

INVITATION OF QUOTATION FOR

**Procurement of Image-Standard Components for
the Sri Lanka Filling Station Project
For Sinopec Energy Lanka (Pvt) Limited**

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SECTION I - INSTRUCTIONS TO BIDDERS (ITB)

INSTRUCTIONS TO BIDDERS

1. Bidder's eligibility requirements

- 1.1. The bidder must be the original manufacturer. Contracts shall be signed directly with **the manufacturer**. Hence, intermediaries or trading agents are not permitted to participate in the bidding process.
- 1.2. If the manufacturer is based in China, it must be a **single, independent manufacturing entity**. However, Chinese bidders are permitted to engage a qualified local company in Sri Lanka to carry out installation services. The bidder shall clearly specify the proposed installation arrangement in its bid, in order to facilitate subsequent agreement on the payment terms and contractual obligations.

The bidder must provide supporting documents including business license, registration certificate, and relevant company and factory information.

- 1.3. If the manufacturer is based in Sri Lanka, **a consortium structure may be permitted** It is, however, provided that all parties involved are direct manufacturers. It is strictly prohibited for a local Sri Lankan company to import products from abroad and then resell them to the Purchaser. **such intermediary resale arrangements are not allowed**.
- 1.4. The bidder shall submit quotations covering no less than eighty percent (80%) of the items specified in the product list.

2. Tender submission requirements

- 2.1. The bidder shall submit all documents as outlined in the Evaluation Criteria (Annex 1).
- 2.2. A consolidated checklist of all required documents shall be prepared accordingly and submitted as part of the bid.
- 2.3. All bidding documents and related materials must be submitted no later than 10:00 a.m. (Sri Lanka time) on July 15, 2025. Late submissions will not be accepted or evaluated under any circumstances. All participating bidders are responsible for ensuring timely submission.

3. Scope

- 3.1. The scope of this procurement covers the supply and services for the renovation of 40 Sinopec-branded filling stations located across Sri Lanka. The sites are geographically distributed nationwide. The specific list of stations to be renovated under each batch and the corresponding issuance of purchase orders shall be determined in accordance with the progress of the actual renovation schedule.

- 3.2. The selected bidders shall be responsible for the transportation of materials either to the designated port or directly to the designated filling station, as applicable, and shall also be responsible for the installation of all materials supplied.
- 3.3. For goods manufactured **outside Sri Lanka**, the selected bidders shall be responsible for transporting the goods to the designated port in Sri Lanka. The Purchaser shall be responsible for customs clearance, payment of applicable custom duties/taxes, and onward inland transportation to the filling station. The selected bidders shall participate in the inspection at the port and shall be fully responsible for the installation of the materials upon arrival at the site
- 3.4. For goods manufactured **within Sri Lanka**, the selected bidders shall be responsible for the production, delivery to the designated filling station, and complete installation of the materials.

4. Payment terms and conditions

- 4.1. Advance payment : 30% upon signature of the purchase order with the selected bidder.
- 4.2. Progress payment : up to 97% upon completion of installation.
- 4.3. Final retention : 3% to be released after the warranty period of one year.
- 4.4. The specific payment terms and mechanisms shall be determined based on the circumstances following the award of the contract to the successful bidder; however, the payment ratios and corresponding milestone periods shall remain unchanged.

5. Documents Comprising the Quotation

- 5.1. The Quotation shall comprise the following,
- A. Quotation Submission Form (refer to SECTION V) and the Price Schedules (Annex 2);
 - B. Technical specifications & Compliance with specifications;
 - C. As required under the evaluation criteria set out in the Annex 1, bidders shall provide supporting documents including, but not limited to, relevant performance records, financial statements, technical documentation, and company qualifications or certifications;
 - D. Warranty terms to be provided, including but not limited to: duration of the warranty period, scope of services during the warranty period, method and cost (if any) for replacement of spare parts during the warranty period, and a clear specification of services and charges excluded from warranty coverage. Any items or services not explicitly excluded shall be deemed included under the warranty.
- 5.2. The bidder shall submit the Quotation Submission Form using the form furnished in Section V, alternative offers shall not be considered. The bidders are advised not to quote different options for the same item but furnish the most competitive among the options available to the Bidder.
- 5.3. The bidder shall complete the Price Schedules strictly in accordance with the format prescribed in Annex 2. Bidders shall submit both the original Excel version and a signed and stamped PDF version of the Price Schedule, in the format provided in Annex 2.

