



**INVITATION FOR SUBMISSION OF PROPOSALS FOR PROVISION OF CONSULTANCY  
SERVICES TO IMPLEMENT AN AIRLINE CATERING KITCHEN & LOGISTICS MANAGEMENT  
SYSTEM TO SRILANKAN CATERING LIMITED 2024 - 2025  
REFERENCE: SLC/PRO/CON/2024/001**

**CHAIRMAN OF DEPARTMENT CONSULTANCY PROCUREMENT COMMITTEE,  
MINISTRY OF PORTS , SHIPPING AND AVIATION ON BEHALF OF**

**SRILANKAN CATERING LTD  
PROCUREMENT & SHIPPING DEPARTMENT  
AIRLINE CENTRE  
BANDARANAIKE INTERNATIONAL AIRPORT  
KATUNAYAKE  
SRI LANKA**

Dear Sir/Madam,

**INVITATION FOR SUBMISSION OF PROPOSALS FOR PROVISION OF CONSULTANCY SERVICES TO IMPLEMENT AN AIRLINE CATERING KITCHEN & LOGISTICS MANAGEMENT SYSTEM TO SRILANKAN CATERING LIMITED 2024 - 2025**

**REFERENCE: SLC/PRO/CON/2024/001**

SriLankan Catering Ltd hereby invites proposals for Provision of Consultancy Services to Implement an Airline Catering Kitchen & logistics Management System.

The request for proposal document is attached herewith.

- Proposal shall be submitted in two envelopes

Envelope 1 - Technical Proposal

Envelope 2 - Financial proposal

Both these envelopes to be clearly marked and inserted to one envelope and the Request for Proposal name and reference number to be mentioned on top left hand side of the envelope as

**“INVITATION FOR SUBMISSION OF PROPOSALS FOR PROVISION OF CONSULTANCY SERVICES TO IMPLEMENT AN AIRLINE CATERING KITCHEN & LOGISTICS MANAGEMENT SYSTEM TO SRILANKAN CATERING LIMITED 2024 - 2025**

**REFERENCE: SLC/PRO/CON/2024/001”**

- The proposal shall be received only at CEO, SriLankan Catering Ltd, Airline Center, Bandaranaike International Airport, Katunayake, Sri Lanka
- Proposals could be sent under registered post, courier or hand deliver before the deadline
- **Bid closing : 12<sup>th</sup> August 2024, by 11.00a.m. (Sri Lankan time: GMT +0530)**

The Bid Acknowledgement form attached to the document must be completed and returned by e-mail to [himali.samarasinghe@srilankancatering.com](mailto:himali.samarasinghe@srilankancatering.com)

Any inquiry/clarification about the Tender should be e-mailed to [himali.samarasinghe@srilankancatering.com](mailto:himali.samarasinghe@srilankancatering.com) to reach on or before 9<sup>th</sup> August 2024.

Proposals will be opened at 11.15a.m. (Sri Lankan time: GMT +0530) on 12<sup>th</sup> August 2024 at SriLankan Catering Ltd, Airline Center, Bandaranaike International Airport, Katunayake, Sri Lanka. Kindly note that 01 representative per bidding company is permitted to be present at the opening.

Yours Faithfully,

**Chairman of Department Consultancy Procurement Committee,  
Ministry of Ports, Shipping and Aviation,  
On behalf of SriLankan Catering Ltd Limited**

## SECTION I. INSTRUCTIONS TO CONSULTANTS (ITC)

| <b>A: General</b>               |   |
|---------------------------------|---|
| 1. Scope of Bid                 | <p>1.1. SriLankan Catering Ltd invites you to submit a proposal for Provision of Consultancy services to implement an Airline Catering Kitchen and Logistics Management System as specified in Section III - Schedule of Requirements.</p> <p>1.2. You are requested to confirm your intention to submit a proposal by forwarding the duly filled Bid Acknowledgement Form attached (Annexure A) 01 week prior to the bid closing date.</p>   |
| <b>B: Contents of Documents</b> |   |
| 2. Contents of Documents        | <p>2.1 The documents consist of the Sections indicated below.</p> <ul style="list-style-type: none"><li>• Section I. Instructions to Consultants</li><li>• Section II. Data Sheet</li><br/><li>• Section III. General Conditions</li><li>• Section IV - Terms of Reference</li><li>• Section V- Evaluation and Selection</li><li>• Section VI-Technical Proposal Format</li><li>• Section VII- Financial Proposal Format</li><li>• Annexure A: Bid Acknowledgement Form</li><li>• Annexure B: Bid Security Declaration Form</li><li>• Annexure C: Clientele Information Form</li><li>• Annexure D: Vendor Information Form</li><li>• Annexure E: Non-disclosure Agreement (NDA)</li></ul> |

