



NATIONAL INSURANCE TRUST FUND

PROCUREMENT OF PRINT & SUPPLY OF ANNUAL OFFICE TSHIRTS - 2019

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I. Summary

Currently NITF Head Office is located at 97, Maradana Road, Colombo 10 and we are providing an office t-shirt annually to our staff. This year too we are soliciting proposals for Procurement of Print & Supply of Annual Office T-shirt

NITF has a total workforce of around 300 at the moment .

II. Background Information on National Insurance Trust Fund

Who We Are

The National Insurance Trust Fund (NITF) was established in 2006 under the National Insurance Trust Fund Act No. 28 of 2006 to provide benefits and safeguards against unforeseen health risks, personal accident and damage to property through contributory insurance schemes which will be operated by the NITF. In providing the benefits, NITF has implemented the Agrahara Insurance Scheme, Agrahara Gold and Silver Insurance Schemes Parliamentary Members Insurance Scheme, Motor Insurance Scheme, 30% Retrocession Program and absorbed the Strike, Riot, Civil Commotion and Terrorism Fund. It has also implemented many General Insurance Schemes, Crop Levy Insurance Scheme, National Natural Disaster Fund.

Vision

SAFETY-NET AND PROTECTION FOR ALL NEEDY SECTORS

Mission Statement

To participate in the social and economic development of Sri Lanka through:

- Affordable, Efficient and Progressive Insurance Schemes for all needy segments in the society;
- Providing solutions to local market to cover high risks arising from changing needs through pooling and other arrangements; and
- Creating a reinsurance market in Sri Lanka to provide additional capacity to the local Insurance Market.

III. Scope of Work

Scope should be as mentioned below and it should be designed and carried out according to NITF Requirements as follows;

Number	Description
1	Printing of 350 t-shirts (Ground & 1-4 floors) : Size breakdown (XS/S/M/L/XXL) will be supplied <u>Specification</u> Fabric : TC PIQUE 220 GSM (10-/+) Embroidery : FRONT & BACK Type of Tshirt : SHORT SLEEVE COLLAR T SHIRT Colour : WHITE WITH BLUE & BLACK STRIPE IN COLLAR EDGE & SLEEVE EDGE) (Annexure 1 – Design)
2	Supplying and transporting the t-shirts within 14 days of the Purchase order.

***Sample T-shirt should be submitted with the Quotation.**

IV. Proposal Guidelines and Requirements

The successful Responder to this Request for Proposal will have demonstrated the following:

- Excellence, experience and creativity as a vendor in the industry.
- Experience in for Insurance Sector Companies and Government Sector organizations,
- A best-in-class reputation for executing to a high standard on tight deadlines.

The response to this proposal should pay the attention to followings:

- a) Deadline of the delivery of T-shirts is 14 days from the PO (Purchase order) date and we will impose a surcharge of 10% of the total value of the order for delay in delivery dates.
- b) An advance payment of 20% will be made to the selected vendor.

V. Proposal Submission

Quotations must be submitted in sealed envelopes, addressed to the Manager-HR & Administration, National Insurance Trust Fund, No. 97, Maradana Road Colombo 10, Sri Lanka not later than at 15 00hrs, 11th March 2019 and should be clearly marked “Procurement of Print & Supply of Annual Office T-shirts” at the top left corner of the envelope.

The procurement committee reserves the right to accept or reject quotations whose quotations are not acceptable to the NITF without giving any reason.

Quotations will be opened immediately after closing time, in the presence of relevant parties or their authorized representatives, by a Tender Opening Committee at the office of NITF, No. 97, Maradana Rd, Colombo 10. Quoted price only will be declared at the Tender Opening.

Late submissions will be rejected. Partial bids are not accepted.

VI. Contract Terms

NITF will negotiate contract terms and final pricing upon selection. All contracts are subject to review by management of NITF. An order will be made upon signing an agreement or contract, which outlines terms, scope, budget, deliverables, timeline, and other necessary items.

VII. Contact Information

P R A Lasantha U Kumara
Manager-Administration & HR
National Insurance Trust Fund
No. 97, Maradana Road,
Maradana.
Tel: 011-20266000 Ext 1400

FRONT LEFT WORDING : 2.5 inches (WIDTH)
FRONT LEFT WORDING : 2.5 inches (WIDTH)



DISTANCE : 3 inches

BACK WORDING : 7inches
LEFT SLEEVE WORDING : 4inches