



**SRI LANKA SUSTAINABLE ENERGY AUTHORITY**

**Invitation for Bids for Selection of a Service Firm for  
“Production of Video Documentary to Showcase the Sustainable  
Energy Development Process in Sri Lanka”**

**PROCUREMENT NO: SEA/PD/ONP/33/2023**

**BIDDING DOCUMENT**



**Sri Lanka Sustainable Energy Authority**

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## **TERMS OF REFERENCE**

### **Production of video documentary to showcase the sustainable energy development process in Sri Lanka, and the role played by the SLSEA in it.**

Sri Lanka Sustainable Energy Authority (SLSEA) is seeking a suitable contractor to create an awareness video content to showcase stake holders, investors and interested personnel the role played by SLSEA in the development of sustainable energy sector in Sri Lanka. It will be implemented through a competitive bidding process (two envelope method).

#### **1.0 Objectives of the Assignment**

1. Elevation of SEA's position.
2. Create of awareness on historical development and way towards sustainable energy.
3. Investment promotion in Sustainable Energy sector (SE).

#### **2.0 SLSEA**

Sri Lanka Sustainable Energy Authority (SLSEA) was established under the Act No. 35 of 2007, a statutory authority operating under the Ministry of Power as the responsible agency for developing renewable energy, implement energy conservation mechanisms in the country on its way towards to ensure an 'Energy Secure Sri Lanka'. We are in focus to fulfil the government policy goal to contribute 70% of renewable energy to the main electricity network by 2030.

#### **3.0 Background**

New renewable energy legends in Sri Lanka began with the establishment of Wimalasurendra Hydro Power Plant (50MW) in 1950 at Nortonbridge in large scale and Renewable Energy Model Village at Pattipola established in small scale by Ceylon Electricity Board. Subsequently, Energy conservation Fund was established to implement energy management programmes in 1985, as energy conservation came for the forefront at international level with the 2<sup>nd</sup> oil crisis.

In 2007, Sustainable Energy Authority was established combining all these efforts to develop sustainable energy in Sri Lanka. Sustainable energy will play vital role in electricity generation in the future in Sri Lanka. Government has given priority for sustainable energy development in the National Future Energy Program since we have ample potential to make renewable resources (solar power, wind power, biomass, hydropower, sea waves, geothermal etc) and great ability to implementation of energy management practices as a means of earning foreign exchange. There are many investment opportunities related to these two areas. SLSEA has extended broad spectrum of services to encourage local and foreign investors.

#### **4.0 NEED**

Due to the crisis in fossil fuel supply, countries are making various efforts to face the energy crisis that has arisen at different times. For that, as a step taken by our country in 1985, the Energy Conservation Fund was established, and thus the relevant policy decisions for energy management were taken and implemented. The Sri Lanka Sustainable Energy Authority was established by the Act No. 35 of 2007 to find solutions to the energy crises that arise from time to time due to the change in global and national energy related factors and the importance of not only energy management but also renewable energy. Thus, Sri Lanka Sustainable Energy Authority is the due custodian of renewable energy making the necessary regulatory interventions, and also the entity taking legal actions on energy efficiency.

With the establishment of this authority, new vigour was given to Sri Lanka's sustainable energy sector and at that time, the renewable energy development programs implemented by various sections of

Ceylon Electricity Board and the energy management programmes implemented by the Energy Conservation Fund came into implementation in a new dimension under one institution.

In particular, Sri Lanka Sustainable Energy Authority took the following steps to enhance the contribution from the private sector by directing them towards a new path for renewable energy development process, whereby the cumulative new renewable energy capacity could be uplifted from 100 MW to 1000 MW level by now.

- (1) Setting up an attractive tariff for purchasing electricity generated by renewable energy projects.
- (2) Providing facilities to project developers.
- (3) Expediting the process of granting approvals.
- (4) Making state involvement to quell social protests.

Due to the above reasons, the renewable energy sector developed itself through the main sectors of small hydro, wind, solar and biomass. Today, 17% out of overall power generation which includes is received 423 MW from small hydropower, 248 MW from wind power, 138 MW from solar power on the ground (Ground mounted), 675 MW from solar systems (Roof Top), 53 MW from biomass. In particular, Roof Top Solar Power System Project which started in 2014, generates 500 MW. Roof Top Solar Power Plants have become a model for Asia, providing 18% of the capacity of total electricity to the main electricity grid.

