



Democratic Socialist Republic of Sri Lanka

Ministry of Education

Accelerating Higher Education Expansion and Development (AHEAD) Operation

FINANCED BY A LOAN/CREDIT FROM THE INTERNATIONAL BANK FOR RECONSTRUCTION AND  
DEVELOPMENT (IBRD)/INTERNATIONAL DEVELOPMENT ASSOCIATION (IDA)

CREDIT/GRANT NO: 6026-LK/8743-LK

PROJECT ID NO: P159995

INVITATION OF QUOTATIONS FOR PROVIDING TRANSPORT SERVICES

**PACKAGE 1 – DAILY TRANSPORT SERVICE**

01 No. 9-Seater Van and 01 No. Car

**PACKAGE 2 – ON-CALL BASIS**

01 No. 9-Seater Van, 01 No. 6-Seater Van and 01 No. Car

**Prospective Service Providers shall submit quotations in the documents attached hereto.**

**Preference will be given to capable service providers who can provide fuel without having any interruption. Evidence on this capability shall be furnished.**

**Closing date of submission of Bidding Documents: 27.06.2022**

Chairman

Project Procurement Committee

Accelerating Higher Education Expansion and Development (AHEAD) Operation

Ministry of Education

No. 79/1, 5th Lane, Colombo 3, Sri Lanka.

Phone: +94777445455/ +94112329662 Ext. 302/ +94112432988 (Procurement Specialist)

Fax: 011 2329660

email: [pro.specialist.ahead@gmail.com](mailto:pro.specialist.ahead@gmail.com)

17.06.2022



## **Ministry of Education**

**ACCELERATING HIGHER EDUCATION EXPANSION AND  
DEVELOPMENT (AHEAD) OPERATION**

**CONTRACT NO: AHEAD/PRO/IOC/2022-02**

**INVITATION OF QUOTATIONS FOR  
PROVIDING TRANSPORT SERVICES**

**PACAKGE 1 - DAILY TRANSPORT SERVICE  
PACAKGE 2 - ON-CALL BASIS**

**Annex I - Form of Bid – Packages 1 & 2**

[The Bidder 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]

To: Project Director,  
AHEAD Operation  
No. 79/1, 5<sup>th</sup> Lane, Colombo 3

Date:

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued.
- (b) We offer to Provide Transport Services to AHEAD Operation in conformity with the documents issued and in accordance with the requirements specified in the Schedule of Requirements as follows.
- (c) The prices of our quotations are as follows:

**Package 1 - Providing Daily Transport Service to AHEAD Operation - Passenger van with 9 seats**

<b>Requirement</b>	<b>Vehicle</b>	<b>Make/ Model</b>	<b>Charge per month (2000 km) (Ex. VAT)</b>	<b>Charge for one year (Ex. VAT)</b>	<b>Charge per additional km (Ex. VAT)</b>	<b>Over Time rate for an extra hour after 10 working hours (Ex. VAT)</b>
Minimum 2000 km	Passenger Van 9 Seats					

The total Price of our bid for a period of one year **without VAT**, including any discounts offered is:  
(insert the total bid price in words and figures);

.....  
.....

VAT Registration No. ....

The total Price of our bid for a period of one year **including VAT** and any discounts offered is:  
(insert the total bid price in words and figures);

.....  
.....

**Package 1 - Providing Daily Transport Service to AHEAD Operation - Car**

<b>Requirement</b>	<b>Vehicle</b>	<b>Make/ Model</b>	<b>Charge per month (2000 km) (Ex. VAT)</b>	<b>Charge for one year (Ex. VAT)</b>	<b>Charge per additional km (Ex. VAT)</b>	<b>Over Time rate for an extra hour after 10 working hours (Ex. VAT)</b>
Minimum 2000 km	Car					

The total Price of our bid for a period of one year **without VAT**, including any discounts offered is:  
(insert the total bid price in words and figures);

.....

.....

VAT Registration No. ....

The total Price of our bid for a period of one year **including VAT** and any discounts offered is:  
(insert the total bid price in words and figures);

.....

.....

**Package 2 - Transport Services: On-Call basis for official travelling within Colombo and outside Colombo**

Vehicle Type	Make/Model	Price	Within Colombo District		Outside Colombo District		Over Time rate for an extra hour after 10 working hours Rs. (Ex. VAT)
			Rate per km, per day Rs. (Ex. VAT)	Rate per km, per day Rs. (Incl. VAT)	Rate per km, Rs. (Ex. VAT)	Rate per km, Rs. (Incl. VAT)	
Car		In figures					
		In words					

Vehicle Type	Make/Model	Price	Within Colombo District		Outside Colombo District		Over Time rate for an extra hour after 10 working hours Rs. (Ex. VAT)
			Rate per km, per day Rs. (Ex. VAT)	Rate per km, per day Rs. (Incl. VAT)	Rate per km, Rs. (Ex. VAT)	Rate per km, Rs. (Incl. VAT)	
Passenger Van (6 Seats)		In figures					
		In words					

Vehicle Type	Make/Model	Price	Within Colombo District		Outside Colombo District		Over Time rate for an extra hour after 10 working hours Rs. (Ex. VAT)
			Rate per km, per day Rs. (Ex. VAT)	Rate per km, per day Rs. (Incl. VAT)	Rate per km, Rs. (Ex. VAT)	Rate per km, Rs. (Incl. VAT)	
Passenger Van (9 Seats)		In figures					
		In words					

Waiting charge per day when exceeding the visit more than three days Rs. ....

