



PROCUREMENT NOTICE

FOR THE SUPPLY OF STAFF TRANSPORT SERVICES FOR LITRO GAS MABIMA DEPOT AND KERAWALAPITIYA FILLING PLANT (2027–2028) BID REFERENCE: LGLL/OPS/085/LOCAL/2026 National Competitive Bidding (NCB)

The Chairman, Department Procurement Committee (DPC), on behalf of Litro Gas Lanka Limited, invites sealed bids from eligible and qualified bidders for the “Supply of Staff Transport Services for Litro Gas Mabima Depot and Kerawalapitiya Filling Plant (2027–2028)”.

Bidders must be registered business entities in Sri Lanka for at least three (3) consecutive years as of the bid submission date, with proven experience in passenger transport services.

Bidders shall furnish, as part of their bid, a Bid Security in the form of a Bank Guarantee or Refundable Cash Deposit issued by a licensed commercial bank operating in Sri Lanka. The Bid Security shall be valid until **16th March 2027**.

The details of the transport requirements and bid security values are as follows:

Lot No.	Location / Route	Vehicle Type & AC Status	Seating Capacity	Required Quantity	Bid Security Value (LKR)
01	Siyambalape Town to Kerawalapitiya Filling Plant	Bus (Non-AC acceptable)	Min. 45 seats	01	Rs. 110,000.00
02	Mawaramandiya Town to Kerawalapitiya Filling Plant	Bus (Air- Conditioned)	Min. 26 seats	01	Rs. 60,000.00
03	Kiribathgoda Town to Mabima Depot	Bus (Air- Conditioned)	Min. 26 seats	01	Rs. 61,000.00
04	Full-Time Stationed at Mabima Depot	Van (Air- Conditioned)	Min. 9 seats	01	Rs. 110,000.00

A complete set of Procurement Documents in English may be purchased by interested bidders or their authorized representatives upon payment of a non-refundable fee of **LKR 3,500.00** per document on any working day (Monday–Friday) between **9:30 AM and 3:00 PM**, from **28th September 2026 to 13th October 2026**.

A Pre-Bid meeting will be held at the Litro Gas Filling Facility, No. 121, Gunasekara Mawatha, Kerawalapitiya, Wattala, at **10:00 AM on 01st October 2026**.

The duly completed Bidding Documents should be deposited in the Tender Box located on the **05th Floor, Litro Gas Lanka Limited Head Office, No. 267, Union Place, Colombo 02**, on or before **3:00 PM on 14th October 2026**. Bids will be opened at the 5th Floor Meeting Room of the above premises immediately following the deadline for submission, in the presence of bidders or their designated representatives who choose to attend. Late bids will be rejected.

Interested bidders may obtain further information from the Head of Procurement (+94 76 433 0941) or the Senior Manager Procurement (+94 76 433 9902). Bidders can also download the information copy of the Procurement documents from the Company website www.litrogas.com.

The Chairman,
Department Procurement Committee,
Litro Gas Lanka Limited,
No 267, Union Place, Colombo 02.



PROCUREMENT DOCUMENTS

LITRO GAS LANKA LIMITED

**PROCUREMENT OF STAFF TRANSPORT SERVICES FOR THE LITRO GAS MABIMA
DEPOT AND KERAWALAPITIYA FILLING PLANT (2027-2028)**

PROCUREMENT REFERENCE - LGLL/OPS/085/LOCAL/2026

Bid Closing Date: 3.00PM on 14th October 2026

**Litro Gas Lanka Limited
No 267, Union Place
Colombo 02
Sri Lanka**

SECTION 01
INVITATION FOR BIDS

Information Copy

LITRO GAS LANKA LIMITED
MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT
PROCUREMENT OF STAFF TRANSPORT SERVICES FOR THE LITRO GAS
MABIMA DEPOT AND KERAVALAPITIYA FILLING PLANT (2027–2028)

The Chairman, Departmental Procurement Committee, Litro Gas Lanka Limited, No 267, Union Place, Colombo 02, Sri Lanka, will receive sealed bids from Eligible Bidders for the Procurement of Staff Transport Services for the Litro Gas Mabima depot and Kerawalapitiya Filling Plant (2027-2028) up to 14th October 2026 at 3.00 P.M under National Competitive Bidding Procedure for:

1. The services to be procured under this contract comprise the following staff transport categories for the Litro Gas Mabima Depot and Kerawalapitiya Filling Plant for a period of two (2) years:

Lot No	Description of the Service
01	Provision of daily non-air-conditioned bus transportation for staff commuting between Siyambalape Town and the Kerawalapitiya Filling Plant) the approximate mileage per single trip is 19.1KM and total approximate mileage for a month is 955 KM.
02	Provision of daily air-conditioned bus transportation for staff commuting between Mawaramandiya Town and the Kerawalapitiya Filling Plant.the approximate mileage per single trip is 15.6KM and total approximate mileage for a month is 780 KM
03	Provision of daily air-conditioned bus transportation for staff commuting between Kiribathgoda Town and Mabima Depot.the approximate mileage per single trip is 6.0 KM and total approximate mileage for a month is 300 KM.
04	Provision of a full-time stationed air-conditioned van at the Mabima Depot • Day shift: From 7:30 AM to 7:30 PM, the van should be in the Mabima depot. • Night shift : From 7:30 PM to 7:30 AM, the van must be available on an on-call basis and capable of reaching the depot within 45 minutes at the owner's discretion. The average monthly running distance is 2,500 km.

The eligible bidder shall be a registered business entity in Sri Lanka for a continuous period of not less than **three (3) years** as at the date of bid submission, and shall meet the financial, experience and other qualification criteria set out in Section VI, Evaluation and Qualification Criteria.

A complete set of Procurement documents in English may be purchased by interested bidders or Bidders' representatives on the submission of a request letter to the Head of Procurement, Procurement department, Litro Gas Lanka Limited, No 267, Union Place, Colombo 02, Sri Lanka and upon payment of a non-refundable fee of **Rs 3,500.00** per bid document on any working day (Mon - Fri) between **9.30 am to 3.00 pm from 28th September 2026 up to 13th October 2026**. The mode of payment shall be in cash to the cashier in 1st floor of Litro Gas Lanka Limited, Head Office, No 267, Union Place, Colombo 02.

The bidders can also download the information copy of the Procurement documents from the Company website **www.litrogas.com**.

The Bidders are also invited for a pre bid meeting scheduled to be held at **10.00 a.m. on 01st October 2026** in the **Litro Gas Filling Facility, No 121, Gunasekara Mawatha, Kerawalapitiya, Wattala**.

Interested bidders may obtain further information from the Head of Procurement (+94 76 433 0941), or the Senior Manager Procurement (+94 76 433 9902) on any working day from 9:30 a.m. to 3:00 p.m. from **28th September 2026 to 13th October 2026**.

Bids marked as **“Procurement of Staff Transport Services for the Litro Gas Mabima Depot and Kerawalapitiya Filling Plant (2027–2028)”** on the top left corner of the envelope should be deposited in the Tender box located on the 05th floor of the Litro Gas Lanka Limited head office, situated at No. 267, Union Place, Colombo 02, Sri Lanka on or before **3:00 p.m. on 14th October 2026**. Late bids will not be accepted.

Bids will be opened at the 5th floor meeting room of the above premises soon after closing of bids in the presence of the bidders or their representatives who choose to attend.

The bidders shall also register themselves with the Registrar of Public Contracts, Sri Lanka in terms of the Public Contract Act No. 03 of 1987. The Original Certificate of Registration (PCA 03) shall be submitted with the bid. The Contract shall not be awarded to any bidder unless such bidder has submitted the PCA 03 certificate.

Bids shall be valid for 91 calendar days (up to **13th January 2027**) from the date of closing of bids. All bids shall be accompanied by a Bid Security as specified in the procurement documents obtained from any commercial bank operating in Sri Lanka approved by the Central Bank of Sri Lanka. Bid Security shall be valid for 119 calendar days (up to **10th February 2027**) from the date of closing of bids.

The Chairman,
Department Procurement Committee
Litro Gas Lanka Limited
No 267, Union Place, Colombo 02.

