



CALL FOR EXPRESSION OF INTEREST (EOI)

PRE-QUALIFICATIONS OF SUPPLIERS FOR GOODS AND SERVICES 2023-2025

INTRODUCTION

The Sri Lanka Medical Council (SLMC) is in the process of updating its register of local suppliers for Goods and Services. SLMC will assess the Expressions of Interest (EOI) submitted by the vendors to register them as SLMC pre-qualified suppliers. The pre-qualifications of suppliers will help to establish a robust supplier database and conduct due diligence on the suppliers.

SLMC requests you to submit the EOIs in the attached templates which are in the SLMC website (www.slmc.gov.lk).

The categories are as follows.

Goods Categories	Services Categories
Information Technology Equipment & Accessories	Printing services
Audio-visual/Conference Equipment	Multimedia production and video documentary
Printing and Stationery	Insurance services
Electronic Equipment	Premises maintenance and Janitorial Services
Office Equipment, Furniture, and equipment	Transportation
Multi-Purpose Suppliers	
Sanitary items	

To be eligible, the candidate must provide mandatory documents as requested in the **EOI Form**.

The bidders must comply with all the instructions, terms, and conditions and ensure that all the forms required are properly completed and submitted either through an email to admin@slmc.gov.lk OR in sealed envelopes to the SLMC Office as per the address given below on or before **13th January 2023 at 16:00 hrs.**

Documents could be downloaded from the SLMC website.

GENERAL INSTRUCTIONS

- This prequalification does not amount to any contractual obligation on the part of the SLMC and it is not obliged to invite any quotations from any or all candidates who have expressed their interest by responding to this invitation.
- SLMC reserves the right to accept or reject any application without giving any reasons.
- The documents should be signed by an authorized representative of the organization clearly and properly stamped.
- The applicant shall bear all costs associated with the preparation and submission of the applications and the SLMC will not, in any case, be responsible and liable for any of the costs incurred.

Instructions for filling the Expression of Interest (EOI) Form.

1. Duly filled and signed along with necessary supporting documents as outlined in annexes.
 - a. Annex-A (Vendor Information Form and Declaration)
 - b. Annex-B (General Company Information)
 - c. Annex – C (Vendor's Self Declaration Form)
2. Please ensure to submit the following documents, if available, as these will be the basis for the evaluation of the EOI.
 - a. Following Legal documents
 1. Trade License
 2. Certificate of Registration/Incorporation
 3. Certificate of the authorized dealership,
 4. Any other relevant Certificates such as Press Declaration Certificate, Quality Assurance Certificate and other Certificates as applicable depending on the nature of Commodity/Service which may help to operate your business entity.
 - b. Tax and financial documents
 5. VAT Certificate
 6. TIN Certificate
 7. Audited financial statements – immediate past three years
 8. Credit line facility issued by a well reputed Bank in Sri Lanka.
 - c. Other documents
 9. Experience certificates
 10. Highest value contracts or purchase orders or already awarded work with relevant documents.
 11. Company/Vendor Profile with existing manpower and setup/Organogram

Note: SLMC reserve the right to conduct physical verification of Vendors' Office premises and contact their clients to crosscheck the necessary information provided in this EOI before finalizing its decision for the prequalification.

3. For any clarification or any required information do not hesitate to communicate with, the Administrative Officer, SLMC, Email: admin@slmc.gov.lk
4. Bid document could be downloaded from the SLMC website.
5. The EOI must be duly completed and submitted by no later than January 13, 2023, at 16:00 hours, either by email to admin@slmc.gov.lk or in a sealed envelope to be deposited in the Tender Box addressed to:

The Chairman,
SLMC Procurement Committee,
Sri Lanka Medical Council,
No: 31,
Norris Canal Road,
Colombo 10.
23.12.2022

ANNEX A - Vendor Information Form:

Serial	Item Description	Vendor's Responses
1	Legal Name of the Company with registered address:	
2	Company Web Site URL (if any):	
4	Business Type:	
5	Total number of employees	

Questionnaires for Companies

Note: Companies shall provide the necessary information as the per below questionnaires and submit supporting documents to validate the response.

Note: Information provided by interested Vendors will be kept 'confidential' by SLMC and used only for this prequalification process.

