



Procurement of Goods  
Under  
National Shopping Procedures

Invitation of Quotations

For

Procurement of  
Electric/ Motorized Roll-Up Projector Screens

Contract No: *2026/04*

Ministry of Public Administration Provincial Councils  
and Local Government

## Section I. Instructions to Vendors (ITV)

<b>A: General</b>	
1. Scope of Bid	1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Goods 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.
<b>B: Contents of Documents</b>	
2. Contents of Documents	2.1 The documents consist of the Sections indicated below. <ul style="list-style-type: none"> <li>• Section I. Instructions to Vendors (ITV)</li> <li>• Section II. Data Sheet</li> <li>• Section III. Schedule of Requirements</li> <li>• Section IV. Technical Specifications &amp; Compliance with Specifications</li> <li>• Section V. Quotation submission Form(s)</li> </ul>
<b>C: Preparation of Quotation</b>	
3. Documents Comprising your Quotation	3.1 The Quotation shall comprise the following: <ol style="list-style-type: none"> <li>(a) Quotation Submission Form and the Price Schedules;</li> <li>(b) Technical Specifications &amp; Compliance with Specifications</li> </ol>
4. Quotation Submission Form and Price Schedules	4.1 The vendor shall submit the Quotation Submission Form using the form furnished in Section V. 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. 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.
5. Prices and Discounts	5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules. 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>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>
6. Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Goods	<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 &amp; 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.
<b>D: Submission and Opening of Quotation</b>	
10. Submission of Quotation	<p>10.1 Vendors may submit their quotations by mail or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number.</p> <p>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.</p>
11. Deadline for Submission of Quotation	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	12.1 The Purchaser shall reject any quotation that arrives after the

Quotation	deadline for submission of quotations, in accordance with ITV Clause 11.1 above.
13. Opening of Quotations	<p>13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>13.2 A representative of the bidders may be present and mark its attendance.</p>
<b>E: Evaluation and Comparison of Quotation</b>	
14. Clarifications	<p>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.</p> <p>14.2 The Purchaser's request for clarification and the response shall be in writing.</p>
15. Responsiveness of Quotations	<p>15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>15.2 If a quotation is evaluated as not substantially responsive to the documents issued , it may be rejected by the Purchaser.</p>
16. Evaluation of quotation	<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> <ul style="list-style-type: none"> <li>(a) the Price as quoted;</li> <li>(b) price adjustment for correction of arithmetical errors;</li> <li>(a) price adjustment due to discounts offered.</li> </ul> <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	<p>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.</p>

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.

## Section II: Data Sheet

ITV Clause Reference	
1.1	The Purchaser is : Ministry of Public Administration Provincial Councils and Local Government Independence Square Colombo 07.
5.1	If the bidder is allowed to quote for less than the all the items specified, indicate the details.
7.3	Manufacture's Authorization is required.
11.1	Address for submission of Quotations is Ministry of Public Administration Provincial Councils and Local Government. 4 <sup>th</sup> Floor, Procurement Branch, Independence Square, Colombo 07.  The deadline for the submission of bids is: Date : 06.04.2026 Time: on or before 1.30 p.m.
13	The quotations shall be opened at the following address: Ministry of Public Administration Provincial Councils and Local Government. 4 <sup>th</sup> Floor, Procurement Branch, Independence Square, Colombo 07.  Time: Soon after closing the bid submission. (1.30 P.m.)

### Section III: Schedule of Requirements

Line Item N°	Description of Goods	Quantit	Final Destination	Date	
				Latest Delivery Date	Bidder's offered Delivery date <i>bidder]</i>
01	Electric/ Motorized Roll-up Projector Screen. Height-04feet and Length-06feet	01	Ministry of Public Administration Independence Square, Colombo 07.	Within 03 weeks from the date of purchase order.	
02	Electric/ Motorized Roll-up Projector Screen. Height-06feet and Length-06feet	02	Ministry of Public Administration Independence Square, Colombo 07.	Within 03 weeks from the date of purchase order	
03	Portable (Tripod) projector Screen	01	Ministry of Public Administration Independence Square, Colombo 07.	Within 03 weeks from the date of purchase order	