SECTION II – INSTRUCTIONS TO BIDDERS (ITB)

Clause Reference	Bidder's Instructions		
A. General			
1	Scope of Bid	1.1	The Employer, as defined in the Bidding Data, invites bids for the Services, as described in the Section VII – Employer's Requirements. The name and identification number of the Contract is provided in the Bidding Data Sheet.
		1.2	The successful Bidder will be expected to provide the Services for the Contract Period given in the Bidding Data Sheet (Section IV).
2	Qualification and Experience of the Bidder	2.1	All bidders shall submit the duly completed and signed Form of Bid provided in Section V – Forms of Bid, together with Schedules A to D specified under Section VI – Evaluation and Qualification Information.
		2.2	All bidders shall include the information and documents with their bids as stated in the Bidding Data Sheet and Section V - Compliance sheet.
3	Cost of Bidding	3.1	The Bidder shall bear all costs associated with the preparation and submission of his Bid, including visits to the Sites of required Services, and the Employer will in no case be responsible or liable for those costs.
4	Site Visit	4.1	The Bidder, at the Bidder's own responsibility and risk, is encouraged to visit and examine the Site of required Services and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the Services. The costs of visiting the Site shall be at the Bidder's own expense.
B. Procurement Documents			
5	Content of Procurement documents	5.1	The set of Procurement documents comprises with the documents listed below: Section I Invitation for Bid Section II Instructions to Bidders Section III Bidding Data Section IV Proposed contract agreement & contract conditions Section V Bidding Forms Section VI Evaluation and Qualification Criteria Section VII Employer's Requirements
6	Clarification of Procurement documents	6.1	A prospective Bidder requiring any clarification of the Procurement documents may notify the Employer in writing at the Employer's address indicated in the invitation to bid.
C. Preparation of Bids			
7	Language of Bid	7.1	The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Employer shall be written in English Language.
8	Documents Comprising the Bid	8.1	The Bidder shall submit the Bid under two separately sealed envelopes as ORIGINAL and COPY.

		8.2	The two covers shall then be sealed in an outer Envelope All inner and outer envelopes/covers shall: a) be addressed to the Employer at the address provided in the Bidding Data; and b) bear the name and identification number of the Contract as defined in Bidding Data
9	Bid Prices	9.1	The Contract shall be for the Services, as described in the Section IV - proposed contract agreement and contract conditions, Section VII - Employer's Requirements, and the price schedule submitted by the bidder.
		9.2	The Bidder shall record the daily attendance of the manpower employees for the month, described in the Section VII - Employer's Requirements.
		9.3	All duties, taxes, and other levies payable by the Service Provider under the Contract, or for any other cause, as of the date 21 days prior to the deadline for submission of bids, shall be included in the total Bid price submitted by the Bidder. However, SSCL and VAT shall be included separately.
10	Currency of Bid and Payment	10.1	All prices quoted by the Bidder shall be in Sri Lankan Rupees .
11	Bid Validity	11.1	Bids shall remain valid for the period specified in the Bidding Data.
		11.2	In exceptional circumstances, the Employer may request that the bidders extend the period of validity of the bid for a specified additional period. The request and the bidders' responses shall be made in writing. A Bidder may refuse the request without forfeiting the Bid Security (if submitted). A Bidder agreeing to the request will not be required or permitted to modify the Bid, but will be required to extend the validity of Bid Security (if submitted) for the period of the extension, and in compliance with Clause 12 in all respects.
12	Bid Security	12.1	If indicated in the Bidding Data, the Bidder shall furnish, as part of the Bid, a Bid Security, in the amount specified in the Bidding Data and valid till the date specified in the Bidding Data.
		12.2	If a Bid Security is requested under sub-clause 12.1 above, any bid not accompanied by an acceptable Bid Security shall be rejected by the Employer.
		12.3	The Bid Security of unsuccessful bidders will be returned within 28 days of the end of the Bid validity period specified in Sub- Clause 12.1.
		12.4	The Bid Security of the successful Bidder will be discharged when the Bidder has signed the Agreement and furnished the required Performance Security.

		12.5	The Bid Security may be forfeited: a) if the Bidder withdraws the Bid after Bid opening during the period of Bid validity. b) if the Bidder does not accept the correction of the Bid price, pursuant to Clause 22; or c) in the case of a successful Bidder, if the Bidder fails within the specified time limit to i. sign the Contract; or ii. Furnish the required Performance Security (if required).
13	Format and Signing of Bid	13.1	The Bidder shall prepare one original of the documents comprising the Bid as described in Clause 8 of these Instructions to Bidders.
		13.2	The original of the Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder, All pages of the Bid where entries or amendments have been made shall be initialled by the person or persons signing the Bid.
		13.3	The Bid shall contain no alterations or additions, except those to comply with instructions issued by the Employer or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Bid.
D. Submission of Bids			
14	Sealing and Marking of Bids	14.1	The outer envelope prepared in accordance with sub-clause 8.2 shall: a) be addressed to the Employer at the address provided in the Bidding Data. b) bear the name and identification number of the Contract as defined in the Bidding Data; and.
		14.2	In addition to the identification required in Sub-Clause 14.1, the envelopes shall indicate the name and address of the Bidder to enable the Bid to be returned unopened if required.
		14.3	If the envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the Bid.
15	Deadline for Submission of Bids	15.1	Bids shall be delivered to the Employer at the address specified in the Invitation for Bid no later than the time and date specified in the Bidding Data.
		15.2	Employers may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the parties previously subject to the original deadline will then be subject to the new deadline.
16	Late Bid	16.1	Any Bid received by the Employer after the deadline prescribed in Clause 15 will be rejected.
E. Bid Opening & Evaluation			
17	Bid Opening	17.1	The Employer will open the envelope marked, “ORIGINAL”, in the presence of Bidders’ designated representatives who choose to attend, at the time, date, and location stipulated in the Invitation for Bid. The Bidders’ representatives who are present shall confirm their attendance by signing the attendance sheet.

		17.2	The Bidders' names, the presence (or absence) of Bid security, the presence (or absence) of the Financial Bid and any such other details as the Employer may consider appropriate, will be announced by the Employer at the opening.
18	Clarification of Bids.		To assist in the examination, evaluation, and comparison of bids, the Employer may, at the Employer's discretion, request any Bidder for clarification of the Bidder's Bid, including breakdowns of the prices in the Activity Schedule, and other information that the Employer may require. The request for clarification and the response shall be in writing, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the bids in accordance with Clause 22.
19	Examination of Bids and Determination of Responsiveness	19.1	Prior to the detailed evaluation of bids, using the information provided in ORIGINAL, the Employer will determine whether each Bid (a) is accompanied by the required securities (if requested); and (b) is substantially responsive to the requirements of the Procurement documents.
		19.2	A substantially responsive Bid is one which conforms to all the terms, conditions, and Employer's Requirements of the Procurement documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the Services; (b) which limits in any substantial way, inconsistent with the Procurement documents, the Employer's rights or the Bidder's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.
		19.3	If a Bid is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.
20	Evaluation of Qualification and Experience	20.1	The Employer will evaluate and compare only the Bids determined to be substantially responsive in accordance with Clause 19.
		20.2	Before evaluating the ORIGINAL Bid, the Employer will determine whether the Bid is signed properly. If the Bid is not signed properly it will be rejected at this stage. The Employer evaluates the ORIGINAL Bid on the basis of their responsiveness to the Employer's Requirements, applying the evaluation criteria.
		20.3	During the evaluation of ORIGINAL Bid, the Employer will determine whether the Bidders are qualified and whether the service is substantially responsive to the requirements set forth in the procurement document. In order to reach such a determination, the Employer will examine the information supplied by the Bidders, and other requirements in the procurement document, taking into account the factors outlined in the Bidding Data.

21	Evaluation of Financial Qualifications	21.1	Employer will determine for each Bid the Evaluated Bid Price by adjusting the Bid Price as follows: a) excluding Provisional Sums and the provision, if any; b) correcting the arithmetical errors in-pursuant to Clause 22; c) making an appropriate adjustment on sound technical and/or financial grounds for any other quantifiable acceptable variations, deviations or alternative offers; and d) applying any discounts offered by the Bidder. e) Complying with the post qualification requirements mentioned in this document.
		21.2	The Employer reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, alternative offers, and other factors that are in excess of the requirements of the procurement document shall not be taken into account in Bid evaluation.
22	Correction of Errors	22.1	Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Arithmetical errors will be rectified by the Employer on the following basis: a) if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected; b) if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail.
		22.2	The amount stated in the Form of Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited in accordance with Sub-Clause 12.5.
F. Award of Contract			
23	Award Criteria	23.1	Subject to Clause 24, the Employer will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the Procurement documents and from the bidders who have offered the lowest evaluated Bid prices using the selection criteria given in Bidding Data.
24	Employer's Right to Accept any Bid and to Reject any or all Bids.	24.1	Notwithstanding Clause 23, the Employer reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Employer's action.
25	Notification of Award and Signing of Agreement	25.1	The Bidder Who's Bid has been accepted will be notified in writing of the award by the Employer prior to expiration of the Bid validity period. This letter (hereinafter and in the Conditions of Contract called the "Letter of Acceptance") will state the sum that the Employer will pay the Service Provider in consideration of the Services provided by the Service provider as prescribed by the Conditions of Contract (hereinafter and in the Conditions of Contract called the "Contract Price").

