

**Tender Notice**  
**Procurement of Audio-Visual Equipment**

**Procurement of Audio-Visual Equipment for South Asian  
Center for Teacher Development, Meepe.**  
**Contract No: SACTD/05/G10/2024**

South Asian Centre for Teacher development (SACTD), Meepe, Sri Lanka is a government owned company under the Ministry of Education and managed by board of Directors as an autonomous body.

SACTD invites sealed bids from reputed and registered perspective Sri Lankan companies to provide following items as per specifications in the bidding document.

No:	Items	Qty	Delivery & Installation Date	Specification as per bidding doc.
1	3KVA UPS	2	Within two weeks after awarding	Annexure i
2	LED LIGHT PANELS with Stands	2		Annexure ii
3	Portable meeting Amplifier	2		Annexure iii
4	Projector tripod screen	1		Annexure iv
5	Multimedia LCD projector	1		Annexure v
6	Audio mixer	2		Annexure vi
7	Cardioid handheld dynamic microphone	4		Annexure vii
8	Gooseneck microphone with table stand XLR 3 pin	2		Annexure viii
9	Tripod microphone stand with telescoping boom	2		Annexure ix
10	USB Zoom video conferencing system	1		Annexure x
11	XLR male to XLR female microphone cable	4		Annexure xi
12	Wireless clip-on microphone & receiver unit	4		Annexure xii
13	Wireless handheld microphone	2		Annexure xiii

The selected bidder shall not be blacklisted and should have proof of their financial and technical soundness with minimum experience with 2 years in supply, delivery and installed of the quoted items in the reputed business entities. The interested bidders must have a registered business place in Sri Lanka and currently occupy in relevant business and possess a valid business registration together with accredited agency ship from manufacturer for the current year. The list of previous supplies with recommendations, technical and financial capabilities, should be available with the bids.

The completed bids can be email to the following email address or deposit in the tender box kept in the SACTD office on or before closing date and time of the tender. The closing date

and time of the submission of bid is 17<sup>th</sup> July 2024 at 2.30 p.m. The bids will be opened immediately after closed the tender. The interested bidders who submitted bidding documents or their legal proxies can participate to the bids opening.

SACTD reserves the right to cancel the entire tender or to modify the conditions of the tender or accept or reject any tender without giving reasons at any time of the tender period. Further details can be obtained by contacting Supplies officer by phone No: 0117601353/ 0117601350 or Email: [ddgaf@sactd.adu.lk](mailto:ddgaf@sactd.adu.lk) within the tender period.

DIRECTOR GENERAL/SACTD



Procurement of Goods

Under

National Shopping Procedures

Invitation of Quotations

For

**Procurement of Audio-Visual Equipment for South Asian  
Center for Teacher Development, Meepe.**

**Contract No: SACTD/05/G10/2024**

**Contract No: SACTD/05/G10/2024**

South Asian Center for Teacher Development

2024

## Section I. Instructions to Vendors (ITV)

A: General	
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: 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"> <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>
C: Preparation of Quotation	
3. Documents Comprising your Quotation	<p>3.1 The Quotation shall comprise the following:</p> <p>(a) Quotation Submission Form and the Price Schedules;</p> <p>(b) Technical Specifications &amp; Compliance with Specifications</p>
4. Quotation Submission Form and Price Schedules	<p>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.</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>

5. Prices and Discounts	<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>
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 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.
<b>E: Evaluation and Comparison of Quotation</b>	
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 quotation	16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.  16.2 To evaluate a quotation, the Purchaser may consider the following:  (a) the Price as quoted;  (b) price adjustment for correction of arithmetical errors;  (c) Price adjustment due to discounts offered.  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.
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

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**  
**Procurement of Audio-Visual Equipment for South Asian**  
**Center for Teacher Development, Meepe.**  
**Contract No: SACTD/05/G10/2024**

ITV Clause Reference	Details
1.1	The Purchaser is: <b>Director General</b> <b>South Asian Center for Teacher Development,</b> Address : <b>‘Meepe’,</b> <b>Padukka</b>
5.1	Bidders must quote for all items in the package. Also bidder shall quote for 100% quantity of the item quote. All Items shall be complied with Technical Specifications. Bidder who does not quote for the all item shall be treated as non-responsive and be rejected.
7.3	Manufacturer’s Authorization should be required for all items as a given format ( <b>Annexure – 06</b> )
11.1	Address for submission of quotations is; <b>Director General,</b> <b>Procurement Division,</b> <b>South Asian Center for Teacher Development,</b> <b>‘Meepe’, Padukka,</b> <b>Telephone No. :011-7601353</b> <b>011-7601350</b>  <b>Fax No. : 011-7601352</b> Deadline for submission of quotation is; <p style="text-align: right;"><b>On or before 2.30 p.m. 17<sup>th</sup> July 2024</b></p>
13	The quotations shall be opened at the following address: <b>Procurement Division,</b> <b>South Asian Center for Teacher Development,</b> <b>‘Meepe’,</b> <b>Padukka.</b> <p style="text-align: right;"><b>Date : 17<sup>th</sup> July 2024</b> <b>Time : 2.30 p.m.</b></p>
Business Registration	Vender should provide the Business Registration for 03 consecutive years.
Experience	Bidder should be confirming the 2 years’ experience of similar field.
Factors considered for evaluation are;	<ul style="list-style-type: none"> <li>• Total Price of package will be considered for the evaluation. (Excluding VAT)</li> <li>• Manufacture’s Authorization letter as given format is considered for the evaluation</li> <li>• Delivery Schedule is considered for the evaluation.</li> <li>• Bid - Securing Declaration should be submitted as per given format and performance guarantee of 5% of the contract value</li> </ul>

