

**SUPPLY, DELIVERY AND INSTALLATION OF LABORATORY EQUIPMENT AND
FURNITURE FOR THE LEADING UNIVERSITY PROJECT FOR INTERNATIONAL
COOPERATION (LUPIC)**

LUPIC/2026/11

BIDDING DOCUMENT

Deadline for the submission of bid	27th of July 2026 at 2.00pm
Bid validity up to	27th of October 2026
Bid addressed to	Local Project Coordinator, Leading University Project for International Cooperation

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Procurement Notice

INVITATION FOR BIDS FOR THE PROCUREMENT OFFICE FURNITURE FOR THE LEADING UNIVERSITY PROJECT FOR INTERNATIONAL COOPERATION (LUPIC).

Sungkyunkwan University, South Korea invites bids from eligible and qualified bidders for Supply, Delivery and Installation of laboratory equipment listed below for a Program in Biomolecular Science and Industrial Biotechnology offered by the Faculty of Science, University of Colombo, in Sri Lanka under the Leading University Project for International Cooperation (LUPIC).

No	Item	Qty
1	Office Table	1
2	Office Cupboard	1
3	Office Chair	1
4	Visitor Chair	2

1. Bidders should have at least five years' experience in supply of above items in Sri Lanka.
2. Interested eligible bidders may obtain lists of specification requirements by submitting a written request to the Local Project Coordinator at bsib@sci.cmb.ac.lk Further information can be obtained by calling 070 6421350 during office hours.
3. Bidders must submit copies of Business Registration certificates and bank statements which are issued by the government. Additionally, the bidder must submit a copy of an invoice.
4. The bidders must ensure that the name of the bidder is exactly the same in business registration certificate, bank statement and invoice. No alternative usage of commonly used terms such as "Limited" and "Private" in one document and "LTD" and "Pvt" in another document is allowed. Noncompliance with these requirements may result in delays or disqualification during the evaluation process.
5. Duly completed bidding quotes should be submitted to the Dean's Office, Faculty of Science, University of Colombo, under a sealed registered cover and to be received on or before at 02:00 p.m. on **27/07/2026**.
6. Bidders will be requested to present further clarifications regarding their bids on **27/07/2026** from 10:00 a.m. to 12:00 noon.
7. All the supply, delivery, installation and commissioning of laboratory equipment and furniture must be completed by **31/12/2026**.
8. Incomplete and late bids will be rejected, and the procurement committee reserves the right to accept or reject bids.

Local Project Coordinator

Leading University Project for International Cooperation

Technical Specifications of Items

Item No.	Name of Item	Specification	Quantity
1	Office Table	Annexure 1	1
2	Office Cupboard	Annexure 2	1
3	Office Chair	Annexure 3	1
4	Visitor Chair	Annexure 4	2

Annexure 1

Office Table

Features	Minimum Requirement	Bidder's Response
Approximate dimensions	120-130 x 55-65 x 70-80 cm	
Lockable drawers	Minimum 2	
Material	Particle melamine board	
Scratch resistance	Scratch resistant material	
Warranty	2 years	

Annexure 2

Office Cupboard

Features	Minimum Requirement	Bidder's Response
Approximate Dimensions	91.5 × 46.0 × 183.0 cm	
Lockable doors	2 doors	
Shelves	Minimum 4	
Material	Steel Scratch resistant material	
Warranty	2 years	

Annexure 3

Office Chair

Features	Minimum Requirement	Bidder's Response
High Back Chair	55 x 58 x 113 cm (lowest) / 124 cm (Highest)	
Seat	Cushion finished	
Maximum Weight	80 kg	
Adjustable Height	Required	
Warranty	2 years	

Annexure 4

Visitor chair

Features	Minimum Requirement	Bidder's Response
Seat	Cushion finished	
Low back chair	47 x 57x 92 cm	
Warranty	2 years	

Information for Bidders

Documents to submit

The bidder shall submit the following documents:

1. Copy of business registration certificate.
2. Documentary evidence (purchase orders) to prove experience in the relevant field.
3. Quotation for the items (price schedule).
4. Copies of audit financial statements for the last three years.
5. Copy of the manufacturing authorization letter for appointing as a dealer or agent for quoted brand.

Evaluation and qualification criteria of the bidder

The qualified bidders will be evaluated on the following criteria:

1. Full compliance with technical specification.
2. The business registration certificate.
3. Experience as a local agent for the same quoted brand.
4. After sales service.
5. Product life span.
6. The lowest quoted price among the qualified bidders will be used as the deciding factor for awarding the bid.

Payments

1. Payments will be transferred directly to the bidder via wire transfer from Sungkyunkwan University, Republic of Korea. Please provide the following information:
 - Name of the company:
 - Address of the company:
 - Country:
 - Name of the bank:
 - Address of the (branch) of bank:
 - Account Number:
 - SWIFT (Society for Worldwide Interbank Financial Telecommunication) code of the bank:
 - BIC (Bank Identified Code) of bank:

- Bank code:
- Branch code:

2. Payments will only be made upon delivery and after successful inspection of the item (s) by the local agent.