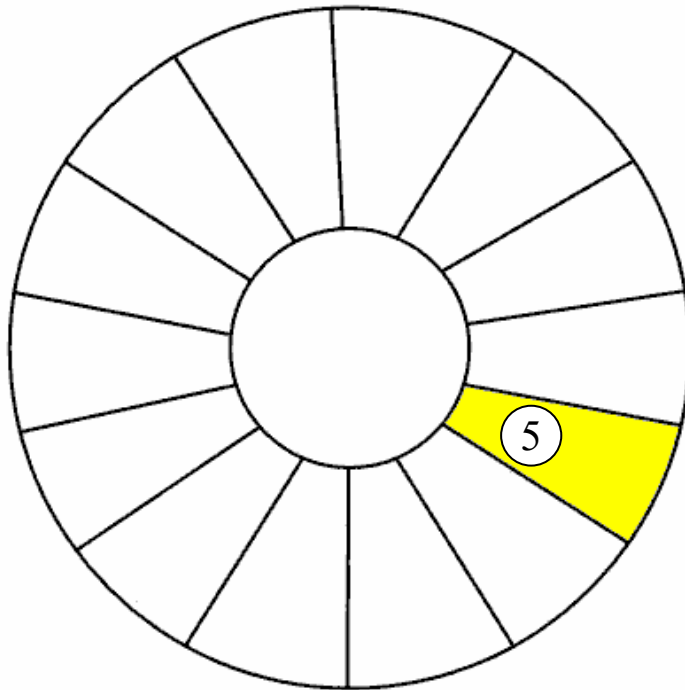


**Gemidiriya Community Development and Livelihood  
Improvement Project**

**Community Operations Manual**

**Chapter 5 - Procurement Strategy**



**September 2007**

**Gemidiriya Foundation**

Ministry of Nation Building and Estate Infrastructure Development

No. 40, High Level Road,  
Kottawa, Pannipitiya, Sri Lanka

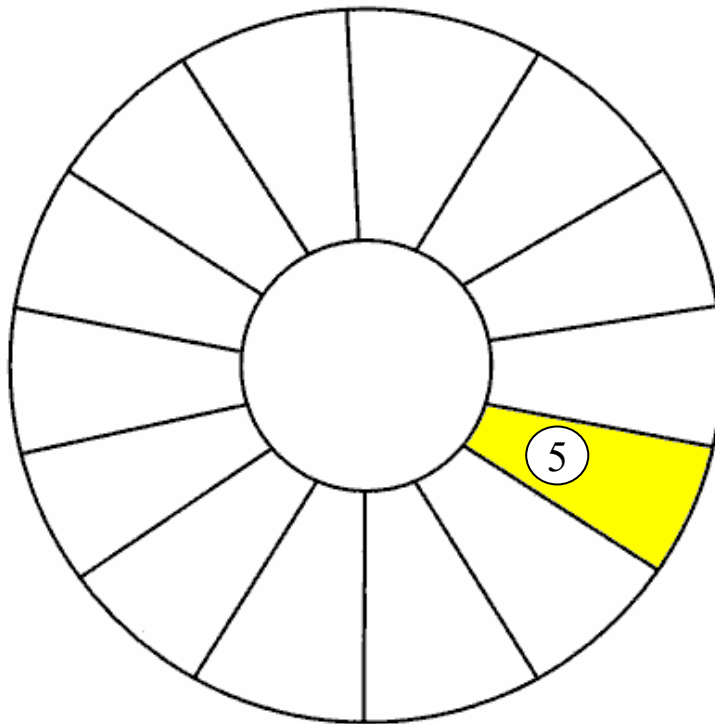
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## Procurement Strategy



**In this chapter we will learn:**

- **What is Community Procurement?**
- **Key Rules**
- **Capacity Building for Procurement**
- **Advantages of Community Procurement**
- **Procurement Methods**
- **Procurement Cycle**
- **Procurement Roles and Responsibilities**
- **Safeguards for Procurement**
- **Do we agree checklist**

## 1. Introduction

In order to sustain and empower the people's Company and implement the Village Development Plan, a formal procurement process is required. By procurement is meant the securing of goods, works and services for value of money paid and of required quality and specifications

The procurement process includes

1. Procurement of office equipment
2. Procurement of stationary
3. Procurement of goods and works and
4. Procurement of Capacity building and Consultancy Services .

## 2. Community Procurement

Under the Gemidiriya program, communities are encouraged to carry out procurement of

- (i) Goods, equipment and materials
- (ii) Works,
- (iii) Services

as described below consistent with procedures and rules given in this manual .

### 2.1 Goods, Equipment & Materials

**Goods & Equipment** means, water pumps, small generators, roofing sheets, office equipment, office furniture, etc. required for implementation of a development proposal. **Materials** means cement, sand, steel, pipes and fittings for water supply work, electric cables, wiring, and fittings, etc.

### 2.2 Works

**Works** means, construction of buildings, roads, water towers, laying of water pipes, rehabilitation of minor irrigation schemes including structures, etc. This may include as required the hiring of skilled and unskilled labour towards implementation of such works, and transportation services etc.

### 2.3 Services

**Services** means, hiring of individuals/ firms who will provide services such as; preparation of feasibility studies, engineering estimates and drawings, implementation support for subprojects, capacity building of village organisation and subproject committees, quality monitoring of works, setting up accounting systems, setting up savings and loan schemes .

### 3. Composition of Procurement Committee

Procurement committee should consist of at least five members and 50% or more of women and 30% of youth participation.

Composition of Procurement Committee is as follows:

- (i) Two members from the Board Of Directors
- (ii) Adult member who has experience and ability in procurement activities and appointed by Maha Saba
- (iii) One young member or one member representing a beneficiary family appointed by the Maha Sabha
- (iv) one member from respective sub project committee

**Livelihood Committee also can be considered as a sub project committee and one member from such project may be appointed when necessary.**

Procurement committee appointments, re-filling vacancies and removal should be done by a Maha sabaha meeting with 80% attendance. Chairman of the committee should be appointed by the committee and the Directors Chairman and a Chairman of another committee.)may not be allowed to hold the post of Chairman

### 4. Procurement Roles and Responsibilities

Name of Institution	Roles and Responsibilities
<b>Maha Sabha</b>	<ul style="list-style-type: none"> <li>• Approve the VDP with quantity, quality and estimated prices of all items needed for implementation</li> <li>• Approve the Procurement Plan prepared by Sub-project Committee</li> <li>• Approve procurement decisions and thresholds</li> <li>• Suggest alternative proposals to overcome deficiencies in procurement</li> <li>• Appoint / fill vacancy in Procurement Committee</li> </ul>
<b>VO Board of Directors</b>	<ul style="list-style-type: none"> <li>• Monitor, Supervise and Approve all procurement activities</li> <li>• Inform Maha Sabha on all procurement actions</li> </ul>
<b>Sub-project Committee</b>	<ul style="list-style-type: none"> <li>• Procurement of items up to SLR. 5,000.00 under an emergency.</li> <li>• Collect market information on various items needed for implementing the VDP such as; rates, suppliers etc. and use it for VDP preparation</li> <li>• Undertake the procurement activities related to the particular sub project upto SLR 15,000/=</li> <li>• Supervise implementation to ensure the following: <ul style="list-style-type: none"> <li>- Materials are of good quality and used in quantities as prescribed in Sub - Project Proposals</li> <li>- Works are carried out as per Sub - Project Proposals guidelines</li> <li>- Timely implementation of Sub – Project Proposals</li> </ul> </li> <li>• Assess availability of materials in the district</li> </ul>

