

DEVELOPMENT LOTTERIES BOARD
INVITATION TO BIDS FOR OBTAINING SERVICES OF
CORPORATE ADVERTISING 2020 / 2021

INSTRUCTIONS / GENERAL CONDITIONS TO BIDDERS

1. Introduction

The Development lotteries Board (DLB), which comes under the purview of the **Ministry of Finance, Economy and policy Development incorporated** under the parliamentary act of Development Lotteries Board act no 20 of 1997. It contributes immensely to the economic development, mainly through Education, health, Culture, Sports, Religious sectors via Presidents fund & Mahapola Higher Education Trust Fund.

DLB currently manages and operates eight brands of lotteries to fulfill the obligation of raising and generating funds to the above development and social development tasks. The brands are Saturday Fortune, Lagna Wasanwa, Super ball, Jayoda, Kotipathi Kapruka, Development Fortune, Ada Kotipathi and Development Instant (Scratch off).

02. Invitation for Bidders

Sealed bids are hereby invited by the Chairman Department Procurement Committee, Development Lotteries Board from Creative agencies for obtaining services of corporate advertising 2020/2021 creative related to the TV, Radio, Press.

Interested bidders can collect the Bidding documents from procurement division of Development Lotteries Board upon a payment of Rs. 5,000.00 as a non-refundable fee.

03. Scope of the Service

- Concept development for TV, Radio, Press, Digital Media & Outdoor to enhance the corporate image of the organization and production related to the above concepts.
- Media scheduling part except draw media scheduling will be handled by a separate AOR company & commissions will be shared as per the industry standard.

4. The Advertising Agency shall give an undertaking that

- The creative of Television, Radio, Press, Outdoor & Digital concepts will not infringe any existing legal provisions and any copy right of 3rd parties.
- The creative are not defamatory of any person, firm or company and that it is not absence blasphemous libelous or defamatory any person.
- Any legal matters or claims arising out of said creative will be the advertising agencies' liability.
- All creative has to be approved by an authorized officer of the Development Lotteries Board and all Visuals, Artworks, Story boards and production materials should be kept in the custody at the Development Lotteries Board.

5. Assigning the Man Power and their responsibility.

A separate experience creative team must be assigned for creative works. The creative team as well as the client servicing team should ready to provide the advertising service by 365 days.

6. Contract Period

The Contract entered into by the agency will be valid for a period of one year.

7. Contract not to be sublet

Not allowed

8. Timely Delivery

All production materials should deliver as per the agreed time period of DLB. Further all lottery draw functions have to be completed with-in time specified by DLB.

9. Competitive products or Institutions advertising

The agency or their related subsidiary companies has no right to carry out advertising activities for any competitive product, Corporate or institution and the Board has right to obtain advertising services from any other advertising agency or person within the contract period.

10. Eligibility

- Bidder should have a valid business registration for advertising field.
- Minimum of 03 year experience in the Advertising field of creative related to the Tv, Radio, Press & Digital medium.

11. Amendment of Bidding Documents

- a. At any time prior to the deadline for submission of bids, the DLB may amend the Bidding Documents by issuing addendum.
- b. Any addendum issued shall be part of the Bidding Documents and shall be communicated in writing to all who have purchased the Bidding Documents.
- c. To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the DLB may, at its discretion, extend the deadline for the submission of bids.

12. Cost of Bidding

- a. The Bidder shall bear all costs associated with the preparation and submission of its bid, and the DLB shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

13. Alternative Bids

- a. Alternative bids shall not be considered

14. Bid Price

14.1. The Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

15. Currencies of Bid

15.1. Unless otherwise stated in Bidding Data Sheet, the Bidder shall quote in Sri Lanka Rupees and payment shall be payable only in Sri Lanka Rupees. Bids quotes in the other currencies will be rejected and treated as non – responsive bid.

16. Period of Validity of Bids

16.1. Bids should be valid for period of 91 days from the date of technical qualification opening. A bid valid for a shorter date shall be rejected by the Purchaser as non-responsive.

17. Bid Security

Bidder should be submitted un conditional bid security for **Rs 211,000.00** obtain from reputed bank in Sri Lanka as per the format given in the bidding document. Bid security is to be **valid up to 01.12.2020**. beneficiary is Chairman, Development Lotteries Board.

18. Documents comprising the Bid

a) The **envelop 1**, marked as “**Pre-qualification**” should include the followings.