| <b>C: Preparation of Bids</b>               |   |
|---|---|
| <p>3. Documents<br/>Comprising your Bid</p> | <p>3.1 Bidders shall submit their proposals in 2 envelopes</p> <p>Envelope 1- Technical proposal ( clearly mention in the envelope)<br/>Envelope 2- Financial proposal ( clearly mention in the envelope)</p> <p>Both the above envelopes to be inserted to one envelope and the tender name and reference to be mentioned on the top left hand side of the main envelope.</p> <p style="padding-left: 40px;">“Provision of Consultancy Services to Implement an Airline Catering Kitchen &amp; Logistics Management System” - Reference: SLC/PRO/CON/2024/001</p> <p>3.2 The <b>Technical Proposal</b> should comprise the following mandatory documents:</p> <ul style="list-style-type: none"> <li>• Section VI: Technical proposal</li> <li>• Annexure B: Bid Security Declaration Form</li> <li>• Annexure C: Clientele Information Form</li> <li>• Annexure D: Vendor Information Form</li> <li>• Annexure E: Non-disclosure Agreement (NDA)</li> <li>• Draft agreement.</li> </ul> <p><b>3.3 The Financial Proposal</b> should comprise the following mandatory documents:</p> <ul style="list-style-type: none"> <li>• Section VII- Financial Proposal</li> <li>• Audited financial accounts</li> </ul> |
| <p>4. Terms of Reference</p>                | <p>4.1. Refer Section IV</p>  |

|   |  |
|---|--|
| <p>5. Prices</p>  | <p>5.1. To be included <b>only</b> in the financial proposal ( Section VII)</p> <p>5.3. Prices quoted by the bidder shall be fixed during the period specified in ITB clause 8.1 and not subject to variation on any account. A Bid submitted with an adjustable price shall be treated as non-responsive and may be rejected.</p> <p>5.4. After signing the Agreement, the service provider is not allowed to change the price for the entire contracting period.</p>   |
| <p>6. Currency</p>  | <p>6.1 The bidders shall quote in USD or Sri Lankan Rupees (LKR). If a Local bidder submits a proposal in USD the relevant exchange rate applicable (CBSL) for the payment in LKR should be clearly indicated in the price schedule form (Annex B).</p> <p>If the proposal is submitted in foreign currency, SriLankan Catering Ltd shall convert all bid prices expressed in foreign currencies into Sri Lankan Rupees using the selling rates as published by the Central Bank of Sri Lanka (CBSL) prevailed at the date of closing of bids for comparison &amp; evaluation purposes. If this date falls on a public holiday the earliest working day prior to the date shall be applicable.</p> |
| <p>7. Documents to Establish the Conformity of the Services</p> | <p>7.1.<b>Reference Letters or Testimonials:</b> Letters or testimonials from previous clients that vouch for the quality and conformity of services provided for similar scope.</p> <p>7.2.<b>Methodologies and Processes:</b> Detailed descriptions of the methodologies, processes, or approaches that will be used to deliver the requested services in this RFP.</p> <p>7.3.<b>Project Management Plans:</b> Detailed project plans that demonstrate the provider's ability to manage and execute the service delivery effectively.</p>   |
| <p>8.Period of Validity of bids</p>                             | <p>8.1 Bids shall remain valid for a period of ninety one (91) days after the bids submission deadline date. If the full validity period is not properly indicated, SriLankan Catering Ltd reserves the right to obtain re-confirmation from the bidder that the Bid is valid until the date specified above.</p> <p>8.2 In exceptional circumstances, prior to the expiration of the bid validity date, Sri Lankan Catering Ltd may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing.</p>   |

|                                       |  |
|---------------------------------------|--|
| <p>9. Bid Security Declaration</p>    | <p>9.1 The bidder shall furnish as a part of its bid, a Bid-securing Declaration, using the Bid-securing Declaration form included in Annexure B (Mandatory).</p> <p>9.2 Any bid not accompanied by a substantially responsive Bid securing Declaration in accordance with 1TB Sub-clause 8.1, Shall be rejected by Sri Lankan Catering Ltd as non-responsive.</p> <p>9.3 Bid Securing Declaration may be executed:</p> <p>(a) If a Bidder withdraw its bids during the period of Bid validity specified by the Bidder on the Bid Submission form, except as provided in 1TB Sub-Clause 8.2 or</p> <p>(b) If a Bidder does not agree to correctable of arithmetical errors in pursuant to 1TB Sub-Clause 15.3</p> <p>(c) If the successful Bidder fails to :</p> <p>i) Sign the contract in accordance security with 1TB Sub-Clause 23.3;</p> <p>(ii) Furnish a performance Security in accordance with 1TB Clause 24;</p> |
| <p>10. Format and Signing of Bids</p> | <p>10.1 The bids shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. Please ensure all documents are duly signed and stamped in the given area when forwarding.</p>  |

**D: Submission and Opening of Bids**

**11. Submission of proposals**

11.1 Bidders shall submit their proposals in 2 envelopes

Envelope 1- Technical proposal ( clearly mention in the envelope)

Envelope 2- Financial proposal ( clearly mention in the envelope)

Both the above envelopes to be inserted to one envelope and the tender name and reference to be mentioned on the top left hand side of the main envelope.

“Provision of Consultancy Services to Implement an Airline Catering Kitchen & Logistics Management System” - Reference: SLC/PRO/CON/2024/001

11.2 Proposals could be submitted in following ways:

- Registered post
- Courier
- Hand delivery ( Please contact our staff to arrange entry pass. Contact details are mentioned in Section II - Data sheet)

11.3 Proposals will be only accepted at the below mentioned address:

CEO

SriLankan Catering Ltd

Airline Center

Bandaranaike International Airport

Katunayake

Sri Lanka

11.4 Please ensure to deliver the proposal before the deadline

**12<sup>th</sup> August 2024, by 11.00a.m. (Sri Lankan time: GMT +0530)**

11.5 Proposal details:

- Technical envelope to contain following documents

Section VI: Technical proposal format

Annexure B : Bid Security Declaration Form

Annexure C : Clientele Information Form

Annexure D : Vendor Information Form

Annexure E : Non-disclosure Agreement (NDA)

- Financial envelope to contain following documents

Section VII: Financial Proposal

|                                     |  |
|-------------------------------------|--|
| 12. Deadline for Submission of Bids | 12.1 Bids must be received by SriLankan Catering Ltd to 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 Bids                       | 13.1 SriLankan Catering Ltd shall reject any bids that arrives after the deadline for submission of bids in accordance with ITS Clause 12.1 above.   |
| 14. Opening of Bids                 | <p>14.1 SriLankan Catering Ltd shall conduct the opening of quotation in the Presence of the Suppliers at the address, date and time specified in the Data Sheet.</p> <p>14.2 <b>Only the technical proposal will be opened on this date.</b> The financial proposal will be opened after the technical evaluation, only for the technically qualified bids . financial proposal opening date will be notified subsequently.</p> <p>14.3 A representative of the bidders may be present and mark its attendance.</p> <p>14.4 Presence of the supplier will not necessarily ensure the selection of the proposed goods.</p> |



| <b>E: Evaluation and Comparison of Bids</b>   |   |
|---|---|
| 15. Non conformity-ties, Errors, and Omission | <p>15.1 Provided that a Bid is substantially responsive, SriLankan Catering Ltd may waive any non-conformities or omission in the Bid that do not constitute a material deviation.</p> <p>15.2 Provided that a bid is substantially responsive, SriLankan Catering Ltd may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities of omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p>15.3 Provided that the Bid is substantially responsive, SriLankan Catering Ltd shall correct arithmetical errors on the following basis:</p> <p>(a) If there is discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of SriLankan Catering Ltd there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit shall be corrected.</p> <p>(b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>(c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.</p> <p>15.4 If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid-Securing Declaration shall be executed.</p> |
| 16. Clarifications                            | <p>16.1 To assist in the examination, evaluation and comparison of the bids, the Purchaser may, at its discretion, ask any Bidder for a clarification of its bids. Any clarification submitted by a Bidder in respect to its bid which is not in response to a request by the Purchaser shall not be considered.</p> <p>16.2 The Purchaser's request for clarification and the response shall be in writing at SriLankan Catering Ltd' address specified in the Data Sheet.</p>   |
| 17. Responsiveness of Bids                    | <p>17.1 SriLankan Catering Ltd will determine the responsiveness of the bids to the documents based on the contents of the bids received.</p> <p>17.2 If a bid is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>   |
| 18. Evaluation and Comparison of bids         | <p>18.1 Proposals will be evaluated by the Technical Evaluation Committee based on criteria in SECTION V- EVALUATION AND SELECTION (Page 15)</p>  |

