

Ministry of Justice, Prison Affairs and Constitutional Reforms
Department of Prisons
Invitation for Bids

Procurement of Food Items for the Department of Prisons– 2023/2024

Contract Identification No. *PRI/SUP/RATION/2023*

1. On behalf of the Department of Prisons, the Chairman of the Standing Cabinet Appointed Procurement Committee (SCAPC) of the procurement of food items for the Department of Prisons invites sealed bids from eligible Sri Lankan Business Entities, Manufacturers, Firms, and Limited Liability Companies and other establishments for the supply and delivery of categories of food items to below mentioned institutions Island wide. The supply period is from **16th July 2023 to 15th July 2024**.

Table - Group of Institutions and corresponding categories

No.	Institutions	Address	Categories
01.	Ambepussa	Paboda Meth Sewana, Prison Camp, Ambepussa	1. Bread
02.	Angunukolapelassa	Sri Lanka Prison, Angunukolapelassa	2. Coconut
03.	Anuradhapura	Sri Lanka Prison, Anuradhapura	3. Dry fish
04.	Badulla	Sri Lanka Prison, Badulla	4. Dry Ration
05.	Batticaloa	Sri Lanka Prison, Batticaloa	5. Eggs
06.	Boossa	Sri Lanka Prison, Boossa	6. Fish
07.	Colombo Remand	Colombo Remand Prison, Colombo 09	7. Fruit
08.	Dalupotha	Correctional Centre for Youthful Offenders, Dalupotha, Pallansena, Negombo	8. Meat
09.	Dumbara	Sri Lanka Prison, Dumbara, Pallekelle, Kundasale	9. Leafy vegetable
10.	Galle	Sri Lanka Prison, Galle	10. Rice
11.	Hangilipola	Prison Work Camp, Hangilipola	11. Vegetable
12.	Jaffna	Sri Lanka Prison, Jaffna	
13.	Kadurugasara	Prison Work Camp, Kadurugasara, Thunkama	
14.	Kalutara	Sri Lanka Prison, Kalutara North, Kalutara	
15.	Kegalle	Sri Lanka Prison, Kegalle	
16.	Kuruwita	Sri Lanka Prison, Kuruwita	
17.	Mahara	Sri Lanka Prison, Mahara, Ragama	
18.	Matara	Sri Lanka Prison, Matara	
19.	Meethirigala	Prison Work Camp, Meethirigala	
20.	Monaragala	Sri Lanka Prison, Monaragala	
21.	Negombo	Sri Lanka Prison, Negombo	
22.	New Magazine	New Magazine Prison, Colombo 09	
23.	Pallekale	Open prison work camp, Pallekale	
24.	Polonnaruwa	Sri Lanka Prison, Polonnaruwa	
25.	Thaldena	Correctional Center for Youthful Offenders, Thaldena	
26.	Trincomalee	Sri Lanka Prison, Trincomalee	
27.	Vavunia	Sri Lanka Prison, Vavuniya	
28.	Wariyapola	Sri Lanka Prison, Wariyapola	
29.	Watareka	Training School of Youthful Offenders and Prison Work Camp, Watareka, Padukka	
30.	Weerawila	Prison work camp, Gonagamuwa, Uduwila	
31.	Welikada	Sri Lanka Prison, Welikada, Baseline Road, Colombo 09	

1.1.Details and specifications of each category of food items will be provided in the Bidding document.

1.2 Submission of bids under each Prison institution and categories of food items.

1.2.1 Bids should be submitted on per institution basis and per category basis for a particular institution separately. For a bid of particular category of a prison, bidder should bid for all items in that category. If the bidder fails to bid for all the items in particular category, such a bid will be considered as non – responsive.

1.2.2 Depending on the capacities of the bidder which are subjected to evaluate by the purchaser, any bidder can submit bids for one institution or more than one institution and respective category of items separately.