Stage 01:-

- a. Original Bid security
- b. Certified copy of articles of association, partnership or Joint Venture Agreement
- c. Corporate profile of the Company together with Audited Accounts for last 03year – in respect of which Audited Accounts are available, and information covering all aspects for the proper evaluation of the tender, the set of Accounts should be certified by a Chartered Accountant.
- d. List of permanent employees with the EPF numbers. (Form 01)
- e. Clientele – Present accounts & Past accounts handled should be submitted separately. The agency should produce the service certificates obtained from the clients along with the list of clients. Any list of clients without service certificates would be rejected during the short – listing process.
- f. Latest Form 20 (List of directors)
- g. Details of creative work done for electronic and print media for year 2018/2019 on CD / DVD form.
- h. Details of Awards won
 - i. Gold
 - ii. Silver
 - iii. Bronze

Stage 02:-

- i. Creative proposal
 - After evaluation of pre-qualification cover will call presentation from the successfully bidders and open creative proposals.
 - Creative presentations will be evaluated/ selected considering the following criteria,
 - a. Creativity

- b. Immediate recall
- c. Novelty of the concept
- d. Product positioning strategy
- e. Image building
- f. Identify the target market

The Agencies are expected to submit the above list of awards/recognitions for campaigns, certifying by the awarding authority. Without certifying list would be rejected during the evaluation stage. (Form 02)

b). The **envelop 2**, marked as “**Financial Bids**” should include the followings.

Stage 03:-

- 1. Duly filled bid submission form.
- 2. Cost guide form (form No:- 01)
- 3. A copy of Bids security

19. Format and Signing of Bid

- 19.1. The Bidder shall prepare one original of the documents comprising the bid as described clearly mark it as “**ORIGINAL- PRE QUALIFICATION**” AND **ORIGINAL – FINANCIAL BID .**” In addition, the Bidder shall submit a copy of the bid and clearly mark it as “**COPY OF PRE QUALIFICATION**” AND **COPY – FINANCIAL BID.**” In the event of any discrepancy between the original and the copy, the original shall prevail.
- 19.2. The original and the Copy of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.
- 19.3. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.

20. Submission and Opening of Bids

Submission, Sealing and Marking of Bids as follows.

- a) Bidders submitting bids by post or by hand, shall enclose the original and the copy of the Bid in separate sealed envelopes, duly marking the envelopes as Envelop 01 “PRE-QUALIFICATION” including creative proposals enclosed with separate envelopes and envelop 02 “FINANCIAL BID.” With relevant copies. Finally submit as two main envelopes as one is FINANCIAL BID (including copy envelop) envelop and other one is PRE-QUALIFICATION (including copy envelopes with creative proposal) please refer followings for sealing of envelopes

- | | | |
|---|---|-------------------|
| <ul style="list-style-type: none"> • Pre-qualification envelop marked “ Original” • Pre-qualification envelop marked “ Copy” • Creative proposals envelops marked “creative” | } | Main envelop - 01 |
| <ul style="list-style-type: none"> • Financial Bid Envelop marked “Original” • Financial Bid Envelop marked “Copy” | } | Main envelop - 02 |

- b) The inner and outer envelopes shall:

- i. bear the name and address of the Bidder;
- ii. be addressed to the Purchaser
- iii. bear the specific identification of this bidding process as instructions given.
- iv. bear a warning not to open before the time and date for bid opening.
If all envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.
- v. In the Financial Proposal Envelop bear a warning **“Do not open with the pre-qualification envelops”**.

21. Bid Opening

21.1. The Purchaser shall conduct the bid opening in public at the address, date and time specified in the clause no 25.

Step 01- pre qualification envelop opening and evaluation



Step 02- Opening of creative proposal envelop and call presentation from successfully bidders.



Step 03- Opening of financial Bid envelop of successfully bidders.

21.2. First, envelopes marked “PRE-QUALIFICATIONS” shall be opened and read out and the envelope with the corresponding bid may be opened at the discretion of the Purchaser. Envelopes marked “FINANCIAL BID” shall not be opened and read out with the pre-qualification. Financial Proposals will be opened after technical evaluation with the presence of the bidders representatives.

