

## **REQUEST FOR QUOTATION FOR MINOR CIVIL REPAIR WORK**

**Name of School: P/Saliyawewa Model School**

**Full Address: Saliyawewa Junction Puttalam**

**Works: Renovation of ICT Rooms, MHM Corner, Toilets and Water Facilities**

**RFQ Reference: GNSL/Saliyawewa-03**

### **SECTION 1: INFORMATION TO BIDDERS & INSTRUCTIONS**

#### **1.1 Introduction**

The Procurement Committee of Good Neighbors Sri Lanka (the Client) invites sealed item-rate tenders from experienced and reputable contractors for the "Minor Civil Repair Work" as described in the attached Bill of Quantities (BOQ) and specifications.

#### **1.2 Cost of Tender Document**

The tender document is issued free of cost.

#### **1.3 Preparation of Tender**

- The tenderer must fill in the unit rates and amounts for all items in the BOQ in figures and the total in words. Any corrections must be initialled.
- The BOQ must be signed and stamped on every page by the tenderer.
- Rates shall be inclusive of all costs: materials, labor, tools, plant, transportation, taxes, overheads, profit, and all liabilities for completing the work.
- The quoted rates shall be firm and fixed for the duration of the contract.

#### **1.4 Submission of Tender**

- Tenders must be submitted in a sealed plain envelope, clearly superscribed with "TENDER FOR MINOR CIVIL REPAIRS - [GNSL/Saliyawewa-03].
- The envelope must be deposited in the below locations on or before 8<sup>th</sup> October 2025 at 1300 Hrs.

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

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

- Late tenders will be rejected.

#### **1.5 Tender Validity**

The tender shall remain valid and open for acceptance for a period of 30 (Thirty) days from the date of tender submission.

#### **1.6 Evaluation of Tenders**

The Client is not bound to accept the lowest or any tender and reserves the right to reject any or all tenders without assigning any reason.

#### **1.7 Award of Contract**

The successful tenderer will be notified in writing via a Letter of Award. Upon receipt, the contractor must sign the Agreement within 3 days.

## **SECTION 2: CONDITIONS OF CONTRACT**

### **2.1 Definitions**

- "Client" means Good Neighbors Sri Lanka and its authorized representatives.
- "Contractor" means the person or firm whose tender has been accepted.
- "Work" means the minor civil repair work as per BOQ, drawings, and specifications.
- "Site" means the premises of School Address.
- "Engineer-in-Charge" means Appointed Representative, or any other person appointed by the Client to supervise the work.

### **2.2 Scope of Work**

The Contractor shall provide all materials, equipment, labor, and supervision necessary to execute all items of work listed in the BOQ to the complete satisfaction of the authorised representative of Good Neighbors Sri Lanka.

### **2.3 Time for Completion**

- The Work must commence immediately after the issuance of the work order.
- The entire Work must be completed within 30 calendar days from the date of commencement.
- Time is of the essence of this contract.

### **2.4 Advance Payment**

- No advance payment shall be made to the Contractor for the mobilization of the works.
- Notwithstanding the above, if the Contractor requires an advance payment, a special request must be made in writing. Upon the Client's sole and absolute discretion, an advance may be considered, subject to the Contractor providing an Advance Payment Guarantee in the form of an unconditional bank guarantee for 100% of the advance value, from a reputable bank, valid until the advance sum is fully recovered through interim payments.
- Alternatively, and as a mandatory condition for any advance payment, the Contractor shall provide a crossed cheque for the full value of the requested advance amount. The cheque shall be drawn in favor of "Good Neighbors International" and shall be dated for the date of the advance payment. This cheque will be held by the Client and shall only be presented for encashment if the Contractor fails to perform the obligations under this contract or fails to recover the advance amount through subsequent interim bill deductions as agreed.

### **2.5 Liquidated Damages**

If the Contractor fails to complete the work within the stipulated time, they shall be liable to pay liquidated damages at the rate of 0.1% (Zero Point One Percent) of the total contract value for each day of delay. This amount may be deducted from any payments due to the Contractor.

### **2.6 Quality of Materials and Workmanship**

- All materials shall be new, of the best quality, and as per specifications.
- Workmanship must conform to best industry practices and relevant standards.
- The Contractor shall remedy any defects in materials or workmanship that appear.

### **2.7 Measurements and Payments**

- Advance payment of 20% to the contract value will be paid as per clause 2.4
- The Contractor may submit one interim payment during the contract period.
- The Client will make payment within 15 days of submission and certification of the bill.
- Final Payment: The full outstanding amount, after recovery of any advance and deductions for liquidated damages (if any), shall be released after the satisfactory completion of the work.

