

**REPORT OF THE PRE-BID MEETING FOR THE PROCUREMENT OF ONE MILLION PRE-PRINTED POLYCARBONATE CARDS FOR THE ISSUANCE OF NATIONAL IDENTITY CARD.**

**BID NO: PS/03/PB/PR/05/14/23**

1. Date : 12.05.2023
2. Time : 1400 Hrs.
3. Venue : 13<sup>th</sup> Floor, C Wing, Department for Registration of Persons

As per the approval given by the MPC for the bidding documents prepared for the above titled procurement, actions have been taken to call for bids under the National Competitive Bidding procedure (NCB) and published the invitations for the bids on 26<sup>th</sup> April 2023.

**TEC Members**

1. Mrs. R.L.S.P. Swarnalatha, Additional Commissioner General, Department for Registration of Persons - Chairman
2. Mrs. Gangani Liyanage, Government Printer, Department of Government Printing - Member
3. Mrs. R.T.Bulathsinhala, Commissioner (Operations), Department for Registration of Persons - Member
4. Mr. P.D.R Kulathunga, Director (Planning) (Acting), Ministry of Public Security - Member
5. Mr. P.T.G. Perera, Project Director (Acting), e-NIC Project - Member
6. Mrs. R.D.K Block, Accountant (Payments), Department for Registration of Persons - Member
7. Mr. Duminda Jayasooriya, Director, Information and Communication Technology Agency - Member

**Other Attendees**

1. Mrs. N.K.T. Deepika, Accountant (Procurement), Ministry of Public Security

**Participated Companies**

1. Just In Time Technologies (Pvt) Ltd
2. Toppan Forms (Colombo) Ltd
3. KL HI-TECH Secure Print Limited
4. Amerasian (Pvt) Ltd
5. Epic Lanka (Pvt) Ltd
6. Metropolitan Technologies (Pvt) Ltd
7. Softlogic Information Technologies (Pvt) Ltd
8. Lanka Security Printing (Pvt) Ltd
9. Lake House Printers & Publishers PLC
10. Informatics (Pvt) Ltd

Participated bidders requested clarifications for the following in the conditions of contract of the bidding documents and TEC explained as follows.

No.	Questions from the Potential Bidders	TEC Explanation and Recommendations
1.	Is it necessary for the local agent representing foreign company to have the ISO 9001:2015 (Quality Management Systems) certifications?	Yes. Refer ITB 11.1 (e) – b
2.	If the bidder is a foreign principal can Purchaser open Letter of Credit on behalf of selected Bidder?	No. Refer Contract Data CC 15.1 ( page no. 63-64)

No.	Questions from the Potential Bidders	TEC Explanation and Recommendations
3.	Could the supply one million cards in batches?	No. No batch wise delivery is accepted. Will be informed with Pre-Bid Clarifications.
4.	If allow batch delivery, will allow the partial payments?	No.
5.	Is it possible to have an extension?	Will be informed with Pre-Bid Clarifications
6.	Is there any difference with the previous document and current BID Document?	Not much Different. Differences are; Both JV and Consortiums are allowed, No Factory visit.
7.	50 sample cards to be submitted with the bid	Could submit as a combination of security features in different cards along with the relevant test reports for particular cards. All required features need not be in a single card.
8.	Document Certification by the Embassy	Only foreign POAs need to be certified by the Embassy, but if those conditions are specified in POA related to JV, it could be registered in Sri Lanka and then no need to get certification of Embassy.
9.	To whom the letters need to be addressed?	Bid should be addressed to the Chairman, Ministry Procurement Committee, Ministry of Public Security. All other documents related to bid requirements must be addressed to the Commissioner General, Department for the Registration of Persons. Refer Bid Document in relevant places for details.
10.	Reasons for the Rejection of a BID submitted by a bidder.	As per Chapter 8 of Tender Guideline, Debriefing is allowed and bidder can be briefed with the reasons for not selecting the bid submitted by that particular bidder, not on other bids.
11.	Regarding 50 Sample Cards there is a difference between Section III (page 28) and Section V (page 43). Section V mentioned previous cards could submit and it is not mentioned in the Section III.	Both are same. One is more descriptive than the other.
12.	If POA is registered locally does it require embassy certifications further?	No. If a POA is registered in Sri Lanka, Embassy endorsement is not necessary. Refer :ITB 11.1 (e) - (ix)
13.	Single Bidder and Join Venture Partner Clarifications	Whether it is a JV or a Single Bidder Suppliers needs to provide the certifications by addressing via a MAL (Manufacturer Authorization Letter) to the Commissioner General, Department for Registration of persons by certifying it.
14.	Bid Security	Under National Competitive Bidding – Bid Security needs to be given by the Lead Bidder.
15.	Legalizing Documents	Bid Document shall contain a duly signed draft JV/Consortium) agreement stating terms and conditions, roles of each partner, etc., agreeable to all parties, along with a legally acceptable Memorandum of Understanding (MOU) or Teaming Agreement or Letter of Intention (LOI), specifying intention to form a JV if Bid is awarded to them.