Sri Lanka Sustainable Energy Authority expects to provide 70% of renewable energy to the main electricity network by 2030. Proposed year-on-year networking capacity of the projects is as follows.

#### Renewable Energy Capacity Addition

Renewable Energy Resources	2022 Capacity Mw	2023 Capacity Mw	2024 Capacity Mw	2025 Capacity Mw	2026 Capacity Mw	2027 Capacity Mw	2028 Capacity Mw	2029 Capacity Mw	2030 Capacity Mw
Biomass	54	64	70	75	80	85	90	95	100
Major Hydro	1,538	1,538	1,568	1,568	1,568	1,568	1,568	1,568	1,568
Mini Hydro	429	464	499	534	559	587	613	638	663
Solar Rooftop	667	842	967	1,067	1,167	1,267	1,367	1,467	1567
Solar Ground Mounted	140	295	571	796	976	1,151	1,431	1,681	1,866
Floating Solar	-	-	200	200	100	100	100	100	100
Wind	263	298	872	1,137	1,337	1,587	1,707	1,882	2,057

Further, by 2030 it is planned to implement projects and encouraging investments in setting up solar electric vehicle charging stations, creation of high-capacity batteries for energy storage, which will help in the promotion of renewable energy.

A separate division under Sri Lanka Sustainable Energy Authority is carries forward the tasks performed by Energy Conservation Fund (ECF) to encourage energy management programmes. Energy Management Division is implementing the following programs with the aim of saving 1500 GWh of electricity by 2030 through energy efficiency improvement, energy management and energy education.

(1) Energy efficiency improvement

- Introducing energy efficient equipment to the market.
- Introducing energy labels to make it easier for the people to identify energy efficient appliances and creating the testing facilities to check the performance of appliances and making related regulations.
- Implementing programmes to remove obsolete and ineffective equipment from the market.
- Introducing the Building Code to increase the efficiency of energy use in buildings.
- Refrigerator replacement programme for domestic sector to replace inefficient refrigerators with efficient ones.

(2) Energy Management

- Establishing of energy consumption benchmarks for different industrial and commercial sectors.
- Energy Manager/Energy Auditor programme
- Energy auditing and other consultancy related to energy management.

(3) Energy Education

- Inclusion of energy subject into the school curriculum for the development of students' knowledge and attitudes towards energy conservation.
- Launching awareness programmes to guide the entire population towards energy conservation.
- Published a Scout guide book on energy conservation to aware scout leaders.

The absence of a media tool to communicate the progress and future aspirations of Sri Lankan sustainable energy sector to encourage local and foreign investors is creating the need for this assignment. Therefore, it is necessary to develop video documentary that show case the progress and future activities of Sri Lanka Sustainable Energy Authority. Similarly, to show case the upcoming new projects in the Island, viz off-shore wind (100 MW) in Mannar coast, floating solar in Chandrika Wewa and Kiriibban Wewa (1 MW) in Southern Province and off grid hybrid systems in Nainativu, Delft and Anativu Islands in Northern Province.

Outreach & Promotion is a key aspect in the sustainable energy development programme, where electronic media, print media and social media channels are extensively used to take the message on energy conservation & renewable energy to the public. The proposed video documentary is expected to provide a detailed overview on the subject to be used in the promotional programmes in the future.

## 5.0 Requirement of the Production

Video Production should be consisting of following requirements.

- The video content should cover the historical development of renewable energy development and Energy efficiency improvement in Sri Lanka. (past, present & future activities)
- The content should be attractive and encouraging of interested parties.

- This should inclusive of graphical interpretations and actual video clips in good quality.

## 6.0 Shooting Location

Scheduled locations are as follows.

### Renewable Energy projects

- Hambantota – Solar park
- Colombo – Rooftop solar
- Girandurukotte - Biomass
- Puttalam – Wind(small scale)
- Mannar – Wind(Large scale)
- Yatiyantota- Laxapana & minihydro

### Energy Management projects

- Two Hotels in Colombo & Negombo- Chillers
- NERDC Refrigeration testing laboratory
- Elpitiya - Tea factory

Finalized locations will be informed during the pre-bid meeting. Coordination with the locations and obtaining required permissions will be done by SLSEA. Suitable locations can be selected after recce of locations.

