compare the bids, which have been determined to be substantially responsive, pursuant to ITB.

Section IV. Bidding Forms

Table of Forms

01. Bid Submission Form

02. Schedule of Prices

04. Bid Security (Guaranty).....

05. Manufacturer's Authorization.....

Bid 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 shall be accepted.]

Date:
[insert date (as day, month and year) of Bid Submission]

No.: NQ/DPC/2018/NCB/G/03

To: ***National Aquaculture Development Authority of Sri Lanka***

We, the undersigned, declare that:

- (c) We have examined and have no reservations to the Bidding Documents, including Addenda No.: *[insert the number and issuing date of each Addenda]*;.....
.
- (d) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services;

Procurement of Desktop & Laptop Computers, Printers

- (e) The total price of our Bid without VAT, including any discounts offered is: *[insert the total bid price in words and figures]*;.....
.....
.....
- (f) The total price of our Bid including VAT, and any discounts offered is: *[insert the total bid price in words and figures]*;
.....
.....
- (g) Our bid shall be valid for the period of time specified in ITB Sub-Clause 18.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 23.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (h) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 43 and CC Clause 17 for the due performance of the Contract;
- (i) We have no conflict of interest in accordance with ITB Sub-Clause 4.3;
- (j) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared blacklisted by the National Procurement Agency;

- (k) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (l) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

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

In the capacity of *[insert legal capacity of person signing the Bid Submission Form]*

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

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

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

Price Schedule

*[The Bidder shall fill in these Price Schedule in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the List of Goods and Related Services specified by the Purchaser in the Schedule of Requirements.]*

PRICE SCHEDULE

- Note: 1. Unless otherwise allowed under ITB Clause 15, the bidders are required to quote the prices under 'A' columns;
2. Bidders may quote prices under 'B' columns only if the ITB Clause 15 provides provisions to bid in foreign currencies for the line item
3. Purchaser is advised to fill columns 1, 2 and 3 before issuing the bidding document and delete this note 3;*

1	2	3	4	5	6	7	8	9	10	11	12	15	16
Goods and related Services offered within Sri Lanka (in Sri Lankan Rupees)													
A													
Line Item No.	Description of Goods or related services	Qty and unit	Unit price (inclusive of duties, sales and other taxes) Excluding VAT	Price per line item (Col. 3x4)	Inland transportation, insurance and other related services to deliver the goods to their final destination if not included under column 4	Total Price Excluding VAT (Col 5+6)	Discounted Total price (if any) excluding VAT	VAT	Total Price Including VAT (Col. 7 or 8+9)	Unit price (foreign cost) ⁷	All related costs to deliver the goods to their final destination inclusive of duties, sales and other taxes inland transportation, insurance. Excluding VAT	VAT	
LOT A										curren y	Amount	Sri Lankan Rupees (LKR)	LKR
01	Desktop Computers – Core i5	35 Nos											
02	Laptop Computers – Core i7	20 Nos											
03	LaserJet Monochrome Printers	10 Nos											
04	Uninterrupted Power Supply (UPS)	50 Nos											
05	Microsoft Office Professional 2016 Gov OLP Genuine	55 Nos			Total for Lot A					Total for Lot A			

VAT registration number..... (If applicable)

Total amount in words; Sri Lank Rupees.....
.....

Signature of the Bidder
(Common Seal of the Company)

Name & address of the Company-
.....
.....
.....
.....
.....

Name & address of the Authorized Officers:
.....
.....

Telephone Number - Fax Number -

Date:/..... / 2018

Signature of the Bidder
(Common Seal of the Company)

COMPANY DETAILS

Please provide the necessary details with the copies of certifications.

1. Company Registration Number : _____

2. Previous Experience _____ Years

3. Supply Capacity per month _____ Computers and Related Peripherals

4. Details of the recent supplies of Computers and Related Peripherals

5. Awards obtained

Bid Guarantee

[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:** **National Aquaculture Development Authority of Sri Lanka**

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 of authorized representative(s)]

Manufacturer's Authorization

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the BDS.]

Date:
[insert date (as day, month and year) of Bid Submission]

No.:
[insert number of bidding process]

To:
[insert complete name of Purchaser]

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 bid 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 sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 27 of the Conditions of Contract, 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]*

Section V. Schedule of Requirements

Contents

- 1. List of Goods and Delivery Schedule**
- 2. List of Related Services and Completion Schedule**
- 3. Technical Specifications**
- 4. Inspections and Tests.....**

1. List of Goods and Delivery Schedule

[The Purchaser shall fill in this table, with the exception of the column “Bidder’s offered Delivery date” to be filled by the Bidder]

Line Item No	Description of Goods	Quantity	unit	Final (Project Site) Destination as specified in BDS	Delivery Date ⁸		
					Earliest 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 for the quantity]	[insert place of Delivery]	[insert the number of days following the date of effectiveness the Contract]	[insert the number of days following the date of effectiveness of the Contract]	[insert the number of days following the date of effectiveness of the Contract]
01	Desktop Computers – Core i5	35	Nos	NAQDA Head Office	Within 2 week upon confirmation of order	Within 3 weeks upon confirmation of order	
02	Laptop Computers – Core i7	20	Nos	NAQDA Head Office	Do	Do	
03	LaserJet Monochrome Printers	10	Nos	NAQDA Head Office	Do	Do	
04	Uninterrupted Power Supply (UPS)	50	Nos	NAQDA Head Office	Do	Do	
05	Microsoft Office Professional 2016 Gov OLP Genuine	55	Nos	NAQDA Head Office	Do	Do	

⁸ applicable only if delivery is considered for evaluation. If not only one column “Delivery Date” duly filled by the Purchaser is required

2. List of Related Services and Completion Schedule

[This table shall be filled in by the Purchaser. The Required Completion Dates should be realistic, and consistent with the required Goods Delivery Dates]

Service	Description of Service	Quantity ¹	Unit	Place where Services shall be performed	Final Completion Date(s) of Services
<i>[insert Service No]</i>	<i>[insert description of Related Services]</i>	<i>[insert quantity of items to be supplied]</i>	<i>[insert unit for the items]</i>	<i>[insert name of the Place]</i>	<i>[insert required Completion Date(s)]</i>

1. If applicable

3. TECHNICAL SPECIFICATIONS

No.		
3.1	Desktop Computers – Core i5	Annex - I
3.2	Laptop Computers – Core i7	Annex - II
3.3	LaserJet Monochrome Printers	Annex - III
3.4	Uninterrupted Power Supply (UPS)	Annex - IV
3.5	Microsoft Office Professional 2016 Gov OLP Genuine	Annex - V