VAT Registration No. ....

- (d) Prices quoted by the Service Provider shall be fixed during the 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.
- (e) Our quotation shall be valid for 45 days, from the date fixed for the quotation submission deadline, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- (f) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (g) 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]

Date:

Company seal:

**Annex II: Schedule of Requirement - Packages 1 & 2**  
**Package 1 - Providing Daily Transport Service to AHEAD Operation - Passenger van with 9 seats**

	<b>Description of Service</b>	<b>Service Requirement</b>
1	<b>Requirement</b>	Air-conditioned vehicle (passenger van with 9 seats, with driver, fuel and full insurance) Minimum 2000 km
2	<b>Period of Service</b>	From 01 <sup>st</sup> July 2022 to 30 <sup>th</sup> June 2023 or as agreed by the two parties
3	<b>Commencement of Service</b>	From 01 <sup>st</sup> July 2022 or as agreed by the two parties
4	The required documents of the vehicle and driver should be retained with the driver when driving. The service provider should bear all maintenance costs including all type of repairs and other related costs. If the vehicle is at repairs and maintenance work, the service provider is required to provide a suitable replacement vehicle of similar type without any delay, and under the already agreed conditions.	
5	In the event of a breakdown a similar replacement vehicle shall be provided by the service provider as soon as possible. If the service provider fails to provide a vehicle as a replacement, the service provider should pay the hiring charges of a vehicle hired by the project.	
6	Vehicles to be kept in clean and good running condition with monthly service; drivers to be well-behaved and well-dressed. The driver should be a physically and mentally fit person.	
7	The service provider has the responsibility of timely pickup, transport, and drop-off of persons according to the given schedule.	
8	The vehicles should be 100% reliable and comfortable with original seats, suitable for long distance travel.	
9	The vehicles provided shall have the comprehensive insurance cover inclusive of passengers.	
10	The drivers should be reliable with sober habits and in suitable attire. They should be contactable on mobile phones, in order to have a smooth communication.	
11	Running Charts will be provided by the Client and sign by the officers who travel. The drivers should be provided with the contact numbers of the company authorities for the purpose of contact in an emergency or immediate support.	
12	In the event of any involvement with legal authorities with regard to the vehicle (accidents etc), the Service Provider shall take the full responsibility in resolving the matter.	
13	Payment will be made on monthly basis, according to the minimum monthly usage and additional kilometers and over time for extra hours spent if any, on recommendation of the authorized officer appointed by the Project Director at the rates agreed and on submission of invoice and properly maintained running charts.	

Agree with above terms and conditions.

Name of Bidder: .....  
*[Insert complete name of Bidder]*

Signature of Bidder: .....  
*[Signature of person signing the Bid]*

Date: .....

Company Seal: .....

**Package 1 - Providing Daily Transport Service to AHEAD Operation - Car**

	<b>Description of Service</b>	<b>Service Requirement</b>
1	<b>Requirement</b>	Car with driver, fuel and full insurance with passengers (Minimum monthly usage will be 2000 km)
2	<b>Period of Service</b>	From 01 <sup>st</sup> July 2022 to 30 <sup>th</sup> June 2023 or as agreed by the two parties
3	<b>Commencement of Service</b>	From 01 <sup>st</sup> July 2022 or as agreed by the two parties
4	<b>Place of Service</b>	AHEAD Office No. 79/1, 5 <sup>th</sup> Lane, Colombo 3
5	The required documents of the vehicle and driver should be retained with the driver when driving. The Service Provider should bear all routine maintenance costs including expenses on accidental repairs as well as other related fees. The vehicles provided shall have the comprehensive insurance cover inclusive of passengers.	
6	If repairs and maintenance work take more than 24 hours, the Service Provider is required to provide a suitable replacement vehicle as similar type with driver. If the service provider fails to provide a vehicle as a replacement, the service provider should pay the hiring charges of a vehicle hired by the project.	
7	Vehicle parking arrangements – at No. 79/1, 5 <sup>th</sup> Lane, Colombo 3.	
8	The car with the driver to be handed over to the Project Director of the AHEAD or his nominee immediately after signing of the contract and it should be used only for official travelling around Colombo and outstation.	
9	Vehicles to be kept in clean and good running condition with monthly service; drivers to be well-behaved and well-dressed. The driver should be a physically and mentally fit person., preferably with own transport to travel to office.	
10	Payment will be made monthly basis, according to the minimum monthly usage and additional kilometers if any, on recommendation of the authorized officer appointed by the Project Director at the rates agreed and on submission of invoice and properly maintained running charts.	
11	Running Charts will be provided by the Client and sign by the officers who travel.	
12	In the event of any involvement with legal authorities with regard to the vehicle (accidents etc), the Service Provider shall take the full responsibility in resolving the matter.	