## 7.0 Deliverable

13 minutes video clip shall be delivered as a video output in hard disk.

Rushes need to be submitted in HD high quality format (to be broadcast in television & social media)

## 8.0 Duration and Timeline

Duration:

Duration for the assignment shall be 1 and 1/2 months.

Timeline:

	<b>Activity</b>	<b>Date/Time</b>
	Script Writing	2 weeks
	Location Recce	1 Week
	Dummy Production	2 weeks
	Final Production	1 week

## 9.0 Institutional Profile

The bidder should possess in depth technical knowledge to deliver the contract as specified.

The bidder should have over 5 years experience in delivering similar demonstration videos and a qualified crew to deliver the task on timely manner.

## 10.0 Payment Terms

Payment will be made after satisfactory completion of following terms and conditions.

	<b>Activity</b>	<b>% of the Contract value</b>
	After completion of script	20 %
	Submission of dummy	50 %
	Submission of Final Production	30%

## 11. Management Arrangements

- The Bidder will be directly responsible to the Deputy Director General (DSM) and will be working closely with the Director (ONP) in the implementation process.
- The Bidder is expected to regularly liaise with the SLSEA on the selection of locations, role players and presenters.
- The Bidder is expected to liaise closely with the SLSEA communication team to obtain guidance on the visibility requirements. The final product needs to be approved by Director General, SLSEA before being finalized.
- Should there be any deviation from the agreed upon plan of action (eg. Scope or timeline), the Bidder shall inform forthwith in writing and such deviation will be affected only in consultation with SLSEA.
- The Bidder shall alert SLSEA to all risks and challenges associated with the execution of the assignment.

## 12. Selection of the Bidder

The bidder will be selected by a Quality and Cost Based method and they will be evaluated based on the following.

- Technical evaluation (70% of total marks)
- Financial evaluation (30% of total marks)

Evaluation criteria for technical evaluation is as follows.

<b>Item</b>	<b>Criteria</b>	<b>Marks Allocated</b>
01	Innovativeness and attractiveness of the concept presented	60%
02	Staff allocation and role selection	20%
03	Previous Experience in conducting similar work	20%

Bidders should submit two separate proposals for technical proposal and financial proposal. Bidders are required to conduct a physical 10 minutes presentation of their proposal. Bidders should obtain 70% of the allocated marks to be technically qualified. After the technical evaluation and financial evaluation respectively, the assignment will be awarded to the most responsive bidder.

### **13.0 Pre-Bid Meeting**

SLSEA will be held a pre-bid meeting to clarify the terms of reference.

### **14.0 Acceptance**

The acceptance of the work will be done by the Director General of Sri Lanka Sustainable Energy Authority.

## Instructions to Bidders

### 1.0 Submission of Proposals

Bidders are required to use the Financial Proposal Submission Form (**Annex I**) to communicate the cost and the Technical Proposal Submission Form (**Annex II**) to furnish details required to substantiate the capability and eligibility of bidders.

These sheets shall be supplemented with a detailed proposal, customer reference details, promotional material, etc. Proposal will include proposed Technical approach for the development.

#### 1.1 Bids should include the following documents

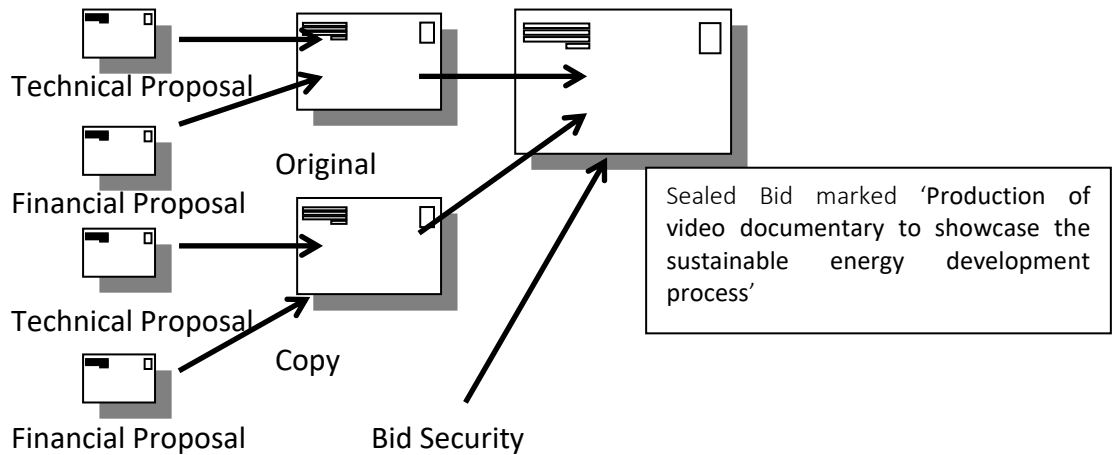
- Duly Perfected Financial Proposal – Annex I
- Technical Proposal based on guidance provided in Instructions to Bidders - Annex II and terms of reference.
- Bid Security for LKR 20,000/- **Annex III**