Name of Institution	Roles and Responsibilities
	<ul style="list-style-type: none"> <li>• Ensure that items are procured at best prices</li> <li>• Keep a record of goods and services procured with the name and address of authorized dealers, consultants; actual costs; quantity, quality of work, etc.</li> <li>• Transportation and Stores management of the procured items</li> </ul>
<b>Procurement Committee</b>	<ul style="list-style-type: none"> <li>• Get written request from relevant sub committees on requirements</li> <li>• Procurement of items up to Rs. 5,000/- under an emergency</li> <li>• Undertake all procurement activities, except the items procured by the Sub Project Committees.</li> <li>• Guide and co-ordinate the activities of the various Sub-committees undertaking procurement related functions</li> <li>• Process the procurement documents and submit recommendations to BOD to be placed before Maha Sabha</li> <li>• Check invoices and recommend to sub-Project committee for payment .</li> <li>• Ensure that all procurement activities are in accordance with Gemidiriya rules.</li> <li>• Ensure that all procured goods, works and services are of required quality and quantity.</li> <li>• Preparation of Procurement final reports and getting BOD approval for same</li> <li>• Attend to complaints on quality of materials, follow up warranty and after sales service of goods purchased.</li> <li>• Assist the Sub-project Committees in negotiating with suppliers of goods, works and services for the lowest price and highest quality.</li> <li>• Ensure that Sub-project Committees and the Procurement Committee maintain all records connected with procurement for at least 5 years.</li> <li>• Ensure that the Minutes of all Procurement Committee meetings are properly maintained.</li> <li>• Ensure that all important procurement information is displayed prominently in the village.</li> <li>• Publish all Procurement Notices</li> </ul>
<b>Social Audit Committee</b>	<ul style="list-style-type: none"> <li>• Scrutinize all procurement actions for conformity with Gemidiriya rules/consistency with this manual and as agreed with the Maha Sabha.</li> <li>• Inspect procured items for agreed quality, quantity &amp; prices and report to the Maha Shaba if there are any discrepancies.</li> </ul>
<b>Support Organisations/ CPLTC</b>	<ul style="list-style-type: none"> <li>• Train and assist VO, Procurement Committee and Sub-project committee members on procurement guidelines and related functions.</li> <li>• Assist VO's procurement committees in procurement of goods and consultancy services on technical matters accounting etc.,</li> </ul>
<b>Hub facilitators &amp; District</b>	<ul style="list-style-type: none"> <li>• Maintain a list of suppliers and service providers who are reliable and with whom the Procurement Committee and the Sub-project</li> </ul>

Name of Institution	Roles and Responsibilities
<b>facilitators Team with the support from Gemidiriya Foundation</b>	<p>committees can approach to procure an item</p> <ul style="list-style-type: none"> <li>• Publish and periodically update a database consisting of the prices of all items to be procured (Rate Bank)</li> <li>• Issue guidelines of procurement procedures, contract guidelines, agreements etc.</li> <li>• Assist VOs in appointing TSPs.</li> </ul>

## 5. Capacity Building for Procurement

- a. All committee members who are executing procurement activities must understand all the guidelines on procurement. They must carefully read the procurement guidelines in the Community Manual and must attend training programs on procurement.
- b. We may require the following essential skills in addition to the information contained in the various guidelines:
  - i. Technical skill to assess quality
  - ii. Technical skill to ascertain quantity
  - iii. Accounting skills to record all transactions
  - iv. Negotiating skills to bargain for better prices
  - v. Legal skills to understand conditions of sale and terms of contracts
- c. The office bearers must visit other villages to learn about procurement methodology used by them and learn from good practices.
- d. Ignorance on procurement guidelines will not be considered as an excuse for making errors in procurement activities
- e. In order to get all the advantages of community procurement, we must be able to communicate the unique features of GEMIDIRIYA Program to all potential suppliers of item and services. We must inform and educate them through campaigns

## 6. Key Rules in executing procurement

**Transparency:** All procurement procedures must be carried in an open and transparent manner by informing the Maha Sabha and displaying all details of procurement at prominent places in the village.

**Equal Opportunity for all Suppliers:** Equal opportunity must be given to all suppliers interested in supplying items to the Village Association and uniform evaluation procedures must be adopted.

**Accountability:** Any office bearer or committee member of the Village Association undertaking procurement function remains accountable for all decisions and actions taken. Members found practicing corruption are liable to be expelled from the primary membership of the Village Association. Losses, if any occurred to the Village Association on account of the actions of a member, will be recovered from such member.

**Ensuring Value for Money:** items procured **should** meet the required technical specifications and the quality standards, and the “best price”.

**No Undue benefit for anyone:** No Members of the Village Association shall accept directly or indirectly any undue benefit or advantage on account of a procurement action.

**There should not be any distinction in wages between male and female workers (equal pay and equate benefits for both parties).**

## 7. Advantages of Community Procurement

There are many advantages of Community Procurement:

- Communities are able to get the best price from the suppliers and procure items at optimum cost which will ensure savings and quality. And VO can implement another sub project using that money saved.
- Community is accountable and takes responsibility for the decision which makes is advantageous to the community members
- Communities can use local labour, local materials, and indigenous knowledge
- Communities will improve skills and gain confidence in implementing participatory development subprojects
- Communities will display information related to procurement actions for the information of communities thus ensuring transparency of their transactions

## 8. Procurement Methods

We know that we can go to the market, contact different shops, check the quality of the items and get the best price. Procurement methods are given below:

(a) For Goods and Materials

	Value/Threshold	Procurement Method
<b>Goods and Materials</b>	<ul style="list-style-type: none"> <li>Goods costing less than SLR 5,000 (only for emergency situations)</li> <li>Goods costing not exceeding Rs.100,000 (per contract).</li> </ul>	<ul style="list-style-type: none"> <li>Direct Purchase (following quality &amp; specification standard)</li> <li>Procurement by Written Quotation – at least 3 quotations – (following quality, quantity and other specification standards)</li> </ul>
	<ul style="list-style-type: none"> <li>Procurement of goods less than</li> </ul>	<ul style="list-style-type: none"> <li>Procurement by written request</li> </ul>