		25.2	The notification of award will constitute the formation of the Contract.
		25.3	The Contract, in the form provided in the Procurement documents, will incorporate all agreements between the Employer and the successful Bidder.
26	Performance Security	26.1	If requested in the Bidding Data, within 14 Days after receipt of the Letter of Acceptance, the successful Bidder shall deliver to the Employer a Performance Security in the amount and in the form (Bank Guarantee and/or Performance Bond) stipulated in the Bidding Data, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

Information Copy

SECTION III Bidding Data Sheet

Clause Clause Reference	Amendments or Supplements to Clauses in the Instructions to Bidders	
1.1	The Employer is Litro Gas Lanka Limited.	
	The name and identification number of the Contract is: Name: Procurement of Staff Transport Services for the Litro Gas Mabima Depot and Kerwalapitiya Filling Plant (2027–2028). Contract identification number.: LGLL/OPS/085/LOCAL/2026	
1.2	The bidders are required to quote for the given lots as specified in the below table.	
	Lot No	Requirement
	1	Provision of daily non-air-conditioned bus transportation for staff commuting between Siyambalape Town and the Kerawalapitiya Filling Plant) the approximate mileage per single trip is 19.1KM and total approximate mileage for a month is 955 KM.
	2	Provision of daily air-conditioned bus transportation for staff commuting between Mawaramandiya Town and the Kerawalapitiya Filling Plant.the approximate mileage per single trip is 15.6KM and total approximate mileage for a month is 780 KM.
	3	Provision of daily air-conditioned bus transportation for staff commuting between Kiribathgoda Town and Mabima Depot.the approximate mileage per single trip is 6KM and total approximate mileage for a month is 300 KM.
	4	Provision of a full-time stationed air-conditioned van at the Mabima Depot - Day shift : From 7:30 AM to 7:30 PM, the van should be at the depot - Night shift: From 7:30 PM to 7:30 AM, the van must be available on an on-call basis and capable of reaching the depot within 45 minutes at the owner's discretion. The average monthly running distance is 2,500 km.
The Intended Contract Period is 730 Days (02 years) from the Start Date of the contract.		
2.1	The information required from bidders in Sub-Clause 2.2 is:	
	The bidder is required to submit the following information:	
	1	Certified copy of the Business Registration.
	2	Minimum one similar service contract within the recent Three years' period provided using the format given in Section VI, Schedule A.
	3	Minimum one Client reference using the format given in Section VI, Schedule C. Every reference should be proved by a copy of the letter from the client and if not attached it will not be considered for evaluation.
	4	List of ongoing contracts using the format given in Section VI, Schedule D.
	5	Signatories of the bid should be duly authorized. A copy of the Board Resolution or Power of Attorney should be submitted along with the bid.

	6 Confirmation of financial viability: Bidders must demonstrate their financial viability by fulfilling one of the following two options: Option 1: Audited Financial Statements Bidders submitting audited financial statements must meet the following minimum average annual turnover requirements per lot: · Lot No. 01: Rs. 4 Million · Lot No. 02: Rs. 2 Million · Lot No. 03: Rs. 2 Million · Lot No. 04: Rs. 4 Million <i>Note: Bidders applying for more than one lot must meet a minimum average annual turnover equal to the combined total of the required turnover for all selected lots.</i> Option 2: Letter of Credit Facility Bidders who cannot provide audited financial statements, or whose statements do not meet the minimum turnover requirements in Option 1, must provide a letter of credit facility from a commercial bank operating in Sri Lanka. The credit facility must cover the following specified amounts per lot: · Lot No. 01: Rs. 900,000.00 · Lot No. 02: Rs. 500,000.00 · Lot No. 03: Rs. 500,000.00 · Lot No. 04: Rs. 450,000.00 <i>Mandatory Format:</i> The letter of credit facility must be exclusively for the purpose of this service (Bid Reference No: LGLL/OPS/085/LOCAL/2026) and must be addressed to: Litro Gas Lanka Limited, No. 267, Union Place, Colombo 02.
	7 Documents listed under Section V - bidding forms and Section VI - evaluation and qualification criteria.
	8 PCA 03 Certificate issued by the Registrar of Public Contracts. The contract will be awarded to a contractor only after this certificate is submitted.
	9 VAT Registration Certificate issued by the Department of Inland Revenue, together with the VAT Activation Letter.
	10 Social Security Contribution Levy (SSCL) Registration Certificate issued by the Department of Inland Revenue, where applicable.
	11 The bidder shall submit a detailed list of all proposed vehicles and backup vehicles with their ownership details, Vehicle Registration Certificate and Vehicle Revenue License to be assigned for the provision of the required staff transport services under this procurement.

	12 Duly completed and signed the Form of Bid given in the Section V along with the signed Price schedules. 13 Complied to the section VII - employer's requirements - the bidder is required to submit a letter accepting the proposed employer's requirements as per the Section VII along with the Annexure 2 -Technical Compliance Sheet. 14 Duly signed Non - Collusive Affidavit as per the format given Section V - Bidding forms.
4	Site Visit & Pre bid meeting: The Employer has scheduled a pre-bid meeting to be held at the following site: Location: Litro Gas Filling facility, No 121, Gunasekara Mawatha, Kerawalapitiya, Wattala Date & Time: 01st October 2026, at 10:00 a.m. All attendees are required to register by providing the following information to Damith.liyanage@litrogas.com no later than 10:00 a.m. on 30th September 2026. name of the participant, name of the bidder, contact number (mobile), national identity card number, email address.
6.1	The address for clarifications is: Head of Procurement, Litro Gas Lanka Limited, No 267, Union Place Colombo 02. E-Mail: tharaka.palihakkara@litrogas.com. Mobile No: +94 76 433 0941 T.P No: +94 11 22 232 7714
8.2	The employer's address for marking of the envelopes: "The Chairman, Department Procurement Committee, Litro Gas Lanka Limited, No 267, Union Place, Colombo 02, Sri Lanka" The name & identification number of the contract is Name of the Contract: Procurement of Staff Transport Services for the Litro Gas Mabima Depot and Kerawalapitiya Filling Plant (2027–2028). Contract identification number: LGLL/OPS/085/LOCAL/2026.
11.1	The period of Bid validity shall be for 91 days (up to 10th February 2027) from the bid closing date.
12.1	Bid security - The bidder shall arrange the bid security either bank guarantee or refundable cash deposit from a registered commercial bank operating in Sri Lanka which is valid for 119 days (up to 16th March 2027). from the bid closing date. <u>Bank Guarantee</u> The bid security shall be issued by a registered commercial bank operating in Sri Lanka using the format given in Section V. <u>Refundable Cash Deposit</u> The bidder shall enclose the bank draft (pay order) issued from a registered commercial bank addressed to " Litro Gas Lanka Limited". The amounts of the bid securities (Bank guarantee / refundable cash deposit) are as follows:

