

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

**Name of School: D.S Senanayaka Vidyalaya**  
**Full Address:**  
**Works: Renovation of Toilets and Water Facilities**  
**RFQ Reference: GNSL/D.S Senanayaka7**

### **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/D.S Senanayaka7].
- 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 Toilet Facilities IN D.S Senanayaka Vidyalaya 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 LATRINE/TOILET</u></b>				-
1.1		Demolishing the existing floor and removing Squetting pan, Making necessary variations in pipe lines	Item	1.00	5,000.00	5,000.00
1.2		Cement concrete 1:3:6(40 mm) in floors and foundation	m <sup>3</sup>	0.13		
1.3		Glazed floor tiles ( Mat Finish) bedded in 12 mm cement mortar 1:2 and pointing with coloured polymer grout. Rate shall include a 3mm thick layer of tile adhesive.	m <sup>2</sup>	1.82		
1.4		Door panelled with 95mm x 70mm frame , 20 mm thick sash (Teak ) , 3 Nos of 100x75 mm copper plated iron hinges & 4" long barrel bolt and finish with two coats of wood presevative, and two coats of enamel paint	m <sup>2</sup>	1.34		
1.5		Barrel bolts 150 mm iron oxidized supplied and fixed.	Nr	1.00		
1.6		Supplying and fixing pedestal closet, close couple complete with hard seat cover and all necessary fittings	Nr	1.00		
1.7		Supplying and fixing plastic 450 mm long flexible hose	Nr	1.00		
1.8		Supplying and fixing plastic biddet spray "WATER TEC" or equivalent	Nr	1.00		
1.9		Supplying and fixing 12 mm angle valve "Water Tec"or equivalent	Nr	2.00		
1.10		Construction of Catch Pit size 150x150x150 mm in 75 mm thick 1:2:4 (20 mm) concrete including Stainless Steel grating	Nr	1.00		
1.11		20 mm (1/2") dia. PVC pipes (PNT 14) fixed to walls or buried under ground with specials	Lm	4.00		
1.12		25 mm (1 1/4") dia. PVC pipes (PNT 11) fixed to walls or buried under ground with specials	Lm	4.00		
1.13		Supplying and fixing 20 mm dia PVC gate valve	Nr	1.00		

1.14		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>	8.32		
1.15		Prepare the surfaces and apply one coat of weathershield emulsion paint to the external surfaces. (Colour- Brilliant white with Olive green to columns/1 feet top boarder)	m <sup>2</sup>	10.56		
1.16		Prepare the surfaces and apply two coats of floor paints to the internal wall bottoms and external plinth	m <sup>2</sup>	1.74		
Total Civil Cost						
Add 10% for Contingencies						
<b>Grand Total</b>						

**BOQ FOR THE CONSTRUCTION OF Water Facilities IN D.S Senanayaka Vidyalaya IN  
PUTTALAM District**

NO	ITEM CODE	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
		<b><u>CIVIL WORKS</u></b>				
<b>2.0</b>		<b><u>RENOVATION OF WATER FACILITIES</u></b>				-
2.1		Demolishing the existing damages tiles and make necessary repairs in existing drinking water tab	Item	1.00	5,000.00	5,000.00
2.2		Glazed tiles fixed to walls including bedding in cement mortar 1:2 and pointing with coloured polymer grout. Rate shall include a 3mm thick layer of tile adhesive.	m <sup>2</sup>	2.47		
2.3		Supplying and fixing 12 mm dia plastic, approved type bib tap "Water Tec" or equivalent	Nr	3.00		
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>	52.73		
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>	25.60		
2.6		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>	6.30		
2.7		Allow for repairing and re arrangement works in existing electrical lines by providing proper size trunkings to ensure safety measures	Item	1.00	20,000.00	20,000.00
<b>3.0</b>		<b><u>INAUGAURATION PLAQUE</u></b>				-
3.1		Supplying and fixing Inauguration Plaque to the Size and design given	Nr	1.00	7,500.00	7,500.00
Total Civil Cost						
Add 10% for Contingencies						
<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).**