|   |  |
|---|--|
| 19. Financial Capability  | 19.1 The bidder shall furnish documentary evidence that it meets the following financial requirements (s):<br>Audited financial statements for the last 03 years   |
| 20.Purchaser's Right to Accept any Bids, and to Reject any or all Bids. | 20.1 SriLankan Catering Ltd reserves the right to accept or reject any bids, and to annul the process and reject all bids at any time prior to acceptance, without thereby incurring any liability to bidders. |

| <b>F: Award of Contract</b>   |   |
|-------------------------------|---|
| 21.Acceptance of the Bids     | 21.1 SriLankan Catering Ltd will accept the bids of the Bidder whose offer is not necessarily the lowest evaluated bid and is substantially responsive to the documents issued.   |
| 22.Notification of acceptance | <p>22. SriLankan Catering Ltd will notify the successful Bidder, in writing, that its bids have been accepted.</p> <p>22.2 Within twenty-one (21) days after notification, SriLankan Catering Ltd shall review and complete the contract provided by the bidder , and inform the successful bidder to sign it.</p> <p>22.3 Within twenty-one (21) days of receipt of such information, the successful bidder shall sign the contract.</p> |

## SECTION II: DATA SHEET

|                      |   |
|----------------------|---|
| ITS Clause Reference |   |
| 9.1                  | Bid-securing Declaration, using the Bid-securing Declaration form included in Annexure B is required.   |
| 11.3                 | Address to submit bids :<br>CEO<br>SriLankan Catering Ltd<br>Airline Center<br>Bandaranaike International Airport<br>Katunayake<br>Sri Lanka  |
| 12.1                 | Deadline for submission of bids is on or before <b>12<sup>th</sup> August 2024, 11.00 a.m. Sri Lankan time (GMT +5:30 Time Zone)</b>  |
| 16.1                 | For <b><u>Clarification/ handing over bids:</u></b><br><br>Contact Person: Ms. Himali Samarasinghe,<br>Assistant Manager -Procurement and Shipping<br><br>Direct Telephone : +94710214140<br><br>e-mail address : himali.samarasinghe@srilankancatering.com<br><br>or<br>Ms Ameesha Kariyapperuma<br><br>Direct Telephone : +94710210447<br><br>e-mail address : <a href="mailto:ameesha.kariyapperuma@srilankancatering.com">ameesha.kariyapperuma@srilankancatering.com</a> |

### **SECTION III - GENERAL CONDITIONS**

**INVITATION FOR SUBMISSION OF PROPOSALS FOR PROVISION OF CONSULTANCY SERVICES TO IMPLEMENT  
AN AIRLINE CATERING KITCHEN & LOGISTICS MANAGEMENT SYSTEM TO  
SRILANKAN CATERING LIMITED  
2024 - 2025  
REFERENCE: SLC/PRO/CON/2024/001**

- I. All on-site & off-site expenses including incidental expenses related to the delivery of services sought in this RFP, including and not limited to, Airfare, should be borne by the bidder.
- II. If accepted, it is mandatory that the bidder signs the Contract. Please include the services contract along with the bid proposal for necessary reviews.
- III. In order to ensure continuity of supply of Service/solution to SriLankan Catering Ltd in the event of a disruption to bidder's services, please provide details of alternative arrangements available within the agreed cost and specifications.
- IV. A maximum of twenty percent (20%) of the contract sum may be paid against the submission of an acceptable advance payment guarantee from a commercial bank in Sri Lanka. When an advance payment is made it shall be set off by equal installments against the payments due to the Consultant, within the first fifty percent (50%) of the total contract price.

## SECTION IV - TERMS OF REFERENCE

### INVITATION FOR SUBMISSION OF PROPOSALS FOR PROVISION OF CONSULTANCY SERVICES TO IMPLEMENT AN AIRLINE CATERING KITCHEN & LOGISTICS MANAGEMENT SYSTEM TO SRILANKAN CATERING LIMITED 2024 - 2025

REFERENCE: SLC/PRO/CON/2024/001

#### 1. INTRODUCTION

SriLankan Catering Limited, hereinafter sometimes referred to as “SLC”, serves over 7.6M meals per year to the world's finest Catering Ltd. The company's sophisticated, purpose-built flight kitchen at Bandaranaike International Airport is one of the most advanced in the world, and its team of experienced chefs has won numerous awards for its innovation and commitment to quality.