Pleas Reference: procurement Guideline; National shopping Procedure



### Section III: Schedule of Requirements

#### Procurement of Audio-Visual Equipment for South Asian Center for Teacher Development, Meepe. Contract No: SACTD/05/G10/2024

No:	Items	Qty	Delivery & Installation Date	Specification as per bidding doc.
1	3KVA UPS	2	Within two weeks after awarding	Annexure i
2	LED LIGHT PANELS with Stands	2		Annexure ii
3	Portable meeting Amplifier	2		Annexure iii
4	Projector tripod screen	1		Annexure iv
5	Multimedia LCD projector	1		Annexure v
6	Audio mixer	2		Annexure vi
7	Cardioid handheld dynamic microphone	4		Annexure vii
8	Gooseneck microphone with table stand XLR 3 pin	2		Annexure viii
9	Tripod microphone stand with telescoping boom	2		Annexure ix
10	USB Zoom video conferencing system	1		Annexure x
11	XLR male to XLR female microphone cable	4		Annexure xi
12	Wireless clip-on microphone & receiver unit	4		Annexure xii
13	Wireless handheld microphone	2		Annexure xiii

Name of Bidder - .....  
(Insert complete name of Bidder)

Signature of Bidder - .....  
(Signature of person signing the Bid)

Company Frank - .....

## Price Schedule

### Procurement of Audio-Visual Equipment for South Asian Center for Teacher Development, Meepe. Contract No: SACTD/05/G10/2024

1	2	3	4	5	6	7	8	9	10	
			Goods and related Services offered within Sri Lanka (in Sri Lankan Rupees)							
Item No	Description of Goods or related services	Qty. and units	Unit price (inclusive of duties, sales and other taxes) Before VAT	Price per line item (Col. 3x4)	Inland transportation, insurance and other related services to deliver the goods to their final destination if not included under column 4	Total Price Before VAT (Col 5+6)	Discounted Total price (if any ) before VAT	VAT	Total Price after VAT (Col. 7 or 8+9)	
01	3KVA UPS	2								
02	LED LIGHT PANELS with Stands	2								
03	Portable meeting Amplifier	2								
04	Projector tripod screen	1								
05	Multimedia LCD projector	1								
06	Audio mixer	2								
07	Cardioid handheld dynamic microphone	4								
08	Gooseneck microphone with table stand XLR 3 pin	2								
09	Tripod microphone stand with telescoping boom	2								
10	USB Zoom video conferencing system	1								

1	2	3	4	5	6	7	8	9	10	
			Goods and related Services offered within Sri Lanka (in Sri Lankan Rupees)							
Item No	Description of Goods or related services	Qty. and units	Unit price (inclusive of duties, sales and other taxes) Before VAT	Price per line item (Col. 3x4)	Inland transportation, insurance and other related services to deliver the goods to their final destination if not included under column 4	Total Price Before VAT (Col 5+6)	Discounted Total price (if any ) before VAT	VAT	Total Price after VAT (Col. 7 or 8+9)	
11	XLR male to XLR female microphone cable	4								
12	Wireless clip-on microphone & receiver unit	4								
13	Wireless handheld microphone	2								
	<b>Total Package</b>									

Name of Bidder - .....  
*(Insert complete name of Bidder)*

Signature of Bidder - ..... Company Frank - .....  
*(Signature of person signing the Bid)*

## Section IV- Technical Specification & Compliance

### Procurement of Audio-Visual Equipment for South Asian Center for Teacher Development, Meepe.

Contract No: SACTD/05/G10/2024

No.	Component Description	Minimum Specification	Bidder's Response (Yes/No)	If "No." comment/s on the offer
01	3KVA UPS	Annexure – i		
02	LED LIGHT PANELS with Stands	Annexure – ii		
03	Portable meeting Amplifier	Annexure – iii		
04	Projector tripod screen	Annexure – iv		
05	Multimedia LCD projector	Annexure – v		
06	Audio mixer	Annexure – vi		
07	Cardioid handheld dynamic microphone	Annexure – vii		
08	Gooseneck microphone with table stand XLR 3 pin	Annexure – viii		
09	Tripod microphone stand with telescoping boom	Annexure – ix		
10	USB Zoom video conferencing system	Annexure – x		
11	XLR male to XLR female microphone cable	Annexure – xi		
12	Wireless clip-on microphone & receiver unit	Annexure – xii		
13	Wireless handheld microphone	Annexure – xiii		

Name of Bidder - .....  
(Insert complete name of Bidder)

Signature of Bidder - .....  
(Signature of person signing the Bid)

Company Frank - .....

