

 <b>International Water Management Institute</b>		<b>REQUEST FOR QUOTATION (RFQ)</b>	
<b>DISTRIBUTION</b> ICT SUPPLIERS		RFQ NUMBER	IWMI/LKA/G001/2026

  

TITLE	<b>Procurement of Standard Laptops and Accessories for IWMI HQ</b>	DATE	2-Feb-26
SUBJECT	<b>Procurement of 20nos. of Standard spec laptops and Accessories for IWMI HQ</b>		

  

TO (VENDOR)		DESTINATION E-MAIL:	
FROM CONTACT PERSON	<b>Surani Liyanaarachchi - Procurement Manager</b> , International Water Management Institute (IWMI), 127 Sunil Mawatha, Pelawatta, Battaramulla, Sri-Lanka	RETURN TELEPHONE	Tel: + 94-11-2880000 Fax: + 94-11-2786854 Email: S.Liyanaarachchi@cgiar.org
NUMBER OF PAGES INCLUDING THIS ONE		Ten (10)	

  

<b>MANNER OF SUBMISSION</b>			
Offers must be submitted <b>via email</b> (G.HALVITIGE@CGIAR.ORG) and must be addressed to <b>"Head of Finance, International Water Management Institute, 127, Sunil Mawatha, Pelawatte, Battaramulla, Sri Lanka"</b> and submitted on letterheads furnishing bidder's name, address and contact telephone number with signature & official stamp.			
<b>CLOSING DEADLINE: DATE</b>	<b>17-Feb-26</b>	<b>TIME</b>	<b>12.00 Midnight (SL Time)</b>

  

<b>IMPORTANT</b>
<p>To enable you to submit a proposal, please find enclosed:</p> <p>Annexure A- Technical Requirement/ Technical Specifications  Annexure B - Vendor Registration Form  Annexure C - IWMI Supplier Code of Conduct  Annexure D - VAT exemption letter</p> <p>IWMI reserves the right to :-</p> <ol style="list-style-type: none"> <li>1. Decide on the selection criteria, which will be based on price and quality as assessed by IWMI</li> <li>2. Identify the supplier who submits the most responsive bid</li> <li>3. Accept the whole or part of your offer.</li> </ol> <p>Information provided by the bidder will constitute the basis for any eventual award of the contract.  The decision of IWMI will be final.</p> <p>The contract will be subject to IWMI's General Conditions for the purchase of goods and services.</p>

REQUIREMENTS			
THE OFFICE INVITES YOUR COMPANY TO MAKE A FIRM OFFER FOR THE FOLLOWING			
<b>MERCHANDISE</b>	Standard Laptops and Accessories	<b>QUANTITY</b>	Please refer Annexure A
<b>SPECIFICATIONS</b>	Please refer Annexure A	<b>DELIVERY PLACE</b>	Delivery address <b>International Water Management Institute (IWMI)</b> 127 Sunil Mawatha, Pelawatte, Battaramulla, Colombo, Sri Lanka

  

YOUR OFFER SHOULD CLEARLY INDICATE	
1. Please note that price needs to be quoted as per the following: TOTAL PRICE	
2. PRICES SHOULD BE NET AFTER DEDUCTION OF DISCOUNTS AND SHOULD BE EXCLUSIVE OF ALL TAXES	3. STANDARDIZATION : Details of any standardization to be provided
4. PLACE OF MANUFACTURE AND COUNTRY OF ORIGIN:	5. DETAILED SPECIFICATIONS : Detailed specifications should be submitted. If more than one option is quoted, detailed specifications for each option must be included in the bid documents
6. FOLLOWING INFORMATION SHOULD BE INCLUDED : - Value-added services, if any services are provided free of charge or complementary - Stock availability - Delivery Lead time after confirmation of the order	
7. VALIDITY OF THE OFFER: The offer in all its terms and conditions should be valid for a period of 30 days from the 17th February 2026	8. PAYMENT TERMS: Payment terms to be stated by the supplier
9. COMPANY PROFILE : To be submitted with background, expertise/experience in providing related services.	
10. DELIVERY: Date(s) should be stated and will be an important element in the selection criteria. Suppliers are hereby advised to indicate realistic time frames for delivery, since IWMI needs the items/services on a priority basis. Please note that requests for granting extensions of delivery deadlines given by IWMI at any stage of the process will not be entertained.	
11. LIQUIDATED DAMAGES: Late delivery, or dispatch outside the agreed schedule, shall be subject, without notice, to an assessment of liquidated damages equivalent to 1 percent of the Contract value per day or part thereof. The assessment will not exceed 10 percent of the Contract value.	
12. Any queries with regards to this bid should be addressed to Surani Liyanaarachchi via e-mail to <a href="mailto:S.Liyanaarachchi@cgiar.org">S.Liyanaarachchi@cgiar.org</a> Last date for raising such queries shall be 3 days before the bid closing date mentioned	
13. OTHER TERMS: All the applicable genral terms and conditions are listed in the "General terms and conditions" document and vendors can access it via <a href="https://www.iwmi.cgiar.org/about/our-policies/">https://www.iwmi.cgiar.org/about/our-policies/</a> Also, it contains Procurement Grievance Submission Process for Suppliers.	