21.3. All other envelopes shall be opened one at a time, reading out: the name of the Bidder and whether there is a modification; the Bid Prices, including any discounts and alternative offers; the presence of a Bid Security or Bid- Securing Declaration, if required; and any other details as the Purchaser may consider appropriate. Only discounts and alternative offers read out at Bid opening shall be considered for evaluation. No Bid shall be rejected at Bid opening except for late bids.

22. Preliminary Examination of Bids.

22.1. The Purchaser shall examine the bids to confirm that all documents and technical documentation requested in Clause 18 have been provided, and to determine the completeness of each document submitted.

22.2. The Purchaser shall confirm that the following documents and information have been provided in the financial Bid. If any of these documents or information is missing, the Bid shall be rejected.

Bid Submission Form,
Price Schedules,
A copy of Bid Security

Evaluation and Comparison of Bids

23. Confidentiality

- 23.1. The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub criteria. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the Proposal, and particularly the Terms of Reference or if it fails to achieve the minimum technical score. Creative proposal envelopes will be opened only for the successfully bidders.
- 23.2. Following the ranking of pre-qualification, the bidders that achieve the minimum technical score will be invited for the financial proposal opening.
- 23.3. Information relating to the examination, evaluation, comparison, and Pre-qualification (if applicable) of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract Award.
- 23.4. Any effort by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its Bid.
- 23.5. Notwithstanding, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, from the time of bid opening to the time of Contract Award, it should do so in writing.

24. Power to accept or reject the proposal or opinions/Calling creative from other shortlisted & registered Agencies of the Development Lotteries Board

The Development Lotteries Board reserves to itself the right to accept or reject any proposal or opinion or part without any cost thereof if the creativeness is not up to the requirements / acceptable level of the Board. In case of DLB turns down the creative presented by an Agency, Development Lotteries Board can again call proposals from other shortlisted agencies those who have been selected by the tender board and the registered agencies for relevant year.

25. Closing Date

Bidders should send all Bidding documents (PRE-QUALIFICATIONS and Financial Bid) by post under registered cover, marked as "obtaining services of corporate advertising 2020/2021" **Bid No DLB/PRO/2020/10** so as to reach the Chairman, Departmental Procurement Committee, C/o Development Lotteries Board, 356, Dr Colvin R de Silva Mawatha, Colombo 2, not later than **2.00 p m on 04.08.2020**. Bidders if they so desire, may deposit the bids in the box provided at the Procurement Division of Development Lotteries Board, 356, Dr.Colvin R. De Silva Mawatha, Colombo 02, not later than **2.00 p m on 04.08.2020**. Late submission of bids will not be accepted and will be returned. Bids will be opened at **2.00 pm on 04.08.2020** with the presence of the bidders representatives

26. Performance Bond

The selected Advertising Agency should submit an un conditional performance bond sum of **Rs. 2,110,000.00** obtain from reputed bank in Srilanka as per the format given in the bidding document Performance security is to be valid 396 days from the letter of award. beneficiary is Chairman, Development Lotteries Board. Agreement will be signed within 3 working days from the receipt of the performance security.

27. Payments

- All creative, concepts, production payment will be made in favor of the Advertising agency. Agency payment will be made within 30 days after receipt of the invoice date.
- The MOU will be signed by DLB with Creative Agency.

28. Third party agreement

The Agency should not sign any agreement with third party without written approval from the Development Lotteries Board.

29. Increase or Decrease of Costs

Once the bid is accepted, the agreed price is fixed and no any alteration will be allowed.

30. Governing Law

The bid and any contract resulting there from shall be governed by and construed according to the Law of Sri Lanka.

31. Termination

Either party may terminate the contract by giving a notice of one month (01) or the termination must end at the end of a calendar month.

32. Arbitration

- (a) All disputes arising out of contract agreements should be resolved by mediation, and the dispute shall be referred for arbitration in accordance with the provisions of the Arbitration Act No 11 of 1995.
- (b) Performance of the contract shall continue during the Arbitration proceedings.
- (c) All proceedings and hearings by Arbitrators shall be held in Sri Lanka.
- (d) Contract agreements would be governed by Sri Lanka law.

33. Purchaser's Right to Accept Any Bid, and to Reject Any or All Bids

The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.

34. Signing of Agreement

The conditions include in this document is part and partial of the agreement signed with selected bidder.

Chairman,
Department Procurement Committee,
Development Lotteries Board,
356. Dr. Colvin R. De Silva Mawatha,
Colombo 2.