	Lot No	Requirement	No of Vehicles required	Amount of the bid security
	1	Arrange the Non AC bus to cover the route: Siyambalape Town and the Kerawalapitiya Filling Plant.	01	Rs 110,000.00
	2	Arrange an AC bus to cover the route: Mawaramandiya Town and the Kerawalapitiya Filling Plant and route from Filling Plant, Kerawalapitiya to Mawaramandiya via Kokiskade junction.	01	Rs 60,000.00
	3	Arrange an AC bus to cover the route: Kiribathgoda Town and Mabima Depot.	01	Rs 61,000.00
	4	Full-time stationed air-conditioned van at the Mabima Depot.	01	Rs 110,000.00
15.1	The deadline for submission of bids is 3:00 p.m. on 14th October 2026. The bid submission address is as follows: 05th Floor, Litro Gas Lanka Limited (Head Office), No 267, Union Place, Colombo 02.			
17.1	Bids will be opened immediately after the closing of bid at the following address. 5th Floor Auditorium, Litro Gas Lanka Limited No 267, Union Place, Colombo 02.			
20.3	Criteria for Evaluation of Bids: The Details of criteria for evaluation of bids are given in Section VI – Evaluation & qualification criteria.			
26.1	The Performance Security shall be 5% of the total contract price for the 24-month contract period. The total contract price shall be calculated by multiplying the initial evaluated monthly contract price by 24 months. The Standard Form of Performance Security acceptable to the Employer shall be a Bank Guarantee from a registered commercial bank operating in Sri Lanka. Guarantees issued by Insurance firms will not be accepted for this purpose. The format of the performance security is given under the Section V - Bidding Forms.			
Non - Collusion Affidavit	It shall be mandatory for all bidders to submit a declaration along with their bid stating that 1) There is no conflict of interest 2) There is no involvement in collusive practices. The format for the submission of Non - Collusion Affidavit is given in the Section V - Bidding forms.			
Appeals Against Contract Award Recommendations	1) Any unsuccessful bidder, who is not satisfied with the decision to award the contract, may appeal against the recommendation of the Department Procurement Committee (DPC) to award the contract to the successful bidder, to the relevant Procurement Appeal Board (PAB) or Procurement Appeal Committee (PAC), within the standstill period. 2) Each appeal shall be made in writing and shall be accompanied by a non-refundable cash deposit of Rupees Ten Thousand (LKR 10,000). Such deposits shall be made at the Finance Department of Litro Gas Lanka Limited -Head Office, no 267, Union Place,			

	Colombo 02 and a receipt shall be obtained. The Department Procurement Appeal Committee (DPAC) shall only consider an appeal if proof of such deposit is available.
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Information Copy

SECTION IV
PROPOSED CONTRACT AGREEMENT & CONTRACT CONDITIONS

Annexure 01 - Litro Gas Lanka Limited

Information Copy

SECTION V
Bidding Forms

1	Form of Bid
2	Letter of Acceptance
3	Bid Security
4	Performance Security format
5	Non-collusion Affidavit (Template)
6	Compliance Sheet

Information Copy

FORM OF BID

To:

The Chairman,
Department Procurement Committee
Litro Gas Lanka Limited
No 267, Union Place,
Colombo 02.

PROCUREMENT OF STAFF TRANSPORT SERVICES FOR THE LITRO GAS MABIMA DEPOT AND KERAWALAPITIYA FILLING PLANT (2027-2028)

- 1) Having familiarized ourselves with the formal request for Instruction to Bidders, Conditions of Contract and Scope of work for Staff Transport Service at Litro Gas Lanka Limited we offer to complete the whole of said services in conformity with the said document.

Lot No	Description	Rate for trip / Month (including SSCL and excluding VAT) - Amounts in Figures	Rate for trip / Month (including SSCL and excluding VAT) - Amounts in words
1	Arrange the Non AC bus to cover the route: Siyambalape Town and the Kerawalapitiya Filling Plant.		
2	2.1 - Arrange an AC bus to cover the route: Mawaramandiya Town and the Kerawalapitiya Filling Plant		
	2.2 - Arrange an AC bus to cover the route from Filling Plant, Kerawalapitiya to Mawaramandiya via Kokiskade junction.		
3	Arrange an AC bus to cover the route: Kiribathgoda Town and Mabima Depot.		
4	Full-time stationed air-conditioned van at the Mabima Depot.		

- 2) We undertake, if our bid is accepted, to commence the service as soon as reasonably possible after the receipt of the Employer's notice to commence, and to complete the whole contained in the Contract within the time stated in the procurement documents.

- 3) We agree to abide by the conditions of this bid for two (2) years from the date fixed receiving or extended period and it shall remain binding upon us may be accepted at any time before the expiration of that period.
- 4) Unless a formal agreement is prepared and executed this bid, together with your written acceptance thereof, shall constitute a binding contract between us.
- 5) We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this day of 2026.

in the capacity of the duly authorized to bid for and

on behalf of (Name of the bidder)

Signature..... Date :

Address:.....

Witness:..... Date:.....

Information Copy

LETTER OF ACCEPTANCE

[Letterhead paper of the Employer]

Notes on Standard Form of Letter of Acceptance

The Letter of Acceptance will be the basis for formation of the Contract as described in Clauses 25 of the Instructions to Bidders. This Standard Form of Letter of Acceptance should be filled in and sent to the successful Bidder only after evaluation of bids has been completed.

_____ [date]

To: *[name and address of the Service provider]*

This is to notify you that your Bid dated *[date]* for providing services

..... *[name of the Contract and identification*

number] for the Contract Price of Rupees (Rs.

...) *[amount in numbers and words]* as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by us.

You are hereby instructed to proceed with the execution of the said contract for the provision of Services in accordance with the Contract documents for a period of 365 days from *[start date.]*

Authorized

Signature:

Name and Title of Signatory:

Name of Agency:

BID SECURITY

[this Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

----- *[insert issuing agency's name, and address of issuing branch or office]* -----

Beneficiary: Litro Gas Lanka Limited, No 267, Union Place, Colombo 02.

Date: ----- *[insert (by issuing agency) date]*

BID GUARANTEE No.: ----- *[insert (by issuing agency) number]*

We have been informed that ----- *[insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners]* (hereinafter called "the Bidder") has submitted to you its bid dated ----- *[insert (by issuing agency) date]* (hereinafter called "the Bid") for the supply of *[insert name of Supply]* under Invitation for Bids No: **LGLL/OPS/085/LOCAL/2026**, (*Name of the Procurement*). *[insert IFB number]* ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we ----- *[insert name of issuing agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of (As *specified in the bid document*) or upon receipt by us of your first demand without proof or condition that the Bidder is in breach of its obligation(s) under the bid conditions.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to (validity date of the bid security as specified in the bid documents)

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date _____

[Signature of authorized representative(s)]

PERFORMANCE SECURITY FORMAT

[The issuing agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

----- *[Issuing Agency's Name, and Address of Issuing Branch or Office]* -----

Beneficiary: Litro Gas Lanka Limited, No. 267, Union Place, Colombo 02.

Date: -----

PERFORMANCE GUARANTEE No.: -----

We have been informed that ----- *[name of Supplier]* (hereinafter called "*the Supplier*") has entered into Contract No. (*Contract No*) dated ----- with you, for the ----- (**Name of the contract**) (hereinafter called "*the Contract*").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we ----- *[name of Agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of -----*[amount in figures]* (-----) *[amount in words]*, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand without proofs or condition that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the (**validity date as agreed with Litro**) And any demand for payment under it must be received by us at this office on or before that date.

.....

[Signature (s)]

Information Copy

Non-collusion Affidavit (Template)

The undersigned bidder or agent, hereby solemnly, sincerely, and truly declares and affirms/makes an oath and states as follows;

- A. That he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership representing him/her, entered into any combination, collusion, or similar agreement with any person in connection with the price to be bid;
- B. That he/she or anyone representing him/her has not taken any step whatsoever to prevent any person from bidding, nor to induce anyone to refrain from bidding; and
- C. That this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to this bid.

He/she further states that no person, firm, or corporation has received or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value in connection with the submission of this bid.

The bidder accepts full responsibility for ensuring the absence of collusion and hereby pledges to abide by fair and ethical competition practices throughout the procurement process and fully comply with the applicable Procurement Guidelines.

I hereby affirm, under the penalties for perjury, that all statements made by me in this affidavit are true and correct.

The foregoing Affidavit having been duly read over and explained by me to the Affirmant above named and he/she having understood the contents therein and admitted to be correct, affirmed and set his/her signature hereto before me) on this day of ... at ...

