



**PROCUREMENT NOTICE - GLOBAL**  
**MINISTRY PROCUREMENT COMMITTEE,**  
**MINISTRY OF HEALTH, NUTRITION & INDIGENOUS MEDICINE**

The Chairman, Ministry Procurement Committee of The Ministry of Health, Nutrition & Indigenous Medicine will receive sealed bids for supply of following items to the Department of Health Services.

BID No : DHS/M/L/WW/1/19  
Closing Date & Time : 24<sup>TH</sup> AUGUST, 2018 at 11.00 a.m.  
Date of issuing of Bid Documents : 09<sup>TH</sup> JULY, 2018  
**Item : Laboratory Consumables**

Bids should be prepared as per particulars given in the Bidding Documents available to prospective bidders on working days between 0930 hours to 1500 hours from above dates at the Head Office, No.75, Sir Baron Jayatillake Mawatha, Colombo 1. These could be purchased on cash payment of a non-refundable **Bid Document Fee of Rs. 35,000/- + taxes per set**. Offers received without enclosing original payment receipt are liable to be rejected.

Wherever necessary potential bidder/bidders should get registered in terms of the Public Contract Act No.3 of 1987 before collecting the Bid Documents and also should get the contract registered after the tender is awarded.

All Bids should be accompanied by a Bid Bond as specified in the Bidding Documents.

Sealed Bids may be sent by post under registered cover or may be personally deposited in the box available for this purpose at Internal Audit Department in Mezzanine floor of the State Pharmaceuticals Corporation at No. 75, Sir Baron Jayatillake Mawatha, Colombo 1, Sri Lanka.

**Bids will be closed at the Head office of the State Pharmaceuticals Corporation on the dates and time mentioned above and will be opened immediately thereafter.**

Bidders or their authorised representatives will be permitted to be present at the time of opening of Bids.

Bidding Documents are being sent to Sri Lanka missions abroad and foreign missions in Sri Lanka.

CHAIRMAN – MINISTRY PROCUREMENT COMMITTEE  
MINISTRY OF HEALTH, NUTRITION & INDIGENOUS MEDICINE  
C/O STATE PHARMACEUTICALS CORPORATION OF SRI LANKA  
75, SIR BARON JAYATILLAKE MAWATHA  
COLOMBO 1  
SRI LANKA.

TEL/FAX : 00 94-11- 2335008  
E-MAIL : impmanager@spc.lk

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Chairman- Procurement Entity

On behalf of

CHAIRMAN – MINISTRY PROCUREMENT COMMITTEE  
MINISTRY OF HEALTH, NUTRITION & INDIGENOUS MEDICINE  
C/O STATE PHARMACEUTICALS CORPORATION OF SRI LANKA  
75, SIR BARON JAYATILLAKE MAWATHA  
COLOMBO 1  
SRI LANKA.

**ANNEX-1A**

**BID NO.** : DHS/M/L/WW/1/19  
**DATE OF ISSUE** : 09<sup>TH</sup> JULY 2018  
**CLOSING DATE & TIME** : 24<sup>TH</sup> AUGUST 2018 at 11.00 HOURS SRI LANKA TIME

**ORDER LIST NUMBER: 2019/SPC/N/R/D/00032**

Item No.	SR No.	Item Specification	Quantity Nos.	Delivery
3	50820001	Item: Tissue Cassettes with lid -High quality plastic white Specification: Tissue Cassettes with lid -High quality plastic (Thermal & Solvent Resistant) white	400,000	200,000- Jan/2019 200,000- Jun/2019
4	50820101	Item: Tissue Cassettes with lid -High quality plastic pink Specification: Tissue Cassettes with lid -High quality plastic (Thermal & Solvent Resistant) pink	125,000	65,000- Jan/2019 60,000- Jun/2019
5	50820201	Item: Tissue Cassettes with lid -High quality plastic blue Specification: Tissue Cassettes with lid -High quality plastic (Thermal & Solvent Resistant) blue	80,000	40,000- Jan/2019 40,000- Jun/2019
6	50820301	Item: Tissue Cassettes with lid -High quality plastic green Specification: Tissue Cassettes with lid -High quality plastic (Thermal & Solvent Resistant) green	190,000	95,000- Jan/2019 95,000- Jun/2019
7	50820401	Item: Tissue Cassettes with lid -High quality plastic orange Specification: Tissue Cassettes with lid -High quality plastic (Thermal & Solvent Resistant) orange	25,000	25,000- Jan/2019
8	50803501	Item: Biopsy Cassettes with lid -High quality plastic - yellow Specification: Biopsy Cassettes with lid -High quality plastic (Thermal & Solvent Resistant)- yellow	100,000	50,000- Jan/2019 50,000- Jun/2019

