



CEYLON PETROLEUM CORPORATION

SUPPLY OF 25,000 NOS. ECO FRIENDLY PP WOVEN BAGS

B/57/2026

BIDDING DOCUMENT

2026

PROCUREMENT NOTICE

MINISTRY OF ENERGY

CEYLON PETROLEUM CORPORATION

BID FOR THE "SUPPLY OF 25,000 NOS. ECO FRIENDLY PP WOVEN BAGS"

B/57/2026

The Chairman, Departmental Procurement Committee on behalf of Ceylon Petroleum Corporation (CPC) invites sealed bids from eligible suppliers for the **"supply of 25,000 Nos. Eco friendly PP Woven Bags."**

To be eligible for awarding the Contract, the successful bidder shall not have been blacklisted and shall have complied with the eligibility and qualification criteria stated in the Bidding Document.

Bidding Documents may be obtained on working days between 0900 hrs and 1500 hrs, up to 11.09.2026, from the office of the Manager (Procurement & Stores), Ceylon Petroleum Corporation, 1st Floor, No. 609, Dr. Danister De Silva Mawatha, Colombo 09, upon submission of a written request and payment of a non-refundable fee of Rs. 2,000.00 (Rs. 1,653.58 + 2.5% SSCL + 18% VAT) per set. Alternatively, documents may be downloaded from the CPC website at <http://ceypetco.gov.lk/public-tenders/>. Bidders who download the documents must deposit the required fee into Account No. 004100110208633, Ceylon Petroleum Corporation, People's Bank (Head Office), and submit the payment receipt together with the Bid.

All Bids should be accompanied by a Bid Security amounts to Rs. 50,000.00.

The Bid will be **closed at 1400 hrs. on 14.09.2026** and opened at the Office of Manager (Procurement & Stores), Ceylon Petroleum Corporation at the address given below, immediately after the closing time of the Bid. Bidders or their authorized representatives may present at the opening of the Bid. As per the Public Contract Act No, 3 of 1987, the Prospective Bidders shall be registered in Department of Registrar of Companies through <https://eroc.drc.gov.lk/> website and submit PCA 3 certificate along with their Bid.

Chairman,
Departmental Procurement Committee,
C/o Manager (Procurement & Stores),
Procurement & Stores Function,
Ceylon Petroleum Corporation,
1st Floor, No. 609, Dr. Danister De Silva Mawatha,
Colombo 09.
Tel. 011 7296336, Fax - 011 2106769

1. INSTRUCTIONS TO BIDDERS (ITB)

- 1.1 **Scope of Bid:**
- The Chairman, Departmental Procurement Committee on behalf of the Ceylon Petroleum Corporation (CPC), Sri Lanka, hereby calls sealed bids from eligible bidders for the procurement **“Supply of 25,000 Nos. ECO Friendly PP Woven Bags”**
- 1.2 **Documents to accompany the Bid:**
- The Bid shall contain adequate particulars in respect of this procurement and all bidders are requested to furnish followings along with their bids before closing time & date of the Bids.
 - Experience in similar supplies in last 03 Years (2023, 2024, 2025) including the period of contract, details of Contact Nos. and Name of Clients.
 - A copy of the valid certificate of Registration (PCA-3) issued by the Registrar of Companies together with offer
 - Schedule of Prices duly completed and signed.
 - Form of Bid **(Annex A)** duly completed and signed.
 - Form of Bid Security **(Annex B)**
- 1.3 **Bid prices**
- The bid price shall be for the **“ Supply of 25,000 Nos. ECO Friendly PP Woven Bags ”**
- 1.4 **Period of Validity of Bids**
- The bid shall valid for a minimum period of Seventy Seven (77) days (ie. 29.11.2026) until from the closing date of the Bid
 - Bidders should however, clearly indicate the maximum period that their offer would be valid.
 - A Bid valid for a shorter period will be rejected as non-responsive.
- 1.5 **Bid Security**
- Bid shall include a Bid Security:
- for an amount Rs. 50,000.00 issued by a Licensed Commercial Bank in Sri Lanka acceptable to Employer using the form for bid security (unconditional guarantee).
 - Remain valid till Hundred & Five (105) days from the date of closing the tender. **(i.e. 27.12.2026).**
- 1.6 **Preparation and Submission of Bids**
- All the documents related to the Bid shall be numbered and named as per the sequence of the document for easy reference.
 - The Bids shall be addressed to Chairman, Procurement Committee, c/o Manager (Procurement & Stores), Procurement & Stores Function, Ceylon Petroleum Corporation, No. 609, Dr. Danister De Silva Mawatha, Colombo 09, Sri Lanka **on or before 1400 (Sri Lanka time) hrs. on 14.09.2026.**
 - Any bid received by the Employer after the deadline stated above will not be considered for evaluation.