BEFORE ME,

JUSTICE OF THE PEACE/COMMISSIONER OF OATHS

COMPLIANCE SHEET

#	Item	Comply / Attached	Critical / Non-Critical	Bidder's Response
1.	Duly completed and signed the Form of Bid given in the Section V along with the signed Price schedules.	Attach	Critical	Attached / Not attached
2.	Bid Security, in the amount specified in the Bidding Data and valid till the date specified in the Bidding Data.	Attach	Critical	Attached / Not attached
3.	Lists of quoted Lot numbers	To be filled by the bidder	Critical	Lot 1/ Lot 2/ Lot 3/ Lot 4
4.	Complied to the section VII - employer's requirements - the bidder is required to submit a letter accepting the proposed employer's requirements as per the Section VII. Conditional bids will be rejected at the evaluation.	Comply	Critical	Attached / Not attached
5.	Certified copy of the Business Registration certificate.	Attach	Critical	Attached / Not attached
6.	Copy of the Board Resolution or Power of Attorney to confirm the authorized signatory.	Attach	Critical	Attached / Not attached
7.	Experience as minimum one similar service contract within the recent Three years' provided using the format given in Section VI, Schedule A.	Attach	Critical	Attached / Not attached
8.	Minimum one client reference using the format given in Section VI, Schedule C. Every reference should be proved by a copy of the letter from the client and if not attached it will not be considered for evaluation.	Attach	Critical	Attached / Not attached
9.	List of ongoing contracts using the format given in Section VI, Schedule D	Comply	Critical	Comply / Not comply
10.	Certified copies of Audited Financial Accounts for the last two (02) financial years ending prior to the bid closing date. (this requirement is mandatory only for the companies registered under the Companies Act No. 07 of 2007).	Attach	Critical	Attached / Not attached
11.	Documents listed under Section V - bidding forms and Section VI - evaluation and qualification criteria.	Attach	Critical	Attached / Not attached

12.	A letter confirming the availability of a credit facility (Bank Overdraft facility) from a commercial bank operating in Sri Lanka for the amounts specified in the evaluation criteria. The letter confirming the credit facility shall be addressed to "Litro Gas Lanka Limited, No. 267, Union Place, Colombo 02" and shall specify that the facility is exclusively available for the purpose of providing the services under this procurement. This requirement is mandatory for business entities registered under legislation other than the Companies Act No. 07 of 2007	Attach	Critical	Attached / Not attached
13.	PCA 03 Certificate issued by the Registrar of Public Contracts. The contract will be awarded to a contractor only after this certificate is submitted	Attach	Critical	Attached / Not attached
14.	VAT Registration Certificate issued by the Inland Revenue Department, together with the VAT Activation Letter/Certificate, where applicable.	Attach	Non Critical	Attached / Not attached
15.	Social Security Contribution Levy (SSCL) Registration Certificate issued by Inland Revenue Department, where applicable.	Attach	Non Critical	Attached / Not attached
16.	The bidder shall submit a detailed list of all primary and backup vehicles proposed for the staff transport services, including their ownership details, Vehicle Registration Certificates and Vehicle Revenue Licenses.	Attach	Critical	Attached / Not attached
17.	I/We hereby confirm that I/We accept all the Contract Terms and Conditions listed under Section IV – Proposed Contract Agreement and Contract Conditions without any material deviation	Comply	Critical	Agree / Not Agree
18.	Duly signed Non - Collusive Affidavit as per the format given Section V - Bidding forms.	Attach	Critical	Attached / Not attached

Note: The above items are given in the shortened form. For full texts, please refer to the original location of the Bid Document.

Signature of the bidder: Date:

SECTION VI

Evaluation & Qualification Criteria

1. Evaluation and Qualification Criteria
2. Qualification Information
3. Schedule A – Experience in Similar Assignments
4. Schedule B – Key Staff
5. Schedule C – Client’s Reference
6. Schedule D – Ongoing Contracts

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Evaluation and Qualification Criteria

This Section compliments the Instruction to Bidders. It contains the criteria that the employer uses to evaluate a bid and determine whether a Bidder has the required qualifications.

The bid evaluation criteria.

Preliminary Bid Evaluation

During the preliminary evaluation, the Bid Evaluation Committee (BEC) will examine the bids/proposals to determine whether the bidder is eligible and whether the bid is legally valid and compliant with the requirements of the bidding document. The BEC will also verify whether the bid is accompanied by a valid bid security, the Form of Bid has been duly completed and signed by an authorized signatory, and all other critical documents specified under ITB Clause 2.1 and Section V – Compliance Sheet have been duly submitted.

Conditional bid: bids that are offered with any condition shall be considered as non - responsive and will be rejected at the preliminary bid evaluation.

Detail Bid Evaluation

1. Vehicle Availability and Suitability: the proposed vehicles shall be complied with the given minimum technical criterias as per the schedule of requirements. All primary and back up vehicles are applicable to the same clauses and conditions.
2. Vehicle Age and Condition:
 - a. The bidder shall ensure that all vehicles assigned to the contract are mechanically sound, roadworthy, clean, and maintained to an acceptable standard.
 - b. The age of the vehicle shall comply with the maximum age specified in the Schedule of Requirements/Technical Specifications.
 - c. The BEC may inspect the proposed vehicles prior to final award, where considered necessary, to verify their physical condition and compliance with the specified requirements.
3. Passenger Capacity:
 - a. The seating capacity of each proposed vehicle shall be sufficient to accommodate the required number of employees for the relevant route/service.
 - b. The bidder shall clearly indicate the registered seating capacity of each vehicle.
 - c. The bidder shall not exceed the legally permitted passenger capacity of any vehicle assigned under the contract.
4. Air-Conditioning and Passenger Comfort:
 - a. For vehicles specified as air-conditioned, the air-conditioning system shall be fully functional and capable of maintaining a comfortable temperature throughout the journey.
 - b. The BEC may verify the operational condition of the air-conditioning system during a vehicle inspection.
 - c. For non-air-conditioned vehicles, adequate ventilation and passenger comfort shall be maintained.
5. Backup Vehicle Arrangements – Mandatory:
 - a. The bidder shall provide adequate backup vehicles to ensure uninterrupted transport services during the contract period.

- b. The backup vehicle shall be of the same or an equivalent category and shall meet the minimum technical and safety requirements specified for the primary vehicle.
- c. The bidder shall submit a List of Proposed Vehicles and Backup Vehicles with the bid.
- 6. Drivers and Other Personnel:
 - a. The bidder shall provide suitably qualified and experienced drivers for the operation of the vehicles as specified in the scope.
- 7. Relevant Experience:
 - a. The bidder is required to demonstrate a service experience of at least three consecutive years providing staff transportation or similar transportation services.
 - b. Only bidders meeting the minimum experience requirements shall be considered.

No.	Evaluation Criterion	Requirement	Evaluation Method
1	Vehicle availability	Requirement as specified in the schedule of requirements.	Mandatory
2	Vehicle specifications	Compliance with required vehicle type, capacity and specifications.	Mandatory Documentary evidence.
3	Vehicle age	Within specified maximum age.	Mandatory Documentary evidence.
4	Vehicle condition	Roadworthy and mechanically sound.	Inspection. Documentary evidence.
5	Passenger capacity	Meets required capacity as specified in the schedule of requirements.	Mandatory Documentary evidence.
6	Safety compliance	Required safety equipment and regulatory compliance.	Mandatory Documentary evidence.
7	Air-conditioning	Functional AC for specified vehicles.	Inspection
8	Backup vehicles	Adequate backup arrangements.	Mandatory Document evidence.
9	Driver qualifications	Valid licence and requirements specified in the scope.	Mandatory Documentary evidence.
10	Breakdown response	Emergency/replacement arrangements	Documentary evidence and agreement of the bidder.
11	Relevant experience	Similar staff transport experience.	Documentary evaluation
13	Technical compliance	Compliance with Technical Compliance Sheet as per the annexure 2 - technical compliance sheet.	Mandatory Documentary evaluation

Financial Evaluation

The price shall be evaluated only among the technically responsive bids. The evaluation and award shall be conducted on a lot-by-lot basis.

1. Monthly/route-wise service price
2. Applicable taxes
3. Other price components specified in the Price schedule.

For Lot No 4 - the financial evaluation will be conducted considering total mileage per month as 3,000 km (standard mileage of 2,500km + additional mileage of 500 km)

Post Qualification Requirements;

After determining the lowest-evaluated bid in accordance with ITB Sub-Clause 20.3, the Employer shall carry out the post qualification of the bidder using only the requirements specified below. Requirements not included in the text below shall not be used in the evaluation of the bidder's post qualifications:

Evaluation Criteria	Reference Document
1 Bidders must demonstrate their financial viability by fulfilling one of the following two options: Option 1: Audited Financial Statements Bidders submitting audited financial statements must meet the following minimum average annual turnover requirements per lot: · Lot No. 01: Rs. 4 Million · Lot No. 02: Rs. 2 Million · Lot No. 03: Rs. 2 Million · Lot No. 04: Rs. 4 Million <i>Note: Bidders applying for more than one lot must meet a minimum average annual turnover equal to the combined total of the required turnover for all selected lots.</i> Option 2: Letter of Credit Facility Bidders who cannot provide audited financial statements, or whose statements do not meet the minimum turnover requirements in Option 1, must provide a letter of credit facility from a commercial bank operating in Sri Lanka. The credit facility must cover the following specified amounts per lot: · Lot No. 01: Rs. 900,000.00 · Lot No. 02: Rs. 500,000.00 · Lot No. 03: Rs. 500,000.00 · Lot No. 04: Rs. 450,000.00 Mandatory Format: The letter of credit facility must be exclusively for the purpose of this service (Bid Reference No: LGLL/OPS/085/LOCAL/2026) and must be addressed to: Litro Gas Lanka Limited, No. 267, Union Place, Colombo 02.	Audited financial statements signed by a chartered accountant ● Independent Auditor's Report ● Statement of Comprehensive Income ● Statement of Financial Position ● Statement of Cash Flows ● Statement of Changes in Equity ● Notes to the Financial Statements The required credit facility shall be issued by a licensed commercial bank operating in Sri Lanka.

