

**CALL FOR TENDERS**  
**SUPPLY AND DELIVERY OF FURNITURE FOR THE LOYOLA CAMPUS**  
**MAGIS AID 12970/01/7 - EDIRI**  
**N. Ref. MAGIS-AICS-OT-004**

**Background information**

Contracting authorities: The Trustees of the Society of Jesus in Sri Lanka, in partnership with Fondazione MAGIS ETS

**Introduction of the contracting authorities**

**The Trustees of Society of Jesus in Sri Lanka** (Charitable Trust of the Jesuits), recognised by Decree No.2147/47- 2019 of 29/10/2019) is the entity in charge of the administration and management of projects, educational institutions, social initiatives, and other programmes for the Society of Jesus in Sri Lanka. It engages in several educational activities through 7 Loyola Campus Mannar, Vavuniya, Trincomalee, Hatton, Batticaloa, Mullaitivu, Thanamalwila), and in research, interreligious dialogue through the Tulana Research Centre for Encounter and Dialogue/ Library, in Kelaniya. The Society of Jesus promote mutual understanding, respect and cooperation between people of different faiths contributing to peace building and social harmony.

**Fondazione MAGIS E.T.S.** – Movimento e Azione dei Gesuiti Insieme per lo Sviluppo (Movement and Action of Jesuits Together for the Development) – is the foundation that coordinates the missionary and international cooperation activities of the Euro-Mediterranean Province of the Society of Jesus.

**Name of the initiative**

Paths and practices of education, dialogue and reconciliation in Sri Lanka - EDIRI - AID 12970/01/7

**Description of the initiative**

The initiative has been funded by AICS – Agenzia Italiana per la Cooperazione allo Sviluppo (Italian Agency for Development Cooperation). AICS, being an Italian state entity and considering that Italy is a Member State of the European Union (EU), has decided to align, for the procurement procedures, with the EU directives as described in the PRAG (Practical guide on contract procedures for European Union external action), accessible at this link: <https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG>

The main purpose of the initiative is to support the population belonging to the Christian minority in Sri Lanka and other groups, promoting a process of reconciliation between the

various ethnic and religious communities through educational programme and specific interreligious dialogue initiatives in several areas, promoting a reconciliation process between the various ethnic and religious communities. The project intends to support the social and cultural activities promoted by the local Partner, promoting access to quality higher education and social cohesion.

### Description of the procurement

This is a tender for the procurement, delivery, and assembly of electronic equipment for the Loyola Campuses of Mullaitivu, Hatton and Batticaloa. The Loyola Campuses need the equipment in order to increase the quality of their didactic offer. Being that the three locations are far from each other, the tender has been divided into three LOTs, each one representing one of the delivery locations:

| Lot number | Title  |
|------------|--|
| 1          | Electronic equipment for the Loyola Campus of Mullaitivu |
| 2          | Electronic equipment for the Loyola Campus of Hatton     |
| 3          | Electronic equipment for the Loyola Campus of Batticaloa |

The items with their technical specifications, units, warranty delivery and services required are explained in the Annex 1 of this dossier.

Tenderer may submit an offer for one LOT, several lots or all the LOTs. The bid/offer for each LOT must include all products. Each LOT will be evaluated independently. No restrictions may be made in the number of LOTS a tenderer can be awarded.

Tenderers submitting an offer are reminded that **delivery and assembly, as specified under the section “Delivery”, shall be carried out.**

### Payment terms

The contracting authority reserves itself the right **to increase or decrease quantities of any of the items indicated in the Annex 1 in a way to change the total expenditure for a given lot by a maximum of ±15%**. Unit price shall remain valid irrespective of quantities.

Payments shall be made exclusively via bank transfer. No other payment methods are permitted due to mandatory traceability requirements.

The tenderer must indicate in their financial offer their preferred payment structure, which will be subject to negotiation before the contract is signed. The payment structure may include:

- **Advance payment:** Upon signing the contract (if applicable).

- **Progress payments:** Instalments based on delivery progress (to be defined in terms of amount and schedule).
- **Final balance (10%):** A mandatory payment to be made 15 calendar days after receipt of the completed service delivery, serving as a performance guarantee.

