

DATA PROTECTION AUTHORITY

BIDDING DOCUMENT

Title of the Procurement

**Procurement of Courier Service for
Data Protection Authority**

IFQ No: DPA/FIN/01/COU/2026

National Shopping (NS)

April 2026

DATA PROTECTION AUTHORITY

Invitation for Quotation (IFQ)

Procurement of Courier Service for Data Protection Authority IFQ No: DPA/FIN/01/COU/2026

1. The Director General on behalf of Data Protection Authority, now invites sealed Quotations from eligible and qualified Bidders for providing Courier Service for Data Protection Authority.
Detailed description of schedule of requirements is given in the Bidding Document.
2. **Bidding will be conducted using the National Shopping (NS)** procurement method and is open to all eligible and qualified bidders as defined in Procurement Guidelines of Democratic Socialist Republic of Sri Lanka (GoSL) that meet the eligibility and qualification requirements given in the Bidding Documents.
3. Interested Bidders may obtain further information from Data Protection Authority, First Floor, Block 5, BMICH, Colombo 7 and the Bidding documents is free of charge and can be obtained during office hours on working days commencing from **April 30, 2026** at the office of Data Protection Authority at the above address. Telephone: +94 11 269 7241 or email: dg@dpa.gov.lk. A complete set of Bidding Documents in English Language can be downloaded from “Procurement Tab” of www.dpa.gov.lk website.
4. **Sealed Quotations** must be delivered to Director General, Data Protection Authority, First Floor, Block 5, BMICH, Colombo 7 to be received on or before **1400 Hrs. (2.00 P.M)** on **May 08, 2026**. Late Bids and Bids sent electronically will not be accepted and will be rejected.
5. Bids shall be valid for a period of 60 days from the date of deadline for submission of the Bids.
6. Bids will be opened immediately after the deadline for submission of bids, in the presence of Bidders or their authorized representatives who choose to attend in person at the address stated above (in Para 4).
7. Data Protection Authority will not be responsible for any costs or any expenses incurred by the Bidders in connection with the preparation or delivery of Bids.

Director General
Data Protection Authority,
First Floor, Block 5, BMICH, Colombo 7, Sri Lanka.
Phone: +94112697241,
E-Mail: dg@dpa.gov.lk , www.dpa.gov.lk

April, 2026

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 Service 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"> • Section I. Instructions to Vendors (ITV) • Section II. Data Sheet • Section III. Schedule of Requirements • Section IV. Technical Specifications & Compliance with Specifications • Section V. Quotation submission Form(s)
C: Preparation of Quotation	
3. Documents Comprising your Quotation	<p>3.1 The Quotation shall comprise the following:</p> <ul style="list-style-type: none"> (a) Quotation Submission Form and the Price Schedules; (a) Technical Specifications & Compliance with Specifications
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</p>

	account. A Quotation submitted with an adjustable price shall be treated as non responsive and may be rejected
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 Non Consultancy conform to the technical specifications and standards specified in Section IV, “Technical Specifications & 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 Non Consultancy, demonstrating substantial responsiveness of the Non Consultancy 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 Non Consultancy to supply these Non Consultancy in Sri Lanka.</p>
8 Period of Validity of quotation	8.1 Quotations shall remain valid for the period of Sixty Days (60) 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.
D: Submission and Opening of Quotation	
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	<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>13.1 A representative of the bidders may be present and mark its attendance.</p>

E: Evaluation and Comparison of Quotation	
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>14.1 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"> (a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (a) price adjustment due to discounts offered. <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	<p>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.</p>
19 Notification of acceptance	<p>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.</p>