**Technical Specifications for 3KVA UPS 02 Nos. - Annexure - i**

*The Bidder shall fill the bidder's offer column. Bidder's failure to provide information requested in the bidder's offer column may be a reason for the rejection of the bid.*

<b>Description</b>	<b>Minimum requirements</b>	<b>Bidder's compliance (Yes/No)</b>	<b>Bidder's catalogue No./Page No.</b>
	<b>If the bidder offers the exact minimum requirement, can say complied/yes. If not, must give full detail. Any ambiguity may lead to consider may not comply.</b>		
<b>Power rating</b>	Not less than 3000VA		
<b>Input supply voltage</b>	230V Single phase		
<b>Input frequency</b>	50Hz		
<b>Output supply voltage</b>	230V		
<b>Output frequency</b>	50Hz		
<b>Battery</b>	Maintenance free lead acid		
<b>Transfer Time</b>	Less than 5 ms		
<b>Backup time</b>	Minimum 10 minutes on full load		
<b>Recharge Time</b>	5-6 hours		
<b>Protection</b>	Over voltage protection, Lightning, Short Circuit and surge protection		
<b>Make</b>	Should be stated by the bidder		
<b>Model</b>	Should be stated by the bidder		
<b>Year of manufacture</b>	2023/2024		
<b>Country of origin</b>	Should be stated by the bidder		
<b>Warranty period</b>	One year comprehensive. Bidder should provide a replacement, if the unit is taken out for repairs and vender must do the transportation of the unit.		

Name of Bidder - .....  
*(Insert complete name of Bidder)*

Signature of Bidder - .....

(Signature of person signing the Bid)

Company Frank - .....

**Technical Specifications for 2x LED LIGHT PANELS WITH STANDS - Annexure - ii**

*The Bidder shall fill the bidder's offer column. Bidder's failure to provide information requested in the bidder's offer column may be a reason for the rejection of the bid.*

<b>Description</b>	<b>Minimum requirements</b>	<b>Bidder's compliance (Yes/No)</b>	<b>Bidder's catalogue No./Page No.</b>
	<b>If the bidder offers the exact minimum requirement, can say complied/yes. If not, must give full detail. Any ambiguity may lead to consider may not comply.</b>		
<b>Item Type</b>	2x LED Light Panels with Stands		
<b>Color Temperature</b>	3200 to 5600K		
<b>Color Modes</b>	RGB, Daylight, Tungsten		
<b>Dimming</b>	Built-In Dimmer • 0 to 100%		
<b>Power Source</b>	AC to DC Adapter, Battery		
<b>Battery</b>	Per Light: 2x Rechargeable		
<b>AC Input Power</b>	230 VAC, 50 Hz		
<b>Power Consumption</b>	40 W		
<b>Make</b>	Should be stated by the bidder		
<b>Model</b>	Should be stated by the bidder		
<b>Year of manufacture</b>	2023/2024		
<b>Country of origin</b>	Should be stated by the bidder		
<b>Warranty period</b>	One year comprehensive. Bidder should provide a replacement, if the unit is taken out for repairs and vender must do the transportation of the unit.		

Name of Bidder - .....  
*(Insert complete name of Bidder)*

Signature of Bidder - .....  
*(Signature of person signing the Bid)*

Company Frank - .....

**Technical Specification for PORTABLE MEETING AMPLIFIER WITH  
 INBUILT SPEAKER 02 Nos - Annexure - iii**

*The Bidder shall fill the bidder's offer column. Bidder's failure to provide information requested in the bidder's offer column may be a reason for the rejection of the bid.*

<b>Description</b>	<b>Minimum requirements</b>	<b>Bidder's compliance (Yes/No)</b>	<b>Bidder's catalog No./Page No.</b>
	If the bidder offers the exact minimum requirement, can say complied/yes. If not, must give full detail. Any ambiguity may lead to consider may not comply.		
<b>Power Requirement</b>	AC 230V 50 Hz		
<b>Rated out put</b>	70W or more		
<b>Frequency Response</b>	70 Hz - 15 kHz ( $\pm 3$ dB)		
<b>Total Harmonic distortion</b>	Less than 3%		
<b>Function</b>	USB, SD/MMC card Mic input x 2 (phone jack x 1, combination XLR & phone jack x 1); Line input (RCA x 1 or phone jack x 1); Mixed out x 1 (Phone jack); External speaker out x 1 (phone jack), Digital echo system		
<b>Dimensions (WxHxD)</b>	Approx; 360mmx450mmx200mm (without handle and aerial) 560 (H) $\times$ 330 (W) $\times$ 310 (D) mm		
<b>Accessories</b>	Compatible wired Hand-Held Microphone with 10m long cable		
<b>Make</b>	Should be stated by the bidder		
<b>Model</b>	Should be stated by the bidder		
<b>Year of manufacture</b>	2023/2024		
<b>Country of origin</b>	Should be stated by the bidder		



<b>Warranty period</b>	One year comprehensive. Bidder should provide a replacement, if the unit is taken out for repairs and vender must do the transportation of the unit.		
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Name of Bidder - .....  
*(Insert complete name of Bidder)*

Signature of Bidder - .....  
*(Signature of person signing the Bid)*

Company Frank - .....

**Technical Specifications for PROJECTOR TRIPOD SCREEN 01 No.- Annexure - iv**

*The Bidder shall fill the bidder's offer column. Bidder's failure to provide information requested in the bidder's offer column may be a reason for the rejection of the bid.*

<b>Description</b>	<b>Minimum requirements</b>	<b>Bidder's compliance (Yes/No)</b>	<b>Bidder's catalogue No./Page No.</b>
	<b>If the bidder offers the exact minimum requirement, can say complied/yes. If not, must give full detail. Any ambiguity may lead to consider may not comply.</b>		
<b>size</b>	70"X70"		
<b>Tripod screen</b>	Yes		
<b>Make</b>	Should be stated by the bidder		
<b>Model</b>	Should be stated by the bidder		
<b>Year of manufacture</b>	2023/2024		
<b>Country of origin</b>	Should be stated by the bidder		
<b>Warranty period</b>	One year comprehensive. Bidder should provide a replacement, if the unit is taken out for repairs and vender must do the transportation of the unit.		

Name of Bidder - .....  
*(Insert complete name of Bidder)*

Signature of Bidder - .....  
*(Signature of person signing the Bid)*

Company Frank - .....

**Technical Specifications for MULTIMEDIA LCD PROJECTOR 01 No. Annexure - v**

*The Bidder shall fill the bidder's offer column. Bidder's failure to provide information requested in the bidder's offer column may be a reason for the rejection of the bid.*

<b>Description</b>	<b>Minimum requirements</b>	<b>Bidder's compliance (Yes/No)</b>	<b>Bidder's catalogue No./Page No.</b>
	<b>If the bidder offers the exact minimum requirement, can say complied/yes. If not, must give full detail. Any ambiguity may lead to consider may not comply.</b>		
<b>Image Display</b>			
<b>Display System</b>	3-Chip RGB Liquid Crystal Shutter Projection System LCD		
<b>Resolution</b>	XGA (1024x768 Pixel) or Higher		
<b>Projector Control</b>	Projector Keypad, Remote		
<b>HDTV Compatibility</b>	1080i @ 50 fps, 720p @ 50 fps 576i		
<b>Pixels</b>	2,359,296 or More		
<b>Brightness</b>	5500 Lumens or More		
<b>Aspect Ratio</b>	4:3/16:9		
<b>Contrast Ratio</b>	Min15000:1 or higher		
<b>Lens</b>			
<b>Focus</b>	Manual		
<b>Lens</b>	F 1.6 - 1.9 (f = 15.31 - 24.64 mm)		

<b>Zoom</b>	Manual: 1.6x		
<b>Lamp Life</b>	Min.6000 Hours Normal		
<b>Projection Size</b>	30 - 300" / 76.20 - 762.00 cm		
<b>Features</b>			
<b>Keystone Correction</b>	Yes		
<b>Ceiling Mountable</b>	Yes		
<b>Built-In Speaker</b>	5 W (Mono)		
<b>Input Connectors</b>	1 USB type A, 1 HDMI, 1 2 VGA in, , Audio In ,Composite Video in and others		
<b>Lamp (Bulb)</b>	Min. 210W UHE Lamp		
<b>Remote Control</b>	Yes		
<b>Power Requirements</b>	230 VAC, 50Hz		
<b>Make</b>	Should be stated by the bidder		
<b>Model</b>	Should be stated by the bidder		
<b>Year of manufacture</b>	2023/2024		
<b>Country of origin</b>	Should be stated by the bidder		
<b>Warranty period</b>	One year comprehensive. Bidder should provide a replacement, if the unit is taken out for repairs and vender must do the transportation of the unit.		

Name of Bidder - .....  
(Insert complete name of Bidder)

Signature of Bidder - .....  
(Signature of person signing the Bid)

Company Frank - .....

## Technical Specifications for AUDIO MIXER 02 Nos. Annexure - vi

The Bidder shall fill the bidder's offer column. Bidder's failure to provide information requested in the bidder's offer column may be a reason for the rejection of the bid.

Description	Minimum requirements	Bidder's compliance (Yes/No)	Bidder's catalog No./Page No.
	<b>If the bidder offers the exact minimum requirement, can say complied/yes. If not, must give full detail. Any ambiguity may lead to consider may not comply.</b>		
<b>Number Of Inputs</b>	8x Mono 2x Stereo		
<b>Mic/Line Inputs</b>	8x Line Mono: 1/4" TRS Phone 2x Line Stereo: L/R 1/4" TRS Phone 8x Microphone: 3-pin XLR		
<b>AUX Sends</b>	2x Aux Sends		
<b>2 Trk Master I/O</b>	Mix L/R: Stereo Paired L/R RCA Phono		
<b>EQ Section</b>	Mono Inputs +/- 15 dB Lo: 80 Hz Mid: 150 Hz - 3.5 kHz (swept) Hi: 12 kHz Q: 1.5 Stereo Inputs +/-15 dB Lo: 80 Hz Mid: 720 Hz Hi: 12 kHz		
<b>Solo/Mute</b>	All Input Channels		
<b>Channel Level Control</b>	100 mm Faders		
<b>Trim/Gain Control</b>	Rotary Potentiometers		
<b>Phantom Power</b>	+48 V Phantom		
<b>Metering</b>	10-Segment L/R Peak LEDs +48 V Phantom Power LED PFL Active LED Power Indicator LED		
<b>Frequency Response</b>	20 Hz to 20 kHz +/-1.5 dB		
<b>Signal-to-Noise Ratio</b>	Noise (22 Hz - 22 kHz measurement bandwidth) Mic EIN @ max gain, 150 ohms source impedance -127 dBu Mix @ max, faders to down <-85 dBu		
<b>Total Harmonic Distortion (THD)</b>	Mic sensitivity 30 dB, +14 dBu @ mix output: <0.02%		
<b>Power Supply</b>	230 V AC, 50Hz		
<b>Make</b>	<b>Should be stated by the bidder</b>		

<b>Model</b>	<b>Should be stated by the bidder</b>		
<b>Year of manufacture</b>	<b>2023/2024</b>		
<b>Country of origin</b>	<b>Should be stated by the bidder</b>		
<b>Warranty period</b>	<b>One year comprehensive. Bidder should provide a replacement, if the unit is taken out for repairs and vender must do the transportation of the unit.</b>		

Name of Bidder - .....  
*(Insert complete name of Bidder)*

Signature of Bidder - .....  
*(Signature of person signing the Bid)*

Company Frank - .....