**Packing: 1 Nos. x 500 pack**

**Bid Bond value Rs. 3,471,000.00 or USD 21,834.00**

**Valid up to 22.03.2019 has to be submitted with the bid.**

**Sufficient quantity of samples should be forwarded for evaluation.**

**N.B.**

**If Local Agent Commission to be paid the percentage should be clearly indicate in annex 1B.**

**Non – refundable Bid fee – Rs. 35,000.00 + taxes should be paid in cash to SPC for each set of tender.**

### **Special Conditions for tendering :**

1. Offers should be accompanied with the valid registration certificate issued by the National Medicines Regulatory Authority in Sri Lanka
2. Offered item should bear both our SR number and the Item number. However at the bid opening only the item numbers will be read out. Therefore price quoted should be shown against each item number.
3. If the shipment is being effected on FCL basis both FOB and Freight charges should be quoted separately against each item in addition to quoted C & F price.
4. The volume of the total quantity of each item should be given in cubic meters (m<sup>3</sup>)
5. **Foreign offers should be on C & F (CPT/CFR) Colombo basis. FOB offers are not acceptable. If offers are received on Import & Supply basis from local suppliers, those offers should be in LKR. All local suppliers/manufacturers should quote in LKR for the total delivery price to MSD stores.**
6. **Fax/E-mail offers directly sent to State Pharmaceuticals Corporation are not acceptable. Tenderers are requested to draw their attention to the clause "Submission of Bids" of the bid document in this regard.**
7. If awarded supplier is unable to adhere the delivery schedule due to no fault of the SPC/Ministry would result in the supplier being surcharge 0.5% of total bid amount per day from the due delivery date.
8. The original payment receipt has to be annexed to the offer. Offers without same will be rejected.
9. We reserve the right to reject offers which do not comply above.
10. The offer should be valid for a period of 180 days from the date of closing bid.  
(offer validity till 20.02.2019)

### **(Annexure –IV )**

#### **GENERAL CONDITIONS OF SUPPLY FOR SPC ORDERS –Applicable for Laboratory Items**

##### **General (Product & Consignments)**

1. The consignments supplied in respect of an order concerned, shall exactly match with the reference sample submitted and the product information (item descriptions, shelf life/warranty where applicable, manufacturer's name, country of manufacture, country of origin, etc.) provided in the bid document by the supplier, which has been accepted by the procurement committee, and included in the Indent / Purchase Order (PO), issued by SPC.
2. All items shall be supplied, sourcing from the manufacturer and country of manufacturer, stated in the Purchase Order (PO)/Indent of SPC and wherever applicable shall have a valid product registration from NMRA.
3. Maintaining the validity of the product registration during the period of supply(delivery schedule), obtaining import license / manufacture licensing at NMRA, is a pre-requisite for the supply of surgical, pharmaceutical and relevant laboratory items. Hence all suppliers shall produce relevant valid registration certificates/licenses, when requested by MSD/SPC.

When the validity of the product/manufacturing licenses and registrations of NMRA (eg; manufacturing license, product registration and GMP certificates), of local manufacturers / local suppliers, lapses during the year or during the period of supply (delivery schedule), it shall be extended / renewed by the supplier. A certified copies of afore mentioned valid certificates shall be submitted to MSD by the supplier when deliveries are made.

4. The number of batches per consignment shall be minimal. Batch quantity shall be an equal multiple of the quantity of the consignment and the proportionate size of the batch quantity shall be not less than 15% of the quantity in the consignment.

5. If MSD decides to accept a consignment, with deviations from certain tender conditions (eg: with regard to labeling/packaging or any other rectifiable defect at the time of receipt in Sri Lanka) due to an urgency, that shall be done subject to, either rectifying the defect within 05 working days by the supplier, or recovering the total cost [a] of rectifying the defect by MSD (via a duly contracted third party providing such services), from the supplier with a 25% surcharge on the labeling cost. (total charge = [a]+[a]x0.25) or 2% of the invoiced value, whichever is the highest<sup>3</sup>.

All possible tender deviations such as Packing, labeling, delivery schedule, storage status, payment mode & conditions, etc., shall be communicated and agreed upon before accepting the tender award by the supplier. Noncompliance of same shall be considered as tender violations, to apply penalty(as clause No. 37).

6. The specifications of the product offered in the bid, by the supplier shall match with the tender specifications for the item and any form of alternate offers will not be entertained<sup>7</sup>. Unless otherwise mentioned in this bidding document.

### Shelf life & Warrantees

7. Freshly manufactured stocks of the product shall be supplied; thereby the residual Shelf Life (shelf life remaining at the time of delivery of goods in Sri Lanka/MSD stores in case of local supplies) of the product, shall be 85% of the shelf life requested(specified in order/Indent/PO).  
In respect of the items with requested shelf life equal or more than 24 months, any deficit between the residual shelf life and requested shelf, shall not be more than 04 months.

In the violation of the above tender condition, SPC/MSD reserves the right to accept a reduced quantity, that is usable (as per the consumption rate) up to three months before the expiry of same and will subject to application of a penalty<sup>1</sup>(as clause No. 37 ).

When the shelf life is not specified in the indent/PO/item spec; the requested shelf life shall be considered as, 24 months for laboratory items.

### Standards & Quality

8. Any product deficient of its sub components/ accessories, not at the specified quality standards or all its components not unitized appropriately in packaging (as a set), shall be rejected<sup>4</sup>.
9. Withdrawal from use of items due to quality failure found as manufacturer's/supplier's fault:  
(a). In case of batch withdrawal, **value of entire batch quantity supplied** shall be recovered<sup>8</sup> from the supplier.  
(b).In case of product withdrawal, **value of entire product quantity** supplied shall be recovered<sup>8</sup> from the supplier.  
(c). In the event of either a) or b) above, supplier shall be surcharged<sup>8</sup> the total **cost involved for MSD, of the quality failed supplies** with 25% administrative surcharge of the same.
10. The storage conditions and the packing requirements of the product shall conform to the information given by the manufacturer and accepted by NMRA for the product registration.  
The bidder must provide with the bid, a declaration to certify the NMRA accepted product details such as; storage conditions, pack details/contents/sizes and standard batch quantity/size of the product.
11. Immediately after delivery at MSD, the consignments shall be subjected to testing appropriately drawn, one random batch sample (Post-delivery sample) of the consignment at a government/semi-government/accredited laboratory<sup>11</sup>.(to be selectively applied for Surgical & Lab items, depending on availability of testing methodology & facilities) If the sample is found to be substandard, random batch samples will be tested from all the batches/lots in the consignment, and entire expenses on such tests, like value of samples, transport, sampling & testing charges, etc, will be recovered from the supplier.

### **Documents & Information**

28. MSD Order No, Item Description, SR No, Batch No., Date of Manufacture, Date of Expiry and product Storage Condition, shall be indicated in all Supply Invoices and detailed Packing Lists.
29. One of the tender samples of the selected bid shall be forwarded to MSD, for using as a reference sample (can make it; a part of the last consignment or a returnable to supplier) for checking the conformity of the consignments received under the indent/PO<sup>10</sup>.(applicable for laboratory items).  
The images of the; specimen labels, minimum pack and outer most box/shipper carton, that satisfies the above mentioned labeling conditions, shall also be provided within 14 days of releasing the indent by SPC. Reference sample to be sent by SPC to MSD.
30. The supplier shall submit all shipping documents to (Including Bills of Lading / Draft Air Way Bills etc.) SPC Imports department and MSD by e-mail(follow instructions in website [www.msd.gov.lk](http://www.msd.gov.lk) ), at least 03 days before the Expected Time of Arrival (ETA) of sea freighted consignments & 02 days before the ETA of Air freighted consignments.
31. After releasing the Indent/PO or establishing L/C, the latest logistical position of manufacturing & supply on the Indent/PO, shall be updated biweekly through e-mails to SPC with a copy to MSD<sup>6</sup> by the supplier.( follow instructions in the website [www.msd.gov.lk](http://www.msd.gov.lk))  
If it is not complied or the information so provided are found to be incomplete/false, the grace period (for supply delays) mentioned in the clause 27 will not be applicable.