**Minimum Specification for Supply & Installation Electric / Motorized Roll-Up Projector Screen**

Line No	Feature	Minimum Requirement	Bidder's Compliance	
			(Yes/No)	If 'No', Bidder's Response
1	Brand	Bidder must specify the brand and country of origin		
2	Screen Type	Electric / Motorized Roll-Up Projector Screen		
3	Screen Size	Height: 04 feet, Length: 06 feet		
4	Screen Material	Matte white; gain 1.0–1.2; wide viewing angle $\geq 160^\circ$ ; HD/4K compatible; flame-retardant; mildew-resistant		
5	Viewing Area Flatness	Smooth, ripple-free projection surface		
6	Black Borders	Black masking borders on all sides		
7	Backing Material	Black backing layer to prevent light penetration		
8	Motor Type	Tubular or synchronous motor; $\leq 50$ dB noise level preferred; includes thermal protection		
9	Motor Durability	Minimum 10,000 operational cycles recommended		
10	Control Options	IR/RF remote; wall switch (Up/Stop/Down); optional 12V trigger compatibility (Specify)		
11	Housing Material	Aluminum or steel casing with anti-corrosion coating		
12	Mounting Type	Wall-mount and ceiling-mount brackets included		
13	Electrical Requirements	AC 220–240V, 50Hz (Sri Lanka standard); power consumption must be specified		
15	Safety Compliance	CE/FCC/equivalent; projection fabric must be fire-retardant (Specify)		
16	Warranty	Minimum 2-years warranty		
17	Installation Accessories	Wall/ceiling brackets, mounting hardware, and user manual included		

**Minimum Specification for Supply & Installation Electric / Motorized Roll-Up  
Projector Screen 2 Nos**

Line No	Feature	Minimum Requirement	Bidder's Compliance	
			(Yes/No)	If 'No', Bidder's Response
1	Brand	Bidder must specify the brand and country of origin		
2	Screen Type	Electric / Motorized Roll-Up Projector Screen		
3	Screen Size	Height: 06 feet, Length: 06 feet		
4	Screen Material	Matte white; gain 1.0-1.2; wide viewing angle $\geq 160^\circ$ ; HD/4K compatible; flame-retardant; mildew-resistant		
5	Viewing Area Flatness	Smooth, ripple-free projection surface		
6	Black Borders	Black masking borders on all sides		
7	Backing Material	Black backing layer to prevent light penetration		
8	Motor Type	Tubular or synchronous motor; $\leq 50$ dB noise level preferred; includes thermal protection		
9	Motor Durability	Minimum 10,000 operational cycles recommended		
10	Control Options	IR/RF remote; wall switch (Up/Stop/Down); optional 12V trigger compatibility		
11	Housing Material	Aluminum or steel casing with anti-corrosion coating		
12	Mounting Type	Wall-mount and ceiling-mount brackets included		
13	Electrical Requirements	AC 220-240V, 50Hz (Sri Lanka standard); power consumption must be specified		
14	Environmental Conditions	Operating temp: $10^\circ\text{C}$ - $40^\circ\text{C}$ ; Humidity: 20%-80% (non-condensing)		
15	Safety Compliance	CE/FCC/equivalent; projection fabric must be fire-retardant (Specify)		
16	Warranty	Minimum 2-years warranty		
17	Installation Accessories	Wall/ceiling brackets, mounting hardware, and user manual included		

## Portable (Tripod) Projector Screen – Technical Specification

Line No	Feature	Minimum Requirement	Bidder's Compliance	
			(Yes/No)	If 'No', Bidder's Response
1	Brand	Bidder must specify the brand and country of origin		
2	Screen Type	Portable tripod-mounted projector screen		
3	Screen Size	Height: 06 feet, Length: 06 feet		
4	Aspect Ratio	1:1 Square format		
5	Screen Material	Matte white; gain 1.0-1.2; wide viewing angle $\geq 160^\circ$ ; HD compatible; flame-retardant material; mildew-resistant		
6	Viewing Surface Flatness	Tensioned by bottom bar to reduce wrinkles; should provide smooth viewing surface		
7	Black Borders	Black masking borders on all sides for improved contrast		
8	Backing Material	Opaque black backing to prevent light penetration		
9	Tripod Stand	Stable foldable tripod: anti-slip feet; adjustable height; metal or alloy construction		
10	Keystone Adjustment	Integrated keystone bar or tilt adjustment mechanism for angle correction		
11	Casing / Housing	Protective metal housing for rolled screen; corrosion-resistant coating		
12	Mobility	Lightweight and portable design; must allow easy transport and setup by one person		
13	Locking Mechanism	Auto-locking or manual locking system to hold screen at various heights		
14	Environmental Conditions	Operating temperature: 10°C-40°C; Humidity: 20%-80% (non-condensing)		
15	Safety Compliance	Projection fabric must be fire-retardant; CE/FCC/equivalent preferred (Specify)		
16	Warranty	Minimum 2-years warranty		
17	Accessories Included	Tripod stand, protective housing, carrying strap/handle (optional)		

