

EVALUATION REPORT
MAGIS AID 12970/01/7 - EDIRI
N. Ref. MAGIS-AICS-OT-002

Background

The Trustees of the Society of Jesus in Sri Lanka, in partnership with Magis Foundation ETS, launched an open tender on April 23rd, 2025 inside the initiative “Paths and practices of education, dialogue and reconciliation in Sri Lanka” - EDIRI - AID 12970/01/7. The tender notice was published in two (2) national newspapers (Daily Mirror and Daily News), two (2) srilankan websites dedicated to tenders (TenderLive and Tenders.lk) and on the MAGIS' website (copies archived with this report)

Annexes

- Copies of the contract notices published
- Receipts (signed) of the hand delivered tenders
- The tenders received (the envelopes)
- Selection criteria compliance grid
- Evaluation grid
- Declaration of impartiality of the members of the evaluation committee

Timetable

	Date	Place	Notes
Publication	23/04/2025	Mannar (Sri Lanka)	Published in two (2) national newspapers (Daily Mirror and Daily News), two (2) srilankan websites dedicated to tenders (TenderLive and Tenders.lk) and on the MAGIS' website
Deadline for requesting clarification from the contracting authority	09/05/2025	Mannar (Sri Lanka)	Time zone UTC +5:30
Last date for the contracting authority to issue clarification	16/05/2025	Mannar (Sri Lanka)	Time zone UTC +5:30
Deadline for submitting tenders	23/05/2025	Online	Time zone UTC +5:30

Report

Preparatory session

The chairman of the evaluation committee showed the committee members the tender documentation and explained the technical characteristics of the requested supply or service, explaining its use, the type of humanitarian intervention and the implementation area of the activities.

Deadline for submission of bids

As of 29/05/2025 at 10:00 (UTC +5:30), the evaluation committee confirms that five (5) tenders have been received in sealed envelopes, indicated below according to receipt chronology:

#	Company	Address	Received on
1	SBS.Com Office Automation (Pvt) Ltd	974/7 Pannipitiya Road, Battaramulla	22/05/2025 at 11:28 AM
2	Ceylon Business Appliances (Pvt) Ltd	No. 193, Hill Street, Dehiwala	23/05/2025 at 10:30 AM
3	Singer Sri Lanka PLC	Main Street, Murunkan	23/05/2025 at 03:20 PM
4	Oquraa Computer	Main Street, Mannar	23/05/2025 at 04:20 PM
5	Huawze (Pvt) Ltd	Sinnakkadai, Mannar	23/05/2025 at 05:10 PM

The chairman of the evaluation committee opens the envelopes and evaluates the offers by carrying out the following verification actions before awarding the tender:

Opening of envelopes for the evaluation of the selection criteria

At 10:00, the evaluation committee checks the EDES database (available at the following link:

https://commission.europa.eu/strategy-and-policy/eu-budget/how-it-works/annual-lifecycle/implementation/anti-fraud-measures/edes/edes-database_en) and declares that none of the participants are excluded or subject to financial penalties by EU.

At 12:20, after careful analysis of the administrative documentation received with the help of the checklist (selection criteria compliance grid) attached to this report, the evaluation committee declares that:

- SBS.Com Office Automation (Pvt) Ltd needs to integrate Manufacturer Authorization letter and the documentation about past experience requested to participate to Lot n.1.
- Ceylon Business Appliances (Pvt) Ltd needs to integrate the Legal Entity Form, the Manufacturer Authorization letter and the documentation about past experience requested to participate to Lot n.1.
- Singer Sri Lanka PLC needs to integrate the certificate of issue of Business Registration number, Manufacturer Authorization letter and the documentation about past experience requested to participate to Lot n.1.



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- Oquraa Computer complies with all the requirements and is admitted to the next phase.
- Huawze (Pvt) Ltd needs to integrate the certificate of issue of Business Registration number, Manufacturer Authorization letter and the documentation about past experience requested to participate to Lot n.1.

The companies which do not comply with the requirements are called and asked to integrate the needed documentation.

At 12:32 Ceylon Business Appliances (Pvt) Ltd is admitted to the evaluation phase after being asked to integrate documentation about the past experience requested to participate to Lot n.1. The documentation and the email they sent are added to the tender documentation. The company didn't include the Legal Entity Form among the documentation, but it included the Business Registration certificate which proves their legal status. The committee decided that the company will be asked to provide the fully filled and signed Legal Entity Form in case their offer will be awarded.

At 13:10 Huawze (Pvt) Ltd is excluded from the evaluation phase, provided that they explained via phone call that at present date they are still not registered as a business due to government delays.