2	Technical capacity: 1. A committee appointed by Litro Gas Lanka Limited shall inspect all shortlisted vehicles to determine their overall fitness, roadworthiness, passenger capacity, Air conditioning and passenger comfort. 2. Bidders must present the original documents for verification against the copies submitted with their bid. 3. Bidders shall submit certified copies of the driving licenses for all drivers assigned to provide services under this contract.	1. Satisfactory vehicle inspection report issued by the appointed committee. 2. Original documents (to be presented by the bidder upon request for verification).
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Information Copy

Schedule A – Experience in Similar Assignments

Recent Three Years' Experience in Similar Assignments				
The Bidder should have at least recent three years of experience providing staff transport service.				
Period	Employer (Name and Address)	Description of the service	No. of vehicles assigned	Contract Amount per Month (Rs.)

Information Copy

Schedule B – Key Staff

Schedule B – Key Staff
Bidders shall provide details of the allocated primary and backup drivers as specified in Section VII, together with copies of their NICs, valid Driving Licences, and documentary evidence confirming their engagement as drivers. .
1. List of primary drivers and helpers. 2. List of backup drivers and helpers.

Schedule C – Client’s Reference

Bidders are required to submit a minimum of one client reference letter. These letters must collectively demonstrate a proven track record of providing services for at least three consecutive years. The contact details for each referenced client must also be provided.						
Client Name	Address	Contact Person	Contact Number	Description of Service Provided	Period	Bidder’s comment on the Service Provided

Schedule D – Ongoing Contracts

Period	Employer (Name & Address)	Description of Works	No of labours assigned	Contract Amount per month (Rs)

SECTION VII Employer's Requirements

Scope for Staff Transport Service Contract for the Period 2027-2028

1. Scope of Work:

Lot No. 1: Non-AC Bus Service (Siyambalape Town Route)

Provision of daily non-air-conditioned bus transportation for staff commuting between Siyambalape Town and the Kerawalapitiya Filling Plant.

Operational Parameter	Requirement & Specification
Route Description	Siyambalape (Start), Power House , Sapugaskanda, Kiribathgoda, Hunupitiya, Wattala, Mahabage, Kerawalapitiya Filling Plant
Approximate Mileage	19.1 KM per single trip
Daily Trips	02 trips per day (Up & Down)
Average total mileage per month	$19.1 \times 2 \times 25 = 955$ KM
Morning Schedule	Bus must report to starting point at 6:15 AM and depart Siyambalape Town at 6:15 AM
Arrival Deadline	Arrival at Kerawalapitiya Filling Plant before 7:15 AM
Return Trip Schedule	Scheduled based on daily plant shutdown/stop time
Vehicle Type & AC Status	Bus (Non-AC acceptable)
Seating Capacity	Minimum 45 seats (excluding driver)
Year of Manufacturer of the proposed Vehicle.	Must be in or after 2013.

Lot No. 2: AC Bus Service (Mawaramandiya Town Route)

Provision of daily air-conditioned bus transportation for staff commuting between Mawaramandiya Town and the Kerawalapitiya Filling Plant.

Operational Parameter	Requirement & Specification
Route Description (Morning) 15.6 km	Mawaramandiya, Gonahena Road, Armstrong, Kadawatha, Ragama Road, Mahabage, Kerawalapitiya Filling Plant.
Route Description (Evening - Normal Days) 15.6 km	Kerawalapitiya Filling Plant, Mahabage, Ragama Road, Kadawatha, Armstrong, Gonahena Road, Mawaramandiya.
Route Description (Evening - When plant stop after 10 pm) 21.2 km	Kerawalapitiya Filling Plant, Mahabage, Ragama Road, Kadawatha, Armstrong, Kokiskade Junction, Armstrong, Gonahena Road, Mawaramandiya.
Approximate Mileage (Normal route)	15.6 KM per single trip
Daily Trips	02 trips per day (Up & Down)
Average total mileage per month	$15.6 \times 2 \times 25 = 780$ KM
Morning Schedule	Bus must report to Mawaramandiya at 6:15 AM and depart at 6:15 AM
Arrival Deadline	Arrival at Kerawalapitiya Filling Plant before 7:15 AM
Return Trip Schedule	Scheduled based on daily plant shutdown/stop time
Vehicle Type & AC Status	Bus (Air Conditioner Required)
Seating Capacity	Minimum 26 seats (excluding driver)
Year of Manufacturer of the proposed Vehicle.	Must be in or after 2013.

Lot No. 03: Air-Conditioned Bus Service (Kiribathgoda Town – Mabima Depot)

Schedule & Operational Timings

- **Morning Schedule:** The bus must be reported to the starting point at 7:00 AM. Departure from Kiribathgoda Town is scheduled for 7:10 AM, and arrival at the Mabima Depot must be on or before 7:25 AM.
- **Evening Schedule:** The bus must report on site by 6:55 PM. The return trip departs from the Mabima Plant at 7:10 PM.

Route Description & Distance

- **Route Details:** Start in front of Stephen's Filling Station on Hunupitiya Road, proceed along Colombo-Kandy Road, turn onto Biyagama Road in front of YMBA (next to the traffic light junction), continue along Biyagama Road up to Vee-Mola Junction, turn onto Mabima Road, and direct into the Mabima Depot.
- **Approximate Mileage:** 6.0 KM per single trip.
- **Average Monthly Mileage:** $6.0 \times 2 \times 25 = 300\text{KM}$

Vehicle & Operational Specifications

- **Vehicle Type:** Air-Conditioned Bus.
- **Seating Capacity:** Minimum of 26 seats, excluding the driver.
- **Manufacturing Year:** Manufactured in or after 2013.
- **Air Conditioning:** Fully operational, continuous air conditioning required.
- **Insurance Coverage:** Mandatory comprehensive passenger insurance coverage.
- **Backup Vehicle Requirement:** Details of designated backup vehicles (Vehicle No. & Year of Manufacture) must be provided to ensure uninterrupted service in the event of any emergency breakdown.
- **Compliance Standards:** Must strictly comply with Litro Transporter Standards (Annexure 01).

Lot No. 04: Full-Time Stationed AC Van (Mabima Depot)

Operational Duties

- **Stationed Role:**
 - The van must be stationed at Mabima Depot from 7.30 AM to 7.30 PM
 - From 7.30 PM to 7.30 AM (At night) the Van must be on-call basis at owner's wish to reach within 45 minutes to the depot.

- The vehicle must be provided throughout the month for scheduled runs, emergency duties, and standby service.
- The average monthly running distance is 2,500 km.

Scheduled Trips

- **Scheduled Trip 01 (Morning):**

- Departure from Mabima premises at 6:30 AM to arrive at Kaduwela Junction by 7:00 AM.
- The return trip departs Kaduwela Junction at 7:10 AM to arrive at Mabima premises at 7:25 AM.
- Route: Mabima premises via Mabima Road, along Siyambalape to Kaduwela Junction.

- **Scheduled Trip 02 (Morning):**

- Departure from Mabima premises at 7:35 AM to arrive at Kiribathgoda YMBA by 7:55 AM.
- The return trip departs Kiribathgoda YMBA at 8:05 AM to arrive at Mabima premises at 8:25 AM.
- Route: Turn onto Biyagama Road in front of YMBA, continue along Biyagama Road up to Vee-Mola Junction, turn onto Mabima Road, and direct into the Mabima Depot.

