

**Section IV. Bidding Forms**

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**Bid Submission Form**

Date: ..... *[insert date (as day, month and year) of Bid Submission]*

No.: **DI/PRO/04/19/2016/TEC 04**

To: **Director General of Government Information,  
Department of Government Information,  
No: 163, Kirulapone Avenue, Colombo 05, Sri Lanka.**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No..... *[insert the number and issuing date of each Addenda];*

We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services - **Supply, Installation and Commissioning of Technical Equipment for the Government Film Unit** The total price of our Bid without VAT, including any discounts offered is ..... *[insert the total bid price in words and figures];*

- (b) The total price of our Bid including VAT, and any discounts offered is ..... *[insert the total bid price in words and figures];*
- (c) Our bid shall be valid for the period of time specified in ITB Sub-Clause 18.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 23.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 43 and CC Clause 17 for the due performance of the Contract;
- (e) We have no conflict of interest in accordance with ITB Sub-Clause 4.3;
- (f) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared blacklisted by the National Procurement Agency;
- (g) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (h) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed.....

*[insert signature of person whose name and capacity are shown]*

In the capacity of ..... *[insert legal capacity of person signing the Bid Submission Form]*

Name: ..... *[insert complete name of person signing the Bid Submission Form]*

Duly authorized to sign the bid for and on behalf of: ..... *[insert complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

# Price Schedule

## BOQ for Supply, Installation and Commissioning of Technical Equipment for the Government Film Unit

No	Item	Quantity	Unit price	Tax	Total
1.	HD/SD Real – Time, Nonlinear Video Editing (NLE) System	02 Nos			
2.	Live Studio Multi cam A/V Recording System	01 No			
3.	Video Recorder /Player	01 No			
4.	32" LED TV Receiver	01 No			
5.	High Definition Hand - held Broadcast Camcorder	03 Nos			
6.	ENG Video Tripod System with Fluid Head and Accessories	03 Nos			
7.	Video Field Monitor with the Accessories	01 No			
8.	Clip on lavalier microphone with the Accessories	03 Nos			
9.	Dynamic Handheld Microphone with Accessories	03 Nos			
10.	Professional Headphone with the Accessories	06 Nos			
11.	Active Audio Monitor with Accessories	01 No			
12.	6 Channel Audio Mixer with Accessories	01 No			
	other				

*[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: Director General of Government Information,  
Department of Government Information,  
No: 163, Kirulapone Avenue,  
Colombo 05,  
Sri Lanka.**

**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 supply of *[insert name of Supplier]* 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"); or
- (c) having been notified of the acceptance of its Bid by the 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)]*

*Sample Document*

## Manufacturer's Authorization

*[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the BDS.]*

Date: *[insert date (as day, month and year) of Bid Submission]*

No.: **DI/PRO/04/19/2016/TEC 04**

To: **Director General of Government Information,  
Department of Government Information,  
No: 163, Kirulapone Avenue,  
Colombo 05,  
Sri Lanka.**

### WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 27 of the Conditions of Contract, with respect to the Goods offered by the above firm.

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

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

## Section V. Schedule of Requirements

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Sample Document

*Sample Document*



## List of Goods and Delivery Schedule

					Delivery Date		
Line Item No	Description of Goods	Quantity Nos	Unit	(project side) Destination specified	Earliest Delivery Date	Latest Delivery Date	Offered delivery date (to be provided by the bidder)
1.	HD/SD Real – Time, Nonlinear Video Editing (NLE) System	02		DGI			
2.	Live Studio Multi cam A/V Recording System	01					
3.	Video Recorder /Player	01					
4.	32" LED TV Receiver	01					
5.	High Definition Hand - held Broadcast Camcorder	03					
6.	ENG Video Tripod System with Fluid Head and Accessories	03					
7.	Video Field Monitor with the Accessories	01					
8.	Clip on lavalier microphone with the Accessories	03					
9.	Dynamic Handheld Microphone with Accessories	03					
10.	Professional Headphone with the Accessories	06					
11.	Active Audio Monitor with Accessories	01					
12.	6 Channel Audio Mixer with Accessories	01					
	Other						

