Request for Quotation for Goods (RFQG) Document

Procurement of Media Equipment for MSD Computer Training Lab - G-36.4.2 (AF)

Health System Enhancement Project – Additional Financing

Contract reference: HSEP(AF)/PMU/PRO/G36.4.2/18/2026

REQUEST FOR QUOTATION - GOODS (RFQG)

Project Title: Health System Enhancement Project under the Ministry of Health & Mass Media (MOH & MM)
Source of Funding: Asian Development Bank (ADB)

Name of Procurement: Procurement of Media Equipment for MSD Computer Training Lab - G-36.4.2 (AF)

Contract Ref: HSEP(AF)/PMU/PRO/G36.4.2/18/2026

Date of Issue of Request: 09th November 2026

To: .....
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Sir/Madam:

1. The Project Director of HSEP, MoH & MM (Purchaser) hereby requests you to submit price quotation(s) for the supply of the following items for the MSD Computer Training Lab.

Lot No	Item No	Description	Quantity (Nos)
Lot 01	1-i	Amplifier	1
	1-ii	Speakers	4
	1-iii	The set of 4 Wireless Clip-on Microphones and Receiver	1
Lot 02	2-i	Interactive Display Panel	1
Lot 03	3-i	Multimedia Projector	1
Lot 04	4-i	HD Video Camera with PTZ Controller	1
Lot 05	5-i	L2 managed PoE Network Switch	1

You may quote for one lot or multiple lots, or all lots. You must quote for all items of a lot of this request. Each lot shall be evaluated and a contract awarded separately to the firm (s) offering the lowest evaluated price for each lot.

To assist you in the preparation of your price quotation we enclose the necessary **Supply and Delivery Schedule**, **Technical Specifications**, **Form of Quotation,** and draft **Contract**.

2. If you/your firm, however, falls under any of the following conditions, your proposal shall not be considered:
   (a) you/your firm are/is not a citizen/national of an ADB member country [***List of ADB member country attached as Annex 01***], or
   (b) you/your firm have/has been associated with the firm that prepared the design and specifications, or engaged in the preparation of the Project for which the contract that is subject of this request for quotations was identified, or
   (c) you/your firm are/is owned by the Purchaser, or
   (d) you/your firm are/is currently sanctioned or temporarily suspended by the Asian Development Bank for a violation of its Anticorruption Policy (1998, as amended to date), or
   (e) the importation of goods or services from your country or any payment to persons or entities in your country is prohibited in compliance with a decision of the United Nations Security Council under Chapter VII of the Charter of the United Nations.
3. To be qualified, you must have experience as a manufacturer or authorized supplier of the items covered by this **Request for Quotation** and, as evidence, you must also attach a document of your experience

as supplier in at least one contract in the last 3 years of a size and nature similar to the items in the supply schedule of this contract.

4. Your quotation should be submitted in accordance with the following instructions, procedures, and the terms and conditions of the **Contract**.

Preparation of Quotations

(a) Your price quotation/(s) shall be for all the items as described in attached documents and submitted only in the attached **Form of Quotation** with the priced **Supply, Delivery and Price Schedule**. The currency of quoted prices and payment shall be Sri Lankan Rupees.

(b) The prices should be quoted for supply and delivery to the locations indicated in the **"delivery schedule".** And should be accompanied by adequate technical documentation and catalogue(s) and other printed materials or pertinent information (in English language) for each item quoted, including names and addresses of firms providing after sales service facilities in Sri Lanka.

(c) You shall submit only one set of quotations for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your **Form of Quotation**, your quotation will not be considered further.

(d) You shall submit one original of the **Form of Quotation**, and clearly marked "Original". In addition, you shall also submit one copy marked as "COPY". In case of any discrepancy between the Original and Copy, the original shall prevail.

(e) Your quotation(s) should be valid for a period of **60** days from the deadline for submission of the quotation/(s) as indicated below. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of Suppliers for the project for two years

Submission and Opening

(f) Your **Form of Quotation** with the **Price Schedule, Supply and Delivery Schedule** should be submitted on or before **26th November 2026 at 11.30 Hrs** with the required documents that should be signed, sealed in an envelope, and addressed to and delivered to the following address:

Purchaser's Address: **Project Director**
Health System Enhancement Project
3/19, Kynsey Road,
Colombo 08,
Sri Lanka.