### **Common conditions**

32. In addition to the general conditions of supply given herein, item/order-list specific amendments, exclusions or additions to the same, stated in the covering letter of the order list and any other relevant conditions as per the tender document issued by SPC, are also applicable. The order/item specific; new conditions or amendments to General Order Conditions, will be included in the order list itself and as a remark entry in the MSMIS order records.

**Abbreviations :** *NMRA ; National Medicines Regulatory Authority/Sri Lanka, SPC ; State Pharmaceuticals Corporation, MSD; Medical Supplies Division/Ministry of Health-Sri Lanka.*

**Sufficient quantity of samples should be forwarded for evaluation.**

**Please refer Global Bid Document**

F: [Global Tender - Bid Document for Surgical Items MPC](#)

12. Consignments supplied to MSD violating the storage conditions indicated on product labels and/or product information leaflet (as accepted for product registration at NMRA), shall be considered as quality affected consignments and quality assurance of such consignments shall be carried out by post-delivery testing at government / semi government laboratory in Sri Lanka or at an accredited laboratory (foreign/local). All the expenses on such an event, including storage cost shall be borne by the supplier. If found to be quality affected the consignment will be treated as quality failed<sup>8</sup>(as clause No.11).

### **Pack size, Labeling & Packaging**

13. Offers for pack sizes at a lower level(smaller quantity per pack) than the pack size specified in the item description/specification and MSD order List, are also acceptable, but higher level (larger quantity per pack) pack sizes will not be entertained unless otherwise offered with the original bid and accepted by the procurement committee, with the concurrence of MSD.
14. Each; innermost pack, shall bear the item Description, SR No, Batch No/Lot no., Reference/Catalogue no.(not for pharmaceuticals), Date of Manufacture, Date of Expiry and “STATE LOGO” of Government of Sri Lanka.  
It is essential to include and exactly match the dates of Expiry & date of Manufacture (in any form as “Year & Month” or “No Exp.”), in the innermost pack and supplier’s invoice.
15. Description of the Item, SR No, Date of Manufacture, Date of Expiry, Batch No, Name and address of manufacturer and “STATE LOGO” of Sri Lanka Government shall be clearly marked on the outer covering of the individual/innermost pack containing the minimum unit of measure, including blister & strip cards and on the outer cover of the carton/box. The format of the Date of Manufacturer, Date of Expiry should be declared in the offer and it shall consist at least the YEAR OF MONTH.
16. All outer most cartons (shipping packages) shall bear the MSD Purchase Order No, SPC Indent No., SR No, Batch No, and Date of Expiry in size 1.5cm letters / figures in prominently visible manner. This may be printed, stenciled or label properly affixed.
17. Batch Number of the product shall be separately Barcoded (in Code 128 or 2D formats) and Barcode shall be printed on the labels at all levels of packing as described below, conforming to the industry standards in Barcode printing and pasting.  
Format shall be according to Code 128 or 2D standards.  
Maximum barcode size shall be 5.0cm (length) x 2.5cm (width).
18. In case of receiving goods under inappropriate packaging conditions(not in good order), was to be sorted out by MSD to select the items in good order by 100% checking/handling of the consignment, all expenses incurred to MSD in such an event (including demurrage charges, cold stores charges, labor charges etc. or any other charges incurred until goods are ready for acceptance), have to be paid to MSD by the local supplier, before attending to checking the consignment 100%, by MSD.  
In respect of SPC imported supplies, if the local agent does not follow suit as above, such extra expenses incurred to MSD shall be recovered from the supplier<sup>5</sup> by SPC and refund to MSD.