I/We agree to abide by all the terms and conditions pertaining to this Bid or contract.

Name of the Bidder:.....

Address:.....
.

Contact Number:..... Fax Number:.....

.....
Signature of the authorized
Signatory of the Bidder

Affix the Company Seal here

Name of the Signatory:.....

Capacity:.....
...

Witnesses

1. Signature

:
 Name
 :
 Address
 :
 Contact Number :
 :

2. Signature

:
 Name
 :
 Address
 :
 Contact Number :
 :

**Development Lotteries Board
 Corporate Cost Guide for Productions -
 2020/2021**

Annexure 01

			Without Taxes Unit Price (Rs.)
Media Brief			
Backdrop / Banner	Artwork , Printing , Fixting Charges, Hiring cost of Iron Frame transport & labour chrages (per square feet)		
Invitation (Card & Envelop)	Artwork chgs & printing charges	200 nos	
Dockets	Artwork chgs & printing charges	200 nos	
Press KIT	Translation & Printing charges	Sinhala, English & Tamil	

Production					
-	TV Conceptualizing & Visualizing of Story Board of TV commercial in Sinhala, Tamil & English & producing of supers, translation fees and other agency charges.	2D Animated TVC	Sinhala or Tamil	05 sec	
				10 sec	
				15 sec	
				20sec	
				30 Sec	

-		Sinhala or Tamil (Same TVC only for voicing)	05 sec		
			10 sec		
			15 sec		
			20sec		
			30 Sec		
		3D Animated TVC	Sinhala or Tamil	05 sec	
				10 sec	
				15 sec	
				20sec	
				30 Sec	
			Sinhala or Tamil (Same TVC only for voicing)	05 sec	
				10 sec	
				15 sec	
				20sec	
				30 Sec	
Option 01 Production, agency co-ordination, commercial in Beta cam inclusive of sound recording charges, vidiography, studio charges recording & editing fee,	With Modals	Sinhala	20 sec		
		Tamil (with Tamil Modals)	20 sec		
		Sinhala & Tamil	20 sec		
Costiums,special digital effect, transport chgs, artwork chgs for title & tags, cassette cost and incidental expenses. One day shoot, Two locations, Average models, Average directors, Avg. graphic animations ect.		(Same TVC only for voicing)			
		Sinhala	30 sec		
		Tamil (with Tamil Modals)	30 sec		
		Sinhala & Tamil (Same TVC only for voicing)	30 sec		
Option 02 Production, agency co-ordination, commercial in Beta cam inclusive of sound recording charges, vidiography, studio charges recording & editing fee, Costiums,special digital effect, transport chgs, artwork chgs for title & tags, cassette cost and incidental expenses. Two days shoot, Three locations, Popular models but,		Sinhala	20 sec		
		Tamil (with Tamil Modals)	20 sec		
		Sinhala & Tamil (Same TVC only for voicing)	20 sec		
		Sinhala	30 sec		
		Tamil (with Tamil Modals)	30 sec		
		Sinhala & Tamil	30 sec		

<p>not expensive, Popular directors, Avg. graphic animations</p> <p>Colombo + Out of colombo recording</p> <p>Adeptation charges for digital format with one language & one voice</p>			(Same TVC only for voicing)				
		Sinhala	20 sec				
		Tamil (with Tamil Modals)	20 sec				
		Sinhala & Tamil (Same TVC only for voicing)	20 sec				
		Sinhala	30 sec				
		Tamil (with Tamil Modals)	30 sec				
		Sinhala & Tamil (Same TVC only for voicing)	30 sec				
		Sinhala	45 sec				
		Tamil (with Tamil Modals)	45 sec				
		Sinhala & Tamil (Same TVC only for voicing)	45 sec				
<p>TV - Slide</p> <p>Cost of Production, editing, studio charges , recording charges, voicing fee, mixing, beta/CD transfer fee, agency cordination fee, ect.</p>	Animated	Sinhala or Tamil	10 sec				
			15 sec				
		Sinhala & Tamil	10 sec				
			15 sec				
<p>AV Presentation</p> <p>Production, agency co-ordination, commercial in Beta cam</p> <p>inclusive of sound recording charges, Vidiography, Studio charges recording & editing fee, Library & Other Chag., Library Photography, Directors fee, photography , Modal fee, Costimues, Location, Special Digital effect, Transport chgs, artwork chgs for title & tags, cassette cost and incidental, cassette cost and incidental expenses & other charges.</p>	Animated	Sinhala & Tamil	5 min				
			10 min				
		Sinhala or Tamil	15 min				
			5 min				
			10 min				
			15 min				
		<p>Radio</p> <p>Cost of involving script writing or jingle writing of commercial in Sinhala, Tamil & English, traslation including other incidental expenses ect.</p> <p>Cost of production jingles in Sinhala, Tamil</p>	Teaser	Sinhala or Tamil or English	10sec		
					15sec		
20sec							
Sinhala & Tamil & English	10 sec						
	15 sec						
	20 sec						