	Value/Threshold	Procurement Method
	Rs.1,000,000 (per contract).	inviting at least 3 sealed quotations (following quality, quantity and other specification standards mentioned in the bidding contract) <b>In this case recommendation from the Project Appraisal Team should be obtained.</b>
	Procurement of goods more than Rs. 1,000,000 and not exceeding Rs. 3,000,000(per contract)	<ul style="list-style-type: none"> <li>National Competitive Bidding by inviting bids through news paper advertisements or publishing in Gemidiriya Website. (following quality, quantity and other specification standards mentioned in the bidding documents) <b>In this case also recommendation from the Project Appraisal Team should be obtained.</b></li> </ul>

## 8.2 For Works

	Value/Threshold	Procurement Method
<b>Works</b>	Most works undertaken in this project will use community participation to mobilize and pay labour. Works costing up to SLR 1,000,000 per contract, undertaken by local community organisations can be carried out by the communities directly.	<ul style="list-style-type: none"> <li>Community to execute themselves.</li> <li>Or partly executed by the community and partly by labour procured from outside.</li> <li>If labour is procured from outside obtain three quotations and then , <b>Attachment 4</b> should be used.</li> </ul>
	<ul style="list-style-type: none"> <li>Works undertaken by contractors, costing more than SLR 1,000,000 but below SLR 3,000,000 (per contract).</li> </ul> (Local community organizations are eligible to compete for these contracts if they so wish.)	<ul style="list-style-type: none"> <li>Procurement by Written request inviting at least 3 sealed quotations from qualified domestic contractors with the consent of the Project Appraisal Team</li> </ul>

	<ul style="list-style-type: none"> <li>Works above SLR. 3,000,000</li> </ul>	National Competitive Bidding by inviting bids through newspaper advertisements or Gemidiriya Website, etc. with the consent of the Project Appraisal Team.
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### 8.3 For Services

	Value/Threshold	Procurement Method
Services	<ul style="list-style-type: none"> <li>Service providers (such as technical consultants) costing less than SLR 500,000 (per contract).</li> </ul>	<ul style="list-style-type: none"> <li>For very specialized assignments, use single source method and bargain or comparison of three proposals can be used from community groups, paraprofessionals or where only local knowledge is available.</li> <li>Invite 3 or more proposals and select based on consultant qualifications, cost and experience.</li> </ul>
	<ul style="list-style-type: none"> <li>Services costing above SLR 500,000 but below SLR 3,000,000 (per contract).</li> </ul>	<ul style="list-style-type: none"> <li>Invite proposals through newspaper advertisements or publish in Gemidiriya Website and select, based on consultant qualifications, cost and experience. (based on Project Appraisal Committee recommendation)</li> </ul>

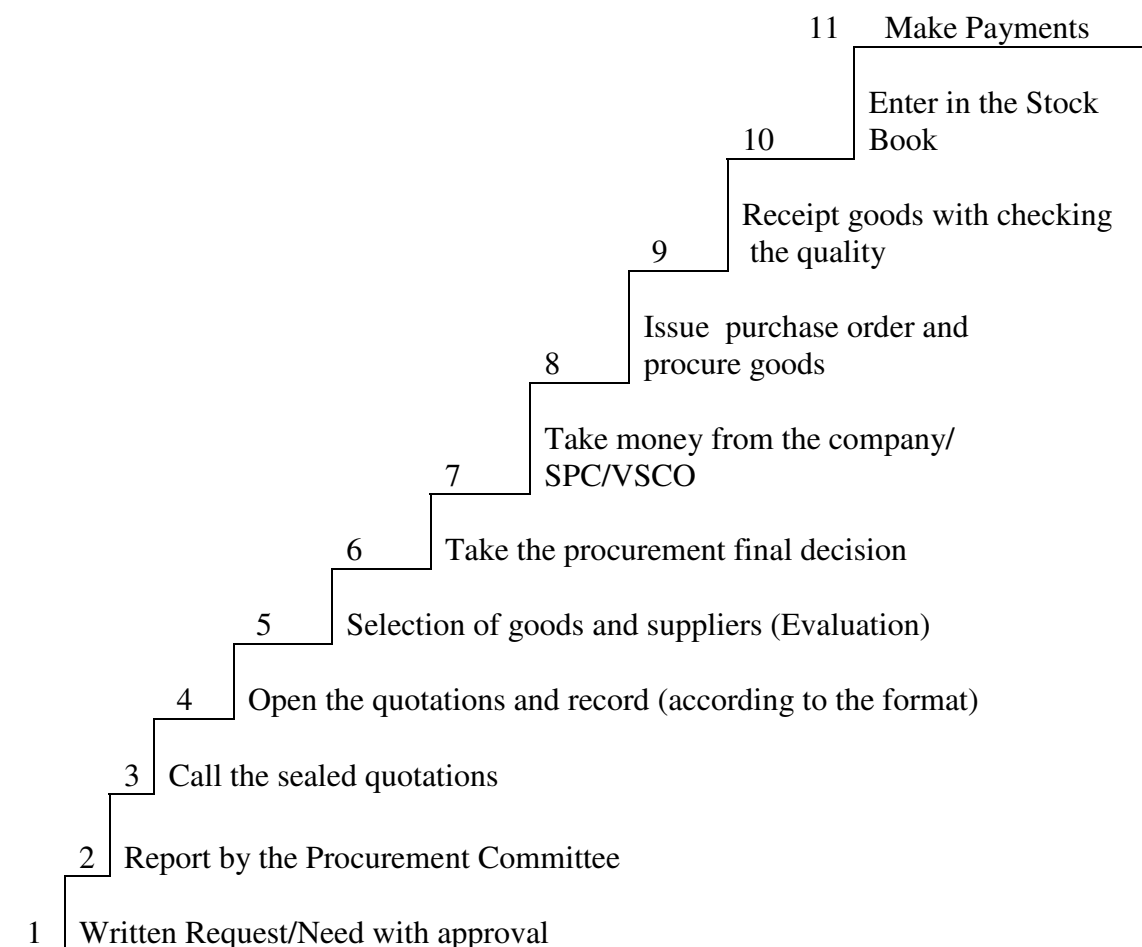
### Other Services

Others	<ul style="list-style-type: none"> <li>Agricultural and Livestock requirements. (Animals, Seeds etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Get recommendations from the specific technical experts (Veterinary Surgeon etc.) and obtain approval of the Board of Directors. (to be done by the Procurement</li> </ul>
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		Committee)
	<ul style="list-style-type: none"> <li>Selling Scrap (used formworks etc..)</li> </ul>	<ul style="list-style-type: none"> <li>By public auction, upon publishing notices.</li> </ul>

*Note: The thresholds in the above tables must be discussed in the Maha Sabha. The Maha Sabha, if it so wishes, can decide on lower thresholds than those mentioned in the tables but it CANNOT raise the thresholds beyond the limits given in the tables.*

## Procurement Procedure Executing steps:



## 10. Areas where Special attention is necessary in procurement activities

- (i) At the time of preparation of Sub - Project Proposals, the Sub – Project Committee members assisted by the Procurement Committee members, collect rates from authorized dealers, manufacturers or suppliers of materials. The estimates are prepared based on this data. The committee members visiting suppliers to collect market data must always include women members. They will check with the Rate Bank maintained by the

Field Facilitation Team and ensure that the quality and prices are within the Rate Bank range.