Agree with above terms and conditions

Name of Bidder .....  
*[Insert complete name of Bidder]*

Signature of Bidder .....  
*[Signature of person signing the Bid]*

Date .....

*Company Seal:* .....



**Package 2 - Transport Services: On-Call basis for official travelling within Colombo and outside Colombo**

	<b>Description of Service</b>	<b>Service Requirement</b>
1	<b>Requirement</b>	Air-conditioned vehicles (Cars and Passenger vans) with driver, fuel, and full insurance for on call basis
2	<b>Period of Service</b>	From 01 <sup>st</sup> July 2022 to 30 <sup>th</sup> June 2023
3	The required documents of the vehicle and driver should be retained with the driver when driving. The service provider should bear all maintenance costs including all type of repairs and other related costs.	
4	Vehicles are to be used only for providing transport services on call basis for all areas of the country.	
5	The service provider has the responsibility of timely pickup, transport, and drop-off of persons according to the given schedule.	
6	The vehicles should be 100% reliable and comfortable with original seats, suitable for long distance travel.	
7	The drivers should be reliable with sober habits and in suitable attire. They should be contactable on mobile phones, in order to have a smooth communication.	
8	In the event of a breakdown a similar replacement vehicle shall be provided by the service provider as soon as possible. If the service provider fails to provide a vehicle as a replacement, the service provider should pay the hiring charges of a vehicle hired by the project.	
9	The drivers should be provided with fuel expenses and emergency funds.	
10	The vehicles provided shall have the comprehensive insurance cover inclusive of passengers.	
11	The drivers should be provided with the contact numbers of the company authorities for the purpose of contact in an emergency or immediate support.	
12	Payment will be done on monthly basis, on recommendation of the authorized officer appointed by the Project Director at the rates agreed and over time for extra hours spent if any, on submission of invoice and properly maintained running charts. The running charts should be signed by the relevant officers who use the vehicle on office duties.	

Agree with above terms and conditions.

Name of Bidder: .....  
*[Insert complete name of Bidder]*

Signature of Bidder: .....  
*[Signature of person signing the Bid]*

Date: .....

Company Seal: .....

**Annex III: Service Specification - Packages 1 & 2**  
**Package 1 - Providing Daily Transport Service to AHEAD Operation - Passenger van with 9 seats**

Item #	Service Description & Minimum Requirement		Bidder's Response (Yes/No)	If "No" comment/s on the offer
	<b>Van with 9 seats, with driver and fuel</b>			
1	Make - Please Mention			
2	Model - Please Mention			
3	Category of van	Full Option		
4	Engine Capacity	2500 cc or above		
5	Year of Registration	2015 or after		
6	Conditions	Dual Air Condition, CD Player, Radio etc.		
7	Availability of full insurance coverage			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Name of Bidder: .....</p> <p><i>[Insert complete name of Bidder]</i></p> </div> <div style="width: 45%;"> <p>Signature of Bidder: .....</p> <p><i>[Signature of person signing the Bid]</i></p> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Date: .....</p> </div> <div style="width: 45%;"> <p>Company Seal: .....</p> </div> </div>				

**Package 1 - Providing Daily Transport Service to AHEAD Operation - Car**

Item #	Service Description & Minimum Requirement		Bidder's Response (Yes/No)	If "No" comment/s on the offer
	<b>Hiring of one car with driver, fuel and, full insurance including passenger</b>			
1	Make - Please Mention			
2	Model - Please Mention			
3	Category of car	Full Option		
4	Engine Capacity	1300 or above		
5	Year of Manufacture	2015 or after		
6	Conditions	Air Conditioned, CD Player, Radio,		
7	Availability of full insurance coverage			
8	Any other details			
	Fuel (Diesel/petrol)			
<p>Name of Bidder ..... Signature of Bidder .....</p> <p><i>[Insert complete name of Bidder]</i> <i>[Signature of person signing the Bid]</i></p> <p>Date ..... Company Seal: .....</p>				

**Package 2 - Transport Services: On-Call basis for official travelling within Colombo and outside Colombo**

Item #	Service Description & Minimum Requirement		Bidder's Response (Yes/No)	If "No" comment/s on the offer	
1	<b>Car with Driver and Fuel</b>	Make – Please mention			
2		Model – Please mention			
3		Category of Car	Full Option		
4		Engine Capacity	1300 cc or above		
5		Year of Registration	2015 or later		
6		Conditions	Air conditioned, CD player, Radio etc.		
7		Availability of full insurance coverage			
8	<b>Van 6 seats &amp; 9 seats with driver and fuel</b>	Make – Please mention			
9		Model – Please mention			
10		Category of Van	Full Option		
11		Engine Capacity	2000 cc or above		
12		Year of Registration	2015 or later		
13		Conditions	Dual Air condition, CD player, Radio etc.		
14		Availability of full insurance coverage			

Name of Bidder: .....

*[Insert complete name of Bidder]*

Signature of Bidder: .....

*[Signature of person signing the Bid]*

Date: .....

Company Seal: .....