## 2. List of Related Services and Completion Schedule

[ This table shall be filled in by the Purchaser. The Required Completion Dates should be realistic, and consistent with the required Goods Delivery Dates]

Service	Description of Service	Quantity	Unit	Place where Services shall be performed	Final Completion Date(s) of Services
1	Onsite Training	Required			
2	Warranty	Required			
3	After sale service Agreement. clauses of the service agreement may negotiate.	Required			

## Technical Specifications

### **01. Supply, Installation and Commissioning of the HD/SD Real Time, Nonlinear Video Editing (NLE) System. - ( 02 Nos. )**

#### **01.1. Workstation Computer with accessories**

#	Workstation Computer with accessories Description	Requirement Specification	Response Yes/No	Corroboration Reference
1,1	Type of Workstation	High performance workstation from an internationally reputed brand.		
2.1	Central Processing Unit should meet the following minimum specifications	Base frequency of 4.2GHz or more		
2.1		Turbo frequency of 4.5GHz or more		
2.1		8MB Cache or more		
2,4		4 CPU cores or more per CPU		
2.5		8 CPU threads or more per CPU		
2.6		64-bit instruction set		
2.7		CPU Series – Xeon E5 v4 Series or Core i7 7 <sup>th</sup> Gen or later		
3.1	CPU Cooling System	2U active heatsink and cooling fan.		
4.1	Random Access Memory should meet the following minimum specifications	64GB or more ECC/Non-ECC Memory		
4.2		DDR4 or later		
4.3		2400Mhz or faster		
4.4		288-pin Dual In-Line Memory Modules		
4.5		Each DIMM module should be 16GB or more		
4.6		Must be deployed in dual-channel configuration		
5.1	Hard Drive Controller	8 or More 6Gbps HDD controller ports		
5.2		Built in support for RAID 0, 1, 5, 10 or better		
6.1	Ethernet Controller	2 or more 1000BASE-T RJ45 Network Ports		
7.1	Universal Serial Bus	2 or More USB 3.1 Ports		
7.2		6 or More USB 3.0 Ports		
7.3		8 or More USB 2.0 Ports		
8.1	Audio	ALC 888S based audio controller with 7.1 HD Audio Jacks		
9.1	PCI Express / PCI	2 or more PCI Express x 16 Gen 3 slots		
9.2		3 or more PCI Express x 4 slots		
9.3		2 or more PCI 32-bit slots		
10.1	Communication Ports	2 or more COM port headers		
11.1	Drive Bays	10 or more drive bays		
11.2		4 or more internal 3.5” fixed drive bays		
11.3		2 or more 5.25” peripheral device bays		
11.4		4 or more 2.5” fixed drive bays		
11.5		90° rotatable HDD cage design		
12.1	System Storage Drive	240GB or larger 6Gb/s VNAND based 2.5” Solid State Drive		
13.1	Data Storage Drive	Include 1 No. 4TB or larger		
13.2		7200 RPM or faster		
13.3		128MB Cache Buffer or larger		
13.4		Enterprise Class Drive		
13.5		MTBF: 2,000,000 hours or more		
14.1	Optical Storage Drive	Internal Blu-ray writer ( Capable for DVD writing )		
15.1	On-Board Graphics	1 or more HDMI Port		
15.2		1 or more DVI-D Port		
15.3		1 or more Display Port		
15.4		Use 3 or more concurrent monitors via on-board graphics		

