

Addendum - 1

PROVISION OF COMPANY SECRETARIAL SERVICES FOR CEYLON PETROLEUM CORPORATION FOR INCORPORATION OF ITS SUBSIDIARY COMPANIES B/82/2021

		<p>any;</p> <p>b) correcting the arithmetical errors in-pursuant to Clause 22.</p> <p>c) making an appropriate adjustment on sound technical and/or financial grounds for any other quantifiable acceptable variations, deviations or alternative offers.</p> <p>d) applying any discounts offered by the Bidder.</p>	
Section II. Bidding Data	20.3 (a) Criteria for Evaluation of Qualification and Experience	<p>Delete:</p> <p><i>Experience and Technical Capabilities</i> <i>Proven experience and technical capabilities in providing Company Secretarial services to organizations listed on Colombo Stock Exchange (CSE) or preferably Public Sector Enterprise (PSEs).</i></p> <ul style="list-style-type: none"> • 10+ Years demonstrated experience and capabilities = 30 points • 5 - 10 Years demonstrated experience and capabilities = 20 points • 2 – 5 Years demonstrated experience and capabilities = 10 points • 1 – 2 Years demonstrated experience and capabilities = 05 points 	<p>Insert:</p> <p><i>Experience and Technical Capabilities</i> <i>Proven experience and technical capabilities in providing Company Secretarial services to organizations listed on Colombo Stock Exchange (CSE) or preferably Public Sector Enterprise (PSEs).</i></p> <ul style="list-style-type: none"> • 10+ Years demonstrated experience in an organization = 30 points • 5 - 10 Years demonstrated experience in an organization = 20 points • 2 – 5 Years demonstrated experience in an organization = 10 points • 1 – 2 Years demonstrated experience in an organization = 05 points
Section III	Qualification Information	<p>Delete Page 13, 14</p>	<p>Insert: Attachment - 1</p>