**Technical Specifications for CARDIROID HANDHELD DYNAMIC MICROPHONE 04 Nos.**

**Annexure - vii**

*The Bidder shall fill the bidder's offer column. Bidder's failure to provide information requested in the bidder's offer column may be a reason for the rejection of the bid.*

<b>Description</b>	<b>Minimum requirements</b>	<b>Bidder's compliance (Yes/No)</b>	<b>Bidder's catalog No./Page No.</b>
	If the bidder offers the exact minimum requirement, can say complied/yes. If not, must give full detail. Any ambiguity may lead to consider may not comply.		
<b>Polar Pattern</b>	Cardioid		
<b>Capsule</b>	Dynamic		
<b>Frequency Range</b>	40 Hz to 16 kHz		

<b>Sensitivity</b>	2.7 mV/Pa		
<b>Output Connector</b>	XLR 3-Pin (on Mic)		
<b>Mounting</b>	Mic Clip		
<b>Dimensions</b>	ø: 1.89 x L: 7.09" / ø: 48 x L: 180 mm		
<b>Make</b>	Should be stated by the bidder		
<b>Model</b>	Should be stated by the bidder		
<b>Year of manufacture</b>	2023/2024		
<b>Country of origin</b>	Should be stated by the bidder		
<b>Warranty period</b>	One year comprehensive. Bidder should provide a replacement, if the unit is taken out for repairs and vender must do the transportation of the unit.		

Name of Bidder - .....  
*(Insert complete name of Bidder)*

Signature of Bidder - .....  
*(Signature of person signing the Bid)*

Company Frank - .....

**Technical Specifications for GOOSENECK MICROPHONE WITH TABLE STAND (XLR 3-PIN) 02 Nos. Annexure - viii**

*The Bidder shall fill the bidder's offer column. Bidder's failure to provide information requested in the bidder's offer column may be a reason for the rejection of the bid.*

<b>Description</b>	<b>Minimum requirements</b>	<b>Bidder's compliance (Yes/No)</b>	<b>Bidder's catalog No./Page No.</b>
	If the bidder offers the exact minimum requirement, can say complied/yes. If not,		

	must give full detail. Any ambiguity may lead to consider may not comply.		
<b>Form Factor</b>	Gooseneck		
<b>Capsule</b>	Condenser		
<b>Polar Pattern</b>	Cardioid		
<b>Frequency Range</b>	50 Hz to 20 kHz		
<b>Dimensions</b>	ø: 0.31 x L: 17.71" / ø: 0.79 x L: 44.98 cm		
<b>Output Connector</b>	XLR 3-Pin Male		
<b>Table Stand</b>	Yes		
<b>Operating Voltage</b>	12 to 48 V		
<b>Color</b>	Black		
<b>Model</b>	Should be stated by the bidder		
<b>Year of manufacture</b>	2020/2021		
<b>Country of origin</b>	Should be stated by the bidder		
<b>Warranty period</b>	One year comprehensive. Bidder should provide a replacement, if the unit is taken out for repairs and vender must do the transportation of the unit.		

Name of Bidder - .....  
*(Insert complete name of Bidder)*

Signature of Bidder - .....  
*(Signature of person signing the Bid)*

Company Frank - .....

**Technical Specifications for TRIPOD MICROPHONE STAND WITH TELESCOPING BOOM 02  
Nos Annexure - ix**

*The Bidder shall fill the bidder's offer column. Bidder's failure to provide information requested in the bidder's offer column may be a reason for the rejection of the bid.*

<b>Description</b>	<b>Minimum requirements</b>	<b>Bidder's compliance (Yes/No)</b>	<b>Bidder's catalog No./Page No.</b>
	If the bidder offers the exact minimum requirement, can say complied/yes. If not, must give full detail. Any ambiguity may lead to consider may not comply.		
<b>Stand Height</b>	36.2 to 63" / 91.9 to 160 cm		
<b>Base Type</b>	Tripod		
<b>Boom Length</b>	31.5" / 80 cm		
<b>Material</b>	Steel		
<b>Make</b>	Should be stated by the bidder		
<b>Model</b>	Should be stated by the bidder		
<b>Year of manufacture</b>	2023/2024		
<b>Country of origin</b>	Should be stated by the bidder		
<b>Warranty period</b>	One year comprehensive. Bidder should provide a replacement, if the unit is taken out for repairs and vender must do the transportation of the unit.		

Name of Bidder - .....  
(Insert complete name of Bidder)

Signature of Bidder - .....  
(Signature of person signing the Bid)

Company Frank - .....