16.1	Graphics Processing Unit	Workstation-class graphics processing unit		
16.2		PCI Express Gen 3.0 x16 system interface		
16.3		8GB GDDR5 GPU Memory or more		
16.4		256-bit memory interface		
16.5		4 or more DisplayPort 1.2 connectors		
16.6		1664 or more CUDA cores		
16.7		Ability to concurrently operate 4 or more DCI-4K monitors		
16.8		Max power consumption 120W or less		
17.1	Power Supply	500W with Power Factor Correction		
17.2		80 Plus Bronze certified		
18.1	Power Connection	220/240V, 50Hz AC		
19.1	Temperature	32-104 F, ( 15-40 C )		
20.1	Humidity	15-80% non-condensing		
21.1	System Cooling	1 or more 12cm rear exhaust fan		
21.2		Whisper quiet operation of 21dB or less		
21.3		Optimal fan speed control		
22.1	Warranty	3 or more years		
23.1	Software Description Host Operating System	MS Windows 10 Professional x64 (Original Perpetual License)		
24.1	Eligibility	The bidding organization must have an operational history of more than 10 years in Sri Lanka. Include copy of Business Registration certificate.		

Workstation Brand ( Should be Specify )	
Workstation Model ( Should be Specify )	
Workstation Country of Origin ( Should be Specify )	
Workstation Country of Manufacture ( Should be Specify )	
Workstation Year of Manufacture ( Should be Specify )	

#	Computer Monitor Description	Requirement Specification	Response Yes/No	Corroboration Reference
25.1	Number of Monitors	Include 3 monitors		
26.1	Type and Size	24" LCD/LED or larger with thin bezel		
27.1	Ports	DisplayPort 1.2 input (or HDMI input with suitable cables)		
28.1	Resolution	Resolution 1920 x 1080 or more		
29.1	Warranty	3 or more years		

Monitor Brand ( Should be Specify )	
Monitor Model ( Should be Specify )	
Monitor Country of Origin ( Should be Specify )	
Monitor Country of Manufacture ( Should be Specify )	
Monitor Year of Manufacture ( Should be Specify )	

#	Card Reader Description	Requirement Specification	Response Yes/No	Corroboration Reference
30.1	Type	All-in-one Card Reader Gen 3 USB		
31.1	Read Speed	Up to 500MB/s		
32.1	Card Types	SD,SDHC,SDXC, microSDHC, microSDXC & UDMA 7-enabled CompactFlash		

#	Audio Monitors Description	Requirement Specification	Response Yes/No	Corroboration Reference
33.1	Type	2-way bi-amp powered studio monitors (1 pair)		
34.1	Frequency Range	54Hz – 30kHz frequency range		

35.1	Crossover Frequency	2kHz crossover frequency		
36.1	LF	5" or larger low frequency cone		
37.1	HF	1" or larger high frequency dome		
38.1	Power	70W or more output power		
39.1	Connector Type 1	XLR3-31 type balanced input connector		
40.1	Connector Type 2	PHONE balanced input connector		
41.1	Warranty	3 or more years		

Audio Monitor Brand ( Should be Specify )	
Audio Monitor Model ( Should be Specify )	
Audio Monitor Country of Origin ( Should be Specify )	
Audio Monitor Country of Manufacture ( Should be Specify )	
Audio Monitor Year of Manufacture ( Should be Specify )	

#	UPS Description	Requirement Specification	Response Yes/No	Corroboration Reference
42.1	Power Output Rating	2 KVA or Higher		
43.2	Warranty	3 or more years		

UPS Brand ( Should be Specify )	
UPS Model ( Should be Specify )	
UPS Country of Origin ( Should be Specify )	
UPS Country of Manufacture ( Should be Specify )	
UPS Year of Manufacture ( Should be Specify )	

#	Other Requirements		
44	Any required accessories and hardware should be supplied with the System.		
45	Any required software should be supplied with the System.		
46	Should work. Support and compatible with the quoted NLE Software, Capture card/ I/O Device, and other accessories in the system.		