No.	Questions from the Potential Bidders	TEC Explanation and Recommendations
16.	General Comments	<p>TEC highly emphasized the importance of fulfilling all the Document requirements as per the BDS.</p> <p>Further TEC indicated that this as the 8<sup>th</sup> Tender and asked not to send the same request for clarification several times.</p> <p>TEC Emphasized three main requirements with respect to experience;</p> <ul style="list-style-type: none"> <li>• Five years' experience in Security Documents manufacturing and supplying</li> <li>• Specifically ID Cards experience for last five years – supplying total of more than one million cards in three projects</li> <li>• 50 Sample Cards to personalized and test.</li> </ul> <p>Further TEC asked to refer Chapter 7 of the Tender Guideline to the potential Bidders and bid accordingly.</p>

**ADDENDUM 01 - RESPONSES AND DECISIONS TAKEN ON CLARIFICATIONS AND CHANGES REQUESTED AT THE PRE BID MEETING HELD FOR PROCUREMENT OF ONE MILLION PRE-PRINTED CARDS (PS/03/PB/PR/05/14/23) ON 12<sup>th</sup> MAY, 2023**

Purchaser Requirement as specified in the Bid Document	Bidders' Query	Purchaser Response / Clarification
<p>Page 21 - 23, ITB 11.1(e) (a) – Bidder, Lead Bidder, Foreign Partner, Joint Venture “Bidder”, if single bidder, shall be a Company registered in Sri Lanka for a period of more than five (05) years.</p> <p>A foreign firm shall submit a Bid only as a partner in a Joint Venture or Consortium (hereinafter referred to as “JV”), in which case the “Bidder” shall be the “JV” as a whole and the foreign firm shall be the Principal Manufacturer (hereinafter referred to as “Principal”), but the Bid shall be signed by the local partner (hereinafter referred to as “Lead Bidder”) having a business registration in Sri Lanka for more than five (05) years. The Bidder shall provide copies of original documents defining the constitution or legal status, place of registration and principal place of business. All foreign partners need to be companies duly incorporated under laws of respective countries for more than five (05) years.</p> <p>Bid submitted through a JV of two or more firms as partners shall comply with the following:</p> <p>(i) Bid shall be submitted so as to be legally binding on all partners;</p> <p>(ii) One of the local partners shall be nominated as the Lead Bidder. Authorization shall be given to the person, who signs the Bid Submission Form and other documents, in terms of a legally acceptable Resolution made by the Board of Directors for this tender supported by a registered Power-of-Army (POA), irrespective of whether a single local Bidder or Lead Bidder of a JV. If not submitted, Bid is treated as non-responsive and shall be rejected;</p> <p>(iii) A legally acceptable Board Resolution and registered POA shall also be submitted for the authorization of signature of person, who signs the documents relevant to foreign Principal, with respect to this Bid. If not submitted, Bid is treated as non-responsive and shall be rejected;</p>	<p>Q1. Should we submit copies of original documents defining the constitution or legal status, place of registration and principal place of business of the JV partners separately?</p> <p>Q2. Is a written declaration from the JV/Consortium partners to the effect that all parties to the JV/Consortium shall be jointly and severally liable for the performance of obligation under the contract sufficient?</p> <p>Q3. Is the bidder required to file a draft JV agreement just initiated by the JV partners?</p> <p>Q4. Local partner/agent (hereinafter referred to as “Lead Bidder”) having a business registration in Sri Lanka for more than ten (10) years. Please confirm.</p> <p>Q5. Please confirm whether the foreign registered POA is required to be registered in Sri Lanka as well?</p> <p>Q6. The registration of the foreign POA take approximately for a period of one month. Therefore can we submit the registered POAs after the submission of the tender?</p> <p>Q7. In case there is not any Sri Lankan Embassy in the particular country, how shall the foreign meet this requirement? In case the foreign bidder must make the documents certified by the Sri Lankan Embassy of another country, we would like to ask for an extension of the submission deadline by 2 weeks.</p>	<p><b>Answer to Q1: Yes</b></p> <p><b>Answer to Q2: Yes</b></p> <p><b>Answer to Q3: Yes</b></p> <p><b>Answer to Q4: No.</b> Business Registration of more than 5 years in Sri Lanka</p> <p><b>Answer to Q5: No.</b></p> <p><b>Answer to Q6: No.</b> All POAs should be submitted with the Bid.</p> <p><b>Answer to Q7: Documents related to legal nature such as foreign POAs should be endorsed/certified by Sri Lankan Embassy of the particular country. If Sri Lankan Embassy is not in that country, endorsement should be taken from the Sri Lankan Embassy who has the authority to give visa to that particular country. Easiest way is to include those conditions in POA related to JV and get it registered in Sri Lanka. Then, Embassy certification is not needed.</b></p>