SECTION II: Data Sheet

ITV Clause Reference	
1.1	The Purchaser is: Data Protection Authority
5.3	<p>If the bidder is allowed to quote for less the items specified, indicate the details: - Any supplier may quote for one or more items specified in the Schedule of Requirements. But multiple bids should not be submitted for one item and only one competitive bid should be submitted.</p> <p>If the Bidder is VAT registered, the VAT Registered certificate is required</p>
7	<p>Interested service providers are requested to submit their quotations, including the following details:</p> <ul style="list-style-type: none"> • Business Registration Certificate
11.1	<p>Address for submission of Quotation is:</p> <p>Director General Data Protection Authority, First Floor, Block 5, BMICH, Colombo 7.</p> <p>Deadline for submission of quotations; <u>on or before 1400 hours (2.00 P.M) on May 08, 2026 to the address given above.</u></p> <p>Envelope containing the quotation should be clearly marked “Procurement of Courier Service for Data Protection Authority DPA/FIN/01/COU/2026”</p>
13	<p>The quotations shall be opened at the following address:</p> <p>Director General Data Protection Authority, First Floor, Block 5, BMICH, Colombo 7, Sri Lanka.</p> <p>The quotations shall be opened at <u>1400 hours (2.00 P.M) on May 08, 2026</u></p>
16.2	<p>Other factors that will be considered for evaluation are:</p> <p>Accepted bids shall be evaluated by the Bid Evaluation Committee appointed for this purpose. The following factors and methodology will be used for evaluation.</p> <p>The purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which:</p> <ol style="list-style-type: none"> a. Bid Submission Form b. Price Schedule c. Company Registration. (Documentary evidence shall be submitted) d. Mandatory requirement submission of Non-collusion Affidavit by bidder

	The award will be based on the lowest bidder whose quotation has been determined to be substantially responsive and offered the bid in compliance with the given specification.
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Section III: Schedule of Requirements

Item No	Description of Service	Duration of Contract	Final Destination
1.	Procurement of Courier Service for Data Protection Authority	The Duration of the Contract is One Year with effect from award date	Director General Data Protection Authority, First Floor, Block 5, BMICH, Colombo 7

Section IV: Technical Specifications & Compliance with Specifications

Specifications and requirements for obtaining a courier service

Requirement		Bidder's Response * Yes/No	If "no" comment/s on the offer
Nature of the items	Documents	Yes/No	
Delivery locations	Island wide	Yes/No	
Collection point	Head office – Data Protection Authority (BMICH)	Yes/No	
Payment Method	Payments will be done after the completion of the delivery	Yes/No	
Company Name			
Company registration number (Copy of Company Registration Certificate must be attached)			
Contact number/s			
e-mail address			

* - *Mandatory Field - should be marked*

Signature of the Bidder's authorized representative:

Date:

Name of the representative:

Company Stamp:

Section : V

Bidding Forms

Table of Forms

Bid Submission Form.....	10
Non Collusion Affidavit	11
Price Schedule.....	12

Bid 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 accepted.]

Date:...../...../2026

**To: Director General
Data Protection Authority,
First Floor, Block 5, BMICH,
Colombo 7**

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:

Non-collusion Declaration

(Relevant Reference to the Procurement Guidelines - 1.5)

I, the undersigned bidder/ bidder's representative/ bidder's agent, honestly, truthfully and solemnly declare that;

- (a) I, nor any other member, agent or representative of the firm/ company/ corporation/ partnership/ sole proprietorship that I represent, have entered into any combination, collusion or similar agreement with any person in connection with the prices to be submitted by any person with respect to the invitation for bid;

- (b) I, nor any person who represents me have acted to prevent any person from submitting a bid or to induce any person to refrain from submitting a bid in connection with the intention for bid (Bid No : DRP/ACC/07/52/2025 - I);

- (c) This bid is not submitted in collusion with any other bid and is not made pursuant to any agreement, understanding or association with any other person in relation to such bid.

I declare that, I have not received and will not accept any discount, fee, reward, commission or anything of value, directly or indirectly, from any person, company or corporation in connection with the submission of this bid.

I further declare that, I have not given and will not give any discount, fee, reward, commission or anything of value, directly or indirectly, to any person, company or corporation in connection with the submission of this bid.

I, taking full responsibility for ensuring the absence of collusion, hereby pledge to abide by fair and ethical competitive practices throughout the entire procurement process and to fully comply with the relevant Procurement Guidelines issued by the National Procurement Commission.

I hereby declare that all the statements made by me above are true and correct.

.....
Signature of the Declarant

Price Schedule

Requirement	Rate for Weight (W) 0 g < W ≤ 500g (Rs.)	Rate for Weight (W) 500 g < W ≤ 1 Kg (Rs.)	Rate per extra 1 kg (Rs.)
Within Colombo City (Colombo 01 to Colombo 15)			
Within Colombo District			
Other charges			

** Awarded bidder must provide courier facilities for one year at the above mentioned rates.*

Signature of the Bidder's authorized representative:

Date:

Name of the representative:

Company Stamp:

