



**CALLING EXPRESSION OF INTEREST
TO SUPPLY LAPTOP COMPUTERS UNDER THE
SPECIAL LOAN SCHEME TO STATE UNIVERSITY
ENTRANTS 2019/2020**

Contract No. UGC/Admin/2

**University Grants Commission
No. 20 Ward Place
Colombo 07,
Sri Lanka.**



UNIVERSITY GRANTS COMMISSION
EXPRESSION OF INTEREST TO SUPPLY LAPTOP COMPUTERS UNDER THE
SPECIAL LOAN SCHEME TO STATE UNIVERSITY ENTRANTS 2019/2020

The Chairman, University Grants Commission on behalf of the University Grants Commission invites Expression of Interest (EOI) up to **3.00 p.m.** on **30th November 2020** to supply laptop computers under the special loan scheme to state university entrants 2019/2020 from reputed suppliers. This initiative is taken place for providing 30,000 laptops for university entrants to State Universities for the academic year 2019/2020 with a loan facility arranged by the University Grants Commission from the People's Bank.

The requirements for the eligibility are as follows;

- Registered Company in Sri Lanka under the Companies Act.
- Original Manufacturer Authorization for the Products.
- Supplier should have more than 5 years of experience in supplying laptop computers.
- Availability of a strong and a well-established island wide distribution channel
- Availability of island wide service centers with customer care services, repair and warranty services.

Full details and proposal submission application could be obtained from official website of the University Grants Commission (www.ugc.ac.lk).

Proposals titled as **“Expression of Interest to supply laptop computers under the special loan scheme to state university entrants 2019/2020”** along with scanned copies of relevant annexures should be emailed to supply@ugc.ac.lk to reach the Deputy Secretary, General Administration University Grants Commission, No. 20, Ward Place, Colombo 07 on or before **3.00 pm** on **30th November 2020**.

The University Grants Commission will not be responsible for any cost or expenses incurred by suppliers in connection with the preparation or submission of proposals.

For further details you may contact the Deputy Secretary/ General Administration over Tel. No.0773683929 or supply@ugc.ac.lk.

Chairman
University Grants Commission
No. 20, Ward Place
Colombo 07.
5th November 2020

INSTRUCTIONS TO SUPPLIERS

EXPRESSION OF INTEREST TO SUPPLY LAPTOP COMPUTERS UNDER THE SPECIAL LOAN SCHEME TO STATE UNIVERSITY ENTRANTS 2019/2020.

The purpose of this call for Expression of Interest is to identify appropriate suppliers who can potentially fulfill the requirements in the specification given in this document. After receiving the proposals, an Expert Committee will shortlist suitable suppliers (not limited to a single supplier) and the University Grants Commission will forward such recommended list of suppliers along with the specifications and prices to the People's Bank and the University Grants Commission will convey the students on the preparedness to purchase laptop computers from the recommended suppliers. It should be noted that this scheme is intended solely for laptop computers to be purchased under the recommended suppliers with the loan facility provided by the People's Bank. Upon checking the specification provided by the supplier, People's Bank will directly release the funds to the supplier. Laptop computers where the price would exceed Rs. 100,000/-, the maximum loan amount arranged is limited up to Rs. 100,000/- (Rupees One Hundred Thousand Only).

Based on the initiative with the People's Bank, the University Grants Commission invites eligible suppliers to submit the proposals for providing laptops for university entrants for the academic year 2019/2020 by indicating the number of laptops that can be offered at the proposed price along with the time period such price/s is/ are under offer.

Expected Number of Laptops	30,000 units
Purchasing	By individual students
Funding Arrangement	Credit facility of a maximum of Rs. 100,000/- (Rupees Hundred Thousand Only) per student to be administered through identified island wide branches of the People's Bank
Delivery Time	Ex-stock
Payment	Direct payment/ settlement by the People's Bank
Demand	From university entrants located island wide
Required Availability Period	6 months

This offer is limited to the entrants to the Higher Educational Institutions under the purview of the University Grants Commission (State University System) where the students are being selected for undergraduate studies by the University Grants Commission as indicated below.

Universities	University of Colombo
	University of Peradeniya
	University of Sri Jayewardenepura
	University of Kelaniya
	University of Moratuwa
	University of Jaffna
	University of Ruhuna
	Eastern University, Sri Lanka
	South Eastern University of Sri Lanka
	Rajarata University of Sri Lanka
	Sabaragamuwa University of Sri Lanka
	Wayamba University of Sri Lanka
	Uva Wellassa University of Sri Lanka
	University of the Visual & Performing Arts
Campuses	Sri Palee Campus
	Trincomalee Campus
	Vavuniya Campus
Institutes	Gampaha Wickramarachchi Ayurveda Institute
	Swamy Vipulananda Institute of Aesthetic Studies
	Institute of Indigenous Medicine
	University of Colombo School of Computing

In addition to the conditions provided, followings are expected from the suppliers when proposals are forwarded.

- a) To assure the quality of the products.
- b) Ability to locate service points in aforementioned HEIs (Universities, Campuses, and Institutes).
- c) After sales 5% buffer stock to be maintained for replacement purposes (when more than 5 days are taken for repairs).
- d) To submit options available (above the minimum requirement) for students of diverse disciplines with latest developments.