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Purchaser Requirement as specified in the Bid Document	Bidders' Query	Purchaser Response / Clarification
<p>(iv) Bid Document shall contain a duly signed draft JV agreement stating terms and conditions, roles of each partner, etc., agreeable to all parties, along with a legally acceptable MOU or Teaming Agreement or Letter of Intention (LOI), specifying intention to form a JV if Bid is awarded to them. The Lead Bidder shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the JV. Entire execution of the Contract, including payments, shall be done exclusively with this Lead Bidder. As such, nomination of Lead Bidder shall be evidenced by submitting a registered POA, signed by legally authorized signatories of all the partners, and also declaring the consent or intent to form a JV in the event of award of the Contract. If not submitted, Bid is treated as non-responsive and shall be rejected. Such agreement or declaration by an organization shall be exclusive to one Bid only (i.e. one party shall not give such consent to more than one Bid for this procurement);</p> <p>(v) A Local firm shall submit only one Bid, either as a single Bidder on its own or as a Lead Bidder of a partner in a JV, in response to this procurement.</p> <p>(vi) A firm which is a Bidder, whether as a single Bidder or as a partner in a JV, cannot be a Sub Contractor in any other bid for this procurement, except for the supply of commercially available products manufactured or produced by the firm, as well as purely incidental services. Non-compliance may result in the rejection of all Bids, in which the firm (particular sub-contractor) participates as Bidder or as partner in a JV. As long as in compliance with these provisions or as long as unaffected by them due to not participating as Bidder or as partner in JV, a firm shall be proposed as a subcontractor in any number of bids;</p> <p>(vii) Partner or combination of partners that is responsible for a specific component(s) of the final product, shall meet the relevant qualification criteria for that particular component;</p> <p>(viii) Bidder shall officially form the JV, in case of a successful bid, prior to attending to Contract and shall submit the registered (legally acceptable) JV agreement at the time of signing the Contract Agreement. All partners of the JV shall be liable jointly and severally</p>		

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<p>for the execution of the Contract in accordance with the Contract terms and a statement to this effect shall be included in the Contract;</p> <p>(ix) All above-referred Agreements, POAs and Resolutions shall be legally binding within the jurisdiction of Sri Lanka and shall be properly signed and registered according to the acceptable legal practices and standards of Sri Lanka. If not acceptable, Bid is treated as non-responsive and shall be rejected. Documents of Foreign Firms related to legal nature, if any, such as foreign POAs should be notarized and endorsed/certified by Sri Lankan Embassy of the particular country. If a POA is registered in Sri Lanka, Embassy endorsement is not necessary.</p>		
<p>Page 23, ITB 11.1(e) (b) –  <b>Certification of Bidder / Manufacturer in Quality Management Systems</b>                      Bidder (if a single bidder) or all members (in case of "JV") bidding for this tender, shall be ISO 9001:2015 (Quality Management Systems) certified. Certified copies of the original certificates shall be submitted separately by all members. If not, Bid is treated as non-responsive and shall be rejected. (Certification shall be done by Authorized Officers to whom authority has been given through Resolutions, POAs and Agreements)</p>	<p>Q1. Make the ISO 9001: 2015 certification mandatory only for the Principal card manufacturer and foreign parties but not for the local Lead Bidder.</p> <p>Q2. Are the certificates being certified as true copies by an Attorney-at-Law &amp; Notary Public, sufficient?</p> <p>Q3. What is meant by this clause?                      "Certification shall be done by Authorized Officers to whom authority has been given through Resolutions, POAs and Agreements"</p>	<p><b>Answer to Q1: No. All partners of the JV shall be ISO 9001:2015 certified.</b></p> <p><b>Answer to Q2, Q3:</b> Certificates should be certified by nominees who have been assigned power by respective companies through POAs as mentioned above Clarification No. 1.</p>
<p>Page 23, ITB 11.1(e) (c) –  <b>Public Contract Act No 3 Registration</b>                      Bidder (if a single bidder) or the Lead Bidder (in case of "JV"), shall be registered under the Public Contract Act No. 3 of 1987 at the time of bid submission and the original certificate specifically obtained for this procurement shall be submitted with the Bidding Document. If not, Bid is treated as non-responsive and shall be rejected.</p>	<p>Q1. If it's a Consortium or JV, do we need to register under the Public Contract Act? Is this only applicable to JVs?</p>	<p><b>Answer to Q1: Only the Lead Bidder in case of "JV"</b> should be registered under the Public Contract Act No. 3 of 1987. Requirement remains same as the original Bid Document.</p>
<p>Page 23 - 24, ITB 11.1(e) (d) -  <b>Experience of Bidder / Manufacturer in Manufacturing Security Documents</b>                      Bidder (if a single bidder) or the Principal (in case of "JV"), bidding for this tender, shall have more than five (05) years of experience in manufacturing ISO/IEC 7810, ISO/IEC 10373 and ISO/IEC 24789 compatible secured Identity Documents (ID Cards, Driving Licenses,</p>	<p>Q1. We request you to change the experience to 4 years for PC cards. Kindly consider PVC cards projects as a selection criteria</p>	<p><b>Answer to Q1: No. Requirement remains same as the original Bid Document.</b></p>