#	Terms and General Condition		
47	Should be provide at least 3 year comprehensive warranty.		
48	Service Level Agreement ( SLA ) after warranty period should be mentioned separately for 4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> years ( five years ) payable annually.		
49	Any failure within warranty period should be attended to free of charge.		
50	Should be supplied all the supported software in original form with license to Department of Government Information.		
51	The Bidder shall submit a letter of authorization from the original Manufacturer/s to bid for this tender.		
52	Local Supplier/Agent should have the capacity and professional expertise locally to promptly attend to after sales services in case of failure and must produce a letter of certification from manufacturer.		
53	Quotations should be submitted with the Supporting Technical literature /diagrams /catalogues.		
54	Spares must be available for a minimum period of 05 years from the date of purchase.		

55	A duly completed point by point compliance statement in respect of all the features & specifications laid down in these documents should be enclosed along with the offer.		
56	<b>Installation, configuration and commissioning of the entire system should be carried out by the bidder with accordance with Department of Government Information.</b>		
57	<b>Maintenance and operational training should be carried out by the bidder with the experience and knowledgeable trainer with relevant to the system for Department of Government Information's Film Unit Technical staff.</b>		
58	<b>Bidder's failure to provide the Information requested in the relevant columns may be a reason for the rejection of the bid.</b>		

Sample Document

## **01.2. (NLE) Software**

#	NLE Software Description	Requirement Specification	Response Yes/No	Corroboration Reference
1.1	Type of NLE	HD/SD capable real-time non-linear digital video editing system suitable for broadcast quality video post-production		
2.1	Software Description	Including all Post Production applications under Business plan ( Include Original 3 Year Business License )		
3.1	Video Formats Supported in Real-Time	DCI 4K (4096 x 2160)		
3.2		UHD (3840 x 2160)		
3.3		DCI 2K (2048 x 1080)		
3.4		Full-HD (1920 x 1080)		
3.5		PAL SD (720 x 576)		
4.1	A/V File Formats Supported	MP4, QuickTime Movie, XDCAM EX, MPEG-2, MXF, IMX, AVI, DV, WMV, JPEG / WAV, OMF, AAC, AIFF, MP3 etc.		
5.1	Warranty	3 or more years		

Software Make ( Should be Specify )	
Software Model ( Should be Specify )	
Software Country of Origin ( Should be Specify )	
Software Country of Manufacture ( Should be Specify )	
Software Year of Manufacture ( Should be Specify )	

#	Features and Other Requirements		
6	Should Support Storytelling with Ultra accurate, Certified editing tools, open workflows, Background rendering and 64- bit performance.		
7	Should Support dupe detection for Audio and Data Tracks		
8	Mix and match formats, frame rates and more in real time – No Rendering		
9	Experience high-performance, high-res. And HD Editing in Mastering picture quality with professional A/V formats		
10	Should Compatible with the industry's most reliable media management which can automate complex tracks.		
11	Should work on 3D projects		
12	Support transfer and archive finished sequences easily.		
13	Any required software should be supplied with the System		
14	Should work. Support and compatible with the quoted workstation Computer, Capture card/ I/O Device, and other accessories in the system.		

#	General Condition		
15	Should be provide at least 3 year comprehensive warranty		
16	Any failure within warranty period should be attended to free of charge		
17	Should be supplied all the supported software in original form with license to Department of Government Information		
18	Any required software should be supplied		
19	The Bidder shall submit a letter of authorization from the original Manufacturer/s to bid for this tender.		
20	Local Supplier/Agent should have the capacity and professional expertise locally to promptly attend to after sales services in case of failure and must produce a letter of certification from manufacturer.		
21	Quotations should be submitted with the Supporting Technical literature /diagrams /catalogues.		