- However, it is the responsibility of the Bidder to submit the bid on or before the given deadline and any bid received after the deadline will not be considered by the Employer under any circumstance.
- 1.7 **Closing and Opening of Bids**
 - The Bid will be **closed at 1400 hrs. on 14.09.2026** and opened immediately after the closing time of the Bid at the Office of Manager (Procurement & Stores), Ceylon Petroleum Corporation, No. 609, 1st Floor, Dr. Danister De Silva Mawatha, Colombo 09.
- 1.8 **Evaluation & Comparison of Bids**
 - The CPC will carry out a detailed evaluation of the Bids, to determine whether the Technical aspects are properly addressed and the Bids are substantially responsive.
- 1.9 **Procurement Committee's right to accept or reject any or all Bids**
 - The Procurement Committee will not be bound to make the award to the Bidder submitting the lowest offer.
 - The Procurement Committee reserves the rights to reject any or all Bids or any part thereof, without adducing any reasons. The Procurement Committee may accept any or all items of an offer and reserves the right to increase or decrease the number of units to be contracted for, at prices indicated in the Schedule of Prices.
 - The notice of acceptance of Bid will be sent by facsimile, followed by post to the successful Bidder, to the address given by him in the Bidding document, soon after the decision of the Procurement Committee..
- 1.10 **Award Criteria**
 - Procurement Committee will award the contract to the successful Bidder, whose Bid has been determined to be substantially responsive, lowest evaluated Bid for each item quoted provided that the Bidder is determined to be qualified to perform the contract satisfactorily.
 - The successful Bidder's will be called upon to CPC Head Office, No. 609, Dr. Danister De Silva Mawatha, Colombo 09, conforming to Conditions of Contract.

2. CONDITIONS OF CONTRACT

- 2.1 Performance Security**
- The successful Bidder, on being notified by CPC of the acceptance of his Bid, shall furnish at his own expense a Performance Guarantee, within fourteen (14) days of such notification through / confirmed by a Licensed Commercial Bank in Sri Lanka, in a sum equivalent to 10% of the value of the accepted Bid. The Performance Guarantee shall be substantially in the format given in Annexure - C
 - If the successful Bidder, fails to furnish the Performance Guarantee as aforesaid, his name will be placed in the list of defaulting Contractors. CPC shall therefore, be entitled in its absolute discretion to make suitable arrangements required for the performance of such Bid, as the case may be, at the risk and expense of the successful Bidder.
 - The successful Bidder, in the event of his failure to furnish the Performance Guarantee as required, shall be liable for any losses, costs, expenses and damages, which the CPC may sustain in consequence of such failure, and the Bid Security Guarantee shall be forfeited.
 - The Performance Guarantee shall be in favour of the CPC, and shall be valid for a period not less than Ninety (90) days from the date of anticipated final delivery.
- 2.2 Method of Payment**
- Payments will be done within a period of thirty (30) days from the date of submission of invoice.
- 2.3 Delivery**
- Order should be delivered to Ceypetco Stores, Head Office at No. 609, Dr. Danister De Silva Mawatha, Colombo 09 within the period of **two (02) months** from awarding the contract.
- 2.4 Defaults by Successful Bidder**
- If the successful Bidder, defaults in the supply or otherwise commits a breach of any of the provisions in the Contract with CPC for the above service according to the Scope of Service the CPC has the right to forfeit the performance guarantee of the Supplier.
 - Bidders should declare that they had read the Bid conditions, and that they make the offer in compliance with, and subject to all the conditions thereof, and agree to perform the services in accordance with the said conditions in the manner therein set out, and in terms of this offer. A form of Bid, as Annexure - 'A' is attached.
- 2.5 Force Majeure**
- Except as regards an act of God, War, Strike, Invasion, Civil war, Rebellion Revolution, Insurrection, Earthquake or Plagues, the Bidder shall undertake all risks and liabilities of whatsoever kind arising out of incidentals connected with the sale.
- 2.6 Liquidated Damages**
- Liquidated Damages amounts to Rs. 1/2000 of the contract value will be levied per each day delayed beyond the period of delivery specified in the contract up to a maximum of 10% of initial contract price.