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<p>e-Passports, Government Health Cards, etc.) with polycarbonate base and security features. Samples, Test Reports, Customer References or any other relevant documentary evidences highlighting date of supply, customer, quality and quantity supplied and value of contract shall be submitted with the Bidding Document as proof of existence in relevant manufacturing field. If not submitted, Bid is treated as non-responsive and shall be rejected.</p>		
<p>Page 23 - 24, ITB 11.1(e) (e) - Technical Capability of Bidder / Manufacturer in Manufacturing ID Cards</p> <p>The Bidder (if a single bidder) or the Principal (in case of "JV"), bidding for this tender, shall have manufactured and supplied not less than total of one (01) million ISO/IEC 7810, ISO/IEC 10373 and ISO/IEC 24789 compatible 100% polycarbonate Identity Cards (with security and other features requested in this procurement) from three (03) projects within last five (05) years (2018 - 2022) from the production site / factory / plant declared for manufacturing pre-printed cards for this procurement.</p> <p>Customer References, endorsing 100% Poly-carbonate as well as security features and ISO compatibilities, for said three projects shall be submitted with contact details of relevant customers. If Customer References are not acceptable or not submitted, Bid is treated as non-responsive and shall be rejected.</p>	<p>Q1. Are one million 100% polycarbonate ID cards for each project? Or three projects in combined? Is it possible to show one Project which has supplied over 1 million cards within last 5 years?</p> <p>Q2. Our understanding is that the experience required is a total of 1 million cards for all the projects combined. The tender requirement is for 1 million cards, we request the department to kindly reduce manufactured experience from 10 lakhs to 5 lakhs cards from 2 projects and consider years 2019 -2023</p>	<p><b>Answer to Q1:</b> Total of the three projects may exceed one million, but should not be less than one million.</p> <p><b>Answer to Q2:</b> Requirement remains same as original Bid document</p>
<p>Sample ID cards and relevant Test Reports from ISO/IEC 17025 certified independent laboratory (not related to Principal or Lead Bidder) may also be submitted as additional proof of quantity and quality of cards supplied with respect to said three (03) projects.</p> <p>All previous supplies of Pre-printed Cards to the Purchaser, if any, shall be properly declared with complete details of such supplies separately (Quantity supplied, Date Supplied, Principal Manufacturer, DOVID Manufacturer if any, Customer References, endorsing 100% Polycarbonate as well as security features and ISO compatibilities) and all related references shall be considered for evaluation of past performance of Lead Bidder, Manufacturer(s), and Sub-contractors. If not acceptable or not submitted, Bid is treated as non-responsive and shall be rejected.</p>		