1.1.1 Bid Security: With the offer, the bidder is required to furnish a bid bond issued by a bank operating in Sri Lanka for an amount of LKR 20,000/- valid till 25<sup>th</sup> January 2024. Bidders may use the attached form of bid security (Annex III) or a bank draft for the required sum to furnish the bid security. The bid bond will be returned to all unsuccessful bidders after awarding the tender to the successful bidder. A Performance Security 2% of total contract price obtained from a Commercial bank operates and registered under the Central Bank of Sri Lanka should be submitted by the successful bidder within 14 days of the of notification of award.(**Annex IV**)

1.1.2 Validity of the Prices: The quoted prices should be in Sri Lankan Rupees and valid till December 25, 2023.

1.2 Financial and Technical proposals will have to be submitted in two different sealed envelopes, clearly marked 'Financial Proposal' and 'Technical Proposal' on the top left-hand corner of each envelope. Both envelopes will have to be enclosed in another sealed envelope and sealed and marked as explained hereafter. Bids will be received in duplicate, signed by authorised signatories and should be enclosed in two separate sealed envelopes clearly marked 'ORIGINAL' and 'COPY' on the top left-hand corner, before containing both in one envelope marked 'Production of video documentary to showcase the sustainable energy development process'. The envelope marked 'Technical Proposal' should not contain any cost information whatsoever. The second envelope marked 'Financial Proposal' must also be sealed with sealing wax and initiated twice across the seal and should contain the Financial Proposal.





Any addition, deletion or correction will have to be initialled by the authorised signatories.

1.3 Bids will be received at the Sri Lanka Sustainable Energy Authority at No 72, Ananda Coomaraswamy Mawatha, Colombo 07 on or before 1000 hrs of October 18, 2023.

1.4 Responsive bidders are required to conduct a 10 minutes power point presentation to the SEA, upon a date scheduled after the closing of bids. The presentation should be structured according to the Technical Proposal and strictly limited to 10 minutes. You are encouraged to present important work done in the past and the concept and methodology of the proposal.

1.5 Any Bid received by the SEA after the above deadline will be returned unopened to the Bidder.

## 2.0 Opening of Bids

2.1 The proposals (first envelope containing Technical Proposal only) will be opened by the SEA at 10.00 hrs on October 18, 2023. Please note that the second envelope containing the detailed price offer will not be opened until technical evaluation is completed.

2.2 The Financial Proposal (second envelope containing Financial Proposal) will be opened on selection of qualified technical proposals on a date and time decided by the SEA, and this date will be notified to all pre-qualified bidders through an invitation requesting to be present at the opening of financial proposals. Financial Proposal of the bidders who do not qualify

from the technical evaluation will be returned to the respective bidders unopened.

### 3.0 Evaluation

A quality and cost based procedure will be adopted in evaluating the proposals, as follows.

- (i) Technical evaluation which will be carried out prior to opening of any financial proposal
- (ii) Financial evaluation

Bidders will be ranked using a combined technical/ financial score as indicated under 3.1 below.

#### 3.1 Technical Proposal

A Technical Evaluation Committee appointed by the SEA will first examine the technical compliance of bids and shortlisted bidders who comply with the technical specifications for further evaluation applying the evaluation criteria specified below. Bidders should obtain 70% of the allocated marks to be technically qualified.

Item	Criteria	Marks Allocated
01	Innovativeness and attractiveness of the concept	60%
02	Staff allocation and role selection	20%
03	Previous Experience in conducting similar work	20%

Bids which are non-compliant with the technical specifications will **NOT** be shortlisted for further evaluation using the above criteria.