2. Selected suppliers should be responsible for arranging the transport to the relevant institution as a part of the contract. The addresses of the relevant delivery points are indicated in the above table.
3. Bidding will be conducted through the National Competitive Bidding procedure as per Clause 3.2 of the Procurement Guideline-2006. Foreign Bidders are not permitted to bid.
4. To be eligible for bidding, Bidder shall be a Sri Lankan Business entity, Manufacture, Firm, Limited Liability Company or other establishment with a local business registration (should be an entity engaged in supplying relevant food items), at the date of publishing of Bid Notice. Bidder shall not have been blacklisted.
5. All documents establishing the requirements should be submitted along with the bid. The detailed methodology followed in evaluating the bids is described in the Section III of Bidding document. The following minimum qualification requirements shall be applied for preliminary bid evaluation.
 - 5.1 Minimum average annual turnover for immediately preceding 2 years shall be according to annexure I of bidding documents and to be confirmed through respective audited financial statements (2020/2021 and 2021/2022).
 - 5.2 Minimum average amounts of working capital requirement for immediately preceding 2 years shall be according to annexure I of bidding documents and to be confirmed through respective audited financial statements (2020/2021 and 2021/2022).
 - 5.3 If the bidder requests credit facilities to cover working capital requirement by the banks or financial institutions, the facility shall be exclusively for this procurement. (Annexure VII)
 - 5.4 Bidder shall have proven and satisfactory two years' experience during last six years in the field of supplying food items for the government organizations. (Annexure – III & IV)
 - 5.5 In the case of supply and delivery of **fresh food items**, bidder should possess required storage facilities, cold/cool room facilities and freezer vehicles for transportation. (Either as the bidder's own or on lease /rental basis etc.). Additional details in this regard are provided in the Bidding Documents. (Annexure – V- A & V- B)

5.6 In the case of **dry food items**, bidder should possess required storage/warehouse and transport facilities, (either as the bidder's own or on lease / rental basis etc.). Additional details in this regard are provided in the Bidding Documents. (Annexure – V- A & V- B)

6. Dates and times of issuance of Bid documents, receiving of bids and opening of bids are as follows:

Issuing bidding documents	- From 9.00 am on 09.03.2023 to 3.00 pm on 30.03.2023
Pre - bid meeting	- 20.03.2023
Last date of request for clarification	- 20.03.2023
Date and time for closing bids	- at 10.00 am on 31.03.2023

Date, time and venue for Opening of Bids – Just after the closing of bids (10.00 am of 31.03.2023) at **Main Auditorium, 2nd Floor, Ministry of Justice, Prison Affairs and Constitutional Reforms, No. 10, Sri Sangaraja Mawatha, Colombo 10.**

7. A Pre- Bid meeting will be held at 10.00 am on 20.03.2023 at the **Main Auditorium, Department of Prisons, Prison Headquarters, No. 150, Baseline Road, Colombo 09.**

8. A complete set of bidding documents in English language can be purchased by bidders on submission of a written application to Commissioner Supply at the address given in Para 14, upon payment of non - refundable fee. Non - refundable fee relevant for each institution/ each bid shall be in accordance with the Public Finance Circular No.06/2016 dated 17.06.2016. (The schedule of respective non-refundable tender fee of bids can be obtained from the Commissioner Supply at the address given in Para 14)

9. For the submission of bids, bidders should use only the forms as given in the bidding document. Documents required as packet 1 under sealed cover and Sealed Bids under sealed cover as packet 2 with duplicates under Sealed cover (**“Procurement of food items for the Department of Prisons – 2023/2024” should be clearly mentioned on the top left corner of the sealed cover**) should be sent by Registered post or hand delivered to reach to the address **Director Procurement, Ministry of Justice, Prison Affairs and Constitutional Reforms, No. 10, Sri Sangaraja Mawatha, Colombo 10** or deposited in the tender box provided for this purpose in the above address before the stipulated date and time.

10. Bids will be opened immediately after the closing time. Late bids will be rejected. Bids will be opened in the presence of bidders or their authorized representatives who choose to attend in person.

11. Bids shall be valid minimum up to **31st August 2023.**

12. Bids must be accompanied by a bid security valid minimum up to **02nd October 2023** and should be addressed to Commissioner General of Prisons. The Bid guarantee should be original (on the original letter head of the bank), unconditional on demand bank guarantee, issued by a commercial bank operating in Sri Lanka, approved by the Central Bank of Sri Lanka. The schedule indicating the amount of the Bid security for a particular bid will be provided with the Bidding document which had set as prescribed in the Procurement Guideline -2006.

13. Interested eligible bidders may obtain further information from Commissioner Supply of Prison Headquarters and may inspect the bidding documents free of charge at the office of the address given in Para 14 below, from **09th March 2023** during 09.00 am to 03.00 pm on working days up to **30th March 2023**.

14. The address referred above is;

Attention : Commissioner of Prisons (Supply)

Address : Department of Prisons, Prison Headquarters, No.150, Baseline Road, Colombo 09.

Telephone : 011- 4677177

Fax : 011- 4677180, 011- 2678531

E-mail : **supplyprisons@gmail.com**

Chairman,

Standing Cabinet Appointed Procurement Committee

(Procurement of Food Items for the Department of Prisons – 2023/2024),

Ministry of Justice, Prison Affairs and Constitutional Reforms

09.03.2023.