- (ii) When the Sub-project Proposal is submitted, we will prepare a Procurement Plan for all the materials and services to be procured for implementing the Sub-project Proposal. The summary of the Procurement Plan is given in the following format:

We have to consider all the remaining steps in the Procurement Cycle and arrive at these dates

### Format for Procurement Plan

Items to be procured	Quantity	Value	Procurement Method	Expected dates for key procurement activities					Remarks
				Calling Quotations	Opening Quotations	Evaluation of Quotation/Bids	Ordering materials	Receipt of item/service	
a. Materials									
1.									
2.									
b. Works									
1.									
2.									
C. Services									
1.									
2.									

Prepared by: ..... (Procurement Committee)  
 ..... (Sub Project Committee)

- (iii) When the Sub – project Committee starts implementing, procurement committee should undertake all procurement valued more than SLR. 15,000.00.
- (iv) Quotations should be obtained from manufacturers or authorised dealers for the supply of goods, equipment & materials as per the procurement procedure by using Attachments 5 and 6 given at the end of this Chapter.



- (v) The Procurement Committee will then process the quotations received and take decisions on procurement as detailed below:
- (a) If the lowest price is less than the estimated price, selects the lowest supplier, provided the quality of the good is in acceptable standard.
  - (b) If the lowest price is above the estimated price, but lesser than the prices approved by the District and Field Facilitation Teams, the lowest prices are selected, if the quality of the items are in acceptable standard.
  - (c) If the lowest price is higher than the estimated price, the Procurement Committee does not have authority to accept these prices. This matter should be referred to the Appraisal and Monitoring Team through Field Facilitation Team.

*(Whenever a purchase is to be made at prices higher than the estimated prices, the Sub - project Proposal must be revised and approved by the 90% of the beneficiaries as well as by the Maha Sabha and sanctioned by the Project Appraisal Team.*

- (vi) The Procurement Committee will inform the Treasurer and the subproject committee sign a contract with the selected bidder, supplier, contractor or consultant. The Treasurer/Sub-project Committee will accordingly make the payments on the recommendation of the procurement committee and certification of the Sub – Project Committee for receipt of the items. Following formats have been provided as Attachments:

Attachment 1 – Purchase Order and Contract for Supply of Goods and Services

Attachment 2 – Service Order and Contract for Services

Attachment 3 – Work Order and Contract for Works

Attachment 4 – Labour Agreement

Attachment 5 – Invitations for Bids for Construction of Civil Works and Instructions to Bidders

Attachment 6 – Invitation for Bids for Supply of Goods and Equipment

Attachment 7 - Bid Submission Sheet

Attachment 8 - Goods Inspection Report

Attachment 9 - Opening of Bids

Attachment 10- Evaluation Report (Based on total Amount)

Attachment 11- Evaluation Report (Based on Item by Item)

Attachment 12- Stock Book

- (vi) After receiving the items in good condition, the Sub Project Committee will issue a Goods Received Notes (GRN) to the Procurement Committee. It is the responsibility of the Sub – project Committee to enter the items in stock ledger and to store goods safely for use.
- (vii) The Sub – Project Committee issues the items during implementation. Receipts as well as issues are recorded in a stock register and any savings or unused items will be intimated to the Procurement Committee.

## 11. Safeguards for Procurement

We can use the following safeguards against the various risks involved in procurement:

- (a) Check background of suppliers and find out whether they have been black listed in the past by any organization.
- (b) Whenever a supplier fails to deliver or cause financial losses to the Village Organization, take measures to recover the loss from him. Notify other Village Organizations and other partners about such suppliers and disseminate the list among other suppliers.
- (c) Make payments for construction activities (completed works only) as per the contract
- (d) Perishable materials and those items which cannot be reused shall be purchased in stages only when required
- (e) While evaluating the prices, also consider the hidden costs like, transportation charges, taxes and duties, royalty charges, loading and unloading charges, cost of trips to the market etc.
- (f) Include written penalty clauses and provisions for warranty.
- (g) All major procurement decisions are discussed in the Maha Sabha and the members' opinions and feedback taken into account while executing.
- (h) Check for corrupt practices like, receiving commission or other benefits so as to influence the procurement process.
- (i) Check for frauds, where critical information relating to various aspects of procurement are twisted or suppressed to influence procurement decisions
- (j) Check for conspiracy and collusion among suppliers or between suppliers and committee members to commit acts, which may prove disadvantageous to the Village Organization.
- (k) Everyone connected with procurement must be vigilant and take care to prevent negligent actions or inactions, which may result in loss to the Village Organization.

### Examples of Good Vigilance in Procurement

- In Ethumalpitiya, committee member exchanged expensive good quality iron rods for cheap poor quality ones. He kept the balance money (Rs. 4000) that was returned to him by the shopkeeper. Vigilant committee members with the help of a technical officer later discovered that the iron rods were not of the required quality. When they informed the shopkeeper, he told them that one of the committee members had come and exchanged the rods and that he was not to blame. The concerned committee member was consequently sacked. Moreover, these shopkeepers who indulge in these practices must be blacklisted.
- In another case, during a general meeting in the community hall, the villagers noticed that the roof of the hall had started cracking after only a few weeks of installation. They berated the committee members for not being vigilant and consequently being cheated by the shop-keeper who had given them poor quality roofing sheets.

Then the building sub-project committee members and president went all the way to Dambulla to return the old sheets and demand the right quality sheets from the shopkeeper. The President was able to exchange them and successfully return to her village.

Business with these shopkeepers must be avoided in the future. This example shows that both, the committee members and the villagers must be vigilant.

## 12. The Written Contract

Written contracts are necessary to make sure that both parties are clear on their roles and responsibilities.

### The contract agreement has to provide:

- Details of responsibilities of each party involved in the agreement
- Time frame
- How payments will be made and when
- Legal actions to be imposed, if the supplier / contractor do not fulfil their part of the contract agreement.
- Since delays cause cost escalation, a penalty is imposed for every calendar day
- Who will assess whether quality standards and expectations are being met and how
- Methods for settling conflicts
- A termination clause should indicate how much notice has to be given before a contract is withdrawn and the damages payable.

We can call for meetings with individual providers, find out from other villages and consult with DFT members before we finalise contract agreements.

### 13. Thrift in Procurement

We should have good understanding regarding following matters to reduce unnecessary expenses involved in Procurement

- Make use of resources available in the village
- Transporting several goods at a time
- Procuring high quality but less priced items
- Using raw materials in the locality
- Ordering materials / goods directly from the Producers or Agents

#### Tools

We have the option of either buying tools or supplying them ourselves. If we buy tools, we should take them back from the workers daily and store them. Someone should be appointed to maintain a tool register and take care of tools against misplaced.

If all the labourers already have their own tools, they can simply bring them to the site when they work. Each person is responsible for his/her tools.