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Section I: Instructions to Bidders	21. Evaluation of Financial Bid	<p>Delete:</p> <p>21.1 <i>After the evaluation of Envelope 1 is completed, the Employer shall notify those Bidders whose qualification and experience did not meet the minimum qualifying marks or were considered nonresponsive to the Employer's Requirements, indicating that their envelope marked 'Envelope 2 – Financial Bid' will be returned unopened after completing the selection process. The Employer shall simultaneously notify the Bidders that have secured the minimum qualifying marks, indicating the date and time set for opening the envelope marked 'Envelope 2 - Financial Bid'. The notification may be sent by registered letter, or facsimile.</i></p> <p>21.2 <i>The Envelope 2 shall be opened publicly in the presence of the Bidders' representatives who choose to attend. The name of the bidder, the Bid prices together with any discounts offered shall be read aloud and recorded when the envelopes marked 'Envelope 2 – Financial Bid' are opened.</i></p> <p>21.3 <i>Before evaluating the Financial Bid, the Employer will determine whether the Bid is signed properly. If the Bid is not signed properly it will be rejected at this stage.</i></p> <p>21.4 <i>In evaluating the Financial Bid, the Employer will determine for each Bid the Evaluated Bid Price by adjusting the Bid Price as follows:</i> a) <i>excluding Provisional Sums and the provision, if</i></p>	<p>Insert:</p> <p>21.1 <i>CPC will carry out a detailed evaluation of the Bids, to determine whether the financial aspects are properly addressed, and followings will be considered for evaluation.</i></p> <p>b) Financial Evaluation of Bids: <i>In evaluating the bids, CPC will determine for each bid the evaluated Bid price by adjusting the Bid Price as follows:</i></p> <ul style="list-style-type: none">• <i>Making any correction for errors;</i>• <i>Excluding the provision, if any, for contingencies;</i>• <i>Making an appropriate adjustment for any other acceptable variation or deviations; and</i>• <i>Making appropriate adjustment to reflect discounts offered.</i> <p>21.2 <i>The Employer reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, alternative offers, and other factors that are in excess of the requirements of the Bidding document shall not be taken into account in Bid evaluation.</i></p>
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Section I: Instructions to Bidders	19. Examination of Bids	Delete: <i>19.1 Prior to the detailed evaluation of bids, using the information provided in Envelope 1, the Employer will determine whether each Bid (a) is accompanied by the required securities (if requested); and (b) is substantially responsive to the requirements of the bidding documents.</i>	Insert: <i>19.1 CPC will examine the Bids to determine whether they are complete, any computational errors have been made, whether the documents have been properly signed, and the Bids are generally in order. If not, CPC may at its discretion call clarifications from the Bidder. The request for clarification and the response shall be in writing within one week's from the clarifications and no change in the price or substance of the Bid shall be sought, offered or permitted.</i>
Section I: Instructions to Bidders	20. Evaluation of Qualification and Experience	Delete: <i>20.2 A two-stage procedure will be adopted in detailed evaluation of substantial responsive Bids. The evaluation of qualifications and experience will be completed prior to any financial bid being opened. The Employer evaluates the Envelope 1 – Qualification and Experience on the basis of their responsiveness to the Employer's Requirements, applying the evaluation criteria, and point system specified in Sub-Clause 20.3.</i> <i>20.3 During the evaluation of Envelope 1 for qualification and experience, the Employer will determine whether the Bidders are qualified and whether work plan and methodology are substantially responsive to the requirements set forth in the Bidding Document. In order to reach such a determination, the Employer will examine the information supplied by the Bidders, and other requirements in the Bidding Document, taking into account the factors and point system outlined in the Bidding Data.:</i>	Insert: <i>20.2 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. Followings will be considered for evaluation.</i> <i>a) Technical Evaluation: All details requested under sub-clause 1.4 of "Instruction to Bidders" and specification and other technical information requested in this document shall be considered.</i> <i>20.3 During the evaluation, the Employer will determine whether the Bidders are qualified and whether work plan and methodology are substantially responsive to the requirements set forth in the Bidding Document. In order to reach such a determination, the Employer will examine the information supplied by the Bidders, and other requirements in the Bidding Document, taking into account the factors and point system outlined in the Bidding Data.:</i>

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Section I: Instructions to Bidders	17. Bid Opening	Delete: <i>17.1 The Employer will open the envelope marked, 'Envelope 1 – Qualification and Experience', in the presence of Bidders' designated representatives who choose to attend, at the time, date, and location stipulated in the Invitation to Bid. The Bidders' representatives who are present shall confirm their attendance by signing the attendance sheet.</i> <i>17.2 The Bidders' names, the presence (or absence) of Bid security, the presence (or absence) of the Financial Bid and any such other details as the Employer may consider appropriate, will be announced by the Employer at the opening.</i> <i>17.3 The envelopes marked 'Envelope 2 – Financial Bid' will be opened after the completing the evaluation of envelope marked 'Envelope 1 – Quality and Experience', in the manner described in Sub-Clause 21.2.</i>	Insert: <i>17.1 Bids will be opened immediately after the closing date and time fixed for receipt of Bids, at the, Manager (Procurement & Stores) Office, Ceylon Petroleum Corporation, 1 st Floor, No. 609, Dr. Danister De Silva Mawatha, Colombo 09. Sri Lanka. Or such other place as arranged if the Manager (Procurement & Stores) Office is not available.</i> <i>17.2 The Chairman, Procurement Committee, CPC or his nominated representative will open the Bids, in the presence of the Bidders and / or their representatives, who choose to attend at the time on the date and at the opening place specified in the Invitation to Bid. Bidders and / or their representatives shall sign a register as proof of their attendance.</i> <i>17.3 The Bid prices, discounts, and Bidder's names, the presence or absence of the requisite Bid Security and other such details, which the CPC at its discretion, may consider to be appropriate, will be announced, at the opening. Late Bids will not be entertained and will be returned unopened to the Bidder.</i> <i>17.4 Bids that are not opened will not be considered for evaluation, regardless of the circumstances.</i>
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Section	Clause	Existing Clause	Amended Clause
Section I: Instructions to Bidders	8. Documents Comprising the Bid	<p>Delete:</p> <p>8.1 The Bidder shall submit the Bid under two separately sealed envelopes as follows:</p> <p>(a) The first envelope shall be clearly marked "ENVELOPE 1 – QUALIFICATION AND EXPERIENCE INFORMATION"; and</p> <p>(b) The second envelope shall be clearly marked "ENVELOPE 2 – "FINANCIAL BID" and warning "DO NOT OPEN, EXCEPT IN THE PRESENCE OF THE BIDDERS".</p> <p>8.2 The Envelope 1, marked as "QUALIFICATION AND EXPERIENCE INFORMATION" shall include the originals of the following:</p> <p>(i) Volume 1 of the Bidding Document</p> <p>(ii) Bid security if requested;</p> <p>(iii) Duly filled 'A' Schedules, "Qualification and Experience Information";</p> <p>(iv) Other information listed in Bidding Data; and</p> <p>(v) Any other information, bidder may wish to include</p>	<p>Insert:</p> <p>8.1 All Bidders shall furnish originals of the following documents along with their Bids. All documents shall be furnished in English language.</p> <p>i. Volume 1 of the Bidding Document</p> <p>ii. Bid security if requested;</p> <p>iii. Duly filled 'A' Schedules, "Qualification and Experience Information";</p> <p>iv. Other information listed in Bidding Data; and</p> <p>v. Any other information, bidder may wish to include</p>