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Purchaser Requirement as specified in the Bid Document	Bidders' Query	Purchaser Response / Clarification
<p>Page 25, ITB 11.1(e) (j) – Financial Capability – Liquid Assets / Credit Facilities</p> <p>The Bidder or all partners in case of “JV”, bidding for this procurement, shall possess a minimum of LKR 250 Million net liquid assets (Current Assets – Inventory – Current Liabilities) or credit facilities for this procurement, with minimum of LKR 100 Million for each partner in case of JV. Authentic Documentary evidence shall be submitted for each member with the Bid.</p>	<p>Q1. Since you have requested audited financial statements of last 5 years, which year statements are considered for assessing this net liquid assets?</p> <p>Q2. What are the authentic documents with regards to credit facilities? Please explain.</p>	<p><b>Answer to Q1:</b> Last audited statement (2022).</p> <p><b>Answer to Q2:</b> Bank Confirmation Letters and Audited Financial Statements</p>
<p>Page 25, ITB 11.1 (e) (k) Litigation History</p> <p>Information regarding any litigation, current or during last ten (10) years (2013 – 2022), in which the Bidder or the Lead Bidder in case of “JV” is involved, the parties concerned, and disputed amount, shall be submitted. A declaration shall be submitted with the Bid in this regard. If not submitted, Bid is treated as non-responsive and shall be rejected.</p>	<p>Q1. It is necessary to submit information regarding litigation of the Principal (Foreign Card Manufacturer)?</p> <p>Q2. Will it be a factor in Bid evaluation?</p> <p>Please note that only the information of the Lead Bidder (in case of JV) has been requested.</p>	<p><b>Answer to Q1:</b> No</p> <p><b>Answer to Q2:</b> No</p>
<p>Page 25, ITB 11.1 (e) (l) Blacklisted Status</p> <p>The Bidder or the Lead Bidder in case of “JV”, or its subsidiaries or affiliated companies should not be blacklisted by any government institution during the last ten (10) years (2013 – 2022). A declaration shall be submitted with the Bid in this regard. If not submitted, Bid is treated as non-responsive and shall be rejected.</p>	<p>Q1. It is necessary to submit declaration by the Principal (Foreign Card Manufacturer)?</p> <p>Q2. Will it be a factor in Bid evaluation?</p> <p>Please note that only the information of the Lead Bidder (in case of JV) has been requested.</p>	<p><b>Answer to Q1:</b> No</p> <p><b>Answer to Q2:</b> No</p>
<p>Page 26, ITB 20.1 Bid Security</p> <p>The Bidder shall provide Bid Security in the form of bank guarantee (as per the format given in the bidding documents) issued by any licensed commercial bank operating in Sri Lanka. Bid security shall be issued in favor of: Commissioner General, Department for Registration of Persons, 13<sup>th</sup> Floor, “Suhurupaya”, Subhuthipura Road, Battaramulla.</p>	<p>Q1. When bidding as a JV, do we need to submit the bid bond under JV name or Lead Bidder's name?</p>	<p><b>Answer to Q1:</b> Lead Bidder must submit the Bid Security by Lead Bidder's name</p>

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Purchaser Requirement as specified in the Bid Document	Bidders' Query	Purchaser Response / Clarification
<p>Page 26, ITB 23.1 Bid Closing 14.00 hrs. on 30.05.2023</p>	<p>Q1. Extend bid submission deadline by minimum three weeks. Q2. Provide additional two weeks for bid submission since original docs and sample cards need to send from our principal. Q3. Kindly extend the bid submission date to 25-30 days from the date of pre bid clarification, which will help us prepare the sample card</p>	<p><b>Answer to Q1, Q2, Q3:</b> Deadline for submission of bid has been extended and accordingly, the <b>BID SUBMISSION DATE will be on Tuesday, 13<sup>th</sup> June 2023 at 14.00 hrs.</b> at the Accountant, Ministry of Public Security, 14<sup>th</sup> Floor, "Suhurupaya", Sri Subhuthipura Road, Battaramulla</p>
<p>Page 29, Evaluation Criteria (ITB 35.4) 50 Nos. of non-personalized printable and testable Pre-printed sample cards (non-blank cards) submitted by the Bidder with the Bidding Document, with relevant Test Report from ISO/IEC 17025 certified independent laboratory (not related to Principal or Lead Bidder) in order to emphasize that the Principal is capable of supplying 100% polycarbonate Pre-printed ID Cards compatible with the requested security and other features and ISO compatibilities with respect to this procurement, are tested for quality within existing personalization environment of the Purchaser. If the sample cards cannot be personalized within above mentioned ranges, the Bid is treated as non-responsive and shall be rejected.</p>	<p>Q1. Do we need to print new sample cards for this project? Q2. Can we submit previously printed sample cards which can be printed and tested? Q3. Do we need to submit a new test report having tested the sample cards specially made for this project or can we submit a previous test report? Q4. From our understanding all the security features requested shall be visible in one sample card and bidders are not allowed to propose multiple type of sample cards which together show all security feature requested. Kindly Confirm Q5. We request the department Kindly provide the artwork for sample cards, which will help us to create the card according to your need Q6. Please confirm whether the sample shall contain ALL security features listed in this tender?</p>	<p><b>Answer to Q1, Q2, Q3:</b> Sample cards from previous projects with relevant test reports <b>OR</b> sample cards previously made by manufacturer to demonstrate capabilities and experience with relevant test reports <b>OR</b> samples specifically made for this tender with relevant test reports. <b>Answer to Q4:</b> Bidders can submit <b>multiple types of sample cards</b> to prove security feature requested. <b>Answer to Q5:</b> No. <b>Answer to Q6:</b> <b>DOVID is mandatory.</b> Bidder can submit <b>multiple types of sample cards</b> to demonstrate all security feature requested. All may not be in one card.</p>
<p>Page 32-33: Price Schedule. ** - All Local Expenses including Clearance Charges, All Import Taxes and Charges, Transportation and related Charges, Handling Charges and fees, Local insurance, Local Agent Commission/Local Profit, All Local Taxes excluding VAT and other expenses up to delivery and handed over to the Delivery Point as mentioned in the Delivery Schedule should be mentioned.</p>	<p>Q1. Can we bid/quote the CIF price in Euro &amp; for the CIF Price Calculations in Sri Lankan Rupees to be taken as EURO Selling Rate declared by the Central Bank of Sri Lanka 02.05.2023? Q2. Where do we need to show SSCL in the given price schedule format?</p>	<p><b>Answer to Q1:</b> No. <b>Answer to Q2:</b> Under Local Expenses</p>
<p>Page 38: Delivery Schedule. Delivery Period 135 days</p>	<p>Q1. Extend delivery lead time to 200 days or allow for delivery in batches.</p>	<p><b>Answer to Q1, Q2 :</b> Delivery period is changed to <b>150 days</b></p>