#### Transportation

There are three options for transportation:

- (i) Delivery of materials is part of contract agreed upon with shopkeeper manufacturer.
- (ii) Community members contribute their own vehicles without charge
- (iii) Hire vehicles
- (iv) Delivery can be taken place when the supplier carries the goods from his main supplier Tectory

If we are hiring vehicles we should try to organize our purchase of materials so that they carry a full load on each trip. However, if we do not have a secure storage place for the material we will have to weigh the costs of spoilt or stolen material against that of additional trips.

### 14. Selection of Service Providers

The DFT will prepare a list of service providers (such as training institutes, engineering institutions, material suppliers, contractors and private agencies) and make recommendations to us.

Such lists could be obtained from;

- Divisional Secretaries Office
- Pradeshiya Shaba
- Telephone Directory
- Internet
- Agrarian Services Centres



Our contract with the service providers/consultants should be based on outcomes/outputs, which we will assess upon completion of each milestone and phase of the project. The service providers/consultants will be paid based on the satisfactory completion of each milestone. If their performance is not satisfactory we should first discuss the issues with them. However, if this does not have any effect we can terminate the contract and hire another service provider.

We can evaluate technical service providers, such as individual engineers or institutes on the basis of:

- Experience in preparing Engineering Estimates and Drawings
- Experience and trust in supply of quality goods and materials
- Looking at satisfactorily completed projects
- If a capacity building consultant, his ability, qualification and experience
- If a livelihood consultant, experience in getting the community in livelihood projects in real life
- Experience in transporting goods and materials secularly and efficiently

## **15. Ensuring Quality**

### **15.1 For Works and Services:**

When hiring people there are no substitutes for hard work, experience and good quality work. We should not compromise on these three criteria for the sake of cost.

Whenever possible we should visit other villages where work is being carried out, and talk to the residents there to find out who they would recommend. Some of the questions we can ask are:

- How satisfied are you with the service provided?
- Was the work done quickly and efficiently?
- Were there any problems? What happened?
- Was there any theft?
- Were there any disputes over pay?

**If we are not in a position to visit those villages, we could ask for proof of their ability and experience.**

### **15.2 For Goods:**

Before accepting any goods, the Goods Inspection Report must be completed to ensure the right quality and quantity. **(See Attachment 8)**

## 16. Conflict Resolution

This subject will be discussed separately in Chapter 9 on Social Audit and Conflict Resolution.

## 17. Do we agree checklist

**Answer these questions and find out**

- Are we procuring items that will benefit all of us in the village? ☐ Yes ☐ No
- Are we procuring the required items? ☐ Yes ☐ No
- Are we procuring items with the best prices? ☐ Yes ☐ No
- Are we procuring the right quality items in right quantity? ☐ Yes ☐ No
- Is any one trying to rob the Village Association in the name of procurement? ☐ Yes ☐ No
- Are we satisfied with the functioning of the Sub-project Committee relating to procurement? ☐ Yes ☐ No
- Have we procured any item already procured by the committee from an alternate supplier with less price for the same quality or with better quality for the same price? ☐ Yes ☐ No

**Attachment 1: Purchase Order and Contract for Supply of Goods and Materials**

From  
 ..... Village Organization  
 Address

To  
 M/s. .... [Name of the Supplier]  
 Address

Dear Manager/Director,

Sub: Supply of [Equipment, material etc.  
 (state name of the sub project0]

Ref: Your quotation Dated.....

We are pleased to place an order with you for the supply of / supply and installation of, the materials/equipments specified below, in conformity with the quality and specifications and the terms and conditions listed below:

1. Items of goods

Item of material/equipment	Quality	Quantity	Unit (SLR)	Rate	Amount SLR)
TOTAL AMOUNT					

- The amount of the Order is fixed at SLR ..... [Amount in Figures and in Words] and is not subject to revision.
- The materials/equipments shall be supplied within ..... days of acceptance of this Order by you.
- The materials/equipments shall be delivered at ..... [specify the place]
- The invoice will be paid within 7 days after satisfactorily delivery of all goods.
- The supplier shall agree to undertake at their expense, all repairs resulting from faulty equipment including replacement of the equipment or its parts. The total period of warranty shall not be less than ..... Months from the date of satisfactory supply/supply and installation of the equipment. The supplier shall guarantee after-sale service of promptly providing all the maintenance service requirement of the equipments and fast and regular supply of spare parts.
- The supplier shall pay a penalty of 1/1000 of the price of the goods ordered per Calendar day in case of any delay in the supply of materials/equipment. The total amount of penalty shall not exceed 10% of the total amount of the Order. In case the 10% ceiling is exceeded, the Village Organization reserves the right to terminate this Order/Contract giving 14 days notice.
- All payments under this Contract will be made by bank cheque/cash

Thanking you,

Yours faithfully,

**For the Village Organization**

**Read and agreed: For the Supplier**

Signature:

Signature:

Date:.....

Date:.....

Name:

Name:

Designation:

Designation:

Seal:

**Attachment 2: Service Order and Contract for Services**

From ..... Village Organization To M/s. .... [Name of Consultant/NGO/Village Organization]  
Address Address

Dear Manager/Director,

Sub: Providing consulting services for ..... [Specify name of the study, technical assistance, support for social mobilization, technical supervision etc.]

Ref: Your Technical and Financial Proposal dated.....

We are pleased to hire you to provide the subject consultancy service specified below and the terms and conditions under which you have agreed to provide the services are listed below:

1. Description of Service – The service shall be performed as per the Terms of Reference and Technical Proposal submitted by you, both of which form part of this Agreement and attached. [Attach Terms of Reference and Technical Proposal].
2. The amount of this Contract is fixed at SLR ..... [Amount in Figures and in Words] and is not subject to revision. The amount includes all the costs related to carrying out the service including overhead and any taxes.
3. This Agreement will become effective upon confirmation of this letter by you and will terminate on ..... [Specify the date of termination of the Contract] or such other date as mutually agreed.
4. The .....committee headed by Mr./Mrs. .... will be supervised your activities
5. **SCHEDULE OF PAYMENT**  
The amounts, which are due, will be paid in the following manner:
  - 20 percent within 7 days at the countersigning of this letter, for advance payment.
  - 40 percent of the contract amount upon completion of first stage (and issuance of the interim report and completion of 60% of activities as specified in the contract).
  - 30 percent of the Contract amount upon completion of the second stage .
  - 10 percent of the Contract amount upon issuance of the final completion report.
6. The Service Provider shall pay a penalty of 1/1000 of the amount of this Contract (Rs. ....) per calendar day in case of any delay in the performance of the service. The total amount of penalty shall not exceed 10% of the total amount of the Contract. In case the 10% ceiling is exceeded, the Village Association reserves the right to terminate this Contract giving 14 days notice
7. All payments under this Contract will be made by bank cheque/Cash

Yours faithfully,

**For the Village Organization**

Signature:

Date:.....

Name:

Designation:

**Read and agreed:****For the Service Provider**

Signature:

Date:.....

Name:

Designation:

SEAL

**Attachment 3: Work Order and Contract for Works**

From  
..... Village Organization  
Address

To  
M/s. .... [Name of the Contractor]  
Address

Dear Manager/Director,

Sub: Providing contract services for ..... [Specify name of the Sub-project]

Ref: Your Technical and Financial Proposal dated.....

