



Invitation of Quotations

For

Purchasing an Official Email Solution for Ministry of
Agriculture

MOA/Shopping/EmailSolution/05/2020

Ministry of Agriculture

80/5, Govijana Mandiraya, Rajamalwatta Avenue,
Battaramulla.

Section I. Instructions to Vendors (ITV)

A: General	
1. Scope of Bid	<p>1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Goods and related services 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.</p>
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 Vendors (ITV) • Section II. Data Sheet • Section III. Schedule of Requirements • Section IV. Technical Specifications & Compliance with Specifications • Section V. Price Schedule • Section VI. Quotation Submission Form • Annexure 01 • Annexure 02
C: Preparation of Quotation	
3. Documents Comprising Your Document	<p>3.1 The Quotation shall comprise the following:</p> <ol style="list-style-type: none"> a. Quotation Submission Form; b. Technical Specifications & Compliance with Specifications; c. Price Schedule; d. Reference Site Details
4. Quotation Submission Form and Price Schedule	<p>4.1 The vendor shall submit the Quotation Submission Form using the form furnished in Section VI. 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 vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.</p>
<p>5. Prices and Discounts</p>	<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 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.</p>
<p>6. Currency</p>	<p>6.1 The vendors shall quote only in Sri Lanka Rupees.</p>
<p>7. Documents to Establish the Conformity of the Goods</p>	<p>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".</p> <p>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.</p> <p>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.</p>

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 envelope 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 Quotations	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 Quotations	<p>16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>16.2 To evaluate a quotation, the Purchaser may consider the following:</p> <ol style="list-style-type: none"> a. Compliance with the Technical Specifications b. the Price as quoted; c. price adjustment for correction of arithmetical errors; d. 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 Goods.</p>
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.
20. Signing of Contract	<p>20.1 Within Seven (7) days after notification, the Purchaser shall complete the Agreement, and inform the successful Vendor to sign it.</p> <p>20.2 Within Seven (7) days of receipt of such information, the successful Vendor shall sign the Agreement</p>
21. Delivery Period of Goods	21.1 The successful Vendor shall deliver the Goods within One (01) week after receipt of Local Purchasing Order

Section II: Data Sheet

ITV Clause Reference	
1.1	The Purchaser is: Secretary, Ministry of Agriculture Address: 80/5, Govijana Mandiraya, Rajamalwatta Avenue, Battaramulla
3.1	The Bidder shall submit the following additional documents: a. Technical Specifications and Compliance – Annexure 01 b. Certified Copy of Business Registration c. Letter of Authorization d. Experience in Last Three Years e. Certifications related with Technical Skills f. Reference Site Details – Annexure 02
5.1	If the bidder is allowed to quote for all the items specified, indicate the details.
8.1	Period of Validity of Quotation: 17th November 2020
9.2	The Vendor shall submit quotations in sealed envelope a. be addressed to the Employer at the address provided in the 11.1 of Data Sheet; b. bear the name and identification number of the Contract as follows; “Purchasing of Official Email Solution for Ministry of Agriculture” MOA/Shopping/EmailSolution/05/2020
11.1	Address for Submission of Quotations is; The Secretary Ministry of Agriculture 80/5, Govijana Mandiraya, Rajamalwatta Avenue, Battaramulla. Deadline for submission of quotations is; Date: 25th September 2020 Time: 02.00 p.m.
13	The quotations shall be opened at the following address: Room No F-16, 1st Floor, Ministry of Agriculture. 80/5, Govijana Mandiraya, Rajamalwatta Avenue, Battaramulla. Date: 25th September 2020 Time: 02.00 p.m.
14	Contact Details for Further Clarifications: Mr. Dammika Karangoda. Asst. Director (ICT) – 0777304073

Section III: Schedule of Requirements

Line Item No	Description of Goods	Quantity	Unit	Final Destination	License cost	Delivery Date	
[insert item no]	[insert description of goods]	[insert quantity of item to be supplied]	[insert unit]	[insert place of delivery]		Latest Delivery Date	Bidder's offered Delivery date [to be Provided by the bidder]
						[insert the number of days following the date of issuing Purchase Order]	[insert the number of days following the date of issuing Purchase Order]
						Maximum 1 week after receipt of Local Purchasing Order	

Section IV: Technical Specification & Compliance – (Annexure 01)

Item No	Minimum Specifications	Bidder's Response (Yes/No)	If "No" comment/s on the offer
1.	Support for auto recovery		
2.	Scheduling Assistant support in Microsoft Outlook for Mac		
3.	Shared calendars, contacts, tasks and notes		
4.	Active directory authentication and integration		
5.	Synchronization for Android, BlackBerry, iPhone and Windows Phones		
6.	Two-way synchronization for Microsoft Outlook		
7.	Mailing list management functions and Custom and emailed reports		
8.	The ability to purchase and integrate one or all of the following licensed add-ons:		
9.	Microsoft Exchange Active Sync for mobile and desktop (Microsoft Outlook) synchronization		
10.	SSL certificate for web access		
11.	Open source or community edition of email server software not accepted.		

Section V: Price Schedule

SI NO	Item Description	Unit Price/LKR	Quantity	Other Cost (if any)	Total Cost/LKR (Without VAT)	Total Cost/LKR (With VAT)

Name of the Bidder :

Company Seal

Signature of the Bidder :

Date :

Section VI

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 be accepted.]

Date: .09.2020

Contract No: MOA/Shopping/ EmailSolution /05/2020

To: Secretary, Ministry of Agriculture

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]**

Company Seal:

Dated:

In-house mail Server

Server hardware is provided by the Ministry of Agriculture and provider is required to supply and installed email solution with operating system in the server

License – **initially Mail User Accounts 250 and expandable up to 500 and above**

Mail server features

1. Support for auto recovery
2. Scheduling Assistant support in Microsoft Outlook for Mac
3. Shared calendars, contacts, tasks and notes
4. Active directory authentication and integration
5. Synchronization for Android, BlackBerry, iPhone and Windows Phones
6. Two-way synchronization for Microsoft Outlook
7. Mailing list management functions and Custom and emailed reports
8. The ability to purchase and integrate one or all of the following licensed add-ons:
9. Microsoft Exchange Active Sync for mobile and desktop (Microsoft Outlook) synchronization
10. SSL certificate for web access
11. Open source or community edition of email server software not accepted.

Reference Site Details

(Please furnish details of the reference sites where E-mail Solution has been implemented by the **Bidder himself**. Bidder should submit necessary documents as proof of the same)

1	Company Name	
2	Company Address	
3	Telephone Number	
4	Fax Number	
5	Contact Person's Name	
6	What is or was the contact person's role in the implementation / project?	
7	Name of the software implemented	
8	State whether implemented / under implementation	
9	Date of commencement of implementation	
10	Date of completion / likely date of completion	
11	State number of offices/branches using the software	
12	State the number of users using the Software.	