- 5.4. The bidder shall issue the complete Bidding Documents in the English language. A Chinese translation may be provided for reference purposes only. In the event of any inconsistency, discrepancy, or conflict between the English and Chinese versions, the English version shall be deemed authoritative and shall prevail for all purposes related to interpretation and enforcement.

6. Prices and Instructions for the Price Schedule

- 6.1. The price to be quoted in the Price Schedules shall be the total price of the Quotation, including any discounts offered.
- 6.2. For each required item, two procurement options are specified: (i) option1: import from overseas; or (ii) option2: local sourcing/manufacturing within Sri Lanka. The bidder shall select and submit a quotation for only one option per item. Quoting both options for the same item is not permitted and will be considered non-compliant. However, the bidder may elect different sourcing options for different items, i.e., Item A may be quoted under the import option, while Item B may be quoted under local sourcing, as deemed appropriate.
- 6.3. For materials imported from outside Sri Lanka (option 1), the Bidder shall clearly specify the CIF price (including a detailed breakdown of its components) as well as the corresponding installation price. The Purchaser shall bear the custom duties/taxes and customs clearance fees payable at Sri Lankan Customs during the importation process. Accordingly, the quoted price shall include all costs, expenses, and applicable taxes and duties incurred in the country of export and in Sri Lanka, except for the custom duties/taxes at Sri Lankan Customs, which shall be borne separately by the Purchaser.

In consideration of potential future adjustments in international sea freight rates (clause 7.4), the Bidder is hereby required to ensure that the quoted sea freight cost shall not be less than thirteen percent (13%) of the ex-port price from the country of origin of the goods. Failure to comply with this requirement may render the bid non-responsive.

- 6.4. For materials procured locally within Sri Lanka (option 2) , the Bidder shall indicate both the VAT-inclusive and VAT-exclusive prices. The VAT-exclusive price shall exclude only the applicable Sri Lankan Value Added Tax (VAT), while including all other relevant duties/taxes, costs, and expenses.
- 6.5. Except in the case of imported materials, where sea freight charges experience an increase exceeding ten percent (10%) due to market fluctuations—in which event a reasonable adjustment to the corresponding contract unit price may be considered—the prices quoted by the Bidder shall remain firm and fixed for the entire duration of the Contract and shall not be subject to adjustment on any other grounds. Any quotation submitted with adjustable or variable pricing, except as expressly permitted herein, shall be deemed non-responsive and may be rejected.
- 6.6. Each item in the Price Schedule is assigned a specific evaluation weight. The Total Evaluated Bid Price shall be calculated based on a weighted average method and will serve as the primary basis for commercial evaluation.
- A ceiling price (inclusive of installation) is specified for each item. Prices quoted shall not exceed

the respective ceiling prices. For any unquoted item, the ceiling price will be used for evaluation.

- 6.7.** In the event that, during the execution of the project, additional materials not specified in Annex 3 - LIST OF MATERIALS TO BE PROCURED are deemed necessary, the Purchaser and the successful Bidder shall mutually agree upon the corresponding unit prices through consultation, taking into account prevailing market rates. A Unit Price Confirmation Form, prepared in the format consistent with the Price Schedule, shall be signed by both parties as a basis for incorporation into the relevant Purchase Order. The confirmed items shall be subject to the same terms and conditions of settlement as those applicable to the originally listed materials.

7. Currency

- 7.1.** The bid price shall be quoted in Renminbi (RMB). Bidders are required to submit their quotations in RMB, having made their own exchange rate conversions where applicable. The quoted RMB price shall be firm and not subject to adjustment due to any fluctuations in exchange rates. For the purpose of payment, the RMB amount may be converted into Sri Lankan Rupees (LKR) at the prevailing exchange rate on the date of settlement.

8. Documents To Establish The Conformity of The Goods.

- 8.1.** The bidder shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications and standards specified in Section IV, "Technical Specifications & Compliance with Specifications".
- 8.2.** The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial responsiveness of the Goods to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.

9. Period of Validity of Quotation

- 9.1.** The quotation shall remain valid for the period of twenty (20) calendar days after the quotation submission deadline date.