- **Scheduled Trip 03 (Evening):**

- Departure from Mabima premises at 4:35 PM to arrive at Kiribathgoda YMBA and return to Mabima Depot.
- Route: Mabima Depot, Vee-Mola Junction, continue towards Kiribathgoda Via Sapugaskande, Makola route.

- **Scheduled Trip 04 (Evening):**

- Departure from Mabima premises at 7:10 PM to Kaduwela Junction and return.
- Route: Mabima premises via Mabima Road, along Siyambalape to Kaduwela Junction.

Non-Scheduled & Operational Requirements

- The vehicle will be utilized as required for operational needs including trips to the CPC Refinery, Litro Head Office, Kerawalapitiya Terminal, bulk delivery operations support, and other urgent or special duties.

Vehicle & Operational Specifications

- **Vehicle Type:** Air-Conditioned Van.
- **Seating Capacity:** Minimum of 09 seats, excluding the driver.
- **Manufacturing Year & Age:** Manufactured after in or 2013.
- **Air Conditioning:** Fully operational air conditioning required.
- **Insurance Coverage:** Mandatory comprehensive passenger insurance coverage.
- **Backup Vehicle Requirement:** Details of designated backup vehicles (Vehicle No. & Year of Manufacture) must be provided for emergency breakdown management.
- **Compliance Standards:** Must strictly comply with Litro Transporter Standards (Annexure 01).

2. General Terms & Mandated Requirements

- **Backup Vehicle Arrangement:** The bidder must register and guarantee designated backup vehicles (specifying Vehicle No. and Year of Manufacture) for immediate deployment in the event of an emergency breakdown or routine maintenance.
- **Passenger Insurance Cover:** Valid comprehensive passenger insurance coverage must be maintained for all assigned vehicles (primary and backup) throughout the contract period.
- **Safety Standard Compliance:** The service provider must fully comply with the Litro Transporter Standard (Annexure).
- **Vehicle Identification:** Brand name, year of manufacture, and registration details for proposed buses must be explicitly declared in the bidding response.
- **Penalty** for the late arrival / reporting will be calculated as per the contract agreement (schedule 8).

3. Pricing Structure & Fuel Fluctuation Adjustment

- **Pricing Model:** Bidders shall provide a **Fixed Charge per Trip** structure.
- **Fuel Adjustment Formula:** Bidders must submit a formal pricing formula to account for fuel price fluctuations.
- **Threshold Adjustment:** Rates will be adjusted (per KM or per Monthly/Trip rate) whenever fuel prices fluctuate by **(+/-) 5%**.

4. Summary of Vehicle Requirements

Lot No.	Requirement Description	Vehicle Type	Min. Seating Capacity	Required Quantity	Backup Vehicle Required
Lot 01	Siyambalape Town to Kerawalapitiya Filling Plant Route	Non AC Bus	45 Seats (excl. driver)	1	Yes
Lot 02	Mawaramandiya Town to Kerawalapitiya Filling Plant Route	AC Bus	26 Seats (excl. driver)	1	Yes
Lot 03	Kiribathgoda Town to Mabima Depot Route	AC Bus	26 Seats (excl. driver)	1	Yes
Lot 04	Full-Time Stationed Vehicle at Mabima Depot	AC Van	09 Seats (excl. driver)	1	Yes

5. General Compliance & Submission Requirements

- Pricing Structure:** Pricing formulas shall be applied strictly in accordance with the contract agreement and bidding terms.
- Quality Standards:** All vehicles and drivers must conform to Litro Transporter Standards – Annexure 01.
- Emergency Standby:** Backup vehicles must be available on immediate callout during operational breakdowns.

4. Format of the Price Schedule

1	2	3	4		5	6	7	8
Lot No	Route	Basis	Unit Rate (Per Trip or Monthly)		Unit Rate (Per Trip or Monthly) with VAT	Additional Running Charges per KM excluding VAT beyond the estimated mileage.	No of Trips / Km per Month (Estimated)	Total Monthly Charge with VAT (5*7)
			Price	VAT				
1	Arrange the Non AC bus to cover the route from Siyambalape town to Filling Plant, Kerawalapitiya.	Estimated Trip distance: (19.1km).					50 Trips	
2	2.1 Arrange an AC bus to cover the route from Mawaramandiya to Filling Plant, Kerawalapitiya	Estimated Trip distance: (15.6 km).					50 Trips	
	2.2 Arrange an AC bus to cover the route from Filling Plant, Kerawalapitiya to Mawaramandiya via Kokiskade junction.	Estimated Trip distance: (21.2 km).					5 Trips	
3	Arrange an AC bus to cover the route from Kiribathgoda town to Litro Gas Mabima	Estimated Trip distance: (6.0 km)					50 Trips	
4	Full time stationed AC Van at Litro Gas Mabima	Month (2,500 km)					2,500 KM + Additional 500KM	

Notes: When evaluation is done, buses and vans will be evaluated on the following basis.

- For buses additional running charges will be very rare. Therefore, evaluation will be based on only standard trip charges.

- For van additional running charges are expected around 500 km per month. Evaluation will be based on standard 2,500 km + additional 500 km.
- Bidders shall include all costs, inclusive of SSCL, in the price, while VAT shall be stated separately.

Name of the bidder	
Name of the bidder's Authorized representative	
Designation of the bidder's Authorized representative	
Signature of the bidder's Authorized representative	
Date	

Information Copy

Annexure 2 - Technical Compliance Sheet

LOT 01 – Non-AC Bus Service – Siyambalape Town Route

No.	Technical Requirement	Minimum Requirement	Bidder's Compliance (Yes/No)	Bidder's Details / Remarks
1.1	Route	Siyambalape – Power House – Sapugaskanda – Kiribathgoda – Hunupitiya – Wattala – Mahabage – Kerawalapitiya Filling Plant		
1.2	Approximate distance	19.1 km per single trip		
1.3	Daily trips	02 trips per day (Up & Down)		
1.4	Estimated monthly mileage	Approximately 955 km		
1.5	Morning reporting time	6:15 AM at Siyambalape Town		
1.6	Morning departure	6:15 AM from Siyambalape Town		
1.7	Arrival time	Before 7:15 AM at Kerawalapitiya Filling Plant		
1.8	Return trip	According to daily plant shutdown/stop time		
1.9	Vehicle type	Bus – Non-AC acceptable		
1.10	Seating capacity	Minimum 45 seats, excluding driver		
1.11	Vehicle manufacturing year	2013 or later		
1.12	Vehicle registration	Registration details shall be provided		
1.13	Vehicle identification	Make/brand, manufacturing year and registration number shall be declared		
1.14	Backup vehicle	Designated backup vehicle shall be provided		

No.	Technical Requirement	Minimum Requirement	Bidder's Compliance (Yes/No)	Bidder's Details / Remarks
1.15	Backup vehicle details	Vehicle registration number and manufacturing year shall be provided (2013 or later)		
1.16	Passenger insurance	Valid comprehensive passenger insurance shall be maintained		
1.17	Transporter Standard	Full compliance with Litro Transporter Standard – Annexure 01		
1.18	Breakdown arrangement	Backup vehicle shall be available for emergency breakdown/routine maintenance		
1.19	Punctuality	Vehicle shall comply with specified reporting and arrival schedules		
1.20	Late arrival	Acceptance of applicable penalty provisions under the contract		
1.21	Driver Details	The selected service provider shall maintain individual personnel files for all drivers and backup drivers, containing the Litro prescribed Driver Details Form, NIC copy, valid Driving Licence copy, Company Appointment Letter copy, and GS Certificate.		

