

**Ministry of Digital Economy
Department for Registration of Persons**

Addendum 03

**To the
Bidding Document**

Procurement of Five Million of Preprinted Polycarbonate Cards for the Issuance of National Identity Card

IFB No: DRP/ACC/07/33/2025

Section/part	Item/ Item No.	Text of Amendment
Section 4 - Bidding Forms	Form EXP – 1	Removed the format included in Bidding Document and replaced <i>Refer annex – 1 of Addendum 03</i>
Section 4 - Bidding Forms	Bid Guarantee	Removed the format included in Bidding Document and replaced <i>Refer annex – 2 of Addendum 03</i>

All Bidders must consider all amendments specified above table herewith as an Addendum to the Original Bidding Document, and must be included in the Bid duly signed by the relevant authority. Bid shall be complied all clarifications, explanations, amendments and requirements specified in this Addendum Bid shall be rejected as non-responsive otherwise.

Bidders are advised to use the revised full Bidding Document attached herewith.

The Chairperson,
High Level Procurement Committee,
Ministry of Digital Economy,
Level 11, Unit No: 1101, One Galle Face Tower,
No.1 A, Centre Road, Galle Face,
Sri Lanka.

Dear Sir,

Procurement of Five Million of Preprinted Polycarbonate Cards for the Issuance of National Identity Card

IFB No: DRP/ACC/07/33/2025

We hereby certify that Addendum 03 contains 01 page and Responses to Clarifications-3 contain 05 pages have been received by us and considered for pricing and bidding as a part of the Bidding Document in accordance to the “Instructions to Bidders”, Clause 11 – Documents Comprising of the Bid, in Bidding Document.

Yours Truly,

Signature of the Bidder:

Company Seal

Date

“Bidders shall enclose this letter with the “ORIGINAL” of Bid submission as a bid validity and completeness requirement.”

Form EXP – 1: Production Capacity - Revised

Fill out one (1) form per contract.

Production Capacity		
Contract No .	Contract Identification	
Award Date		Completion Date
Role in Contract	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Supplier <input type="checkbox"/> Subcontractor	
Total Contract Amount		
If partner in a joint venture or subcontractor, specify participation of total contract amount	Percent of Total	Amount
Purchaser's name Address Telephone/Fax Number E-mail		
Description of the Similarity in Accordance with Criterion 2.2.2 of Section 3 (Evaluation and Qualification Criteria)		

- Note -

This form shall only be included if Criterion 2.2.2 of Section 3 (Evaluation and Qualification Criteria) is applicable.

Bid Guarantee

[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: Secretary or his legal successor, Ministry of Digital Economy
Level 11, Unit No: 1101, One Galle Face Tower,
No.1 A, Centre Road, Galle Face,
Sri Lanka

Date

Bid Guarantee No......*[Insert (issuing agency) number]*

We have been informed that*[Insert (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 (issuing agency) date]* (hereinafter called "the bid") for the execution/supply *[select appropriately]* of *[Insert name of contract]* under invitation for bids No*[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
[Insert amount in figures]

[Insert amount in words] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder,

- (a) has withdrawn its Bid during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the instructions to Bidders (herein after "the **ITB**") of the **IFB**; or
- (c) having been notified of the acceptance of its Bid by the Employer/Purchaser during the period of bid validity, (i) fails or refuses to execute the contract form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the **ITB**.

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.....*(Insert date)*

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

[signature(s) authorized representative(s)]