## **2.8 Safety and Security**

- The Contractor shall be entirely responsible for the safety of his personnel, tools, and materials on site.
- The Contractor must comply with all safety regulations and ensure no disruption to school activities. Work causing noise or disturbance must be scheduled after school hours or during holidays, as directed.
- The Contractor shall indemnify the Client against any claims, damages, or costs arising from their operations.

## **2.11 Termination**

The Client may terminate the contract if the Contractor fails to proceed with the work with due diligence.

## **2.12 Dispute Resolution**

Any dispute arising under this contract shall be referred to a sole arbitrator appointed by the Client, and the provisions of the Arbitration Act of Sri Lanka shall apply. The place of arbitration shall be in Colombo, Sri Lanka.

**BOQ FOR THE CONSTRUCTION OF ICT ROOM IN SALIYA MODEL SCHOOL IN PUTTALAM DISTRICT**

NO	ITEM CODE	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
		<b><u>CIVIL WORKS</u></b>				
<b>1.0</b>		<b><u>RENOVATION WORKS OF ICT ROOM</u></b>				-
1.1		Allow for repairing works in existing roof and ceiling. Replace the necessary damaged sheet and restore to working order.	Item	1.00	25,000.00	25,000.00
1.2		Allow for necessary repairs and re-arrangements in existing electrical lines.(repair two nos of celing fans & replace the lights if necessary)	Item	1.00	25,000.00	25,000.00
1.3		Providing a 13A single phase three pin socket outlet point wired with 2x2.5 sqmm 1C/Cu/PVC/PVC+ 2.5 sqmm 1C/Cu/PVC Earth cables	Nr	2.00		
1.4		Supply and installation of 425 mm wall fan including all necessary accessories with manufacturers' warrantee excluding the cost of wiring.	Nr	2.00		
1.5		Supplying and installing 3mm thick aluminium composite panel (ACP) cladding, fixed using proper screws/ nails, to seal the existing design stone openings as per the Technical Officer's instructions	m <sup>2</sup>	3.85		
1.6		Prepare the surfaces and apply two coats of wall filler and one coat of emulsion paint to the internal surfaces. (Colour- Brilliant white with 1 feet thick Olive green boarder at top)	m <sup>2</sup>	70.48		
1.7		Supplying, stitching, and fixing window curtains made of approved quality fabric with lining, complete with curtain rods/tracks, hooks, rings, end caps, and brackets, including all accessories, pleates and double -stiched hems, installed to the satisfaction of the client <b>(design should be get approval before installation)</b>	m <sup>2</sup>	17.64		
Total Civil Cost						
Add 10% for Contingencies						
<b>Grand Total</b>						

**BOQ FOR THE CONSTRUCTION OF Toilet Facilities IN SALIYA MODEL SCHOOL IN  
PUTTALAM District**

NO	ITEM CODE	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
		<b><u>CIVIL WORKS</u></b>				
<b>2.0</b>		<b><u>RENOVATION WORKS OF LATRINE/TOILET</u></b>				-
2.1		Clean the existing toilets using HCL/equivalent chemical and clear the roots grown through the gully lines to remove the blocks and restore to working order	Item	1.00	30,000.00	30,000.00
2.2		Removing the existing damaged doors, Supplying and fixing aluminium bathroom doors ( Approx. size of a door is 0.7mm x 1.8mm)	Nr	6.00		
2.3		Supplying and replacing 10 feet long asbestos roofing sheet	Nr	1.00		
2.4		Prepare the surfaces and apply one coat of wall filler and two coats of emulsion paint to the internal surfaces. (Colour- Brilliant white with 1 feet thick Olive green boarder at top)	m <sup>2</sup>	46.57		
2.5		Prepare the surfaces and apply one coat of wall filler and two coats of weathershield emulsion paint to the external surfaces. (Colour- Brilliant white with Olive green to columns/1 feet top boarder)	m <sup>2</sup>	41.30		
2.6		Prepare the surfaces and apply two coats of Anti-corrossive paint to the grill gate	m <sup>2</sup>	1.80		
<b>Total Civil Cost</b>						
<b>Add 10% for Contingencies</b>						
<b>Grand Total</b>						