Interested Suppliers must provide proposals including the following information. Following information will be considered for shortlisting the suppliers.

- ✓ Registered Limited Liability Company in Sri Lanka under the Companies Act
- ✓ Original Manufacturer Authorization for the Products
- ✓ Suppliers should have more than 5 years of experience in supplying the laptop computers.
- ✓ Availability of a strong and a well-established island wide distribution channel.
- ✓ Availability of island wide service centers with customer care services, repair and warranty services.

Please attach original product brochures/ technical specification sheets along with the proposals. A list of key customers during the last 05 years with contact details should be provided. The University Grants Commission reserves the right to short list the suppliers.

I am aware that the Expert Committee reserves the right to reject any or all of the proposals and it will not be bound, in any way, to recommend the lowest price. I have read, clarified and understood the above instructions when filling and submitting the proposal/s.

.....
Signature of the Supplier

EXPRESSION OF INTEREST SUBMISSION APPLICATION

Name of the Supplier :

Address :

Telephone No. :

Fax No :

E-Mail address :

I am aware and agree on the general conditions governing the submission of proposal/s and the acceptance of the proposal/s as specified above and I understand that the University Grants Commission and/ or the People's Bank are not legally/ financially liable if students are not preferred to purchase/ if lesser number of students decide to purchase laptop computers as per the above submission. Further, I am agreeing on providing laptop computers to university entrants 2019/2020 under the loan facility arranged by the University Grants Commission from the People's Bank.

.....
Signature of the Supplier

Designation :

Date :
(Rubber Stamp of the Company/Firm)

Witness :

01. Name:NIC No..... Signature

02. Name:NIC No.....Signature.....

Eligibility and Qualification Requirement of Suppliers

	Requirements	Yes/No	Description (attach evidences)
01.	Registered Company in Sri Lanka under the Companies Act		
02.	Original Manufacturer Authorization for the Products		
03.	Supplier should have more than 5 years of experience in supplying the laptop computers		
04.	Availability of a strong and well established island wide distribution channel		
05.	List of available island wide service centers with customer care services, repair and warranty services.		

Technical Specifications for Laptop Computers

Option 1

Description	Technical Specifications (UGC Minimum Requirement)	Supplier's Specifications
		Supplier shall use the words "Comply" or "Yes" in the supplier's specification column if it complies with the requested specification and indicate clearly as a description where requested to "specify"
Make & Model	Specify	
Country of Origin	Specify	
Mother Board /Chip Set	Intel	
Type	Laptop	
Processor & Speed	Intel Core i3 10 th Gen Processor or advance Please specify the Processor Note: Cores, Base Frequency, Turbo Frequency and Cache Memory parameters will be considered for evaluation.	
Memory	8GB DDR4 – 2666 MHz or above	
Display Size	13 -15 inch HD (1366 x 768) LED Backlight	
Graphics	Intel® UHD Graphics	
Hard Disk	500GB 5400rpm SATA Hard Drive or above	
Audio	Integrated Stereo Speakers Built in Microphone 3.5mm headphone jack	
Communication	<ul style="list-style-type: none"> • 1000/100/10Mbps Gigabit Ethernet • Built in HD web camera (720p or higher) • Integrated dual band Wi-Fi Adapter 	

	(802.11ac) or faster	
Video Ram	Integrated 512 MB	
User Interface	Standard Keyboard with US Layout Standard touchpad	
Card Slots	SD Memory card reader or better	
Battery life	Minimum 4 hours (after charging)	
Form factor	Average Weight	
Connector Interface	USB A with USB 2.0 HDMI x1 (with VGA Converter) or VGAx1 (with HDMI Converter)	
AC Adapter	Input AC 100~240V	
External Mouse	Same brand original wireless mouse with accessories (specify the quoted model)	
Carrying casing	Original carrying casing with accessories	
Warranty and Maintenance	At least 4 Years Comprehensive Warranty (Hardware & Software) and 4 years maintenance plan	
Number of Services	At least Number of services during warranty period (please indicate)	
Maximum number of lead time for repair, replacement or temporary arrangement	5 days	
Delivery Period	Ex-Stock	
Price (Excluding Taxes)	Rs.	
Tax (.....)	Rs.	
Price (Including Taxes)	Rs.	