Telephone : **(+94) 112 697 173**
Web : **www.hsep.lk**

(g) Quotation shall be opened in public, in the presence of participating suppliers' representatives who choose to attend on **xx October 2026 at 1130 Hrs** and at the following address.

Health System Enhancement Project
3/19, Kynsey Road,
Colombo 08,
Sri Lanka.

Evaluation and Comparison

(h) Quotations determined to be substantially responsive to this **Request for Quotation** will be evaluated by comparison of their offer prices. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this **Request for Quotation**.

(i) In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:

(i) where there is a discrepancy between amounts in figures and in words, the amount in words will govern; and

(ii) where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

If you refuse to accept the correction, your quotation will be rejected.

Award of Contract

(j) The Purchaser shall award the contract to the Supplier whose quotation has been determined to be substantially responsive to this **Request for Quotation** and who has offered the lowest price quotation.

(k) The Supplier whose quotation has been accepted will be notified by the Purchaser within **60 days** from the date of submission of quotation through the return of a copy of the Form of Quotation with Acceptance signed by the authorized representative of the Purchaser.

(l) The successful Supplier shall sign the **Contract** governed by the **Contract Terms and Conditions**.

5. Further information can be obtained from:

Name : Project Director
Address : Health System Enhancement Project
3/19, Kynsey Road,
Colombo 08
Telephone : (+94) 112 697 173
FAX : (+94) 112 697 163
Web : www.hsep.lk
Email : pmu@hsep.lk

6. The Purchaser intends to apply funds from the **Asian Development Bank (ADB)** for eligible payments under the **Contract** resulting from this **Request for Quotation**.

7. Under ADB's Anticorruption Policy (1998, as amended to date), suppliers shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB may reject a proposal for award, and may impose sanctions or other remedial actions on parties involved, if it determines that the supplier recommended for award or any other party, directly or through an agent, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list. A firm/individual shall not be eligible to participate in any procurement activities under an ADB-financed, -administered, or -supported project while under temporary suspension or debarment by ADB pursuant to its Anti-corruption Policy, whether such debarment was directly imposed by ADB, or enforced by ADB pursuant to the Agreement for Mutual Enforcement of Debarment Decisions.

8. You/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, are not, or have never been, temporarily suspended, debarred, declared ineligible, or blacklisted by the purchaser's country, any international organization, and other donor agency.

If so debarred, declared ineligible, temporarily suspended, or blacklisted, please state details (as applicable to each joint venture partner, associate, parent company, affiliate, subsidiaries, subcontractors, and/or suppliers):[1]

(a) Name of Institution: _____
(b) Period of debarment, ineligibility, or blacklisting (start and end date): _____
(c) Reason for the debarment, ineligibility, or blacklisting: _____

9. You/your firm's, joint venture partners', associates', parent company's affiliates' or subsidiaries', including any subcontractors' or suppliers', key officers and directors have not been [charged or convicted] of any criminal offense (including felonies and misdemeanors) or infractions/violations of ordinance which carry the penalty of imprisonment.

[1] Any such disclosure shall be forwarded by the Purchaser to ADB.

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If so charged or convicted, please state details:[2]
(a) Nature of the offense/violation: _____
(b) Court/Area of jurisdiction: _____
(c) Resolution (i.e. dismissed; settled; convicted/duration of penalty): _____
(d) Other relevant details:

10. You/your firm understands that it is your obligation to notify ADB should you/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any Subcontractors or Suppliers, be temporarily suspended, debarred or become ineligible to work with ADB or any other multilateral development banks, the purchaser's country, international organizations, and other donor agencies, or any of your key officers and directors be charged or convicted of any criminal offense or infractions/violations of ordinance which carry the penalty of imprisonment.

11. Any misrepresentation that knowingly or recklessly misleads, or attempts to mislead may lead to the automatic rejection of the quotation/bid or cancellation of the contract, if awarded, and may result in remedial actions, in accordance with ADB's Anti-corruption Policy (1998, as amended to date) and Integrity Principles and Guidelines (2015 as amended from time to time).

12. A bidder shall not have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified.

13. Please confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely

Dr. Anil Dissanayake
Project Director
Health System Enhancement Project

[2] Any such disclosure shall be forwarded by the Purchaser to ADB.