3. SPECIFICATIONS

Eco-Friendly PP Woven Bags (Printed)

Item : Eco-friendly PP Woven Bags with CEYPETCO Logo (Two-sided printed)

Quantity : 25,000 Nos

End Use : Distribution / promotional giveaways/customer awareness campaigns for **CEYPETCO Lubricants**

1) Material & Construction

1. **Material Type:** Eco-friendly Polypropylene (PP) Woven Fabric
2. **Fabric GSM:** Minimum 120 GSM (*preferred 130 GSM or above for durability*)
3. **Bag Type:** Shopping / Carry bag with handle straps
4. **Bag Strength:** Must be durable and reusable for multiple uses
5. **Finish:** Laminated / non-laminated acceptable
 - **Preferred: Matt laminated finish** for premium look and print protection
6. **Stitching:** Industrial stitching with strong finishing
 - Reinforced stitching at handle joints is mandatory

2) Size & Capacity

1. **Bag Size (Standard):** 14" (W) x 16" (H) x 4" (Gusset)
(*or equivalent size suitable for carrying lubricant cans/customer items*)
2. **Load Capacity:** Minimum 8–10 kg safe carrying capacity
3. **Bottom/Gusset:** Must include a side or bottom gusset for extra capacity

3) Handle / Strap Specification

1. **Handle Type:** PP woven straps/nylon straps
2. **Handle Length:** 18"–22" (hand + shoulder carry friendly)
3. **Handle Strength:** Must withstand load without tearing
4. **Attachment:** Cross-stitch/box stitch reinforcement required

4) Printing Requirements

1. **Branding:** CEYPETCO Logo printed on BOTH SIDES
2. **Printing Method:** Screen printing / Flexo printing / Heat transfer printing
 - Must be **sharp, smudge-proof, and long-lasting**
3. **Print Colors:** As per CEYPETCO-approved artwork
 - **Minimum:** 1–2 colors
 - Preferred: multi-color option if artwork requires
4. **Print Area:** Large centered print on both sides
 - Minimum print coverage: 8" x 8" (or proportional)
5. **Color Fastness:** Print must not fade or peel under normal usage

5) Quality & Compliance

1. Bags must be **eco-friendly, reusable, and recyclable**

2. Material must be **non-toxic and safe for public use**
3. Product must be **free from manufacturing defects** such as:
 - loose threads
 - holes
 - stains
 - misaligned printing
 - broken stitching
4. Supplier must provide **sample approval** before bulk production

6) Packaging & Delivery

1. **Packing Method:** Bundled in packs (example: 50 or 100 bags per bundle)
2. **Outer Packing:** Carton / woven bale packing to prevent dust and moisture
3. **Delivery Condition:** Clean, dry, damage-free bags
4. **Delivery Location:** Stores or As per CEYPETCO Lubricants, nominated stores/warehouse
5. **Delivery Timeline:** Within **03-04 weeks** from PO confirmation (*to be inserted*)

7) Sample & Artwork Submission

1. Supplier must submit:
 - **01 pre-production sample**
 - **final artwork proof** for approval
2. Bulk production should begin **only after written approval**

8) Warranty / Replacement

Supplier must replace **any rejected quantity** due to:

- poor printing quality
- incorrect logo placement
- defective stitching
- incorrect size / GSM

Replacement must be done **at the supplier's cost** within an agreed timeframe.

9) Mandatory Supplier Requirements

The supplier must indicate clearly in the quotation:

1. **Bag size**
2. **GSM**
3. **Printing method**
4. **Number of colors available**
5. **Unit price**
6. **Delivery lead time**
7. **Sample availability**
8. **Payment terms**
9. **Validity period of quotation**

4. SCHEDULE OF PRICES

	Item	Qty.	Unit Price Rs.	Total Rs.
1.	ECO Friendly PP Woven Bags	25,000		
	Sub Total 1			
	2.5% S.S.C.L.			
	Sub Total 2			
	18% VAT			
	Grand Total			

Grand Total (in words) :

.....