Given that the documents requested are easy to retrieve if existent, the companies SBS.Com Office Automation (Pvt) Ltd and Singer Sri Lanka PLC are admitted to the evaluation phase with reserve.

At 15:48 SBS.Com Office Automation (Pvt) Ltd integrated the documents requested via email. The documentation and the email they sent are added to the tender documentation.

At 16:15 Singer Sri Lanka PLC integrated the documents requested via hand delivery to the Mannar office.

Opening of envelopes for technical evaluation

At 13:15 a careful analysis of the technical offers was performed by the evaluation committee.

Offers number #2 and #3 are found to miss in every lot some of the items requested in the Annex 1 of the Tender Dossier. The same is true for the offer #4 for the Lot #3. This states these offers as not-compliant, therefore they are excluded in accordance with section 4.3.9.4. of the PRAGs (Evaluation of technical offers) and therefore not further evaluated.

Offer number #1 (for lot #1, #2 and #3) and #4 (for lot #1 and #2) were found to miss some small information that were hindering a proper evaluation. The respective companies were contacted. The information needed were:

Offer #1 (SBS.Com Office Automation (Pvt) Ltd):

- It is not clear if MS Office (genuine) is included in the desktop computers as requested in Annex 1.
- It is not clear if the installation is included in the offer as requested in the additional services of the Annex 1.
- Delivery time is not specified.
- The technical sheet of the item #1 offered in the Lot #2 is missing.

- Warranty for laptops is not specified.
- The item #8 offered in Lot #1 and the item #2 offered in the Lot #2 are the same, but the price is different.
- It is not clear if the monitors offered are FHD as requested in the Annex 1?
- It is not clear the model of the item #5 offered in the Lot #3.

Offer #4 (Oquraa Computers):

- It is not stated if the prices include VAT.

At 16:40 Oquraa Computers was contacted via phone call and they confirmed that the prices include VAT.

On May 30th, 2025 at 9:27 SBS.Com Office Automation (Pvt) Ltd integrated the documents requested via email. The documentation and the email they sent are added to the tender documentation.

At 14:30 the committee reunited again, finished the technical evaluation and admitted the offers #1 and #4 to the financial evaluation.

Opening envelopes for financial evaluation

After careful analysis of the proposed prices the evaluation committee in accordance with the tender dossier, the evaluation committee confirms that the final scores are the following (in score order):

Lot #1:

Offer number	Technical score (TS)	Financial score (FS)	Final score (TS×0.6) + (FS×0.4)	Notes
1	80	98.02	87.21	Item #2 doesn't have required GPU. Delivery time is higher than the maximum requested. Installation is not included in the additional services.
2	N/A	N/A	N/A	Not-compliant (missing items #2, #6, #7, #11)
3	N/A	N/A	N/A	Not-compliant (missing items #1, #2, #5, #6, #7)
4	100	100.00	100.00	

Lot #2:

Offer number	Technical score (TS)	Financial score (FS)	Final score (TS×0.6) + (FS×0.4)	Notes
1	85	76.51	81.60	CPU of Item #1 has a lower cache memory than requested. Item #6 has lower battery life than requested. Delivery time is higher than the maximum requested. Installation is not included in the additional services.
2	N/A	N/A	N/A	Not-compliant (missing items #6, #7)
3	N/A	N/A	N/A	Not-compliant (missing items #3, #8, #9)
4	90	100.00	94.00	Item #6 doesn't have sound mixer as requested

Lot #3:

Offer number	Technical score (TS)	Financial score (FS)	Final score (TS×0.6) + (FS×0.4)	Notes
1	80	100.00	88.00	Item #5 has a lower speed than requested and it doesn't have Duplex Auto-Document Feeder. Delivery time is higher than the maximum requested. Installation is not included in the additional services.
2	N/A	N/A	N/A	Not-compliant (missing items #3, #4, #5)
3	N/A	N/A	N/A	Not-compliant (missing offer)
4	N/A	N/A	N/A	Not-compliant (missing item #5)

A breakdown of the scores will be found in the Evaluation grid annexed.

Conclusion

The evaluation committee therefore, given the results reported above, proposes to award the lots to:



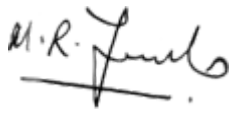

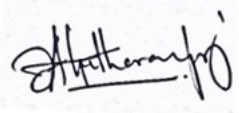
- Lot #1
 - Oquraa Computer (offer #4)
- Lot #2
 - Oquraa Computer (offer #4)
- Lot #3
 - SBS.Com Office Automation (Pvt) Ltd (offer #1)

At 15:30 of May 30th, 2025 the session was adjourned.