#### 3.2 Financial Proposal

- (i) The lowest financial proposal will be given a financial score of 100 points. The financial scores of other proposals will be computed on a pro-rata basis.
- (ii) The proposals will finally be ranked according to their combined technical and financial scores using a weight of 70% for Technical Proposal and 30% for Financial Proposal.
- (iii) The bidder securing the highest combined score will be invited for contract negotiations.

### 4.0 Negotiations

- 4.1 Prior to the expiration period of proposal validity, SEA will notify the successful bidder who submitted the highest scoring proposal in

writing by registered letter or facsimile, and invite to negotiate the contract.

- 4.2 Negotiations will commence with a discussion on Technical Proposal, project implementation schedule and costs/charges quoted in the Financial Proposal.
- 4.3 The negotiations will be concluded after reaching agreement on the draft form of contract. SEA and the bidder will finalise the contract to conclude negotiations and sign contract agreements.
- 4.4 The contract will be awarded after successful negotiations with the successful bidder. If negotiations fail, SEA will invite the bidder who has obtained the second highest score, for negotiations. Upon successful completion, SEA will promptly inform the other bidders that their proposals have not been successful and the bid bond will be returned to them immediately.

## **5.0 Acceptance of Proposals**

The SEA is not bound to select any of the organisations submitting proposals. Further, as quality is the principal selection criterion, the SEA does not bind itself in any way to select the bidder offering the lowest price. The successful bidder shall sign the Agreement. **(Annex V)**

## **6.0 Timeline**

- 6.1 The timeline is 1 and 1/2 months.
- 6.2 The successful bidder is expected to commence the project within a week of the award of contract.

## **7.0 Cost of Bidding**

- 7.1 The bidder shall bear all costs associated with the preparation and submission of its Bid and the SEA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## **8.0 Clarifications of Bidding Documents**

- 8.1 A prospective Bidder requiring any clarification of the bidding documents may notify the SEA by email to [procurement.slsea@gmail.com](mailto:procurement.slsea@gmail.com)
- 8.2 Bidders are requested to participate in the pre-bid meeting. The pre-bid meeting will be held on October 05, 2023 at 10.00 hrs at the Board Room of the SEA.

## **9.0 Correction of Errors**

- 9.1 Bids determined to be substantially responsive will be checked by the SEA for any arithmetical errors. Arithmetical errors will be corrected by the SEA on the following basis: (i) if there is a discrepancy between unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected; (ii) if there is a discrepancy between the amount in figures and in words, the amount in words shall prevail.
- 9.2 The amount stated in the bid will be adjusted by the SEA in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder, shall be considered as binding upon the Bidder. If the bidder does not accept the corrected amount the bid will be rejected and the bid bond shall be forfeited.

## **10.0 Payment Schedule**

- 10.1 The selected bidder is liable to provide all the items as agreed in the contract to implement the project. The SEA will not pay for items which do not meet the quality in delivery of items. Proposed payment schedule is as follows.

	<b>Activity</b>	<b>% of the Contract value</b>
	After completion of script	20 %
	Submission of dummy	50 %
	Submission of Final Production	30%

┌  
your letter head  
└

[ date ]

Director General  
Sri Lanka Sustainable Energy Authority  
No 72,  
Ananda Coomaraswamy Mawatha,  
Colombo 07

**Production of video documentary to showcase the sustainable energy development process in Sri Lanka**

We, the undersigned, having read and fully acquainted ourselves with the contents of the bidding documents, do hereby undertake to develop a video documentary to showcase the sustainable energy development process in Sri Lanka, in accordance with the terms and conditions given in the aforesaid bidding documents within a total cost of Sri Lanka Rupees .....(In words) LKR .....(in figures) The makeup of the aforesaid total cost is given in the Schedule given below.

<b>Table 1 - Final Bid Value</b>			
1	Develop a video documentary	LKR.	
	Taxes (as applicable at the time of bidding):	LKR.	
	<b>Total Cost:</b>	<b>LKR.</b>	

2. We confirm that this offer shall be open for acceptance until December 25, 2023 and that it will not be withdrawn or revoked prior to that date.

3. We understand that you are not bound to accept the lowest tender and that you reserve the right to reject any or all tenders or to accept any part of a tender without assigning any reason thereof.