**BOQ FOR THE REPAIR/RENOVATE OF MHM Corner IN IN SALIYA MODEL SCHOOL  
PUTTALAM DISTRICT**

PROJECT NAME		Renovation Works In Saliya Model School.	ALLOCATION		Good Neighbours	
NO	ITEM CODE	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
		<b><u>CIVIL WORKS</u></b>				
<b>3.0</b>		<b><u>RENOVATION WORKS OF MHM CORNER</u></b>				-
3.1		Allow for make necessary repairs to the door , supplying and fixing Union or equivalent mortice lock with two lever locking system	Nr	1.00		
3.2		Providing a 13A single phase three pin socket outlet point wired with 2x2.5 sqmm 1C/Cu/PVC/PVC+ 2.5 sqmm 1C/Cu/PVC Earth cables	Nr	2.00		
3.3		Supply and installation of 425 mm wall fan including all necessary accessories with manufacturers' warrantee excluding the cost of wiring.	Nr	2.00		
3.4		Supplying and fixing Padestal wash basin, including pillar tap and all fittings to working order. - Approved quality	Nr	1.00		
3.5		20 mm (1/2") dia. PVC pipes (PNT 14) fixed to walls or buried under ground with specials	Lm	8.00		
3.6		40 mm (1 1/4") dia. PVC pipes (PNT 11) fixed to walls or buried under ground with specials	Lm	8.00		
3.7		Supplying and fixing 20 mm dia PVC gate valve	Nr	1.00		
3.8		Prepare the surfaces and apply one coat of wall filler and two coats of emulsion paint to the internal surfaces. (Colour- Brilliant white with 1 feet thick Olive green boarder at top)	m <sup>2</sup>	37.74		
3.9		Prepare the surfaces and apply one coat of weathershield emulsion paint to the external surfaces. (Colour- Brilliant white with Olive green to columns)	m <sup>2</sup>	6.58		
3.10		Prepare the surfaces and apply two coats of gloss paint to the doors and windows. Colour should be get approved before apply.	m <sup>2</sup>	9.40		

3.11		Supplying, stitching, and fixing window curtains made of approved quality fabric with lining, complete with curtain rods/tracks, hooks, rings, end caps, and brackets, including all accessories, pleates and double -stiched hems, installed to the satisfaction of the client <b>(design should be get approval before installation)</b>	m <sup>2</sup>	3.24		
<b>4.0</b>		<b><u>INAUGAURATION PLAQUE</u></b>				-
4.1		Supplying and fixing Inauguration Plaque to the Size and design given	Nr	1.00		
<b>Total Civil Cost</b>						
<b>Add 10% for Contingencies</b>						
<b>Grand Total</b>						

**SECTION 3: AGREEMENT**

**AGREEMENT FOR MINOR CIVIL REPAIR WORK**

This Agreement is made on this [Date] day of [Month], [Year].

**BETWEEN**

**Good Neighbors Sri Lanka**, a recognized Non Governmental Organization having its office at No. 546/11, 3/1, Third Floor, Kollupitiya Road, Colombo 03, herein represented by its General Manager, (hereinafter referred to as "the Client") OF THE FIRST PART

**AND**

**[Contractor's Firm Name]**, having its office at [Contractor's Address], herein represented by its Proprietor/Partner/Authorized Signatory, [Name of Signatory], (hereinafter referred to as "the Contractor") OF THE SECOND PART

**WHEREAS** the Client is desirous of getting certain minor civil repair works executed at ..... premises, and the Contractor has agreed to execute the said work as per the terms and conditions hereinafter contained.

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. The Contractor hereby covenants with the Client to execute and complete the Minor Civil Repair Work as detailed in the Bill of Quantities (BOQ), specifications, and drawings (annexed hereto) in a thorough and workmanlike manner, and to the entire satisfaction of the Client.
2. The Client hereby covenants to pay the Contractor the sum of **[Total Contract Amount in Figures] ([Total Contract Amount in Words])** or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed in the Conditions of Contract.
3. This Agreement shall be governed by the "Conditions of Contract" and "Information to Bidders" (Sections 1 & 2 of this document), which are hereby expressly incorporated into this Agreement by reference and form an integral part hereof.
4. In witness whereof, the parties hereto have executed this Agreement in duplicate on the day and year first above written.

**SIGNED AND DELIVERED BY THE CLIENT:**  
For and on behalf of Good Neighbors Sri Lanka

**Name:**  
**Designation:**  
**Date:**  
**Place:**

**SIGNED AND DELIVERED BY THE CONTRACTOR:**  
For and on behalf of.....

**Name: [Name of Signatory]**  
**Designation: [Proprietor/Partner]**  
**Date:**  
**Place:**

**WITNESSES:**

**1. Witness 1 (For Client)**

**Name:**

**Address:**

**Signature:**

**2. Witness 2 (For Contractor)**

**Name:**

**Address:**

**Signature:**

**ATTACHMENTS (To be included in the final package):**

- **Attachment A: Bill of Quantities (BOQ) - Filled and signed by the Contractor.**
- **Attachment B: Specifications and Drawings (if any).**