Signatures

With the following signatures, the members of the evaluation committee declare:


- To be impartial during the opening ceremony of the envelopes relating to the tender in question,
- to respect the confidentiality standards on the information in the files submitted,
- to have no conflict of interest and to be aware of the procedures for awarding the contract

Name	Function	Organisation	ID	Signature
Alberto Pifferi	Chairman (non-voter)	Fondazione Magis E.T.S.	YB1601195	
Anton Jaan Jenushan Miranda	Secretary (non-voter)	Jesuit Province of Sri Lanka	982590949V	
Rev. Milroy R. Fernando	Member (voter)	Jesuit Province of Sri Lanka	741680785V	
Jockin Jerom John Rosery	Member (voter)	Jesuit Province of Sri Lanka	962463363V	
Fr. Joseph Atputharaj SJ	Member (voter)	Jesuit Province of Sri Lanka	871193460V	

Please find the annexes below.

SELECTION CRITERIA COMPLIANCE GRID
MAGIS AID 12970/01/7 - EDIRI
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#	Tenderer's name	Within the deadline ?	Tender submission form duly completed ?	Only 1 tender per tenderer?	Certificate of the issue of Business Registration number	Manufacturer Authorization Letter(s)	(only for Lot 1) Past experience	Declaration of honour on exclusion criteria?	Language as required?	It is not present in the EDES database?	Overall decision? (Accept / Reject)
1	SBS.Com Office Automation (Pvt) Ltd	X	X	X	X	-	-	X	X	X	Accepted with reserve
2	Ceylon Business Appliances (Pvt) Ltd	X	X	X	X	X	X	X	X	X	Accepted
3	Singer Sri Lanka PLC	X	X	X	-	-	-	-	X	X	Accepted with reserve
4	Oquraa Computer	X	X	X	X	X	X	X	X	X	Accepted
5	Huawze (Pvt) Ltd	X	X	X	-	-	-	X	X	X	Rejected

Chairperson's name	Alberto Pifferi
Chairperson's signature	
Date	29/05/2025



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EVALUATION GRID

MAGIS AID 12970/01/7 - EDIRI

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Lot number : 1

	Technical evaluation					Financial evaluation		Final score	
	Technical requirements compliance	Warranty	Delivery time	Additional services	Total Technical score (TS)	Total price offered	Total Financial score (FS)	TS weight	FS weight
Weight	75	15	5	5	100		100	60%	40%
Offer number									
1	65	15	0	0	80	LKR 9,727,153.00	98.02	87.21	
2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
4	75	15	5	5	100	LKR 9,534,500.00	100.00	100.00	

With a score of 100.00 the tender is awarded to the offer number 4

Notes: Offer #2 and #3 are found not compliant with the items requested in the tender dossier. Their technical offers are rejected according to PRAG 4.3.9.4. (Evaluation of technical offers) and therefore not evaluated

Chairman name and signature

Alberto Pifferi



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EVALUATION GRID

MAGIS AID 12970/01/7 - EDIRI

N. Ref. MAGIS-AICS-OT-002

Lot number : 2

	Technical evaluation					Financial evaluation		Final score	
	Technical requirements compliance	Warranty	Delivery time	Additional services	Total Technical score (TS)	Total price offered	Total Financial score (FS)	TS weight	FS weight
Weight	75	15	5	5	100		100	60%	40%
Offer number									
1	70	15	0	0	85	LKR 3,123,165.00	76.51	81.60	
2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
4	65	15	5	5	90	LKR 2,389,500.00	100.00	94.00	

With a score of 94.00 the tender is awarded to the offer number 4

Notes: Offer #2 and #3 are found not compliant with the items requested in the tender dossier. Their technical offers are rejected according to PRAG 4.3.9.4. (Evaluation of technical offers) and therefore not evaluated

Chairman name and signature

Alberto Pifferi



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EVALUATION GRID

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Lot number : 3

	Technical evaluation					Financial evaluation		Final score	
	Technical requirements compliance	Warranty	Delivery time	Additional services	Total Technical score (TS)	Total price offered	Total Financial score (FS)	TS weight	FS weight
Weight	75	15	5	5	100		100	60%	40%
Offer number									
1	65	15	0	0	80	LKR 1,353,460.00	100.00	88.00	
2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
4	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

With a score of 88.00 the tender is awarded to the offer number 1

Notes: Offer #2, #3 and #4 are found not compliant with the items requested in the tender dossier. Their technical offers are rejected according to PRAG 4.3.9.4. (Evaluation of technical offers) and therefore not evaluated

Chairman name and signature

Alberto Pifferi