4. Our Bank Reference is as follows:

Signature of Bidder		Common seal	
Name of Bidder			
Address			
E-mail		Facsimile	
Telephone		Date	

「  
your letter head  
」

[ date ]

Director General  
Sri Lanka Sustainable Energy Authority  
No 72,  
Ananda Coomaraswamy Mawatha,  
Colombo 07

**Production of video documentary to showcase the sustainable energy development process in Sri Lanka**

We, the undersigned offer to Develop video documentary to showcase the sustainable energy development process in Sri Lanka, in accordance with your invitation for bids. We are hereby submitting our proposal, which includes this Technical Proposal and a Financial Proposal sealed in separate envelopes.

We hereby declare that all the information and statements made in this proposal are true, and accept that any misinterpretation contained in it may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I/We fully understand the details given in the bidding documents and agree to abide by the rules and requirements in bidding, evaluation, award and implementation of the contract (if awarded) for the satisfaction of the SEA. We understand that you are not bound to accept any of the proposals you receive.

Signature of Bidder	Common seal of the bidder
Name of Bidder	

Address			
E-mail		Facsimile	
Telephone		Date	

- *The content of the Technical Proposal should be arranged in line with the marking scheme, covering the following topics adequately.*

### **1.0 Innovativeness and attractiveness of the concept**

*In this section, the bidder should present the use of various tools, graphics, animations or any other multimedia elements to create a visually appealing and interactive experience. Also the bidders are required to present a unique content that captures the attention of the audience. You are also required to justify any modifications or improvements to the specification and technical schedule (if any) you are proposing to improve the video content. Such suggestions should be concise and to the point.)*

### **2.0 Staff Allocation and role selection**

*Qualifications and experience of the staff should be included, preferably in a table.*

### **3.0 Previous Experience in conducting similar work**

*Designing and developing high quality videos with visual appeal and information graphics, used in marketing and public relations communications, for government sector and private sector institutions, should be included here.*

### **4.0 Examination of Bids and determination of responsiveness by the SEA**

Prior to the detailed evaluation of bids using the information provided in Technical Proposal, the SEA will determine whether each Bid is accompanied with the following documents.

- Bid Security with required validity period
- Copy of the certificate of incorporation (Company Registration)

If a Bid is not substantially responsive, it will be rejected by the SEA, and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or



reservation unless otherwise a request is made by the SEA to further develop the proposal in a situation where no bidder is fully compliant to the requirements mentioned in the bidding documents.

PROCUREMENT GUIDELINE REFERENCE: **5.3.13****Format for Bid Security Guarantee**

*[this Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]*

----- *[insert issuing agency's name, and address of issuing branch or office]* -----

**Beneficiary:** ----- *[insert (by PE) name and address of Employer/Purchaser]*

**Date:** ----- *[insert (by issuing agency) date]*

**BID GUARANTEE No.:** ----- *[insert (by issuing agency) number]*

We have been informed that ----- *[insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners]* (hereinafter called "the Bidder") has submitted to you its bid dated ----- *[insert (by issuing agency) date]* (hereinafter called "the Bid") for the execution/supply *[select appropriately]* of *[insert name of Contract]* under Invitation for Bids No. ----- *[insert IFB number]* ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we ----- *[insert name of issuing agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- *[insert amount in figures]* ----- *[insert amount in words]* upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB") of the IFB; or
- (c) having been notified of the acceptance of its Bid by the Employer/Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to ----- *(insert date)*

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date. \_\_\_\_\_

*[signature(s) of authorized representative(s) ]*

## 2. Performance Security

[Note: the purchaser is required to *fill* the information marked as “\*” and delete this note prior to selling of the bidding document]

[The issuing agency, as requested by the successful Bidder, shall *fill* in this form in accordance with the instructions indicated]

----- [Issuing Agency's Name, and Address of Issuing Branch or Office] -----

\* Beneficiary:----- [Name and Address of Employer] -----

Date: .....

PERFORMANCE GUARANTEE No.: .....

We have been informed that ----- [name of Supplier] (hereinafter called "the Supplier") has entered into Contract No. ----- [reference number of the contract] dated ----- with you, for the ----- Supply of ----- [name of contract and brief description] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we ----- [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- [amount in figures] (-----) [amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the .... day of ....., 20.. [insert date, 28 days beyond the scheduled completion date including the warranty period] and any demand for payment under it must be received by us at this office on or before that date.

