

Request for Quotations (RFQ) for Supply of Furniture Items

Good Neighbors Sri Lanka invites sealed quotations under the Two Bid Single Envelope system (technical and financial) from reputable suppliers to provide furniture items to the selected schools in the Puttalam District of Sri Lanka. The interested bidders must have a strong presence in Sri Lanka.

Bidders may obtain a detailed RFQ by visiting our website <https://goodneighborslk.org/procurement-opportunities/>

Bids (technical and financial) may be submitted in one sealed envelope marked “Quotation for Supply of Furniture Items for schools in Puttalam District” so as to reach by **1300 hrs on 14th October 2025** to the address below. **All quotations received after the deadline will be rejected.**

Puttalam: Good Neighbors Sri Lanka, 16,1/2 Mile Post, Anuradhapura Road, Aluthgama, Ihalapuliyankulama, Puttalam

Or

Colombo: Good Neighbors Sri Lanka, No. 546/11, 3/1, Third Floor, Kollupitiya Road, Colombo 03

The bid documents may be deposited with the undersigned at the Good Neighbors Sri Lanka. The bid should include all the details and meet the terms and conditions listed in the Terms and Conditions.

The sealed quotations will be opened by the Procurement Committee in the Presence of Observers appointed exclusively for the purpose **at 1000 hrs on 15th October 2025** in the Good Neighbors Sri Lanka, No. 546/11, 3/1, Third Floor, Kollupitiya Road, Colombo 03.

**Procurement Committee
Good Neighbors Sri Lanka,
No. 546/11, 3/1,
Third Floor, Kollupitiya Road,
Colombo 03.**

Terms and Conditions

1. Sealed quotations may be submitted under the Two Bid Single Envelope system (technical and financial) by any legally registered suppliers for Supply of Computers and Accessories to schools in Puttalam District.
2. The Supplier must have a strong presence in terms of sales and service in Sri Lanka and be able to provide after-sales services in the Puttalam District. The supplier must also arrange for the transportation of all the items to the designated points in the Puttalam District of Sri Lanka at their own expense. A list of Schools will be given upon issuance of the Purchase Order.
3. The supplied items must be of good quality.
4. Bidders are requested to submit their bid (technical and financial) in a sealed cover marked "Quotation for Supply of Furniture Items to schools in Puttalam District" so as to reach latest by 1300 Hrs on 14th October 2025. The technical bid and financial bid should be sealed by the bidder in one envelope duly superscribed.
5. The bid may be submitted in the location mentioned below, and an acknowledgement is to be obtained.

Puttalam: Good Neighbors Sri Lanka, 16,1/2 Mile Post, Anuradhapura Road, Aluthgama, Ihalapuliyankulama, Puttalam

Or

Colombo: Good Neighbors Sri Lanka, No. 546/11, 3/1, Third Floor, Kollupitiya Road, Colombo 03

6. **OPENING OF BIDS:** The sealed quotations will be opened by the Procurement Committee at 1000 hrs on 15th October 2025 in the Good Neighbors Sri Lanka, No. 546/11, 3/1, Third Floor, Kollupitiya Road, Colombo 03.
7. **MODE OF PAYMENT:** 100% payments will be released only after the items as tendered are handed over/delivered at designated places in perfect condition, to the Good Neighbors Sri Lanka or its authorized representative.
8. **VALIDITY AND CURRENCY OF BIDS:** All bids shall hold good for acceptance for a minimum period of 30 days from the date of closing of RFQ. The price quoted should be in Sri Lanka Rupees and written clearly in ink or typewritten. The total amount of the bid should be given in words as well as in figures.
9. The quoted price as of the point of delivery indicated in Clause 2 of the Terms and Conditions.
10. The bidder may provide the following:

With the Technical Bid:

- (i) Self-attested photocopy of registration of the company/firm/ proprietorship with the concerned Sri Lankan authorities.
- (ii) Details of experience in a similar field in Sri Lanka
- (iii) Documentary evidence to establish conformity of the goods to the technical specifications in the bidding documents along with the Technical Specification Form.
- (iv) Documents and information as required in the Bidder Information Form (**Annexure C**)

With the Financial Bid:

- (i) Price quotation in the Price Schedule Forms
11. Any alteration or deletion in the bid should be authenticated by the *full signature* of the bidder.
 12. **WARRANTY:** The item offered should carry a comprehensive warranty as mentioned in the specification. Any deviation in the warranty period should be indicated.
 13. **DELIVERY:** **The successful bidder must complete delivery, as stipulated above, of the item within a period of 15 days from the date of the purchase order.** Payment will be done only after the successful supply of the material at the designated 4 schools in the Karuwelagaswewa Divisional Secretariat area of Puttalam District of Sri Lanka. The exact schools and the quantities to be supplied there will be intimated by the Good Neighbors Sri Lanka later.
 14. **Liquidated Damages:** If the successful bidder fails to hand over within the stipulated period, liquidated damages @ 1% of the bid amount shall be levied for a delay of each calendar week or part thereof, subject to a maximum of 10%.
 15. **ACCEPTANCE OF RFQ:** The Good Neighbors Sri Lanka reserves the right to reject any or all RFQ or accept any RFQ or a part thereof without assigning any reason

Annexure - A
Technical Specifications for Supply of Furniture Items

S.No.	Item Description	Quantity	
1.	Computer Table Dimenstions Length – 60CM Width – 40CM Height – 77CM Or Equavalant	32	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Computer Operator's Chairs with arm	32	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Lecture Hall Chairs	100	
4.	Visitor Chair (Plastic)	10	
5.	Table Length – 90cm Width – 49cm Height – 76cm or Higher	4	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	White Boards 6*5 Feet	4	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	Closed Steel Cupboards Dimensions Length – 91.5cm Width – 46cm Height – 180cm or Equivalant	4	Yes <input type="checkbox"/> No <input type="checkbox"/>

Annexure – B
Price Schedule for Supply of Furniture Items

S.No.	Item Description	Quantity	Unit Price (including all Taxes and Levies) (in Sri Lankan Rupees)	Total Price (in Sri Lankan Rupees)
1.	Computer Tables	32		
2.	Computer Chairs	32		
3.	Lecture Hall Chairs	100		
4.	Visitor Chairs	10		
5.	Tables	4		
6.	White Boards	4		
7.	Closed Steel Cupboards	4		
Total				

Total amount in words; Sri Lankan Rupees

Signature of the Bidder
 (Common Seal of the Company)

Name & address of the Company -

Telephone Number - E-Mail -

Date// 2025

Annexure C

Bidder Information Form

1. Bidder's Legal Name:
2. Bidder's business registration details: (Attach copy of registration)
3. Bidders year of registration:
4. Bidders legal address:
5. Bidder's Authorized representative information: Name: Address: Telephone: E-Mail Address: