



MINISTRY OF JUSTICE AND PRISON REFORMS

**PRE-QUALIFICATION APPLICATION
FOR
SUPPLY OF RAW, DRY AND PROCESSED FOOD ITEMS TO THE
DEPARTMENT OF PRISONS
FOR THE YEAR 2019/2020**

CABINET APPOINTED PROCUREMENT COMMITTEE

**MINISTRY OF JUSTICE AND PRISON REFORMS,
3rd FLOOR, SUPERIOR COURTS COMPLEX,
COLOMBO 12**

**CONTRACT NO : MOJ/ACT/31/35/19
ISSUED ON 2019.05.27
AT PRISON HEADQUARTERS**

**Application for the Pre-Qualification of Bidders for the supply of food items to
..... for the year 2019/2020.**

1. Name of Business Enterprises.	M/S				
2. Address					
3. Telephone No					
4. Mobile No					
5. Fax No					
6. E-mail					
7. Cash Receipt Nos. of non refundable application fee and refundable fee each prison (Original Receipt shall be attached)					
Receipt No.	Date	Receipt No.	Date	Receipt No.	Date
1.		2.		3.	
4.		5.		6.	
7.		8.			

.....
Name of issuing officer

.....
Signature of issuing officer
Official Stamp

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Instruction Sheet.

The following completed documents are to be forwarded before 10.00 am on 18th June 2019 to the Cabinet Appointed Procurement Committee, Ministry of Justice and Prison Reforms.

- i.** Duly completed application form for pre-qualification. **Form "I"**
- ii.** Duly completed Record of past experience and qualifications. **Form "II-A" "II-B"**
- iii.** Duly completed Record of present contracts relating to the supply of Food Items. **Form "III"**
- iv.** Duly completed financial status of applicant. **Form "IV-A" "IV-B"**
- v.** Duly completed Status report. **Form "V"**
- vi.** Following certified documentary evidence should also be attached as annexure.
 - (a)** Copy of Business Registration or Incorporation.
 - (b)** Tax clearance certificate from the Department of Inland Revenue indicating the Assessable income, Taxable income and Tax paid during the past three years.
 - (c)** Audited Statements of accounts for past 3 financial years.
 - (d)** Bankers certificate regarding financial stability according to the given format. **Form 'VI'**
 - (e)** Documentary evidence to prove the possession of following communication facilities within last three months
 - i.** Telephone/s
 - ii.** Mobile phone/s
 - iii.** Fax
 - iv.** E-mail
 - (f)** Documentary evidence to prove the possession of sufficient fleet of vehicles.
 - (g)** Documentary evidence to prove the possession of the following facilities
 - i.** Cold rooms
 - ii.** Storage / Warehouse
 - (h)** Documentary evidence to prove previous experience in similar contracts.
 - (i)** Original of the receipts issued for the payment of non-refundable deposit for each prison station and food categories.
 - (j)** Documentary evidence to prove the sufficient staff employee to carry out the supply of food. Such staff should have security clearance.
 - (k)** State whether you have been previously pre-qualified, but not submitted the bids.(Give details: year, Reasons for not submitting bids)
 - (l)** State whether you have been previously blacklisted (Give details: Year, Entity, Prison/Camp, category etc ;)
 - (m)**Whenever applicable, Original copy of the public contract act registration.

Application Form For Pre-Qualifications

- 1. Name of Business Enterprise /s :

- 2. Address :

 - 2.1. Telephone No/s :
 - 2.2. Mobile Tel No/s :
 - 2.3. Fax No/s :
 - 2.4. E-mail addresses :

- 3. Business Registration No & Nature of the Business :

- 4. Principal Line of Business :

- 5. Type of business registration : individual / partnership / company.

- 6. Name of proprietor / names of partners / members of directors :

- 7. Name of authorized person to sign contract on behalf of the company.
(power of attorney & relevant board resolution must be attached to prove authority.)

- 8. Intended Station/s to bid and food category/ ies

Prison Station	Category / ies

(Note: use separate sheets when necessary)

Paste the original receipt paid to the Department of Prison below.

Original receipts of the deposit on respect of each prison	Original receipts of the deposit on respect of each food category
---	--

9. VAT Registration Number if any : .

10. Whenever applicable, Original copy of the public contract act registration.

DECLARATION

11. I or authorized person of the individual/partnership/company am / is not in the list of defaulting contractors

I authorize person hereby declare that the information provided above is true and accurate to the best of my knowledge.

Date: 2019.

.....
Signature of Applicant

.....
Name of Applicant &
Official Stamp

Record of Past Experience.

Experience of resent 03 years as a supplier of food items by the bidder.

	<i>Institution / Agency</i>	<i>Food items</i>	<i>Quantities</i>	<i>Total Value of the contract</i>	<i>Remarks</i>	
20...						
	20...					
20...						

I hereby declare that the information provide above is true and accurate to the best of my knowledge

Date: 2019

.....
Signature of Applicant

.....
Name of Applicant &
Official Stamp

Form 'II- B'

Qualifications.

01. Certify whether you have been previously pre-qualified but had not submitted the bids.
(Certified documentary evidence should be attached)

Year	Institution	Reasons for not submitting the bid

02. State whether you have been previously blacklisted (Certified documentary evidence should be attached)

Year	Entity	Prison Station	Category

I hereby declare that the information provide above is true and accurate to the best of my knowledge.

Date: 2019.

.....
Signature of Applicant

.....
Name of Applicant &
Official Stamp

Record of Present Contracts Relating to the Supply of Food Items

Present Contracts (During 2019/2020)

(Certified document evidence should be attached)

Items	Institution	Value of the contract (Rs.)	Period	
			From	To

I hereby declare that the information provided above is true and accurate to the best of my knowledge.

Date: 2019.

.....
Signature of Applicant

.....
Name of Applicant &
Official Stamp

Financial Status of Business/ Company

Summary of assets and liabilities based on the audited financial statements of the last three (3) financial years. **(Completion of the following format is compulsory and certified copies of the audited financial statements should be attached.)**

No.	Description	2016/2017 (Rs.)	2017/2018 (Rs.)	2018/2019 (Rs.)
a.	Stated Capital			
b.	Total Assets			
c.	Current Assets			
d.	Non-Current Liabilities			
e.	Current Liabilities			
f.	Net Worth {b-(d+e)}			
g.	Sales/Income			
h.	Working Capital (c-e)			
i.	Profit before Tax			

I hereby declare that the information furnished above are true and accurate to the best of my knowledge.

Date: 2019.

.....
Signature of Applicant

.....
Name of Applicant &
Official Stamp

Consolidated Financial Statements
(If Applicable)

Summary of assets and liabilities based on the audited financial statements of the last three (3) financial years. **(Completion of the following format is compulsory and certified copies of the audited financial statements should be attached.)**

No.	Description	2016/2017 (Rs.)	2017/2018 (Rs.)	2018/2019 (Rs.)
a.	Stated Capital			
b.	Total Assets			
c.	Current Assets			
d.	Non-Current Liabilities			
e.	Current Liabilities			
f.	Net Worth {b-(d+e)}			
g.	Sales/Income			
h.	Working Capital (c-e)			
i.	Profit before Tax			

I hereby declare that the information furnished above are true and accurate to the best of my knowledge.

Date: 2019.

.....
Signature of Applicant

.....
Name of Applicant &
Official Stamp

Status Report

1. Storage / Warehouse Facilities. (if applicable)

(This shall be supported with document issued by Divisional Secretary of the area)

Prison	Address of the Store House/s	Distance to the supply prison	Cubic Area available	Details of the ownership (attach certified certificates)

(Attach separate sheet if necessary.)

2. Cold Room Facilities.(if applicable)

Prison	Address of the cold room/ s	Distance to the supply prison	Cubic Area of the cold room	Details of the ownership (attached certified certificate)	Detail of cooling facilities

(Attach separate sheet if necessary.)

3. Transport Facilities.

Vehicle Registration No.	Make & Model	Capacity	Ownership

4. Personnel Employed (Attached the list of employees along with EPF/ETF Numbers).

No of Persons	Executive Grade	Skilled Labor	Unskilled Labor

5. Whether the security clearance is obtained for the above employees.

Name	ID No	Address	Nearest police Station

(Attach separate sheet if necessary.)

I hereby declare that the information provided above is true and accurate to the best of my knowledge.

Date: 2019.....

.....
Signature of Applicant

.....
Name of Applicant &
Official Stamp

Banker's Certificate

The Chairman,
Cabinet Appointed Procurement Committee
on Purchasing Food Item for Department of Prisons,
Ministry of Justice and Prison Reforms,
3rd Floor, Superior Courts Complex,
Colombo 12.

Dear Sir,

We wish to confirm that..... is a customer of our bank holding the following account/s.

Name of the Account	Accounts Number	Date of opening

The monthly transaction value of the current account is in the range of Rs.....

We have extended credit facilities up to Rs.....to the applicant on secured basis.

The information of his entitlements and the facilities extended to him by our bank are as follows.

Facility	Entitlement Maximum (Rs.)	Facilities Utilized (Rs.)
1. Over draft
2. Long Term Loan
3. Short Term Loan

He has signed as a guarantor for a sum of Rs..... for the loan obtained by (No) a customer/s of our bank.

Yours Sincerely ,

Date : 2019.....

.....
Signature of the Manager.
Seal of Bank

Annexure

SUPPLY OF FOOD ITEMS TO THE DEPARTMENT OF PRISONS VALUE OF NON - REFUNDABLE DEPOSIT BY STATION		
Sr.No.	Prison Station Name	Value of non - Refundable Deposit (Rs.)
1	Ambepussa	10,000.00
2	Angunakolapelessa	10,000.00
3	Anuradhapura	15,000.00
4	Badulla	10,000.00
5	Batticaloa	10,000.00
6	Boossa	10,000.00
7	Colombo Remand	15,000.00
8	Dumbara	20,000.00
9	Embilipiya	10,000.00
10	Galle	15,000.00
11	Homagama	10,000.00
12	Jaffna	15,000.00
13	Kalutara	15,000.00
14	Kegalle	15,000.00
15	Kuruvita	15,000.00
16	Mahara	20,000.00
17	Maho	10,000.00
18	Matara	10,000.00
19	Meethirigala	10,000.00
20	Monaragala	10,000.00
21	Negambo	20,000.00
22	New Magazine	15,000.00
23	Pallansena	10,000.00
24	Pallekele	10,000.00
25	Polonnaruwa	10,000.00
26	Thaldena	10,000.00
27	Trincomalie	10,000.00
28	Vavunia	10,000.00
29	Wariyapola	15,000.00
30	Weerawila	10,000.00
31	Welikada	30,000.00