### **Advance Payment Conditions**

If the tenderer in his tender requests an **advance payment**, it cannot exceed 25% of the total contract value. In the case of an advance payment, the tenderer must provide a bank guarantee within **7 days** of signing the contract. The guarantee must be equivalent to **5% of the total** contract value and made in favour of the contracting authority.

Alternatively, the tenderer may provide a **nominal bank check for 5% of the total contract value**, made out to the contracting authority name. The check will be securely held by the contracting authority and returned to the supplier as outlined below.

Failure to provide the required bank guarantee within 7 days of contract signing will result in the contract being deemed invalid and of no effect.

**No guarantee is required if no advance payment is requested.**

### **Final Payment and Guarantee Release**

The final **10% of the contract amount will be paid 15 calendar days after final acceptance** of the completed service delivery, serving as a performance guarantee.

The bank guarantee or nominal check will be released at the same time as the **10% performance guarantee payment**.

### **Delivery**

The tenderer must indicate the delivery service and maximum estimated delivery time in days. **In any case, the period of supply, delivery and assembly of the electronics can't be more than thirty (30) calendar days** from the date of the sign of the contract.

The items shall be delivered **DAP (Delivered at Place) (Incoterms® 2020)** to the following locations:

**LOT 1: Loyola Campus Mullaitivu, 4th Cross Street (Church Rd) Kovilkudiyiruppu, Mullaitivu;**

**LOT 2 Loyola Campus Hatton, No.30, Station Road, Hatton**

**LOT 3 Loyola Campus Batticaloa, No.1, Jesuit Street, Batticaloa**

Failure to deliver the required items within the indicated periods might render the supplier liable to pay liquidated damages at the rate of LKR 10,000 per each day of delay and such amounts will be deducted from the payment due to the supplier.

## Warranty

The tenderer shall provide a minimum warranty period of **twenty-four (24) months** from the date of delivery and acceptance of the equipment.

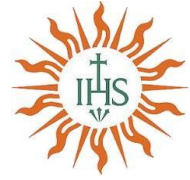
During the warranty period, the contractor shall repair or replace, at no additional cost to the contracting authority, any defective equipment or parts due to manufacturing defects or faulty materials. The tenderer shall describe the warranty conditions and the procedure for requesting warranty service.

## Responsible body

| Name                        | Organisation                         | Role             | Contacts   |
|-----------------------------|--------------------------------------|------------------|--|
| Milroy R. Fernando SJ       | The Trustees of The Society of Jesus | Country Director | <a href="mailto:cd.loyolacampus@gmail.com">cd.loyolacampus@gmail.com</a>     |
| Anton Jaan Jenushan Miranda | Loyola Campus                        | Manager Finance  | <a href="mailto:mf.loyolacampus@gmail.com">mf.loyolacampus@gmail.com</a>     |
| Francesca Flosi             | Fondazione MAGIS ETS                 | Program Manager  | <a href="mailto:flosi.f@fondazionemagis.org">flosi.f@fondazionemagis.org</a> |

## Timetable

|   | DATE       | TIME<br>(UTC +05:30) |
|---|------------|----------------------|
| <b>Deadline for requesting clarification from the contracting authority</b>   | 15/07/2026 | 6:00 PM              |
| <b>Last date for the contracting authority to issue clarification</b>   | 28/07/2026 | 6:00 PM              |
| <b>Deadline for submitting tenders</b>  | 05/08/2026 | 4:30 PM              |
| <b>Opening of the tender scheduled date</b><br><br>(Should it become necessary to change this date for organisational reasons, all tenderers will be notified in good time. The | 11/08/2026 | 11:00 AM             |



|   |            |       |
|---|------------|-------|
| <b>notification will specify the date, time and venue of the public tender opening session.</b> |            |       |
| <b>Start of the evaluation of tenders</b>   | 11/08/2026 | 12:00 |
| <b>Notification of award</b><br>(expected date)   | 14/08/2026 |       |
| <b>Contract signature</b><br>(the proposed date is tentative, will be confirmed later)          | 20/08/2026 |       |

### Conditions of participation

The law and tax rules to be applied are those of the Democratic Socialist Republic of Sri Lanka. For this contract award procedure, participation is open to all natural persons who are nationals of Sri Lanka and legal persons which are effectively established in Sri Lanka.