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<p>Page 40: Item No. 9 – Personalization Compatibility</p> <p>The pre-fabricated card shall be compatible with standard non-invasive, non-contact inner-layer personalization (laser engraving) with 600 – 1200 dpi or better and personalized security features (e.g. laser perforation, changing images, CLI-changeable laser image etc.) systems on both surfaces (i.e. front and back). Personalization will include holders photograph (monochrome, Photo should be engraved on top of security design), text (Unicode format in three official languages of Sri Lanka), a QR code and personalized security features. Art work and card design will be provided to selected bidder.</p>	<p>Q2. Please make the delivery period 180 days instead of 135 days</p> <p>Q1. In which graphical file, can the submitted artwork be expected? Can the winning bidder expect it in e.g. vector format or else?</p> <p>Q2. Confirm whether card should contain CLI-changeable laser image or not.</p>	<p><b>Answer to Q1:</b> Artwork will be provided in the format requested by the selected bidder.</p> <p><b>Answer to Q2: No.</b></p>
<p>Page 41: Item No. 12 - Static Security Features</p> <p>1. DOVID – front side of the card - Inlayer DOVID - Bidders are expected to provide a metallic &amp; transparent holographic element embedded inside of the card as per the diagram in item no 05 and a portion of such hologram will be placed on card holder's photo.</p>	<p>Q1. Item no 5 not defined properly and please clarify the type of hologram.</p> <p>Q2. Please confirm which of the following two variations is required: 1 transparent and 1 metalized hologram are requested (in which case, the size of both holograms must be specified) OR 1 "combo" hologram that contains both transparent and metalized elements?</p> <p>Q3. ISO 14298 certification usually applies to the card manufacturer. If the card manufacturer has this certificate, the other raw material suppliers no longer need this certificate. Please confirm.</p> <p>Q4. Although the graphics of the hologram are defined by the end user, it is the manufacturer's responsibility to determine level 3 safety features. Please confirm.</p>	<p><b>Answer to Q1:</b> Refer the diagram in <b>Item No. 5 of Technical Specification (Physical Dimensions)</b> for the positioning of DOVID.</p> <p><b>Answer to Q2:</b> One hologram that contains both transparent and metalized elements.</p> <p><b>Answer to Q3:</b> ISO 14298 certification is needed for all manufacturers who are declared as JV Partners and all subcontractors, especially DOVID manufacturer. No need for raw material suppliers of the card.</p> <p><b>Answer to Q4:</b> Graphics and other requirements for the hologram will be given to selected bidder with the artwork of the card.</p>
<p>Page 42: Item No. 16 - Card Delivery</p> <p>Pre-printed cards must be delivered within Delivery Period to Purchaser in securely sealed blocks (batches) of 250 cards. Each block should contain a batch control sheet (certified by the card manufacturer) containing the serial numbers, production batch and production date in text and machine readable formats.</p>	<p>Q1. Please specify what you mean by secured sealed blocks and machine readable format</p>	<p><b>Answer to Q1:</b> Cards should be packed in 250 batches, securely sealed the pack. Batch control sheet must contain serial numbers, production batch and production date in text and machine readable formats (QR)</p>
<p>Page 43 – 45, Item No 17 – Testing and Certification</p>	<p>Q1. Confirm whether card should contain a tactile element or not. If so, it would be important to know the content</p>	<p><b>Answer to Q1: No.</b></p>