Optional

Description	Technical Specifications (UGC Minimum Requirement)	Price (Rs.) (Excluding Taxes)	Tax (Rs.) (.....)	Price (Rs.) (Including Taxes)
Operating System	Windows 10 Pro 64 bit license			
Optical drive	DVD+-RW Internal/ External			
Device Security and Insurance	Kensington port and Insurance plan			
Maintenance plan	5 th year			

Technical Specifications for Laptop Computers

Option 2

Description	Technical Specifications (UGC Minimum Requirement)	Supplier's Specifications
		Supplier shall use the words "Comply" or "Yes" in the supplier's specification column if it complies with the requested specification and indicate clearly as a description where requested to "specify"
Make & Model	Specify	
Country of Origin	Specify	
Mother Board/ Chip Set	Intel	
Type	Laptop	
Processor & Speed	Intel Core i5 10 th Gen Processor or advance Please specify the Processor Note: Cores, Base Frequency, Turbo Frequency and Cache Memory parameters will be considered for evaluation.	
Memory	8GB DDR4 – 2666 MHz or above (preferable 16 GB)	
Display Size	13-15 inch FHD (1920 x 1080) Anti-glare LED Backlight (optional – touch screen)	
Graphics	Intel® UHD Graphics	
Hard Disk	1TB 5400rpm SATA Hard Drive or above	
Audio	Integrated Stereo Speakers Built in Microphone 3.5mm headphone jack	

Video Ram	At least 1GB	
Communication	<ul style="list-style-type: none"> • 1000/100/10Mbps Gigabit Ethernet • Built in HD web camera (720p or higher) • Integrated dual band Wi-Fi Adapter (802.11ac) or faster 	
User Interface	Standard Keyboard with US Layout Touch Pad supporting multi-touch	
Card Slots	SD Memory card reader or better	
Battery Life	Minimum 6 hours (after charging)	
Form factor	Average Weight	
Connector Interface	USB A with USB 2.0 USB C with USB 3.1 HDMI x1 (with VGA Converter) or VGAx1 (with HDMI Converter)	
AC Adapter	Input AC 100~240V	
External Mouse	Same brand original wireless mouse with accessories (specify the quoted model)	
Carrying casing	Original carrying casing with accessories	
Warranty and Maintenance	At least 4 Years Comprehensive Warranty (Hardware & Software) and 4 years maintenance plan.	
Number of Services	At least Number of services during warranty period (please indicate) At premise or via mobile service	

	centers	
Maximum number of lead time for repair/ replacement/ temporary arrangement	5 days	
Delivery Period	Ex-Stock	
Price (Excluding Taxes)	Rs.	
Tax (.....)	Rs.	
Price (Including Taxes)	Rs.	

Optional

Description	Technical Specifications (UGC Minimum Requirement)	Price (Rs.) (Excluding Taxes)	Tax (Rs.) (.....)	Price (Rs.) (Including Taxes)
Operating System	Windows 10 Pro 64 bit license			
Optical drive	DVD+-RW Internal/ External			
Device Security and Insurance	Kensington port and Insurance plan			
Maintenance plan	5 th year			

Technical Specifications for Laptop Computers

Option 3

Description	Technical Specifications (UGC Minimum Requirement)	Supplier's Specifications
		Supplier shall use the words "Comply" or "Yes" in the supplier's specification column if it complies with the requested specification and indicate clearly as a description where requested to "specify"
Make & Model	Specify	
Country of Origin	Specify	
Mother Board /Chip Set	Intel	
Type	Laptop	
Processor & Speed	Intel Core i7 10 th Gen Processor or advance Please specify the Processor Note: Cores, Base Frequency, Turbo Frequency and Cache Memory parameters will be considered for evaluation.	
Memory	8GB DDR4 – 2666 MHz or above (preferably 16 GB)	
Display Size	~15.0-inch FHD (1920 x 1080) Anti-glare LED Backlight (optional – touch screen)	
Graphics	Intel® UHD Graphics	
Hard Disk	1TB 5400rpm SATA Hard Drive or above	
Audio	Integrated Stereo Speakers Built in Microphone	

	3.5mm headphone jack	
Video Ram	Dedicated Graphics with Above 1GB	
Communication	<ul style="list-style-type: none"> • 1000/100/10Mbps Gigabit Ethernet • Built in HD web camera (720p or higher) • Integrated dual band Wi-Fi Adapter (802.11ac) or faster 	
User Interface	Standard Keyboard with US Layout (with numpad preferred) Touchpad supporting multi-touch	
Card Slots	SD Memory card reader or better	
Battery Life	Minimum 6 hours (after charging)	
Form factor	Average Weight	
Connector Interface	USB A with USB 2.0 USB C with USB 3.1 HDMI x1 (with VGA Converter) or VGAx1 (with HDMI Converter)	
AC Adapter	Input AC 100~240V	
External Mouse	Same brand original wireless mouse with accessories (specify the quoted model)	
Carrying casing	Original carrying casing with accessories	

Warranty and Maintenance	At least 4 Years Comprehensive Warranty (Hardware & Software) and 4 years maintenance plan.	
Number of Services	At least Number of services during warranty period (please indicate)	
Maximum number of lead time for repair/ replacement/ temporary arrangement	5 days	
Delivery Period	Ex-Stock	
Price (Excluding Taxes)	Rs.	
Tax (.....)	Rs.	
Price (Including Taxes)	Rs.	

Optional

Description	Technical Specifications (UGC Minimum Requirement)	Price (Rs.) (Excluding Taxes)	Tax (Rs.) (.....)	Price (Rs.) (Including Taxes)
Operating System	Windows 10 Pro 64 bit license			
Optical drive	DVD+-RW Internal/ External			
Device Security and Insurance	Kensington port and Insurance plan			
Maintenance plan	5 th year			