### Grounds for exclusion

Tenderers must submit the annexed document Declaration of honour, in order to certify that they are not in any of the exclusion situations. The contracting authority will verify through the EU IT systems (EDES) that the tenderer is not in an exclusion situation.

### Sub-contracting

Subcontracting is valid only if it is the subject of a written agreement by which the Contractor entrusts a third party with the performance of part of its Contract.

In any event, the Contractor will be fully responsible for the services subcontracted in this way. Subcontractors must meet the eligibility criteria for the award of the contract. They shall not be in any of the exclusion situations described in the tender documents and not subject to EU restrictive measures.

### Joint Venture or Consortium

Where the tenderer is a joint venture or a consortium of two or more persons, each of these persons must sign the offer and they will be jointly liable for the offer and any contract that may result from it. Those persons shall appoint from among themselves a lead partner authorised to represent the consortium. The composition of the consortium may not be changed without the prior written consent of the Contracting Authority. The tender may be signed by the representative of the Consortium only if he has been expressly instructed to do so, in writing, by the members of the Consortium.

The tenderer and **any other entity implicated in the tender** will have to fill out, stamp and sign the Legal entity form as per PRAG (attached).

### Submission of tenders

Tenders must be sent to the contracting authority before the deadline specified in the timetable. They must be sent:

**EITHER** by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:

*Country Office - Loyola Campus - Mannar, Thalaimannar Road, Mannar*

**OR hand delivered** by the participant in person or by an agent **directly** to the premises of the contracting authority in return for a **signed and dated receipt**, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

*Country Office - Loyola Campus - Mannar, Thalaimannar Road, Mannar,*

*Opening hours: 9.00AM - 4.30PM*

*Phone: +94 75 607 9159*

The contracting authority may, for reasons of administrative efficiency, reject any tender submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective deadline for submitting the offers.

*The contracting authority strongly recommends using proven post service providers (such as DHL, Fedex, Pronto, etc...) for tracking and avoiding delays in delivery of the tender envelope.*

The technical and financial offers plus the administrative documents must be placed together in three (3) sealed envelopes. The 3 envelopes (A, B and C) must then be placed in another sealed envelope/sealed package, unless their volume requires a separate submission for each lot. The tender must be divided into 3 sealed envelopes:

- **“Envelope A — Technical offer”**, one for each LOT you wish to participate in, with the LOT number indicated outside;
- **“Envelope B — Financial offer”** one for each LOT you wish to participate in, with the LOT number indicated outside;
- **“Envelope C — Administrative documents”**

The outer envelope should provide the following information:

- the address for submitting tenders indicated above;
- the code “MAGIS-AICS-OT-004 AID 12970/01/7 - EDIRI”;
- the words “Not to be opened before the tender-opening session”;
- the name of the tenderer.

## Content of tenders

### General Information:

1. **Tender language:** English
2. **Tender Currency:** Sri Lankan Rupees (LKR)

Failure to comply with the requirements set out below constitutes an irregularity which may lead to the rejection of the tender. Offers, all correspondence and documents related to the tender exchanged by the tenderer and the contracting authority must be written in English. Supporting documents provided by the tenderer may be in another language, provided they are accompanied by a translation into the language of the procedure. All tenders submitted must comply with the requirements set out in the tender documents and include:

### Part A: Technical offer

- A detailed list of the requested supplies, in accordance with the technical specifications in the Annex 1;
- Warranty type and specification as stated in the Annex 1 Section 2;
- A technical proposal for after-sales service and installation for the items identified in the Annex 1 Section 3, specifying the kind of installation done and the time needed;
- Delivery service used and maximum estimated delivery time in days;
- A clear description of possible auxiliary service provided.