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Section I: Instructions to Bidders	13. Format and Signing of Bid	Delete: 13.1 The Bidder shall prepare one original of the documents comprising the Bid as described in Clause 8 of these Instructions to Bidders.	Insert: 13.1 The Bidder shall prepare an Original and a Duplicate of the Bid comprising the documents as described in Clause 8 of these Instructions to Bidders.
Section I: Instructions to Bidders	14. Sealing and Marking of Bids	Delete: 14.1 The outer envelope prepared in accordance with sub-clause 8.4 shall: (a) be addressed to the Employer at the address provided in the Bidding Data; (b) bear the name and identification number of the Contract as defined in the Bidding Data; and (c) provide a warning not to open before the specified time and date for Bid opening as defined in the Bidding Data. 14.2 In addition to the identification required in Sub-Clause 14.2, the envelopes shall indicate the name and address of the Bidder to enable the Bid to be returned unopened if required. 14.3 If the envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the Bid.	Insert: 14.1 Bids shall be submitted in duplicates as per the conditions specified in this Bidding Document. The original and the duplicate of the Bid shall be placed in separate envelopes marked 'ORIGINAL' and 'DUPLICATE'. Both envelopes shall be enclosed in one securely sealed cover, which shall be marked " BID FOR THE PROVISION OF COMPANY SECRETARIAL SERVICES FOR CEYLON PETROLEUM CORPORATION FOR INCORPORATION OF ITS SUBSIDIARY COMPANIES " on the top left hand corner and the statement, " DO NOT OPEN BEFORE xxxx hrs on xx.xx.2022 " (to be completed with the time and date specified in the Bidding Document) and shall be addressed to: Departmental Procurement Committee, Ceylon Petroleum Corporation, Procurement & Stores Function, 1 st Floor, No. 609, Dr. Danister De Silva Mawatha, Colombo 09, Sri Lanka.

Qualification Information

Schedule A – Experience in Similar Assignments last Ten years				
Period	Employer	Description of Works	Amount	Contractor's Responsibility (%)
		Total		

Schedule B – Key Staff		
Name	Position	Task

Schedule C – Client’s Reference
ATTACH THE CERTIFICATES GIVEN BY THE CLIENT’S, MAKING REFERENCES ON THE SERVICES EXECUTED BY BIDDER

Schedule D – Annual Turn-over Information (Last five years)		
Year	Turn Over	Remark
1		Attached Audited Report
2		
3		
4		
5		