We are pleased to hire you to provide the subject contract service specified below and the terms and conditions under which you have agreed to provide the services are listed below:

1. Description of Work – This Contract is for ..... [Specify the work like, construction of Community Hall, construction of overhead tank etc.] forming part of the ..... Sub-project, to be implemented ..... Parts of ..... village. The detailed description, design, estimates, quantities and engineering drawings are attached, which will form part of this Agreement.
2. The amount of this Contract is fixed at SLR ..... [Amount in Figures and in Words] and is not subject to revision. The amount includes all the costs related to completion of the work as above including overhead and any taxes.
3. This Agreement will become effective upon confirmation of this letter by you and will terminate on ..... [Specify the date of termination of the Contract] or such other date as mutually agreed.
4. The .....Sub-project Committee headed by Mr./Mrs..... will be supervising the satisfactory performance of activities under this Contract.
5. The Contractor shall be responsible for the damages and accidents of any kind caused to a third party by the personnel and equipment of the Contractor during the execution of the work.
6. The amounts which are due will be paid in the following manner :

Payment Stages	Conditions of Payment	Amount (SLR)			
		In Cash	In BOQ		
			Item	Quantity	Value
Advance for start up	<ul style="list-style-type: none"> <li>Countersigning of this Letter</li> <li>Submission of an Inception Report</li> </ul>				
Stage-I	<ul style="list-style-type: none"> <li>Completion of activities defined in Stage-I</li> </ul>				
Stage-II	<ul style="list-style-type: none"> <li>Completion of activities defined in Stage-II</li> </ul>				
Stage-III	<ul style="list-style-type: none"> <li>Completion of activities defined in Stage-III</li> <li>Submission of Completion Reports including as laid/built diagrams</li> </ul>				

7. The .....Sub-project Committee will make arrangements for measurement and certification of the works in each Stage and payments will be subject to satisfactory completion of works in each Stage.
8. This contract should be completed within ..... Months / Dates
9. The Contractor shall pay a penalty of 1/1000 of the amount of this Contract (Rs. ....) per calendar day in case of any delay in the performance of the service. The total amount of penalty shall not exceed 10% of the total amount of the Contract. In case the 10% ceiling is exceeded, the Village Organization reserves the right to terminate this Contract giving 14 days notice
10. All payments under this Contract will be made by bank cheque
11. If any disputes between two parties will be resolved according to the step 9 of Community operational Manual/ Gemidiriya Foundation.

Thanking you,

Yours faithfully,

**For the Village Organization**

Signature:

Date:.....

Name:

Designation:

**Read and agreed for the Contractor:**

Signature:

Date:.....

Name:

Designation: SEAL

**Attachment 4: Labour Agreement****(Indicate name of the sub project)****Sub-project Committee (First Party)**-----**Contractor (Second Party)** -----

We willingly write this agreement for the work.....

The Second Party is bound to supply the labourers required for completion of the work as follows.

Type of work	Duration	Manpower to be supplied	Amount that will be paid for the work done
		Total Amount	

The First Party will be bound to pay the amount finalized for the work done.

The terms and conditions are as mentioned below:

1. The work should be completed in the specified duration.
2. The contractor shall be paid for the work completed in the following manner:
  - o 10% after the agreement is made
  - o The percentage of work completed will be judged and accordingly payments will be made. For this technical consultants advice will be taken into account.
3. The contractor is bound to pay his labourers at least the minimum salary equally to his labourers as specified by the government.
4. The required quality of work as per specifications should be maintained and for achieving this, the contractor is bound to provide the necessary skilled and unskilled labour.
5. At least 70% of the total labourers required for the work should be taken from the village.
6. It is obligatory to both the parties to give a prior notice of 8 days in case some difficulties arise regarding work or payments. If some loss occurs because of the mistake of a worker, the contractor shall bear the loss.
7. The contractor is bound to follow the recommendations given by the technical consultant, monitoring committee or the social audit team.
8. A report of the work, workers and work progress should be submitted to the Sub-project Committee every week.
9. Any dispute regarding payments should be finally resolved by the Maha Sabha .

Signature:

Signature:

-----  
Representative First Party-----  
Representative Second Party

Date:

Date:

Place:

Place:

WITNESS

WITNESS

1)

1)

2)

2)

## Attachment 5: Invitation for Quotations for Construction of Civil Works

To

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Dear Sirs,

Sub: INVITATION FOR QUOTATIONS FOR CONSTRUCTION OF  
(state the name of the sub project)

1. You are invited to submit your most competitive quotation for the following works in the given format.

Brief Description of the Works	Value of Works (SLR.)	Period of Completion
--------------------------------	-----------------------	----------------------

2. To assist you in the preparation of your quotation, we are enclosing the following:
  - i. price Schedule
  - ii Layout Drawings of the works:
  - iii Structural Details
  - iv. Detailed Bill of Quantities
  - v Technical Specifications
  - vi Instructions to Bidders (in three sections)
  - vii Draft Contract Agreement format which will be used for finalizing the agreement for this Contract
3. You are requested to provide your offer latest by .....hrs. on.....
4. Quotations will be opened in the presence of Bidders or their representatives who choose to attend at \_\_\_\_\_ AM/PM on \_\_\_\_\_ in the office of \_\_\_\_\_
5. We look forward to receiving your quotations and thank you for your interest in this project

(Employer)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No. \_\_\_\_\_

Fax No. \_\_\_\_\_

## Instructions to Bidders

### SECTION - A

#### 1. Scope of Works

The \_\_\_\_\_ (Employer) invites quotations for the construction of works as detailed in the Price Schedule.

The successful bidder will be expected to complete the works by the intended completion date specified above.

#### 2. **Qualification of the bidder:** the bidder shall provide qualification information which shall include:

- a. Total monetary value of construction works performed for each of the last 3 years;
- b. Income tax clearance certificate from the concerned IT circle;
- c. Report on his financial standing; and
- d. Details of any litigation, current or during the last 3 years in which the bidder is involved, the parties concerned and disputed amount in each case.

### SECTION – B

#### 3. To qualify for award of the contract the bidder:

- a. Should have satisfactorily completed as a prime contractor at least one similar work of value not less than SLR. .... in the last three years;
- b. Should possess valid electrical license for executing building electrification works (in the event of the works being sub-contracted, the sub-contractor should have the necessary license);
- c. Should possess required valid license for executing the water supply/sanitary works (in the event of the works being sub-contracted, the sub-contractor should have the necessary license);
- d. Government registration as a contractor will be an extra qualification.

#### 4. Bid Price

- a. The contract shall be the whole works as described in the Bill of quantities, drawings and technical specifications. Corrections, if any, shall be made by the crossing out, initialling, dating and rewriting.
- b. All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price
- c. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account
- d. The rates should be quoted in Sri Lankan Rupees only.