The Technical offer can be drafted in a free format but it must contain the full quantities indicated for each LOT in the Annex 1 section 1. It is possible to attach additional documents if needed to better describe the services and items offered.

The envelope containing each offer must have the number of the LOT written on it.

### Part B: Financial offer

- A detailed list of the proposed supplies indicating the total units and the unit price
- The cost for installation services described in the technical offer
- A clear description of the possible discount(s) provided
- The total cost with and without the discount(s)
- Payment methodology proposed by the tenderer (advance, progress and balance).
- The financial offer is all tax included (VAT and other taxes)

The Financial offer can be drafted in a free format but it must contain the full quantities indicated for each lot in the Annex 1 section 1.

The envelope containing each offer must have the number of the LOT written on it.

The contract will be awarded on a lot-by-lot basis, but the contracting authority may choose the most advantageous overall solution after taking into account the discounts granted.

In case the financial offer does not indicate the taxes due, the offer will be intended as taxes included.

### **Part C: Administrative documents and selection criteria**

- The “tender submission form” duly filled in the yellow parts and signed
- The “Declaration of honour” duly filled and signed
- The “Legal entity form” duly filled, signed and stamped
- Copy of the certificate of the issue of Business Registration number
- Manufacturer Authorization Letter(s) (the tenderer must be an authorized reseller for the tendered brands of equipment)
- The Tenderer shall certify that all equipment offered is brand new, original, unused, free from defects, and has not been refurbished, remanufactured, or reconditioned.

The above documents of the “Part C” are necessary in order to comply with the **selection criteria** that will be evaluated at the opening of the envelopes and that must be fully respected to access the evaluation phase.

### **Period during which tenders are binding**

Tenderers are bound by their tenders for 90 days after the deadline for submitting tenders or until they have been notified of non-award. The selected tenderer must maintain its tender for a further 60 days.

### **Additional information before the deadline for submitting tenders**

Tenderers may submit questions to the following email addresses up to 21 days before the deadline for submission of tenders:

- Anton Jaan Jenushan Miranda, [mf.loyolacampus@gmail.com](mailto:mf.loyolacampus@gmail.com) with in cc [flosi.f@fondazionemagis.org](mailto:flosi.f@fondazionemagis.org) and [cd.loyolacampus@gmail.com](mailto:cd.loyolacampus@gmail.com)

To ensure the maximum transparency, all answers at the tenderer questions will be published in the page “Open Tenders” of MAGIS ETS website, accessible at this link: [www.fondazionemagis.org/cosa-facciamo/open-tenders/](http://www.fondazionemagis.org/cosa-facciamo/open-tenders/)

Any tenderer seeking to arrange individual meetings with the contracting authority, the partner or the donor may be excluded from the tender procedure.

### **Amending or withdrawing tenders**

Tenderers may amend or withdraw their tenders by written notification prior to the deadline for submitting tenders. Tenders may not be amended after this deadline.

Any such notification of amendment or withdrawal must be prepared and submitted with the same modalities. The outer envelope (and the relevant inner envelope) must be marked ‘Amendment’ or ‘Withdrawal’ as appropriate.

### **Costs for preparing tenders and ownership**

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs must be borne by the tenderer.

The contracting authority retains ownership of all tenders received under this tendering procedure. Consequently, tenderers do not have the right to have their tenders returned to them.

### **Opening session**

The opening session is performed by the evaluation committee indicated below. The tender opening session is a formal, public process. Although it is public, participation in the tender opening session is restricted to representatives of the companies that are tendering for the contract. The committee opens the envelopes and establishes if each tender respects the selection criteria stated previously.

The public opening of the bids is scheduled to take place on 11/08/2026. Should it become necessary to change this date due to organizational requirements, all tenderers will be informed sufficiently in advance. The notification will specify the date, time, and venue of the public bid opening session.

To participate in the opening session, interested parties must send an email to one of the responsible bodies at least 3 (three) days before the date of the session.