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Purchaser Requirement as specified in the Bid Document	Bidders' Query	Purchaser Response / Clarification
<p>All Cards must be technically, mechanically and physically similar without any differences such as alignment, thickness, etc. and entire supply of Cards will be rejected if any defects or discrepancies detected. If any defects or discrepancies detected after cards have been delivered and are in use, supplier shall be responsible and a penalty will be imposed as specified in the Contract Data of the Bid Document.</p> <p>Purchaser shall print the cards using existing personalization system (IXLA ID 5) after cards are received to the Purchaser. If in case, cards do not meet the expected results, Purchaser shall reject the cards.</p> <p>The card to be supplied for this Bid must be 100% compatible with the following laser engraving requirements of the Personalization System, such as:</p> <ul style="list-style-type: none"> <li>a. Personalization devices that are compatible with ISO/IEC 7810 complaint ID cards.</li> <li>b. Personalization compatibility - Personalization system must be compatible with standard non-invasive, non-contact inner-layer personalization (laser engraving) with 600 dpi or better and personalized security features systems on both surfaces (i.e. front and back).</li> <li>c. Duplexing capability - Personalization devices must support automatic duplex personalization (i.e. personalization on both sides of the card)</li> <li>d. Laser source - The personalization device must be equipped with a air-cooled solid-state laser source (Diode Pumped Solid State Laser or compatible) suitable for personalization of ID cards on specified materials</li> <li>e. Laser power and safety - Laser power must be 10W or higher. Appliance must be certified for Class I or better in terms safety</li> <li>f. Card Material Types - Must be compatible with 100% Polycarbonate ID card materials. The device must be compatible with the structural and security features of ID cards</li> <li>g. Personalization types - The device must be capable of sub-surface and tactile laser engraving</li> <li>h. Personalization area - Should not be less than 0.2 inches from all card edges</li> </ul>	<p>(complexity) of the graphic element and location of the graphical element- on the card.</p> <p>Q2. Our understanding is that we need to supply only base card and department will invite separate tender for onsite personalization. Please confirm</p>	<p><b>Answer to Q2:</b> Personalization system is already in place.</p>

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Purchaser Requirement as specified in the Bid Document	Bidders' Query	Purchaser Response / Clarification
<p>Bidder shall submit, with the Bidding Document, <b>50 Nos. of non-personalized printable and testable Pre-printed sample cards (shall not be blank cards) with relevant Test Report from ISO/IEC 17025 certified independent laboratory (not related to Principal or Lead Bidder)</b>, in order to emphasize that the <b>Principal</b> is capable of supplying 100% polycarbonate Pre-printed ID Cards compatible with the requested security and other features and ISO compatibilities with respect to this procurement. <b>If the sample cards cannot be personalized within above mentioned ranges in the existing personalization environment of Purchaser, the Bid is treated as non-responsive and shall be rejected.</b> (These are samples from either previous projects or samples made by manufacturer to demonstrate capabilities and experience. Need not be specifically designed for this tender. Bidder can submit multiple types of sample cards to demonstrate all security feature requested including DOVID.)</p>	<p>Q1. The name and contact details of the laboratories accepted by the end user are required for the purpose of requesting offers and finding out their lead times. Please confirm.</p> <p>Q2. Can the Ministry of Public Security open LC in favor of the card manufacturer? Considering the difficulties and delays at banks due to the scarcity of USD</p>	<p><b>Answer to Q1:</b> Name and contact details of laboratories not necessary to bidders.</p> <p><b>Answer to Q2: No.</b></p>
<p>Page 63-64: CC 15.1 Terms of Payment</p> <p>CC 15.1 – The method and conditions of payment to be made to the supplier under this Contract shall be as follows.</p> <p>As per the purchase order, payments shall be made in LKR at the selling exchange rate published by central bank on the date of invoice. All taxes and levy shall be paid or settled by the Supplier.</p> <p>Selected Supplier shall supply 250 Nos. Pre-printed Cards (within 45 - 60 days), with all security features as per the artwork given, from signing the contract agreement and non-disclosure agreement, for further verifications (Pre-testing) from an independent laboratory nominated and selected by the Purchaser to confirm their compliance to technical specifications. The 250 Cards used for the pre-test should not be included in the 1,000,000 Cards. (as per the terms and conditions in contract agreement)</p> <p>From the card stock delivered as per the delivery schedule, randomly selected 250 Nos. of cards will be tested again from an independent laboratory nominated and selected by Purchaser, and compared with the pre-tested cards. These 250 cards shall be included in 1,000,000. (as per the terms and conditions in contract agreement)</p> <p>Letter of Credit (LC) shall be opened by the Supplier (Lead Bidder in</p>		