Serial	Questionnaire	Vendor's Responses
1	What is your interested Commodity/Service for which your Company intends to be prequalified?	
3	What are the amounts of your 2 highest value Contracts/Purchase Orders successfully executed by your Company over the past 3 years related to similar Commodity/Service for which you are interested to be prequalified?	
5	Has your Company been awarded any Contract/Purchase Order by SLMC during the past 3 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6	What are your Annual Turnovers as per the audited Financial Statement for the years 2019 2020 & 2021	

Declaration:

I declare that to the best of my knowledge the answers submitted in this Vendor Information Form (and any supporting documents attached) are correct. I understand that the information will be used in the evaluation process to assess my organization's suitability to be prequalified with SLMC.

Name:	
Position (Job Title) in the Company:	
Email and Telephone:	
Signature, Date and Stamp:	

NB: This form will not be considered valid unless it is signed and stamped on this page by the Company's designated Official.

ANNEX B - GENERAL AND COMPANY INFORMATION

A. PASS/FAIL Criteria

Criteria	Yes/No
Any Relation with SLMC Staff	
History of Non-Performing Contracts	
Pending Litigation	
Average Annual Turnover of LKR 15,000,000	

B. COMPANY PROFILE

1. Company Name-
2. Legal status (partnership / sole proprietor / limited company) -
3. Company Profile – Yes/No (Attach Copy)-
4. Company registration certificate Number-
5. Certification of Industry Regulatory Bodies (if any) -Medical Ordinance No 26 of 1927 (attach copies
6. Nature of business licensed to operate -
7. VAT No-
8. TIN No-
9. Import Export Code Number, if any-
10. Contact Person:
 - a. Name
 - b. Title -
 - c. Tel. No. -
 - d. Postal e. Mobile No--
 - f. Email address-

11. Please provide details of Director(s)/Partner(s)/Proprietor:

S. No.	Names of Directors and their Details: Names of Partners/Proprietor	Gender	Age	Nationality	Telephone	Identification Document (Attach Copy)
1						

(C) CAPABILITY AND COMPETENCE TO DELIVER GOODS OR SERVICES

1. What products/services do you want to be considered to supply?
2. How many employees do you have?
3. Organogram (Attach Copy)
4. Which quality standards certification have you attained in the last two years?
5. Provide details of your key personnel and attach their CVs and Certifications, (if any) (Use a separate sheet of paper)
6. What is the country of origin for your goods?
7. Are you a manufacturer/wholesaler/retailer/other (please specify)
8. If you are not a manufacturer, are you an authorized dealer
9. Acceptance to SLMC Payment terms (SLMC Standard Payment Terms are 30 Days from the date

ANNEX C - Vendor's Self-Declaration Form

<Full legal name of Vendor> hereby declares to the SLMC that:

- a. it is not bankrupt or being wound up, having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning the foregoing matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- b. it is solvent and, in a position, to continue doing business for the period stipulated in the contract after the contract signature, if awarded a contract by SLMC;
- c. it or persons having powers of representation, decision making or control over the Company have not been convicted of an offense concerning their professional conduct by a final judgment;
- d. it or persons having powers of representation, decision making or control over the Company have not been the subject of a final judgment or of a final administrative decision for fraud, corruption, involvement in a criminal organization, money laundering, terrorist-related offences, child labour, human trafficking or any other illegal activity.
- e. it is in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the national legislation or regulations of the country in which the Company is established.
- f. it is not subject to an administrative penalty for misrepresenting any information required as a condition of participation in a procurement procedure or failing to supply such information.
- g. it has declared to SLMC any circumstances that could give rise to a conflict of interest or potential conflict of interest in relation to the current procurement action.
- h. it has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any direct or indirect benefit (financial or otherwise) arising from a procurement contract or the award thereof;
- i. it has zero tolerance for sexual exploitation and abuse and has appropriate procedures in place to prevent and respond to sexual exploitation and abuse.

The Company understands that a false statement or failure to disclose any relevant information which may impact upon SLMC's decision to award a contract may result in the disqualification of the Company from the bidding exercise and/or the withdrawal of any proposal of a contract with SLMC. Furthermore, in case a contract has already been awarded, SLMC shall be entitled to rescind the contract with immediate effect, in addition to any other remedies which SLMC may have by contract or by law.

Company Name:	
Mailing Address:	
Name and Title of duly authorized representative:	
Signature and Date:	