*Please note that during the opening session of the offers, the representatives of the companies can only attend as "observers" and cannot under any circumstances intervene, speak, or do anything that could in any way influence the committee. Any interference would lead to the risk of exclusion of their offer.*

### **Evaluation of tenders**

Only the offers that have passed the selection phase (opening session) will be evaluated. In case, after submission of tenders, any type of conflict of interest is raised by one of the members of the committee, he/she will be substituted and the tenderers will be informed accordingly via email to the address they have provided in the form.

### **Evaluation of technical offers**

The Evaluation Committee will check whether each tender complies with the requirements of the Tender Dossier.

#### **The following requirements must be met:**

- **Compliance with the technical specifications;**
- **Minimum warranty period as required in the Tender Dossier;**
- **Maximum delivery time as required in the Tender Dossier;**
- **Installation included, where required.**

Only tenders that comply with all the above requirements will be considered technically compliant and will proceed to the financial evaluation.

## **Evaluation of Financial Offers**

The financial offers of the technically compliant tenders will then be evaluated.

Any obvious arithmetic errors will be corrected in accordance with the Instructions to Tenderers. The contract will be awarded to the technically compliant tender offering the lowest total price

## **Confidentiality**

The entire evaluation procedure is confidential, subject to the contracting authority's legislation on access to documents. The evaluation committee's decisions are collective and its deliberations are held in closed session. The members of the evaluation committee are bound to secrecy. The copy of the evaluation report can be accessed at the formal written request of the tenderer

## **Ethics clauses / Corruptive practices**

### **Absence of conflict of interest**

The tenderer must not be affected by any conflict of interest and must have no equivalent relation in that respect with other tenderers or parties involved in the project. Any attempt to obtain confidential information, enter into unlawful agreements with competitors, or influence the evaluation process will lead to exclusion and possible administrative penalties.

### **Respect for human rights, environment and labor standards**

The tenderer and its personnel must comply with human rights, data protection rules, environmental legislation, international environmental agreements, and core International Labour Organisation (ILO) labour standards (including freedom of association, prohibition of forced labour, and abolition of child labour).

### **Zero tolerance for sexual exploitation, abuse and harassment**

The contracting authority applies a zero-tolerance policy. Any form of sexual exploitation or abuse, harassment, physical or verbal abuse, or intimidation is strictly prohibited and will result in exclusion and/or termination of the contract.

### **Anti-corruption and anti-bribery**

The tenderer must comply with all applicable anti-corruption and anti-bribery laws. Any offer, payment, or acceptance of bribes, gifts, or advantages intended to influence the procurement process or contract execution will lead to exclusion or termination of the contract.

### **Unusual commercial expenses**

The tender will be rejected or the contract terminated if it involves unjustified or undocumented commissions, payments to unidentified entities, shell companies, or tax havens, or any payment not linked to legitimate services related to the contract.

### **Breach of obligations, irregularities or fraud**

The contracting authority may cancel the procedure or terminate the contract in case of breach of obligations, irregularities, or fraud detected during or after the award process.

### **Contract(s)**

#### **Notification of award**

Tenderers will be informed of the result of the procedure by email to the address provided. The notification is considered received on the date of sending.

#### **Signature of the contract(s)**

The selected tenderer must sign and return the contract within 30 days of receipt. Failure to comply may result in cancellation of the award. Other tenderers will be informed of the outcome by email.

#### **Binding clause**

By signing the contract, the provider accepts all ethical, anti-corruption, warranty, and acceptance conditions. Final acceptance of deliverables will be subject to quantitative and qualitative checks by the contracting authority.

#### **Cancellation of the tender procedure**

The contracting authority may cancel the tender at any time due to force majeure, budget or project changes, donor strategy changes, insufficient valid offers, or irregularities in the procedure. No compensation or damages will be due to tenderers.

#### **Duration of the contract/order form:**

The contract/order form that the Trustees of Society of Jesus in Sri Lanka will sign with the selected supplier will last until the final acceptance of the items delivered. The acceptance will be issued by The Trustees of Society of Jesus in Sri Lanka.

If clarifications are requested, the answer will be sent to all the participants (in bcc) in order to ensure fair treatment.

Mannar, 06/07/2026