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Purchaser Requirement as specified in the Bid Document	Bidders' Query	Purchaser Response / Clarification
<p>case of "JV") at the supplier's bank. Upon delivery and sample test results accepted by the Purchaser, 98% of the total contract price (if the total quantity is delivered), will be paid to the Supplier (Lead Bidder in case of "JV").</p> <p>The balance 2% shall be released only after the complete utilization of the total quantity of one million Cards. No payment delays will be experienced.</p> <p>Price revisions are not entertained and no penalty shall be paid to the bidder by the purchaser for payment delays under any circumstances as such.</p> <p>Beneficiary Name and Address</p>	<p>Q1. Could you please confirm which of the following address should be put as the beneficiary Name and Address for the support letters (for the credit facilities) from the bank and also for the cover letters, declarations, letter of Intent, Bid Submission Form and the Manufacturer's Authorization Letter.</p> <ul style="list-style-type: none"> <li>• Commissioner General – DRP</li> <li>• Chairman – MPC</li> <li>• Accountant – Ministry of Public Security</li> </ul> <p>Q2. Address is given for the bid security but not provided a specific address for the declarations MAL etc. Please share the address.</p>	<p><b>Answer to Q1, Q2: Bid Submission Form</b> should be addressed to : Chairman Ministry Procurement Committee, Ministry of Public Security, 14<sup>th</sup> Floor, "Suhurupaya", Subhuthipura Road, Battaramulla.</p> <p><b>Bid Security, Manufacturer Authorization Letter (MAL), and other letters submitted with the Bid</b> should be addressed to Commissioner General of Department for Registration of Persons, 13<sup>th</sup> Floor, "Suhurupaya", Subhuthipura Road, Battaramulla.</p>
<p>General Addendum to the Original Bid Document</p>		<p>All Bidders must consider all clarifications, explanations, amendments and requirements specified in this Pre-Bid Clarifications together with Pre-Bid Minutes and Annexure 01 as the <b>Addendum 01</b> to the Original Bid Document, and must be included in the Bid duly signed by the relevant authority. Bid shall be complied with all clarifications, explanations, amendments and requirements specified in this Pre-Bid Clarification document, Pre-bid Minutes and the Annexure 01. <b>Bid shall be rejected as non-responsive otherwise.</b></p>

Chairman,  
Ministry Procurement Committee,  
Ministry of Public Security,  
14<sup>th</sup> Floor, "Suhurupaya", Subhuthipura Road,  
Battaramulla.

Dear Sir,

**Procurement of One Million Pre Printed Cards for the issuance of National Identity Card - PS/03/PB/PR/05/14/23**

We hereby certify that eleven (11) pages of Pre-Bid Clarifications together with Pre-bid Minutes and Annexure 01 have been received by us and considered for pricing and bidding as a part of the original Tender Document in accordance to the "Instructions to Bidders", Clause 11 – Documents Comprising of the Bid, in Tender Document.

Yours Truly,

Signature of the Bidder: .....

Company Seal .....

Date .....

**"Bidders shall enclose this letter with the "ORIGINAL" of Tender submission as a bid validity and completeness requirement."**

### Delivery Schedule

Delivery period will start from the date of signing of the contract agreement, at the time in which the approved Artwork will also be given to selected contractor, as per terms and conditions of the contract signed with the selected Bidder. **One (01) million pre-printed Cards should be delivered within 150 days, which includes the lab test (Pre testing).**

Line Item	Description of Goods	Quantity	Delivery Dates	Delivery details to be provided by the Bidder
01	Pre Printed Polycarbonate Cards	1,000,000 (excluding 250 cards for pre-production testing)	One (01) million cards within <b>150 days</b> from the date of signing of the contract agreement)	

Signature : .....

Date : .....