LOT 02 – AC Bus Service – Mawaramandiya Town Route

No.	Technical Requirement	Minimum Requirement	Bidder's Compliance (Yes/No)	Bidder's Details / Remarks
2.1	Morning route	Mawaramandiya – Gonahena Road – Armstrong – Kadawatha – Ragama Road – Mahabage – Kerawalapitiya Filling Plant		

No.	Technical Requirement	Minimum Requirement	Bidder's Compliance (Yes/No)	Bidder's Details / Remarks
2.2	Normal evening route	Kerawalapitiya Filling Plant – Mahabage – Ragama Road – Kadawatha – Armstrong – Gonahena Road – Mawaramandiya		
2.3	Late plant-stop evening route	Kerawalapitiya – Mahabage – Ragama Road – Kadawatha – Armstrong – Kokiskade Junction – Armstrong – Gonahena Road – Mawaramandiya		
2.4	Normal route distance	15.6 km per single trip		
2.5	Late evening route distance	21.2 km per single trip		
2.6	Daily trips	02 trips per day (Up & Down)		
2.7	Estimated monthly mileage	Approximately 780 km		
2.8	Morning reporting time	6:15 AM at Mawaramandiya		
2.9	Morning departure	6:15 AM from Mawaramandiya		
2.10	Arrival time	Before 7:15 AM at Kerawalapitiya Filling Plant		
2.11	Return trip	According to daily plant shutdown/stop time		
2.12	Vehicle type	Air-conditioned bus		
2.13	Air-conditioning	Fully operational AC system		
2.14	Seating capacity	Minimum 26 seats, excluding driver		
2.15	Vehicle manufacturing year	2013 or later		
2.16	Vehicle registration	Registration details shall be provided		

No.	Technical Requirement	Minimum Requirement	Bidder's Compliance (Yes/No)	Bidder's Details / Remarks
2.17	Vehicle identification	Make/brand, manufacturing year and registration number shall be declared		
2.18	Backup vehicle	Designated backup vehicle shall be provided		
2.19	Backup vehicle details	Vehicle registration number and manufacturing year shall be provided (2013 or later)		
2.20	Passenger insurance	Valid comprehensive passenger insurance shall be maintained		
2.21	Transporter Standard	Full compliance with Litro Transporter Standard – Annexure 01		
2.22	Breakdown arrangement	Backup vehicle shall be available for emergency breakdown/routine maintenance		
2.23	Punctuality	Vehicle shall comply with specified reporting and arrival schedules		
2.24	Late arrival	Acceptance of applicable penalty provisions under the contract.		
2.25	Driver Details	The selected service provider shall maintain individual personnel files for all drivers and backup drivers, containing the Litro prescribed Driver Details Form, NIC copy, valid Driving Licence copy, Company Appointment Letter copy, and GS Certificate.		

LOT 03 – AC Bus Service – Kiribathgoda Town to Mabima Depot

No.	Technical Requirement	Minimum Requirement	Bidder's Compliance (Yes/No)	Bidder's Details / Remarks
3.1	Starting point	In front of Stephen's Filling Station on Hunupitiya Road		
3.2	Route	Hunupitiya Road – Colombo-Kandy Road – Biyagama Road – Vee-Mola Junction – Mabima Road – Mabima Depot		
3.3	Approximate distance	6.0 km per single trip		
3.4	Estimated monthly mileage	Approximately 300 km		
3.5	Morning reporting time	7.00 AM at In front of Stephen's Filling Station		
3.6	Morning departure	7:10 AM from Kiribathgoda Town		
3.7	Morning arrival	On or before 7:25 AM at Mabima Depot		
3.8	Evening reporting time	6:55 PM at Mabima Depot		
3.9	Evening departure	7:10 PM from Mabima Depot		
3.10	Vehicle type	Air-conditioned bus		
3.11	Air-conditioning	Fully operational and continuous AC		
3.12	Seating capacity	Minimum 26 seats, excluding driver		
3.13	Vehicle manufacturing year	2013 or later		
3.14	Passenger insurance	Valid comprehensive passenger insurance		
3.15	Backup vehicle	Designated backup vehicle shall be provided		

No.	Technical Requirement	Minimum Requirement	Bidder's Compliance (Yes/No)	Bidder's Details / Remarks
3.16	Backup vehicle details	Vehicle registration number and manufacturing year shall be provided (2013 or later).		
3.17	Transporter Standard	Strict compliance with Litro Transporter Standard – Annexure 01		
3.18	Breakdown arrangement	Backup vehicle shall be available to ensure uninterrupted service		
3.19	Vehicle identification	Make/brand, manufacturing year and registration number shall be declared		
3.20	Punctuality	Vehicle shall comply with specified reporting and arrival schedules		
3.21	Late arrival	Acceptance of applicable penalty provisions under the contract		
3.22	Driver Details	The selected service provider shall maintain individual personnel files for all drivers and backup drivers, containing the Litro prescribed Driver Details Form, NIC copy, valid Driving Licence copy, Company Appointment Letter copy, and GS Certificate.		

LOT 04 – Full-Time Stationed AC Van – Mabima Depot

No.	Technical Requirement	Minimum Requirement	Bidder's Compliance (Yes/No)	Bidder's Details / Remarks
4.1	Vehicle type	Air-conditioned van		
4.2	Seating capacity	Minimum 09 seats, excluding driver		
4.3	Vehicle manufacturing year	2013 or later		

No.	Technical Requirement	Minimum Requirement	Bidder's Compliance (Yes/No)	Bidder's Details / Remarks
4.4	Air-conditioning	Fully operational AC		
4.5	Daytime stationing	Van stationed at Mabima Depot from 7:30 AM to 7:30 PM		
4.6	Night-time availability	On-call basis from 7:30 PM to 7:30 AM		
4.7	Night response time	Able to reach Mabima Depot within 45 minutes when called		
4.8	Vehicle availability	Vehicle shall be provided throughout the month		
4.9	Average monthly mileage	Approximately 2,500 km		
4.10	Scheduled Trip 01	Mabima – Kaduwela Junction – Mabima		
4.11	Trip 01 departure	6:30 AM from Mabima		
4.12	Trip 01 arrival	7:00 AM at Kaduwela Junction		
4.13	Trip 01 return	7:10 AM from Kaduwela Junction; arrival at Mabima by 7:25 AM		
4.14	Scheduled Trip 02	Mabima – Kiribathgoda YMBA – Mabima		
4.15	Trip 02 departure	7:35 AM from Mabima		
4.16	Trip 02 return	8:05 AM from Kiribathgoda YMBA; arrival at Mabima by 8:25 AM		
4.17	Scheduled Trip 03	Mabima – Kiribathgoda YMBA – Mabima		
4.18	Trip 03 departure	4:35 PM		
4.19	Scheduled Trip 04	Mabima – Kaduwela Junction – Mabima		
4.20	Trip 04 departure	7:10 PM		

No.	Technical Requirement	Minimum Requirement	Bidder's Compliance (Yes/No)	Bidder's Details / Remarks
4.21	Non-scheduled duties	CPC Refinery, Litro Head Office, Kerawalapitiya Terminal, bulk delivery support and urgent/special duties		
4.22	Passenger insurance	Valid comprehensive passenger insurance		
4.23	Backup vehicle	Designated backup vehicle shall be provided		
4.24	Backup vehicle details	Vehicle registration number and manufacturing year shall be provided (2013 or later).		
4.25	Transporter Standard	Strict compliance with Litro Transporter Standard – Annexure 01		
4.26	Vehicle identification	Make/brand, manufacturing year and registration number shall be declared		
4.27	Punctuality	Vehicle shall comply with specified reporting and arrival schedules		
4.28	Late arrival	Acceptance of applicable penalty provisions under the contract		
4.29	Driver Details	The selected service provider shall maintain individual personnel files for all drivers and backup drivers, containing the Litro prescribed Driver Details Form, NIC copy, valid Driving Licence copy, Company Appointment Letter copy, and GS Certificate.		
Common Details				
5.1	Insurance Coverage	Maintain valid comprehensive passenger transport insurance coverage for all assigned vehicles throughout the entire contract period.		
5.2	Vehicle Fitness Certification	Obtain and maintain up-to-date statutory vehicle fitness test certificates in accordance with applicable regulatory requirements.		

No.	Technical Requirement	Minimum Requirement	Bidder's Compliance (Yes/No)	Bidder's Details / Remarks
5.3	Personnel Records	Promptly notify Litro Gas Lanka Limited of any changes in deployed drivers or helpers and maintain updated personnel records throughout the contract period.		
5.4	Revenue Licenses	Submit valid revenue licenses for all primary and backup vehicles prior to contract commencement and maintain valid licenses throughout the contract term.		
5.5	Regulatory Compliance	Strictly comply with all laws, rules, and regulatory standards governing passenger transport services throughout the contract execution.		
5.6	Defensive Driving Certification	Ensure all assigned drivers undergo defensive driving training/certification as required, fully at the service provider's expense.		

Common Compliance Declaration – Applicable to All Lots

"I/We hereby declare and confirm that the vehicle(s) proposed for the referenced Lot/s comply with all minimum technical, operational, and regulatory requirements specified in this procurement document. I/We further commit to strictly adhering to all terms, conditions, and operational standards set forth throughout the contract period."

Signature of Bidder: _____

Name of the Bidder: _____

Date: _____