#### 5. Submission of Quotations

- 5.1 The bidder is advised to visit the site of works at his own expense and obtain all information that may be necessary for preparing the quotation
- 5.2 Each bidder shall submit only one quotation
- 5.3 The quotation submitted by the bidder shall comprise the following:
  - a. Duly completed Price Schedule
  - b. Completed Bill of Quantities
  - c. Prices should be provided for all the items given in BOQ
  - d. Qualification information form given in Section A and B duly completed
  - e. If corrected any information should be rewrite and initialled
- 5.4 The bidder shall seal the quotation in an envelope addressed to the ..... (Purchaser). The envelope will also bear the following identification:
  - Quotation for \_\_\_\_\_ (Name of the contract)
  - Do not open before \_\_\_\_\_ (time and date of quotation opening)



5.5 Quotations must be received in the office of the ..... (Employer) not later than the time and date given in the letter of invitation. If the specified date is declared a holiday, quotations shall be received upto the appointed time on the next working day.

5.6 Any quotation received by the ..... (Employer) after the deadline for submission of quotations will be rejected and returned unopened to the bidder.

## 6. Validity of Quotation

Quotation shall remain valid for a period of .....days after the deadline date specified for submission.

## 7. Opening of Quotation

Quotations will be opened and enounced in the presence of bidders or their representatives who choose to attend on the date and time and at the place specified in the letter of invitation

8. Information relating to evaluation of quotations and recommendations for the award of contract shall not be disclosed to bidders or any other persons not officially concerned with the process until the award to the successful bidder is announced.

## 9. Evaluation of Quotations

The Employer will evaluate and compare the quotations determined to be substantially responsive i.e. which

- a. meet the qualification criteria specified in clause 3 above;
- b. are properly signed; and
- c. confirm to the terms and conditions, specifications and drawings without material deviations.
- d. If any items in the B.O.Q are not priced, it is assumed that those items will be completed without any additional cost
- e. Arithmetical mistakes if any in the BOQ or Price Schedule will be rectified.

## 10. Award of contract

The Employer will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price and who meets the specified qualification criteria.

10.1 Notwithstanding the above, the Employer reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

10.2 The bidder whose bid is accepted will be notified of the award of contract by the Employer prior to expiration of the quotation validity period

## 11. Performance Security

Within 10 days of receiving letter of acceptance, the successful bidder shall deliver to the \_\_\_\_\_ (Employer) the performance security (either a bank guarantee, bank draft or by cash in favour of the Village Organization) for an amount equivalent of 3% of the contract price. The Performance Security shall be valid till the expiry of the period of maintenance of the work, specified in clause 12.

## 12. Period of Maintenance

The period of Maintenance" for the work is six months from the date of taking over possession or one full monsoon season whichever occurs later. During the period of maintenance, the contractor will be responsible for rectifying any defects in construction free of cost to the Employer.

13. Purchase of all construction materials including cement and steel as per the specifications (National Standard Certification marked goods wherever available) shall be the responsibility of the contractor.

**Format for Submission of Bids**

Village Organization .....

Name of the Sub Project .....

<b>Description of Work</b>	<b>Bid Value</b>	<b>Required Time Period</b>
<i>Insert the description of work here(</i>		
Discount if any		
Bid value after Discount		
VAT if any		
Grand Total		

**Bidder's Name** : .....

Signature : .....

Official Frank : .....

**Attachment 6: Invitation for Quotations for Supply of Goods and Equipment****(State The Name Of The Sub Project)**

To:

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sirs:

Sub: Invitation of quotation for supply of \_\_\_\_\_

1. Sealed competitive quotations are invited by the undersigned for the following items of goods/equipment.

Sl No.	Brief description of goods/equipment	Brief specifications	Quantity	Delivery period	Place of delivery
1.					
2.					
3.					
4.					
5.					
6.					

**2. Quoted Price**

- a. The bidder shall quote for items in the format of quotation attached;
- b. All duties, taxes and other levies payable by the bidder shall be included in the item rate.
- c. The rates quoted for each item shall be fixed for the duration of the contract and shall not be subject to adjustment
- d. Rates for partial quantity of an item are not considered.
- e. Rates for specific items only, will be / not be considered.
- f. Corrections if any shall be made by crossing out, initialling, dating and rewriting
- g. If any transport, loading and unloading cost is involved, it has to be specified.

**3. Each bidder must submit only on quotation****4. Validity of quotations:**

The quotation shall remain valid for a period not less than 15 days after the deadline fixed for submission of quotations

**5. Evaluation of quotations:**

The Purchaser shall evaluate and compare the quotations determined to be substantially responsive i.e., which are properly signed, and conform to the terms and conditions and specifications in the following manner;

- a. The evaluation will be done including all taxes. If the bidder has not indicated sales tax in his quotation, the given rate will be considered for evaluation ;

- b. (i) The evaluation would be done for all the items put together. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly assuming that the bidder will supply such items without any additional cost. Bidders quoting for partial quantity of any one or more item(s) would be treated as non-responsive for all items. Purchaser will award the contract to the responsive bidder whose total cost for all the items put together is the lowest.
- (ii) The evaluation will be done by considering item by item and bidder will be responsive for the quoted items only. Bidders who quoted for partial quantity of any item or items would be treated as non-responsive for such item / items only.
- (c) Any arithmetical mistakes in Price Schedule will be rectified.

#### 6. Award of contract:

- a. The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 6(b) above.
- b. The Purchaser reserves the right at the time of contract award to increase or decrease the quantities of items indicated in para 2 above by 25% without any change in the unit price or any other terms and conditions.
- c. The Purchaser prior to the expiration of the quotation validity period will notify the bidder whose quotation is accepted of the award of contract. The terms of the accepted offer shall be incorporated in the Purchase order.
- d. Normal commercial warranty /guarantee shall be applicable to the supplied goods;
- e. Payment shall be made within 7 days after the delivery of the goods and their acceptance;
- f. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

#### Last date and time of receipt of quotations:

You are requested to submit the sealed quotations super scribed on the envelop as "Quotations for the supply of \_\_\_\_\_ Due on \_\_\_\_\_" latest by \_\_\_\_\_ hours on \_\_\_\_\_ (date).

We look forward to receiving your quotations and thank you for your interest in this project.

Yours sincerely,

(Purchaser)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

**Attachment 7: Form of Bid Submission**

Sl No	Description of goods/equipment	Brief specifications	Quantity	Unit	Unit rate (SLR) in		Total amount in figures (SLR)
					Figures	words	
1							
2							
3							
4							
5							
<u>Total Value</u>							
<u>Discount (if Any )</u>							
<u>Total after Discount</u>							
<u>Add Transport cost etc</u>							
<u>Total Value</u>							
<u>Add VAT etc.'</u>							
<u>Grand Total</u>							

Gross total Cost: SLR. \_\_\_\_\_ (in figures)

SLR. \_\_\_\_\_ (in words)

We agree to supply the above goods in accordance with the technical specifications for a total contract price of SLR. \_\_\_\_\_ (in figures) (SLR. \_\_\_\_\_ (in words) within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warranty/guarantee of \_\_\_\_\_ months shall apply to the offered goods.