### **Storage Conditions & Temperature**

19. If the storage temperature & conditions are not specified in the item specification, NMRA accepted product storage conditions, shall conform to Sri Lankan ambient storage conditions in the ranges of 30<sup>0</sup>c +/- 2<sup>0</sup>c temperature and 75% +/-5% relative humidity. The product storage conditions shall be clearly indicated at all levels of labels/packages/boxes.
20. In respect of the products requiring controlled temperature storage (Eg. < 25<sup>0</sup>c, 2-25<sup>0</sup>c, 15-20<sup>0</sup>c/30<sup>0</sup>c, 2-8<sup>0</sup>c etc.), supplier shall provide MSD with latest product stability study reports with the invoice of the consignment.(report shall include studies; at 30<sup>0</sup>c +/- 2<sup>0</sup>c & 75% +/- 5% RH for **AC stored** items and at 25<sup>0</sup>c +/- 2<sup>0</sup>c & 60% +/- 5% RH for **Cold stored** items. It shall be a true copy of the latest report submitted to NMRA or a report issued within last 05 years). (refer clause No.12)

## Delivery Requirements

21. All items shall be supplied as per the latest/final delivery schedule, communicated to the supplier, as an amended Indent/PO delivery schedule (if not amended, original schedule in the Indent/PO will apply) mutually agreed between MSD& SPC, at the time of establishing the payment terms (L/C, DP, TT, etc). Any deviation from this agreed delivery schedule shall be treated as a defaulted delivery.
- Contravening the above directions, if the delivery schedule is violated by the supplier for no fault of MSD/SPC/MOH and in the event MSD decides to accept any such consignment in full or part thereof, that is delivered after the due delivery date, Condition No. 27 on delayed deliveries, shall be applied.
22. All consignments shall be delivered at Medical Supplies Division or an alternate receiving point as directed. However sending consignments to reach Sri Lanka from 15<sup>th</sup> December to 10th January shall be avoided, unless otherwise prior approval has been granted by MSD for such deliveries.
23. Defaulted consignments with respect to delivery schedule shall only be considered for acceptance, subject to a penalty imposed for the delay due to suppliers fault, allowing a grace period up to two weeks. Consignments delivered after that grace period shall be considered for acceptance subject to a penalty <sup>8</sup> to the supplier as described below ;
- (a). A penalty of 0.5% per day of the consignment value, calculated commencing from the 15th day up to 60th day delay from the due delivery date, as per the indent/PO or its' latest amended delivery schedules.
- (b). When the delay exceeds 60days purchase order will be considered as automatically cancelled, on defaulted performance. In such a situation, MSD reserve the right to recover liquidated damages or to revoke the cancellation (eg. if payments have been released prior to such a cancellation), and accept the consignment subject to a 25% admin surcharge.
24. (i). If any local purchases were to be made by MSD/SPC to ensure continuity of supply (due to noncompliance of Indent/PO/its' amended; delivery schedule); in the ensuing period inclusive of the grace period for delivery from due delivery date, extra expenditure incurred on such local purchases, over the landed cost of relevant SPC main order, shall be recovered from the supplier.
- (ii). If a delivery defaulted (violating delivery schedule in the indent/PO) SPC supplier/his local agent, who participate in an urgent local purchase tender of SPC or MSD for the same item, quoting the same product or any similar product, is bound to supply the local purchase order at the landed cost of the defaulted SPC main order. In violations of the same, the cost difference will be set off from the payments to the supplier of the corresponding SPC main order.
25. In respect of local manufacturers/ local suppliers, all deliveries shall be made only on week days excluding public holidays, also allowing adequate time to enable the completion of the receiving process at MSD stores before 3.30 p.m. In the event of failure to meet this deadline due to supplier's fault (eg. In delivery; time, product, document, etc.) goods shall be accepted on the following working day, such date shall be counted for working out penalties as per No. 27 (regarding defaulted consignment) of the conditions of supply.
- As an alternative, supplier can request MSD to take over the consignment on the same day, subject to settling all adl. expenses (i.e. staff OT, forklift charge, etc.) of MSD, by the supplier.
26. The extension of L/C's overstepping delivery schedules in the Indent/PO/its' amendments, shall not in any way affect the recovery of late delivery charges, as per Condition No. 27 (regarding defaulted consignments) and any other direct or indirect additional costs/liquidated damages, relating/consequent to extension of L/C <sup>12</sup>.
27. When adequate storage space is not available at MSD, to accept a delivery defaulted consignment (deviating from the delivery schedule in the Indent/PO/its' amendments) under the condition No. 27, any additional expenses caused to MSD or SPC in arranging temporary external storage and other expenses (eg. demurrage, detention, container storage, re-handling cum transport, etc.) shall be borne by the supplier.