10. Format and Signing of Quotation

- 10.1.** The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the bidder, and shall bear the official seal of the bidding entity.

11. Submission Of Quotation

- 11.1. In consideration of geographical factors, this tender allows for two methods of submission: either via email or by hard copy delivery.
- i. Electronic Submission:
Bidders may submit their quotations electronically to www.bhbpo.lk. A secure and accessible download link is provided on the website
- ii. Hard Copy Submission:
If submitting physical documents, bidders shall take into account international and local delivery lead times and ensure that the documents are received no later than the quotation submission deadline at the following address:
Floor 36, East Tower, World Trade Center, Echelon Square, Colombo 01, Sri Lanka
- 11.2. If the quotation is directed to any other email will be rejected.
- 11.3. Capacity of the email should be less than 50 MB with required attachments. If required more capacities bidders shall send the Separate emails to the same email ID. Alternatively, bidders may provide a secure and accessible download link to the documents in the body of the email.
- 12. Deadline For Submission of Quotation**
- 12.1. Quotation must be received by the Purchaser at the address set out in Section II, “Data Sheet”, and no later than the date and time as Specified in the Data Sheet.
- 13. Late Quotations**
- 13.1. The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations
- 14. Opening Of Quotations**
- 14.1. Bidders are not permitted to attend the tender opening.
- 15. Clarifications**
- 15.1. To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any bidder for a clarification of its quotation. Any clarification submitted by a bidder in respect to its quotation which is not in response to a request by the Purchaser shall not be considered.
- 15.2. The Purchaser’s request for clarification and the response shall be in writing.
- 16. Evaluation Of Quotations**
- 16.1. As detailed in Annex 1 - Evaluation Criteria, bidders will be assessed on two components: the

Technical Proposal and the Commercial Proposal, each weighted at 50%. A weighted average scoring method will be applied to derive a final score out of 100 points. The Evaluation Committee will evaluate all submissions accordingly, and the top two highest-scoring bidders will be selected.

16.2. To evaluate a quotation, the Purchaser may consider the following:

16.2.1. Compliance with the given technical specification.

16.2.2. Compliance with the delivery schedule.

16.2.3. The Price quoted according to the specifications

16.2.4. Price adjustment for correction of arithmetical errors.

16.2.5. Price adjustment due to discounts offered if any.

16.3. The two highest-ranked bidders will be awarded framework procurement contracts covering the supply and services for 40 filling stations of Sinopec Energy Lanka (Private) Limited. The framework contract shall remain valid for one (1) year, during which the Purchaser will issue individual Purchase Orders based on actual project requirements.

16.4. The allocation of Purchase Orders (40 filling stations) between the two selected suppliers shall be determined based on the commercial quotation values submitted in their bids. If the total quoted prices of the two suppliers differ by 10% or less, the Purchase Orders will be split in a 60:40 ratio. If the price difference exceeds 10%, the Purchase Orders will be allocated in a 70:30 ratio in favor of the lower-priced bidder.

17. Purchaser's Right To Accept Any Quotation And To Reject Any Or All Quotations

17.1. The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.

18. Notification Of The Acceptance

18.1. The Purchaser will complete the evaluation process within three (3) days after the quotation submission deadline and will announce the results of the successful bidders (SECTION VI) no later than July 20, 2025.

SECTION II - DATA SHEET

ITB Clause Reference	
A	<p>The Purchaser is: Sinopec Energy Lanka (Private) Limited</p> <p>The Name of the Procurement is: Procurement of Image-Standard Components for the Sri Lanka Filling Station Project for Sinopec Energy Lanka (Pvt) Limited</p> <p>Tender Number : BH/SIN/COM/2025/001</p> <p>Bid Submission Deadline: 10:00am on 15th July 2025 (GMT+5:30)</p>
B	<p>In consideration of geographical factors, this tender allows for two methods of submission: either via email or by hard copy delivery.</p> <p>i. Electronic Submission: Bidders may submit their quotations electronically to www.bhbpo.lk. A secure and accessible download link is provided on the website</p> <p>ii. Hard Copy Submission: If submitting physical documents, bidders shall take into account international and local delivery lead times and ensure that the documents are received no later than the quotation submission deadline at the following address: Floor 36, East Tower, World Trade Center, Echelon Square, Colombo 01, Sri Lanka</p>
C	<p>The quotations shall be opened at the following address: Floor 36, East Tower, World Trade Center, Echelon Square Colombo 01</p> <p>Bidders are not allowed to attend the tender opening.</p>
D	<p>The bid award results shall be announced no later than July 20, 2025. The framework agreement with the successful bidder(s) shall be executed within ten (10) days following the date of the award announcement.</p>
Special	<p>No pre-bid meeting is included. The date, time, and meeting link will be shared via email depending on the requests from the potential bidders.</p>