\_\_\_\_\_  
[signature(s)]

# 1. Contract Agreement

THIS CONTRACT AGREEMENT is made

the [ insert: number ] day of [ insert: month ], [ insert: year ].

BETWEEN

- (1) [ insert complete name of Purchaser ], a [ insert description of type of legal entity, for example, an agency of the Ministry of ..... or corporation and having its principal place of business at [ insert address of Purchaser ] (hereinafter called “the Purchaser”), and
- (2) [ insert name of Supplier ], a corporation incorporated under the laws of [ insert: country of Supplier ] and having its principal place of business at [ insert: address of Supplier ] (hereinafter called “the Supplier”).

WHEREAS the Purchaser invited bids for certain Goods and ancillary services, viz., [insert brief description of Goods and Services] and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of [insert Contract Price in words and figures, expressed in the Contract currency(ies) ] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:
  - (a) This Contract Agreement
  - (b) Contract Data
  - (c) Conditions of Contract
  - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications)
  - (e) The Supplier's Bid and original Price Schedules
  - (f) The Purchaser's Notification of Award
  - (g) [Add here any other document(s)]
3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Democratic Socialist Republic of Sri Lanka on the day, month and year indicated above.

For and on behalf of the Purchaser Signed:

[insert signature]

in the capacity of [ insert title or other appropriate designation ]

in the presence of [insert identification of official witness]

For and on behalf of the Supplier

Signed: [insert signature of authorized representative(s) of the Supplier]

in the capacity of [ insert title or other appropriate designation ]

in the presence of [ insert identification of official witness]



## Sri Lanka Sustainable Energy Authority (SLSEA)

### Invitation for BIDS

#### Production of video documentary to showcase the sustainable energy development process in Sri Lanka

Procurement Number: SEA/PD/ONP/33-2023

1. The Chairman, Department Procurement Committee invites bids from suitable companies under National Competitive Bidding for Production of video documentary to showcase the sustainable energy development process in Sri Lanka.
2. Interested bidders can inspect/download the Bid document by logging into the SLSEA's website [www.energy.gov.lk](http://www.energy.gov.lk). Interested parties who wish to submit their bids shall make a non-refundable cash payment of LKR 1000.00 to SLSEA's general account No. 0074944408 in the Bank of Ceylon Torrington Square branch (453).
3. A copy of the above payment receipt shall be submitted along-with the bid. Bids without a copy of the payment receipt will be rejected. A scanned copy of the receipt should be sent to [procurement.slsea@gmail.com](mailto:procurement.slsea@gmail.com) and [slseafinance@gmail.com](mailto:slseafinance@gmail.com). Pre-Bid meeting will be held on 05<sup>th</sup> October 2023 at 10.00 a.m. as mentioned in the Bid document.
4. Sealed bids marked 'Production of video documentary to showcase the sustainable energy development process in Sri Lanka - SEA/PD/ONP/33-2023' on the top left-hand corner of the envelope shall be sent to reach the Chairman, Department Procurement Committee, Sri Lanka Sustainable Energy Authority, No 72, Ananda Coomaraswamy Mawatha, Colombo 07, through registered post or deposit in the tender box placed in SLSEA office at No 72, Ananda Coomaraswamy Mawatha, Colombo 07 on or before **10.00 a.m. on 18<sup>th</sup> October 2023**. Late bids shall be rejected. Bids will be opened soon after the closing time. All bids shall be accompanied by a Bid Security of LKR 20,000.00 either as a cash deposit to SLSEA general bank account mentioned in clause 2 above or a Bank guarantee as specified in Bid document, which shall be valid until 25<sup>th</sup> January 2024.
5. Further details may be obtained by calling on telephone numbers 0112575030 ext. 226 /278 during the office hours.

Chairman

Department Procurement Committee

Sri Lanka Sustainable Energy Authority

No 72, Ananda Coomaraswamy Mawatha,

Colombo 07.

Tel: 94 (0) 112575030 Fax: 94 (0) 112575089

Email: [procurement.slsea@gmail.com](mailto:procurement.slsea@gmail.com) Web: [www.energy.gov.lk](http://www.energy.gov.lk)

27<sup>th</sup> September 2023