SriLankan Catering offers a wide range of services, not limited to:

- Airline Catering: The company provides a complete range of catering services for Catering Ltd, from special meals to executive dining.
- Airport Lounges & Restaurants: SriLankan Catering operates several restaurants and lounges at Bandaranaike International Airport, offering a variety of dining options for passengers and visitors.
- Transit Hotel: The company operates a transit hotel at Bandaranaike International Airport, offering passengers a place to rest and refresh during long layovers.
- Laundry: SriLankan Catering provides laundry services for Catering Ltd and other businesses at Bandaranaike International Airport.
- Vanilla POD: The company's Vanilla POD is a unique dining experience that offers guests a chance to sample a variety of Sri Lankan and international cuisines.

SriLankan Catering is committed to providing the highest standards of quality, hygiene, and food safety. The company holds many international certifications, including ISO 9001:2015 for Quality Management Systems, ISO 22000:2018 for Food Safety Management Systems, HACCP-Food Safety Assurance with Hazard Analysis and Critical Control Points, and ISO 14001:2015 for Best Environmental Practices.

SriLankan Catering is proud to play a role in Sri Lanka's growing tourism industry. The company is committed to providing its customers with a memorable culinary experience, and to showcasing the best of Sri Lankan hospitality.

#### 2. BACKGROUND

SriLankan Catering is seeking proposals from qualified consultants to provide Consultancy Services for the implementation of an Airline catering kitchen and logistics management system that manages all aspects of their

catering operations, from production planning and inventory management to recipe management, meal assembly, quality control and logistics management.

### 3. SCOPE OF WORK

The consultant will be responsible for the following tasks:

#### **PART 1 – PRELIMINARY STUDY ON EXISTING PROCESSES AND SYSTEMS**

- A. Conduct a comprehensive, independent, and thorough needs assessment of the current system to understand opportunities for improvement.
- B. Provide a **Gap Assessment Report** with recommendations for overcoming the identified process and system gaps within Two (02) months from the contract award.
- C. SLC shall provide a formal acceptance of the Gap Assessment Report within one (01) month from the submission of the report. This period of time is intended for both parties to mutually agree on the detailed scope of work and deliverables.

#### **PART 2 – PREPERATION OF REQUEST FOR PROPOSAL (RFP) TO IMPLEMENT A FULLY-FLEDGED AIRLINE CATERING KITCHEN & LOGISTICS MANAGEMENT SYSTEM**

- A. Research and identify/recommend a suitable Airline Catering Kitchen & Logistics Management System. Provide **detailed specifications and features of the proposed solution** and its applicability to SLC operations.
- B. Assist in the preparation of the **Request for Proposal (RFP)** to procure and implement the Airline Catering Kitchen & Logistics Management System.
- C. Bidders shall agree to complete **PART 2** of the scope of work within one (01) month after the formal acceptance of the Gap Assessment Report.
- D. SLC shall provide a formal acceptance of the deliverables in **PART 2** within two (02) weeks from the submission of the RFP.

## SECTION V - EVALUATION AND SELECTION

### INVITATION FOR SUBMISSION OF PROPOSALS FOR PROVISION OF CONSULTANCY SERVICES TO IMPLEMENT AN AIRLINE CATERING KITCHEN & LOGISTICS MANAGEMENT SYSTEM TO SRILANKAN CATERING LIMITED

2024 - 2025

REFERENCE: SLC/PRO/CON/2024/001

Proposals will be evaluated by the Technical Evaluation Committee based on the following criteria:

1. Bidder's Background and Experience:
  1. **Relevance:** The extent to which the bidder's background aligns with the requirements for in-flight Kitchen and Logistics Management Systems.
  2. **Years of Experience:** Evaluation of the bidder's service history in providing Advisory Services, specifically focusing on the last five (05) years in implementing/operating airline systems. This shall include the verification of the team's past performance in delivering similar projects. Proposal should be supported with verifiable references.
  3. **Qualifications:** Verification of the qualifications and experience of the consultant and the support team in implementing complex projects and their understanding of the airline catering industry.
2. Methodology:
  1. **Comprehensiveness:** Evaluation of the depth and detail of the proposed methodology for carrying out the scope of work.
  2. **Feasibility:** Assessment of the practicality and effectiveness of the proposed methodology to meet business objectives. The tools used for this purpose shall be reproducible and comparable.
  3. **Innovation:** Consideration of any innovative approaches or technologies proposed in the methodology.
3. References:
  1. Assessment of references from past clients in the catering industry and other relevant sectors and their feedback regarding the vendor's performance, reliability, and quality of service.
4. Financials:
  1. Quoted price
  2. Payment term
  3. Audited financials/ tax return of entity or individual