(Bidder)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment 8: Goods/Material Inspection Report**

Report No.:

Date:    /    /

P.O. No.....

Name of supplier: .....

Supplier Invoice No. :

Sr. N o	Description	Code No.	Quantity Received	Quantity Accepted	Quantity Rejected	Reasons for Rejections
1						
2						
3						
4						
5						

Inspected by

Signature 1:

Signature 2:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Attachment 9: Opening of Bids****Village Organization: .....****Purchase of Office Equipments**

Sealed Quotations were called for above till 3.00 p.m. on 12/05/2007 and the details of the quotations are given bellow

No	Name of the good	Qty	Ruwan Hardware		Ranjan Stores		Sumudu Traders	
			Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
01	Office Table 6' x 3'	02	12,000/- -	24,000/- -	10,000/- -	20,000/- -	9,500/-	19,000/- -
02	Executive Chair	05	3,000/-	15,000/- -	3,500/-	17,500/- -	3,250/-	16,250/- -
03	Office Cupboard 6' x 3'	03	6,500/-	19,500/- -	7,200/-	21,600/- -	6,750/-	20,250/- -
<b>Total</b>			<b>58,500/-</b>		<b>59,100/-</b>		<b>55,500/-</b>	
Discount (if any)			2%		-		1,000/-	
<b>Total after discount</b>			<b>57,330/-</b>		<b>59,100/-</b>		<b>54,500/-</b>	
Other Charges (Transport etc.)			-		-		1,500/-	
<b>Total amount</b>			<b>57,330/-</b>		<b>59,100/-</b>		<b>56,000/-</b>	
VAT etc.			-		-		-	
<b>Grand Total</b>			<b>57,330/-</b>		<b>59,100/-</b>		<b>56,000/-</b>	

Above quotations were opened by us today.

.....  
Name & Signature

.....  
Name & Signature

.....  
Name & Signature

.....  
Name & Signature

.....  
Name & Signature

.....  
Name & Signature

**Attachment 10: Evaluation Report****(Based on supplier's total amount - All items to be procured from one source)**

The quotations received for the above, were checked and evaluated by us on 28/05/2007 and wish to make following recommendations

No	Name of the good	Qty	Ruwan Hardware		Ranjan Stores		Dammika Hardware	
			Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
01	Cement	50 bags	650/-	32,500/-	630/-	31,500/-	700/-	35,000/-
02	Steel	5 Kg	100/-	500/-	95/-	475/-	115/-	575/-
03	Bricks (9x5x3)	10,000	3/-	30,000/-	2.75/- (8x5x3)	27,500/-	2.80/-	28,500/-
<b>Total</b>			<b>63,000/-</b>		<b>59,475/-</b>		<b>64,075/-</b>	
Discount (if any)			250/-		No		1 %	
Total after discount							63,434/25	
Other Chargers (Transport etc.)			No		500/-		No	
<b>Total amount</b>			<b>62,750/-</b>		<b>59,975/-</b>		<b>63,434/25</b>	
VAT etc.								
<b>Grand Total</b>								

**Final Decision:**

Our Intention is to purchase all items from one supplier. Lowest Amount of Rs.59,975/- is quoted by Ranjan Stores, But the quality of Bricks offered by him is not satisfactory. Therefore his quotation was rejected.

It is recommended to accept next lowest quotation of Ruwan Hardware and to purchase 50 bags of cement, 5 Kg of steel and 10,000 of bricks from them for Rs. 62,750/-.

.....  
Name & Signature

.....  
Name & Signature

.....  
Name & Signature

.....  
Name & Signature

.....  
Name & Signature

.....  
Name & Signature



**Attachment 11: Evaluation Report****(Based on Item by Item – goods could be purchased from several suppliers)**

The quotations received for the above, were checked and evaluated by us on 28/05/2007 and wish to make following recommendations.

..... Village Organization

Gemidiriya Foundation  
Purchasing of Construction Materials  
(State the name of project)

No	Name of the good	Qty	Ruwan Hardware		Ranjan Stores		Dammika Hardware	
			Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
01	Cement	50 bags	650/-	32,500/-	630/-	31,500/-	700/-	35,000/-
02	Steel	5 Kg	100/-	500/-	95/-	475/-	115/-	575/-
03	Bricks (9x5x3)	10,000	3/-	30,000/-	2.75/- (8x5x3)	27,500/-	2.80/-	28,500/-
Discount (if any)			250/-				1%	
VAT etc.								
Other Chargers (Transport etc.)			No		500/-		No	

**Final Decision**

It is recommended to purchase goods as given below.

**1. Cement – 50 Bags**

At the lowest price of Rs.630/- from Ranjan Stores totalling to Rs.32,000/- including transport cost of Rs.500/-

**2. Steel – 5 Kg**

At the lowest price of Rs.95/- from Ranjan Stores totalling to Rs 475/-

**3. Bricks – 10,000**

Lowest price of Rs.2.75/- quoted by Ranjan Stores. But the quoting of Bricks is not satisfactory. Therefore his price is rejected. It is recommended to purchase 10,000 Bricks to the next lowest price of Rs.2.80/- from Dammika Hardware totalling to Rs.28,500/-.

**Procurement Committee**

.....  
Name & Signature

.....  
Name & Signature

.....  
Name & Signature

.....  
Name & Signature

**Attachment 12: Stock Book**..... **Village Organization****Implementation of Infrastructure Sub Project**

Name of the good : Cement

<b>Date</b>	<b>Receive Date</b>	<b>Issued Quantity</b>	<b>Balance</b>	<b>Received from</b>	<b>Issued to</b>	<b>Remarks</b>
1/5	50	--	50	Ranjan Hardware		
5/5	25	--	75	Ranjan Hardware		
7/5	-	15	60	-	Water Project	For foundation
12/5	10	25	45	Dhammika Hardware	Water Project	For Walls
Total						

**18. Those who have participated for revising of Procurement Chapter**

	<b>Name</b>	<b>Grade</b>	<b>Company</b>	<b>District</b>
1	S.W.Y.M. Gamini Abeyratne	A	Ethumalpitiya	Polonnaruwa
2	W.A. Nishama Priyadarshani	C	Mahasenpura - Swarna	Moneragala
3	S.L. Chaturika Kumari	C	Pahala Obada	Hambantota
4	H.G.D. Vijitha	C	Helekada North	Hambantota
5	R.P. Chitra Kanthi	C	Helekada North	Hambantota
6	M.K. Sriyani	C	Helekada North	Hambantota
7	W.M. Anura Wasantha Fernando	C	Pehesara Pahalagama	Hambantota
8	J.P. Tungaratna Jayasinghe		Gammedda	Badulla
9	D.L. Gajanayake		Field Operation Unit	Tangalle
10	W.L. Nilantha Padmalal		Field Operation Unit	Wellawaya
11	K.A. Priyangika Kodituwakke		Field Operation Unit	Tangalle
12	Somanath Gamage		National Team	Gemidiriya Foundation
13	Wimalaratna Gamlath			