22	Payment Method for annual subscription/ License fee after warranty period should be mentioned.		
23	A duly completed point by point compliance statement in respect of all the features & specifications laid down in these documents should be enclosed along with the offer.		
24	<b>Installation, configuration and commissioning of the entire system should be carried out by the bidder with accordance with Department of Government Information</b>		
25	<b>Maintenance and operational training should be carried out by the bidder with the experience and knowledgeable trainer with relevant to the system for Department of Government Information's Film Unit Technical staff</b>		
26	<b>Bidder's failure to provide the Information requested in the relevant columns may be a reason for the rejection of the bid.</b>		

Sample Document



### **01.3. Capture Card/ Video I-O Interface Card/ I-O Device**

#	Capture Card/ Video I-O Interface Card/ I-O Device Description	Requirement Specification	Response Yes/No	Corroboration Reference
1.1	Interface	PCI Express 4 lane Generation 2		
2.1	Video Input	1 x 10-bit SD/HD/2K/4K over SDI on BNC		
2.2		1 x Component YUV on 3 BNCs		
2.3		1 x Composite on BNC		
2.4		1 x S-Video		
2.5		1 x HDMI on type A connector		
3.1	Video Output	1 x 10-bit SD/HD/2K/4K over SDI on BNC		
3.2		1 x Component YUV on 3 BNCs		
3.3		1 x Composite on BNC		
3.4		1 x S-Video		
3.5		1 x HDMI on type A connector		
4.1	Audio Input	4 Channels of professional balanced analog audio via ¼-inch jack connectors.		
4.2		SDI Embedded		
4.3		HDMI Embedded		
5.1	Audio Output	4 Channels of professional balanced analog audio via ¼-inch jack connectors.		
5.2		SDI Embedded		
5.3		HDMI Embedded		
6.1	Support Media – video	SD-Pal ( 625, 50i, 576p ), HD – 720p, 1080p, 1080i, Hi Res – 2K, 4K, ultra HD and more		
7.1	Support Media – Audio	24-bit, 48KHz and more		
8.1	Warranty	3 or more years		
9.1	Power Supply	220/240V, 50Hz AC		
10.1	Temperature	32-104 F, ( 5-40 C )		
11.1	Humidity	15-80% non-condensing		

Capture Card, I/O Device Brand ( Should be Specify )	
Capture Card, I/O Device Model ( Should be Specify )	
Capture Card, I/O Device Country of Origin ( Should be Specify )	
Capture Card, I/O Device Country of Manufacture ( Should be Specify )	
Capture Card, I/O Device Year of Manufacture ( Should be Specify )	

#	Features and Other Requirements		
12	Should work, Support and compatible with the quoted workstation Computer, NLE Software and other accessories in the system.		
13	Should Support Capture and play back SD, HD, Ultra HD, 2K and 4K media and more.		
14	Should be available user friendly interface to select inputs and etc..		
15	Edit faster and more efficiently with onboard media encoding and Conversion.		
16	Any required accessories and hardware should be supplied.		
17	Any required software should be supplied.		

#	Terms and General Conditions		
18	Should be provide at least 3 year comprehensive warranty		
19	Service Level Agreement ( SLA ) after warranty period should be mentioned separately for 4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> years ( five years ) payable annually.		
20	Any failure within warranty period should be attended to free of charge		
21	Should be supplied all the supported software in original form with license to Department of Government Information		
22	The Bidder shall submit a letter of authorization from the original Manufacturer/s to bid for this tender.		
23	Local Supplier/Agent should have the capacity and professional expertise locally to promptly attend to after sales services in case of failure and must produce a letter of certification from manufacturer.		
24	Quotations should be submitted with the Supporting Technical literature /diagrams /catalogues.		
25	Spares must be available for a minimum period of 05 years from the date of purchase.		
26	A duly completed point by point compliance statement in respect of all the features & specifications laid down in these documents should be enclosed along with the offer.		
27	<b>Installation, configuration and commissioning of the entire system should carried out by the bidder with accordance with Department of Government Information</b>		
28	<b>Maintenance and operational training should be carried out by the bidder with the experience and knowledgeable trainer with relevant to the system for Department of Government Information's Film Unit Technical staff</b>		
29	<b>Bidder's failure to provide the Information requested in the relevant columns may be a reason for the rejection of the bid.</b>		