## SECTION VI- TECHNICAL PROPOSAL FORMAT

### INVITATION FOR SUBMISSION OF PROPOSALS FOR PROVISION OF CONSULTANCY SERVICES TO IMPLEMENT AN AIRLINE CATERING KITCHEN & LOGISTICS MANAGEMENT SYSTEM TO SRILANKAN CATERING LIMITED

2024 - 2025

REFERENCE: SLC/PRO/CON/2024/001

5. Bidder's Background and Experience:
  1. Provide details to the extent to which the bidder's background aligns with the requirements for in-flight Kitchen and Logistics Management Systems.
  2. Provide details of the bidder's service history in providing Advisory Services, specifically focusing on the last five (05) years in implementing/operating airline systems. This shall include the verification of the team's past performance in delivering similar projects. Proposal should be supported with verifiable references.
  3. Provide details of the qualifications and experience of the consultant and the support team in implementing complex projects and their understanding of the airline catering industry.
  
6. Methodology:
  1. Provide details of the proposed methodology for carrying out the scope of work.
  2. Provide details of the tools used for this purpose and its ability to be reproduced and compared.
  3. Provide details of any innovative approaches or technologies proposed in the methodology.
  
7. References:
  1. Provide details of references from past clients in the catering industry and other relevant sectors and their respective feedback regarding the bidder's performance, reliability, and quality of service.
  
8. Project Timeline  
Provide details of the bidders proposed timelines of delivery to reflect the requirements in this RFP.



**SECTION VII- FINANCIAL PROPOSAL FORM**

**INVITATION FOR SUBMISSION OF PROPOSALS FOR PROVISION OF CONSULTANCY SERVICES TO IMPLEMENT  
AN AIRLINE CATERING KITCHEN & LOGISTICS MANAGEMENT SYSTEM TO  
SRILANKAN CATERING LIMITED**

2024 - 2025

**REFERENCE: SLC/PRO/CON/2024/001**

Name of the Consultancy firm/ Consultant: .....

Address: .....

| Line Item N <sup>o</sup> | Description of Service  | Total cost | *Payment Terms |
|--------------------------|---|------------|----------------|
| PART 1                   | PRELIMINARY STUDY ON EXISTING PROCESSES AND SYSTEMS   |            |                |
| PART 2                   | PREPERATION OF REQUEST FOR PROPOSAL (RFP) TO IMPLEMENT A FULLY-FLEDGED AIRLINE CATERING KITCHEN & LOGISTICS MANAGEMENT SYSTEM |            |                |

**\*Advance payment conditions:**

A maximum of twenty percent (20%) of the contract sum may be paid against the submission of an acceptable advance payment guarantee from a commercial bank of Sri Lanka.

When an advance payment is made it shall be set off by equal installments against the payments due to the Consultant, within the first fifty percent (50%) of the total contract price.

Bid Validity : .....

Bid Security Declaration Attached : Yes/ No

Audited financial statements attached to : Yes/ No

Signed : .....

Title : .....

Company : .....

Date : .....

Method of payment :  
Bank Details :  
Head Office :  
Account Name :  
Period of Agreement : \_\_\_ years commencing from \_\_\_ until \_\_\_ . Price shall be fixed for the Term of the Agreement.

Signed : .....  
Title : .....  
Company : .....  
Date : .....

**ANNEXURE A  
BID ACKNOWLEDGEMENT FORM**

**IMPORTANT**

All Bidders should confirm the intention to submit a Bid by forwarding the duly completed Bid Acknowledgement form given below, 7 working days prior to the Bid closing date.

**RECEIPT OF THE BID DOCUMENTS**

**Receipt of your Bid invitation document no. .... is hereby acknowledged.**

You may expect to receive our proposal on or before.....

.....  
.....  
.....  
.....

We do not intend to bid because .....

.....

.....  
.....  
.....

Signed : .....