## Section V

### 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:

To: Ministry of Public Administration Provincial Councils and Local Government  
Independence Square  
Colombo 07.

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]*

Dated:

## Price Schedule

1	2	3	4	5	6	7	8
Line Item N°	Description of Goods	Country of Origin	Quantity	Unit price	Sub Total]	VAT	Total Price with VAT
<i>[insert number of the item]</i>	<i>[insert name of Goods]</i>	<i>[insert country of origin of the Good]</i>	<i>[insert number of units to be supplied]</i>	<i>[insert price per unit]</i>	<i>[(7) = (4) x (6)]</i>		
01	Electric/ Motorized Roll-up Projector Screen. Height-04feet and Length-06feet		1				
02	Electric/ Motorized Roll-up Projector Screen. Height-06feet and Length-06feet		2				
03	Portable (Tripod) projector Screen		1				

Name of Bidder : .....

Signature of Bidder : .....

Date : .....

# Manufacturer's Authorization

*[If requested under ITV clause 7.3, the Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated.]*

Date:

## 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 quotation 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 supply the goods.

We hereby extend our full guarantee and warranty, 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]*

**Non-collusion Affidavit**

The undersigned bidder or agent, hereby solemnly, sincerely, and truly declares and affirms / makes an oath and states as follows:

- a) That he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership representing him/her, entered into any combination, collusion, or similar agreement with any person in connection with the price to be bid;
- b) That he/she or anyone representing him/her has not taken any step whatsoever to prevent any person from bidding, nor to induce anyone to refrain from bidding; and
- c) That this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to this bid.

He/she further states that no person, firm, or corporation has received or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value in connection with the submission of this bid.

The bidder accepts full responsibility for ensuring the absence of collusion and hereby pledges to abide by fair and ethical competition practices throughout the procurement process and fully comply with the applicable Procurement Guidelines.

I hereby affirm, under the penalties for perjury, that all statements made by me in this affidavit are true and correct.

The foregoing Affidavit having been duly read over and explained by me to the Affirmant above named and he/she having understood the contents therein and admitted to be correct, affirmed and set his/her signature hereto before me on this ..... day of ..... at

.....  
BEFORE ME,

.....  
JUSTICE OF THE PEACE / COMMISSIONER OF OATHS

**Sample Purchase Order**  
(Purchaser may modify this form to suit the requirements)

Title of Procurement: .. (Name of Procurement) .....					Date: ..... (Date of this purchase Order) .....				
Our Reference: ..... (Quotation Number) .....					Your Reference: ..... (Quotation submitted by you with your cover letter dated ....)				
We are pleased to inform you that we have accepted your quotation for the supply of following goods as detailed below:									
Item #	Description	Model Number & Specification reference <sup>2</sup>	Unit	Qty	Unit Price	Amount	Delivery Date	Delivery Location	Remarks
Other Conditions of this supply are as follows:									
<ol style="list-style-type: none"> <li>1. The Goods supplied under this Contract shall conform to the technical specifications and standards mentioned above;</li> <li>2. The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, free from defects and that they incorporate all recent improvements in design and materials;</li> <li>3. The warranty shall remain valid for the period given above, after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated;</li> <li>4. If the Supplier fails to deliver any or all of the Goods by the Date(s) specified above, the Purchaser may without prejudice to all its other remedies, deduct from the payments due to the Supplier, as liquidated damages, a sum equivalent to the 0.01% per each day, of the delivered price of the delayed Goods;</li> <li>5. Payment will be made on completion of the supply and confirmation with the specifications by the Acceptance Committee in this Ministry.</li> </ol>									
Signature Name and Address of Purchaser:									

<sup>2</sup> Attach specifications