

**Democratic Socialist Republic of Sri Lanka**

**Supplement 37**

**To the**

**PROCUREMENT MANUAL**

**Issue Date: 09.04.2021**

**Effective Date: 09.04.2021**

**To be used along with the Government Procurement Guidelines - 2006  
(Goods and Works)**

This supplement supersedes the Procurement Manual

**Guideline Reference: 5.2.1**

**Contents of the Bidding Document for procurement of Works, Goods and  
Services other than Consultancy Services**

**DEPARTMENT OF PUBLIC FINANCE**

PROCUREMENT GUIDELINE REFERENCE: 5.2.1

**Contents of the Bidding Document**

The PEs are expected to prepare bidding documents for each procurement, both to inform and instruct potential bidders, suppliers and contractors of the requirements expected from them. Thus bidding documents should be drafted so as to permit bidders to submit responsive bids. Bidding documents should clearly define the scope of works, goods or services to be supplied, the rights and obligations of the PE and of suppliers and contractors, and the conditions to be met in order for a bid to be declared valid and responsive. They should also set out fair and non-discriminatory criteria for selecting the winning bid.

The bidding documents shall furnish all relevant information necessary for a prospective bidder to prepare a bid for the Goods or Services or Works to be offered in response to the invitation to bid (or quote). The bidding document should contain clauses on prohibiting the employment of expatriate unskilled labour. It should also contain clauses that skilled expatriate labourers may be employed with the prior approval of the PE. In turn PE shall obtain prior concurrence from the Treasury. The detail and complexity of these documents may vary with the size and nature of the proposed Procurement. The following are the essential contents of a bidding document:

	Works			Goods		Services
	Measure & Pay	Lump Sum	Design and Build	Supply and install	Custom Design, Supply, install Commissioning and Maintenance	
Invitation to Bid	X	X	X	X	X	X
Instruction to Bidders	X	X	X	X	X	X
Bidding Data	X	X	X	X	X	X
Conditions of Contract	X	X	X	X	X	X
Contract Data/Special Conditions	X	X	X	X	X	X
<b>Note 1</b>						
Specifications	X	X				
Employer's Requirements			X	X	X	X
Drawings/Sketches	X	X	X	X	X	X
Bills of Quantities	X					
Activity Schedule		X	X			
Schedule of Requirements				X	X	X
Form of Contract	X	X	X	X	X	X
Price Schedules			X	X	X	X
Form of Bid	X	X	X	X	X	X
Sample Security Forms/ Advance Payment Guarantee Forms**	X	X	X	X	X	X

\*\*Only if applicable

**Contract Data /Special Conditions -Note 1**

As per the Cabinet Decision dated 14.12.2020 for the Cabinet Memorandum No. CM/20/1852/317/012 “Solution for the Quarrying Industry carried out in Government Lands” dated 13.11.2020, the Cabinet of Ministers has granted the approval to obtain pre-data of the lands which are recommended for the excavation of granite, at the same time of calling application for the procurement of granite for large scale development projects. Accordingly Procuring Entity shall ensure the inclusion of said pre-data to the bidding document under the **contract data/special conditions**.