

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

**Procurement of Food Items for the Department of Prisons – 2024/2025**

**Contract Identification No. : PRI/SUP/RATION/2024**

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 of manufacturers, wholesalers, retail operators or distributors of food industry that have been established as a limited liability company, partnership, sole proprietorship or any other establishments for the supply and delivery of categories of food items to below mentioned stations islandwide. The supply period is from **16th July 2024 to 15th July 2025**.

**Table - Group of stations and corresponding categories**

No.	Stations	Address	Categories
01.	Ambepussa	Paboda Meth Sewana, Prison Camp, Ambepussa	1. Bread 2. Coconut 3. Dry fish 4. Dry Ration 5. Eggs 6. Fish 7. Fruit 8. Meat 9. Leafy vegetable 10. Rice 11. Vegetable
02.	Angunukolapellasa	Sri Lanka Prison, Angunukolapellasa	
03.	Anuradhapura	Sri Lanka Prison, Anuradhapura	
04.	Badulla	Sri Lanka Prison, Badulla	
05.	Batticaloa	Sri Lanka Prison, Batticaloa	
06.	Boossa	Sri Lanka Prison, Boossa	
07.	Colombo Remand	Colombo Remand Prison, Colombo 09	
08.	Dalupotha	Correctional Centre for Youthful Offenders, Dalupotha, Pallansena, Negombo	
09.	Dumbara	Sri Lanka Prison, Dumbara, Pallekelle, Kundasale	
10.	Galle	Sri Lanka Prison, Galle	
11.	Hanglipola	Prison Work Camp, Hanglipola	
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.	Pallekele	Open Prison Work Camp, Pallekele	
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, Gonagamawa, 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 Station and categories of food items.**

1.2.1 Bids should be submitted on a package basis. One category for one station is considered as a separate package and accordingly, the total procurement consists of 341 separate packages. (31 stations x 11 categories)

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 have fulfilled the following minimum eligibility criteria.

- (a). Past similar experience of food supply for two years within last five years.  
 (b). Minimum average annual turnover of rupees one million in the field of food supply for any two financial years within preceding five years to be confirmed through respective audited financial statements.  
 (c). Minimum Rupees of one million of liquid assets (cash in hand, cash at bank, short term investments and accounts receivable) to be confirmed through audited financial statements in 2022/2023.

5. Bidders shall not have been blacklisted.

6. 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.

7. All bidders may refer the detail tender notice published on [www.prisons.gov.lk](http://www.prisons.gov.lk) before collecting Bid Documents.

8. Dates and times of issuance of Bid Documents, receiving of bids and opening of bids are as follows:

Issuing Bidding Documents	- From 9.00 a.m on 25.03.2024 to 3.00 p.m. on 25.04.2024
Pre - bid meeting	- 09.04.2024
Last date of request for clarification	- 09.04.2024
Date and time for closing bids	- at 10.00 am on 26.04.2024

Date, time and venue for Opening of Bids – Just after the closing of bids (10.00am of 26.04.2024) at **Main Auditorium, 2nd Floor, Ministry of Justice, Prison Affairs and Constitutional Reforms, No. 10, Sri Sangaraja Mawatha, Colombo 10.**

9. A Pre-Bid meeting will be held at 10.00 am on 09.04.2024 at the **Main Auditorium, Department of Prisons, Prison Headquarters, No. 150, Baseline Road, Colombo 09.**

10. 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 15, upon payment of non-refundable fee. The 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 15).

11. For the submission of bids, bidders should use only the forms given in the bidding document. Sealed bids in duplicate shall be sent by Registered post or hand delivered to reach the address **Secretary, 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 same address before the stipulated date and time. Late bids will be rejected. Bids will be publicly opened in the presence of the designated representatives or anyone who choose to attend at the address, date and time mentioned in the above Para 08.

12. Bids shall be valid minimum up to **18 September 2024**.

13. Bids must be accompanied by a Bid Security valid minimum up to **16 October 2024** and should be addressed to the Commissioner General of Prisons. The Bid Security should be original, irrecoverable, unconditional and on demand bank guarantee, issued by a commercial bank 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.

14. 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 15 below, from **25 March 2024** from 09.00 a.m. to 03.00 p.m. on working days up to **25 April 2024**.

15. The address referred to above is;

Attention : Commissioner of Prisons (Supply)  
 Address : Department of Prisons, Prison Headquarters, No.150, Baseline Road, Colombo 09.  
 Telephone : 011- 4677178  
 Fax : 011- 4677180, 011- 2678531  
 E-mail : prisons@slt.net.lk

**Chairman,**  
**Standing Cabinet Appointed Procurement Committee**  
**(Procurement of Food Items for the Department of Prisons – 2024/2025),**  
**Ministry of Justice, Prison Affairs and Constitutional Reforms**

25.03.2024