**Technical Specifications for USB ZOOM VIDEO CONFERENCING SYSTEM - Annexure - x**

*The Bidder shall fill the bidder's offer column. Bidder's failure to provide information requested in the bidder's offer column may be a reason for the rejection of the bid.*

<b>Description</b>	<b>Minimum requirements</b>	<b>Bidder's compliance (Yes/No/Details)</b>	<b>Bidder's catalog No. / Page No.</b>
	If the bidder offers the exact minimum requirement, can say complied/yes. If not, must give full detail. Any ambiguity may lead to consider may not comply.		
<b><u>Camera</u></b>			
<b>Field of View</b>	120-degrees		
<b>Capture resolution</b>	UHD 2160p (4K)		
<b>Automatic people framing &amp; speaker tracking</b>	Yes		
<b>Camera presets</b>	2		
<b>Zoom</b>	X 5		
<b>EPTZ</b>	Yes		
<b><u>AUDIO</u></b>			
<b>Noise Block technology</b>	Yes		
<b>Microphones</b>	6-element beam forming microphone array		
<b>Pickup range</b>	12 ft		
<b>Frequency response</b>	120 Hz–16 kHz		
<b>Speaker Output</b>	90 dB @ 0.5m		
<b>Supporting Operating system</b>	Windows 10 and above		
<b>Interfaces</b>	1x USB 3.0 Type-C port (with 2.0 compatibility)		
<b>Remote control</b>	Yes		
<b>Power requirements</b>	12VDC/5A @ 100~240VAC, 50/60 Hz		
<b>Manuals</b>	Operation		
<b>Make</b>	Should be stated by the bidder		
<b>Model</b>	Should be stated by the bidder		
<b>Year of manufacture</b>	2023/2024		
<b>Country of origin</b>	Should be stated by the bidder		
<b>Warranty period</b>	One year comprehensive. Bidder should provide a replacement, if the unit is taken		

	out for repairs and vender must do the transportation of the unit.		
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Name of Bidder - .....  
*(Insert complete name of Bidder)*

Signature of Bidder - .....  
*(Signature of person signing the Bid)*

Company Frank - .....

**Technical Specifications for XLR MALE TO XLR FEMALE MICROPHONE CABLE**

**(10m) 04 Nos - Annexure - xi**

*The Bidder shall fill the bidder's offer column. Bidder's failure to provide information requested in the bidder's offer column may be a reason for the rejection of the bid.*

<b>Description</b>	<b>Minimum requirements</b>	<b>Bidder's compliance (Yes/No)</b>	<b>Bidder's catalog No./Page No.</b>
	If the bidder offers the exact minimum requirement, can say complied/yes. If not, must give full detail. Any ambiguity may lead to consider may not comply.		
<b>Connector 1</b>	3-Pin XLR Male		
<b>Connector 2</b>	3-Pin XLR Female		
<b>Cable Length</b>	10m		
<b>Shielding</b>	95% Spiral		
<b>Wire Gauge</b>	24 AWG		
<b>Contact Plating</b>	Silver		
<b>Make</b>	Should be stated by the bidder		

<b>Model</b>	Should be stated by the bidder		
<b>Year of manufacture</b>	2023/2024		
<b>Country of origin</b>	Should be stated by the bidder		
<b>Warranty period</b>	One year comprehensive. Bidder should provide a replacement, if the unit is taken out for repairs and vender must do the transportation of the unit.		

Name of Bidder - .....  
*(Insert complete name of Bidder)*

Signature of Bidder - .....  
*(Signature of person signing the Bid)*

Company Frank - .....

**Technical Specifications for WIRELESS CLIPON MICROPHONE & RECEIVER UNIT 04 Nos. -**

**Annexure - xii**

*The Bidder shall fill the bidder's offer column. Bidder's failure to provide information requested in the bidder's offer column may be a reason for the rejection of the bid.*

<b>Description</b>	<b>Minimum requirements</b>	<b>Bidder's compliance (Yes/No/Details)</b>	<b>Bidder's catalog No. / Page No.</b>
	If the bidder offers the exact minimum requirement, can say complied/yes. If not, must give full detail. Any ambiguity may lead to consider may not comply.		
<b>Clip on Microphone</b>			
<b>Transducer</b>	Electrets Condenser		
<b>Sensitivity</b>	20 mV/pa		
<b>Max SPL</b>	130 dB		

<b>Polar pattern</b>	Omnidirectional		
<b>Output Connector</b>	3.5 mm TRS Male Unbalanced (Lockable)		
<b>Cable Length</b>	1.6 m		
<b>Frequency Range</b>	50 Hz to 18 kHz		
<b>Form Factor</b>	Lavalier		
<b>Color</b>	Black		
<b>Equivalent Noise Level</b>	36 dB		
<b>Body pack Transmitter</b>			
<b>TX frequency range</b>	UHF		
<b>RF output power</b>	typ 30 mw		
<b>Max input voltage mic/line</b>	1.8 Vrms/2.4Vrms.		
<b>Power supply</b>	9v		
<b>Dimensions</b>	Approximately 110 x 65 x 22 mm		
<b>Rack Mount Receiver</b>			
<b>Receive type</b>	True Diversity		
<b>Antenna inputs</b>	2 BNC Socket		
<b>AF outputs</b>	XLR		
<b>Max output level</b>	balance + 10 dBu unbalance +4 dBu		
<b>Power</b>	AC 230, 50Hz		
<b>Make</b>	Should be stated by the bidder		
<b>Model</b>	Should be stated by the bidder		
<b>Year of manufacture</b>	2023/2024		
<b>Country of origin</b>	Should be stated by the bidder		
<b>Warranty period</b>	One year comprehensive. Bidder should provide a replacement, if the unit is taken out for repairs and vender must do the transportation of the unit.		