Title : .....

Company : .....

Date : .....

## ANNEXURE B: BID SECURITY DECLARATION FORM

INVITATION FOR SUBMISSION OF PROPOSALS FOR PROVISION OF CONSULTANCY SERVICES TO IMPLEMENT AN AIRLINE CATERING KITCHEN & LOGISTICS MANAGEMENT SYSTEM TO  
SRILANKAN CATERING LIMITED

2024 - 2025

REFERENCE: SLC/PRO/CON/2024/001

**THIS IS A COMPULSORY FORM. NON-SUBMISSION OF DULY FILLED/SIGNED FORM SHALL RESULT IN REJECTING THE BID.**

[The Bidder shall fill in this form in accordance with the instructions indicated in brackets]

Date: -----[insert date by bidder]

\*Name of contract -- [insert name]

\*Contract Identification No: -----[insert number]

\*Invitation for Bid No.: ----- insert number]

To: SriLankan Catering Ltd Limited.

We, the undersigned, declare that:

1. We understand that, according to instructions to bidders (hereinafter “the ITB”), bids must be supported by a bid-securing declaration;
2. We accept that we shall be suspended from being eligible for contract award in any contract where bids have being invited by SriLankan Catering Ltd, for the period of time of one year starting on the latest date set for closing of bids of this bid, if we:
  - (a) withdraw our Bid during the period of bid validity period specified; or
  - (b) do not accept the correction of errors in accordance with the Instructions to Bidders of the Bidding Documents; or
  - (c) having been notified of the acceptance of our Bid by you, during the period of bid validity, (i) fail or refuse to execute the Contract Form, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the ITB.
3. We understand this bid securing shall expire if we are 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; or (ii) twenty-eight days after the expiration of our bid.
4. We understand that if we are a Joint Venture (JV), the Bid Securing Declaration must be in the Name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed :.....

[insert signature(s) of authorized representative] In the Capacity of [insert title]

Name: .....[insert printed or typed name]

Duly authorized to sign the bid for and on behalf of :.....[insert authorizing entity]

Dated on :..... day of [insert month], [insert year]

## ANNEXURE C: CLIENTELE INFORMATION FORM

INVITATION FOR SUBMISSION OF PROPOSALS FOR PROVISION OF CONSULTANCY SERVICES TO IMPLEMENT AN AIRLINE  
CATERING KITCHEN & LOGISTICS MANAGEMENT SYSTEM TO  
SRILANKAN CATERING LIMITED

2024 - 2025

REFERENCE: SLC/PRO/CON/2024/001

| Company Name | Company Representative's Contact Details (Please state name, official email address, and telephone number) | System/ solution implemented | Implementation date | Present status |
|--------------|--|------------------------------|---------------------|----------------|
| 1            |  |                              |                     |                |
| 2            |  |                              |                     |                |
| 3            |  |                              |                     |                |
| 4            |  |                              |                     |                |
| 5            |  |                              |                     |                |
| 6            |  |                              |                     |                |
| 7            |  |                              |                     |                |
| 8            |  |                              |                     |                |
| 9            |  |                              |                     |                |
| 10           |  |                              |                     |                |
| 11           |  |                              |                     |                |
| 12           |  |                              |                     |                |
| 13           |  |                              |                     |                |
| 14           |  |                              |                     |                |
| 15           |  |                              |                     |                |

**Note:** Please mention the users of the **same service/solution proposed** to SriLankan Catering Ltd.  
In addition to the above information please provide your clientele with **other** systems/solutions implemented.

## ANNEXURE D: VENDOR INFORMATION FORM

| Section A - <i>Basic information of the vendor</i>             |                     |
|--|---------------------|
| 1. Registered Name of the Vendor :                             |                     |
| 2. Date of Incorporation:                                      |                     |
| 3. Country of Incorporation:                                   |                     |
| 4. Nature of business :  | 5. Company type :   |
| 6. Telephone & Fax numbers :<br>Tel:                      Fax: | 7. E-mail address : |
| 8. Registered address :  |                     |
| 9. Other contact details (if any) :                            |                     |