Vat Registration Number :

Name of the Company :

Address :

.....

Name & Signature :

Company Seal :

Telephone/E-mail Nos. :

Form of Bid

To: The Chairman
Procurement Committee,
Ceylon Petroleum Corporation,
1st Floor,
No. 609, Dr. Danister De Silva Mawatha,.,
Colombo 09.
SRI LANKA.

From:
.....
.....

Sir,

A-1 Having familiarized ourselves with the formal request for Instruction to Bidders and Conditions of Contract for " **ECO Friendly PP Woven Bags**", we offer to complete the whole of said items in conformity with the said document.

A-2 Unless and until a formal agreement is prepared and executed this Bid together with your written acceptance thereof shall constitute a binding contract with us.

A-3 We understand you are not bound to accept the lowest or any Bid you may receive.

A-4 The Bid we are offering is complete and fulfils the requirements discussed in the Technical specifications of the Bidding Document.

A-5 We agree to abide by this Bid for the period of **Seventy Seven (77) days** from the date of opening of the same Bid. Conditions and prices quoted shall remain binding upon us and may be accepted at any time before the expiration of the period.

A-6 We agree to be bound by the Bid, Bid Conditions, Technical specifications and Performance security.

A-7 We affirm that the said items will be delivered within **two (02) months** after we receive notice of acceptance of our Bid from the CPC.

A-8 We offer the lump sum fixed price of Sri Lanka Rupees (local cost in figures)
..... (in words
..... for

Supply of **ECO Friendly PP Woven Bags**, as detailed out in this Bidding Document and details of the lump sum price is as given in the schedule of prices. We agree that it is open to the Procurement Committee to reject this offer or to accept.

Dated this day of2026.
Signature.....in the capacity of
.....duly authorized to sign Bids for and on behalf of :

Name

Address
.....
.....

Witnesses:

- | | |
|--------------------|----------------------|
| 1. Signature | 2. Signature : |
| Name : | Name : |
| Address : | Address : |
| | |
| | |

Format for Bid Security

[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:..... [Insert (by PE) name and address of CPC/ Purchaser]

Date : [Insert (by issuing agency) date]

BID GUARANTEE NO. : [Insert (by issuing agency) number]

We have been informed that [Insert (by issuing agency) name of the Bid; if a joint venture, list complete legal names of partners] (Hereinafter called "the Bid") has submitted to you its bid dated [Insert (by issuing agency) date] (Hereinafter called "the Bid") for 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 Bid, 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 Bid is in breach of its obligation(s) under the bid conditions, because the Bid.

has withdrawn its Bid during the period of bid validity specified; or

does not accept the correction of errors in accordance with the Instructions to Bids (hereinafter "the ITB") of the IFB; or

having been notified of the acceptance of its Bid by the CPC/ 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 Bid is the successful Bid, upon our receipt of copies of the Contract signed by the Bid and of the Performance Security issued to you by the Bid; or (b) if the Bid is not the successful Bid, upon the earlier of (i) our receipt of a copy of your notification to the Bid that the Bid was unsuccessful, otherwise it will remain in force up to

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

[signature(s) of authorized representative(s)]

Format for Performance Security

..... [Issuing Agency's Name and Address of issuing Branch or Office].....

Beneficiary: [Name and Address of CPC]

.....

Date :

PERFORMANCE GUARANTEE NO :

We have been informed that[name of Contractor/ Supplier] (hereinafter called "the Contractor") has entered into Contract No.[reference number of the contract] dated

.....with you, for the [Insert "construction"/ "Supply"] of[name of contract and brief description of Works] (hereinafter called "the Contract")

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Contractor, we [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of[amount in figures] (.....) [amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than theday of, 2026 [Insert date, 28 days beyond the scheduled contract completion date] and any demand for payment under it must be received by us at this office on or before that date.

This guarantee shall be governed by the laws of Sri Lanka and shall be subject to the Uniform Rules for Demand Guarantees, published as number 758 by the International Chamber of Commerce, except as stated above.

.....
[Signature(s)]