Name of Bidder - .....  
*(Insert complete name of Bidder)*

Signature of Bidder - .....  
*(Signature of person signing the Bid)*

Company Frank - .....

**Technical Specifications for Wireless Handheld Microphone 02 Nos. - Annexure - xiii**

*The Bidder shall fill the bidder's offer column. Bidder's failure to provide information requested in the bidder's offer column may be a reason for the rejection of the bid.*

<b>Description</b>	<b>Minimum requirements</b>	<b>Bidder's compliance (Yes/No)</b>	<b>Bidder's catalogue No./Page No.</b>
	<b>If the bidder offers the exact minimum requirement, can say complied/yes. If not, must give full detail. Any ambiguity may be considered as not complied with.</b>		
<b><u>UHF Single Channel true Diversity Receiver</u></b>			
<b>Frequency Preparation</b>	Crystal		
<b>Carrier Frequency Range</b>	600MHz ~ 960MHz		
<b>S/N Ratio</b>	> 105dB		
<b>Frequency Stability</b>	± 10 KHz		
<b>T.H.D (1 KHz)</b>	< 0.6% @ 1KHz		
<b>Audio Output Level</b>	-12dB		
<b>Operating Voltage</b>	12 – 18 VDC, 600mA		
<b>Output Connector</b>	1 x XLR Balanced Socket		
<b><u>UHF PLL Handheld Transmitter</u></b>			
<b>Frequency Preparation</b>	Crystal		
<b>Carrier Frequency Range</b>	600MHz ~ 960MHz		

<b>Stability</b>	± 10 KHz		
<b>LED Display</b>	Low Battery, Power On/Off		
<b>Audio Frequency Response</b>	50Hz ~ 16KHz		
<b>Battery</b>	2 x AA 1.5V		
<b>Make</b>	Should be stated by the supplier		
<b>Model</b>	Should be stated by the supplier		
<b>Year of manufacture</b>	2023/2024		
<b>Country of origin</b>	Should be stated by the supplier		
<b>Warranty period</b>	One year comprehensive. Supplier Should provide a replacement, if the unit is taken out for repairs and vender must do the transportation of the unit.		

Name of Bidder - .....  
*(Insert complete name of Bidder)*

Signature of Bidder - .....  
*(Signature of person signing the Bid)*

Company Frank - .....

## Technical Specifications

- The purpose of the Technical Specifications (TS), is to define the technical characteristics of the Goods and Related Services required by the Purchaser. The Purchaser shall prepare the detailed TS take into account that
- The TS constitute the benchmarks against which the Purchaser will verify the technical responsiveness of bids and subsequently evaluate the bids. Therefore, well defined TS will facilitate preparation of responsive bids by bidders, as well as examination, evaluation, and comparison of the bids by the Purchaser.
- The TS shall require that all goods and materials to be incorporated in the goods be new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided for otherwise in the contract.
- The TS shall make use of best practices. Samples of specifications from successful similar procurements may provide a sound basis for drafting the TS.
- Standardizing technical specifications may be advantageous, depending on the complexity of the goods and the repetitiveness of the type of procurement. Technical Specifications should be broad enough to avoid restrictions on workmanship, materials, and equipment commonly used in manufacturing similar kinds of goods.
- Standards for equipment, materials, and workmanship specified in the Bidding Documents shall not be restrictive. Recognized standards should be specified as much as possible. Reference to brand names, catalogue numbers, or other details that limit any materials or items to a specific manufacturer should be avoided as far as possible. Where unavoidable, such item description should always be followed by the words “or substantially equivalent.” When other particular standards or codes of practice are referred to in the TS, a statement should follow other authoritative standards that ensure at least a substantially equal quality, then the standards mentioned in the TS will also be acceptable.
- Reference to brand names and catalogue numbers should be avoided as far as possible; where unavoidable the words “or at least equivalent” shall always follow such references.
- Technical Specifications shall be fully descriptive of the requirements in respect of, but not limited to, the following:
  - (a) Standards of materials and workmanship required for the production and manufacturing of the Goods.
  - (b) Detailed tests required (type and number).
  - (c) Other additional work and/or Related Services required achieving full delivery/completion.
  - (d) Detailed activities to be performed by the Supplier, and participation of the Purchaser thereon.
  - (e) List of detailed functional guarantees covered by the Warranty and the specification of the liquidated damages to be applied in the event that such guarantees are not met.
- The TS shall specify all essential technical and performance characteristics and requirements, including guaranteed or acceptable maximum or minimum values, as appropriate. Whenever

necessary, the Purchaser shall include an additional ad-hoc bidding form (to be an Attachment to the Bid Submission Sheet), where the Bidder shall provide detailed information on such technical performance characteristics in respect to the corresponding acceptable or guaranteed values.

When the Purchaser requests that the Bidder provides in its bid a part or all of the Technical Specifications, technical schedules, or other technical information, the Purchaser shall specify in detail the nature and extent of the required information and the manner in which it has to be presented by the Bidder in its bid.

The Bidders shall provide details of compliance to the technical specifications by filling complete information in the column 'Bidder's Offer' in the 'Technical Specification with Column Bidders Offer' forms provided in this Section. Bidder's failure to provide the Information requested in the column 'Bidder's Offer' may be a reason for the rejection of the bid. If any discrepancy is observed between the information provided by the bidder in the column Bidder's Offer and the other technical information attached to the bid, the information provided herein shall take Precedence.