10. Registered Name and address of the agent (if any)

**Section B - *Details of Directors, Shareholders and related parties***

1. Name(s) of Directors

2. Name(s) of Shareholders

|  |   |
|--|---|
| 3. If the Shareholders are incorporated entities, please state the shareholders of such entities   |   |
| 4. If the Shareholders are equity funds, please state the owners of such funds   |   |
| 5. Name (s) of Directors of Parent/Subsidiary who are also Directors of SriLankan Catering Ltd   |   |
| 6. Name(s) of Directors of Parent/Subsidiary who are also Employees of SriLankan Catering Ltd  |   |
| 7. Names of Close Family Members who are either Directors/Employees of SriLankan Catering Ltd  |   |
| <b>Section C -Business verification : Duly signed and stamped copy of above document to be supported by the following documents</b>  |   |
| ✓ Tick the appropriate boxes   |   |
| <input type="checkbox"/> A copy of the Certificate of Incorporation certified by the Company Secretary of the vendor Company<br><br><input type="checkbox"/> A copy of Form 20 (Sri Lankan Companies) certified by the Company Secretary or a letter from the Company Secretary confirming the directors<br><br><input type="checkbox"/> For partnerships and sole proprietorships, certificate of business registration | <input type="checkbox"/> A copy of Form 15 (Sri Lankan Companies) certified by the Company Secretary or a letter from the Company Secretary confirming the shareholding.<br><br><input type="checkbox"/> For Partnerships, list of partners confirmed by one of the partners, preferably by the most senior partner.<br><br><input type="checkbox"/> Audited financial statements of the vendor Company for the last three years<br><br><input type="checkbox"/> Others (specify) |

**\*Please note that the copies of passports and proof of residence of the above mentioned Shareholders / Directors / Owners of funds shall be submitted by the vendor upon the request of SriLankan Catering Ltd.**



As the authorized representative of ..... [ name of the Vendor], I hereby confirm on behalf of ..... [ name of the Vendor] that the information provided above are true and accurate and acknowledge that the bid of .....[ name of the Vendor] submitted herewith shall be rejected in the event all or any of the information submitted above is found to be incorrect.

**Details of vendor's authorized signatory:**

Name:

Designation:

Date:

Signature & Company Rubber Stamp:

## ANNEXURE E: NON-DISCLOSURE AGREEMENT (NDA)

It is understood and agreed to that the below identified discloser of confidential information may provide certain information that is and must be kept confidential. To ensure the protection of such information, and to preserve any confidentiality necessary under patent and/or trade secret laws, it is agreed that

The Confidential Information to be disclosed can be described as and includes:

Technical and business information relating to airline business information systems, existing and/or contemplated products and services, proprietary ideas and inventions, trade secrets, drawings and/or illustrations, research and development, financial information and financial projections, customers, clients, marketing, and current or future business plans and models, specifications, records, data, computer programs, drawings, schematics, know-how, notes, models, reports, samples or other forms of copies, derivations, analyses, compilations, studies, memoranda, notices and other materials regardless of whether such information is designated as "Confidential Information" at the time of its disclosure.

All Confidential Information received by Receiving Party from the SriLankan Catering Ltd Limited (hereinafter referred as 'Disclosing Party') shall remain the exclusive property of the Disclosing Party and no title to or other interest in the Confidential Information is granted or transferred to the Receiving Party by this Agreement

To return promptly to the Disclosing Party, or to destroy any copies of such Confidential Information in written, graphic, or other tangible form at the Disclosing Party's request including all copies and notes thereof and including Confidential Information incorporated into analyses, compilations, studies or other documents prepared by the Receiving Party with destruction being certified in writing by an officer of the Receiving Party.

The Recipient agrees not to disclose the confidential information obtained from the Disclosing Party to anyone unless required to do so by law.

This Agreement states the entire agreement between the parties concerning the disclosure of Confidential Information. Any addition or modification to this Agreement must be made in writing and signed by the parties.

This Agreement shall commence on the date first written and signed below and shall continue thereafter for a period of 2 years, unless and until terminated by providing 30 days' notice in writing to the Disclosing Party. Notwithstanding the termination, the obligations and limitations with respect to protection, use, disclosure and return or destruction of Proprietary Information shall survive such termination and shall continue until such time the Parties hereto mutually agree in writing that such treatment is no longer warranted.

This Agreement shall be construed in accordance with the laws of Sri Lanka and shall be subject to the exclusive jurisdiction of the Courts in Sri Lanka.

WHEREFORE, the parties acknowledge that they have read and understood this Agreement and voluntarily accept the duties and obligations set forth herein.

Recipient of Confidential Information

Organization Name :  
Business Registration :  
Organization Address :  
Authorized Signatory :  
Designation :  
Signature :  
Date :