**SECTION III - LIST OF
MATERIALS TO BE
PROCURED**

Sinopec Energy Lanka (Pvt) Limited is required to procure Image-Standard Components for the Sri Lanka Filling Station Project in Sri Lanka for 40 filling stations. The details of technical features and measures in respect of all of the items are included in Annex 3.

SECTION IV TECHNICAL SPECIFICATIONS & COMPLIANCE WITH SPECIFICATIONS

Technical Standards:

Sinopec Integrated Energy Station Visual Identity Standards (2023)

Sinopec Integrated Energy Station Visual Identity Grading and Adjustment Standards (2024)

The specific items to be procured are listed in Section III - List of Materials to be Procured. Detailed technical specifications are provided in Annex 3 and the compressed folder Annex 4.

Annex 3 sets out the technical parameters for each Sinopec image-standard component, excluding certain self-explanatory materials such as vinyl films, aluminum composite panels, and similar items that do not require detailed drawings. Each listed item is accompanied by a Ref. code, which corresponds to the applicable Sinopec standard.

Bidders are required to consult the relevant Ref. to fully understand the detailed technical requirements for each item.

Other requirements!

The bidder shall submit a letter confirming the following:

- Availability of adequate knowledgeable, experienced and qualified staff assigned for the preparation and supply the materials.
- Availability of required technical expertise and competencies to perform the job to the satisfactory level.
- Warranty terms must be clearly stated, including the services to be provided during the warranty period, as well as any exclusions or limitations that apply within the warranty period

SECTION V - QUATATION SUBMISSION FORM

[The bidder shall fill in this Form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions will be accepted.]

To: The Tender Evaluation Committee
Floor 36, East Tower, World Trade Center,
Echelon Square
Colombo 01

We, the undersigned, declare that:

- a. We have examined and have no reservations to the documents issued;
- b. We offer to supply in conformity with the documents issued and in accordance with the Annex 01 as attached to the tender documents -“ Procuring Image-Standard Components for the Sri Lanka Filling Station Project for Sinopec Energy Lanka (Pvt) Limited”
- a. The price schedule including any discounts offered is attached to this form in the given format as per Annex 02

Our quotation shall be valid for the period of time specified in section I Sub-Clause 9.1, from the date fixed for the quotation submission deadline and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

- b. We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- c. We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

Signature :

Name :

Date :

Company seal :

SECTION VI Notification Of The Acceptance

[Your Company Letterhead]
Date: [DD/MM/YYYY]
Ref No.: [e.g., NOA/2025/001]

To:
[Bidder's Company Name]
[Bidder's Address]
[City, Country]

Subject: Notification of Award - Procurement of Image-Standard Components for Sri Lanka Filling Station Project

Dear Sir/Madam,

We are pleased to inform you that, based on your submitted bidding documents and the evaluation conducted by the Evaluation Committee, your offer has been assessed as technically responsive and commercially competitive.

Accordingly, Sinopec Energy Lanka (Private) Limited hereby awards you the contract under a framework agreement for the supply of image-standard components required for 40 filling stations in Sri Lanka.

Details of the Award:

Bidder: [Full Legal Name of the Awarded Supplier]

Contract Scope: Procurement and delivery of image-standard components for filling station renovation

Framework Duration: 12 months from the date of contract signing

Delivery Location: [Colombo Port, Sri Lanka or designated site(s)]

You are requested to confirm your acceptance of this award in writing within five (5) working days from the date of this letter. Upon receipt of your confirmation, we will proceed with contract finalization and signing procedures.

This Notification of Award shall form an integral part of the final contract agreement between your company and the Purchaser.

We look forward to a successful partnership and the timely implementation of the project.

Yours faithfully,

Hao Jian
Executive Director
Sinopec Energy Lanka (Private) Limited