## Section V-Quotation Submission Form

### Procurement of Audio-Visual Equipment for South Asian Center for Teacher Development, Meepe. Contract No: SACTD/05/G10/2024

Date:

To: **Director General, South Asian Center for Teacher development, Meepe, Padukka.**

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

**Procurement of Audio-Visual equipment for South Asian Center for Teacher Development,  
Meepe.  
Contract No: SACTD/05/G10/2024**

(c)

No:	Items	Qty	Delivery & Installation Date	Specification as per bidding doc.
1	3KVA UPS	2	Within two weeks after awarding	Annexure i
2	LED LIGHT PANELS with Stands	2		Annexure ii
3	Portable meeting Amplifier	2		Annexure iii
4	Projector tripod screen	1		Annexure iv
5	Multimedia LCD projector	1		Annexure v
6	Audio mixer	2		Annexure vi
7	Cardioid handheld dynamic microphone	4		Annexure vii
8	Gooseneck microphone with table stand XLR 3 pin	2		Annexure viii
9	Tripod microphone stand with telescoping boom	2		Annexure ix
10	USB Zoom video conferencing system	1		Annexure x
11	XLR male to XLR female microphone cable	4		Annexure xi
12	Wireless clip-on microphone & receiver unit	4		Annexure xii
13	Wireless handheld microphone	2		Annexure xiii

- (d) Total Price of our Bid before VAT, including any discounts offered is:  
.....  
..... *[Insert the total bid price in words and figures];*
- (e) Total price of our Bid after VAT, including any discounts offered is:  
.....  
..... *[Insert the total bid price in words and figures];*
- (f) 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;
- (g) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (h) We agree with provision of Liquidated damages which is 0.5% of the contract price per week, maximum up to 10%.
- (i) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.
- (j) We hereby agree to submit a Bid-Securing Declaration. (**Annexure 07**)
- (k) Performance security shall be required Ten percent (10%) of the contract value. (Soon after contract is awarded) After delivery and acceptance of the Goods, the performance security shall be released. – (**Annexure 08**)
- (l) Payment will be done by SACTD, after the receive invoice and inspection report.

Signed:.....  
*[Insert signature of person whose name and capacity are shown]*

Name:.....  
*[Insert complete name of person signing the Bid Submission Form]*

Company Frank:

Dated: .....

## Bid-Securing Declaration

*[Note: the purchaser is required to fill the information marked as "\*" and delete this note prior to selling of the bidding document]*

*[The Bidder shall fill in this form in accordance with the instructions indicated in brackets]*

Date: ----- *[insert date by bidder]*

\*Name of contract — *[insert name]*

\*Contract Identification N<sup>o</sup>: -----*[insert number]*

\*Invitation for Bid No.: ----- *insert number]*

**\*To: Director General, South Asian Center for teacher Development**

We, the undersigned, declare that:

1. We understand that, according to instructions to bidders (hereinafter "the ITB"), bids must be supported by a bid-securing declaration;
2. We accept that we shall be suspended from being eligible for contract award in any contract where bids have being invited by any of the Procuring Entity as defined in the Procurement Guidelines published by National Procurement Agency of Sri Lanka, for the period of time of *three years* starting on *the latest date set for closing of bids of this bid*, if we:
  - (a) withdraw our Bid during the period of bid validity period specified; or
  - (b) do not accept the correction of errors in accordance with the Instructions to Bidders of the Bidding Documents; or
  - (c) having been notified of the acceptance of our Bid by you, during the period of bid validity, (i) fail or refuse to execute the Contract Form, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the ITB.
3. We understand this bid securing shall expire if we are not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the bidder was unsuccessful; or (ii) twenty-eight days after the expiration of our bid.
4. We understand that if we are a JV, the Bid Securing Declaration must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed *[insert signature(s) of authorized representative]* In the Capacity of *[insert title]* Name *[insert printed or typed name]*

Duly authorized to sign the bid for and on behalf of *[insert authorizing entity]* Dated on *[insert day]* day of *[insert month]*, *[insert year]*

## 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:

**Director General,  
South Asian Center for Teacher development, 'Meepe',  
Padukka**

We .....[Insert complete name of Manufacture],  
who are official manufactures 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]

**Performance Security**

**Annexure - 08**

[Note: the Employer is required to fill the information marked as “\*” and delete this note prior to selling of the bidding document]

[The issuing agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

----- [Issuing Agency’s Name, and Address of Issuing Branch or Office] -----

**\*Beneficiary: Director General, South Asian Center for Teacher Development, “Meepe”, Padukka.**

**Date:** -----

**PERFORMANCE GUARANTEE No.:** -----

We have been informed that ----- [name of Service Provider] (hereinafter called "the Service Provider") has entered into Contract No. ----- [reference number of the contract]

dated ----- with you, for the ----- Supply of ----- [name of contract and brief description] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Service Provider, we ----- [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [amount in figures] ( ----- ) [amount in words], such sum being payable in the types and proportions of

currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the .... day of ....., 20. [insert date, 28 days beyond the scheduled completion date including the warranty period] and any demand for payment under it must be received by us at this office on or before that date.

.....  
[signature(s)]