& one voice spot in English inclusive if studio charges, recording charges , musician fee, tape & cassettes costs, sound effects, Audio mixing, technical assistant, agency co-ordination and incidental expenses.

Thematic Drama Type	Sinhala or Tamil or English	10 sec		
		Sinhala & Tamil & English	10 sec	
	Sinhala or Tamil or English	15 sec		
		Sinhala & Tamil & English	15 sec	
	Sinhala or Tamil or English	20 sec		
		Sinhala & Tamil & English	20 sec	
	Sinhala or Tamil or English	30 sec		
		Sinhala & Tamil & English	30 sec	
	Sinhala or Tamil or English	45 sec		
		Sinhala & Tamil & English	45 sec	
	Thematic Jingle	Sinhala or Tamil or English	10 sec	
			Sinhala & Tamil & English	10 sec
		Sinhala or Tamil or English	15 sec	
			Sinhala & Tamil & English	15 sec
Sinhala or Tamil or English		20 sec		
		Sinhala & Tamil & English	20 sec	
Sinhala or Tamil or English		30 sec		
		Sinhala & Tamil & English	30 sec	
Sinhala or Tamil or English	45 sec			
	Sinhala & Tamil & English	45 sec		
Press Cost of conceptualizing and visualizing, designing and producing & supplying of 4 processing colour final artwork inclusive of illustration, typesetting, bromids, computer graphics, colour printouts, studio cost, photography charges, CD cost, translation fees with 1 model	With Modals	Sinhala or Tamil or English	1/4 pg	
		Sinhala & Tamil Sinhala & Tamil & English	1/4 pg	
		Sinhala or Tamil or English	1/4 pg	
	Sinhala or Tamil or English	1/2 pg		
		Sinhala & Tamil Sinhala & Tamil & English	1/2 pg	
		Sinhala or Tamil or English	1/2 pg	
	Sinhala or Tamil or English	full pg		
		Sinhala & Tamil Sinhala & Tamil & English	full pg	
		Sinhala or Tamil or English	full pg	
	Sinhala or Tamil or English	Killer pg		
		Sinhala & Tamil Sinhala & Tamil & English	Killer pg	
		Sinhala or Tamil or English	Killer pg	
Press Cost of conceptualizing and visualizing, designing and producing	Without Modals	Sinhala or Tamil or English	1/4 pg	
		Sinhala & Tamil Sinhala & Tamil & English	1/4 pg	
		Sinhala or Tamil or English	1/4 pg	

& supplying of 4 processing colour final Artwork inclusive of illustration, typesetting, bromids, computer graphics, colour printouts, studio cost, photography charges, CD cost, translation fees with without models	Sinhala or Tamil or English	1/2 pg	
	Sinhala & Tamil	1/2 pg	
	Sinhala & Tamil & English	1/2 pg	
	Sinhala or Tamil or English	full pg	
	Sinhala & Tamil	full pg	
	Sinhala & Tamil & English	full pg	
	Sinhala or Tamil or English	Killer pg	
	Sinhala & Tamil	Killer pg	
Sinhala & Tamil & English	Killer pg		

Other Promotional Items

Artwork Charges

Logo Cost of concepttualizing, producing a design		Sinhala & Tamil		
		Sinhala, English & Tamil		
Leaflets Concept charges, cost of designing & producing of Artwork inclusive of typesetting , computer graphics , colour prints, studio cost, CD cost and other material etc.		Sinhala & Tamil (both sides)		
		Sinhala or Tamil		
Sticker Concept charges, cost of designing & producing of Artwork inclusive of typesetting , computer graphics , colour prints, studio cost, CD cost and other material etc.		Sinhala & Tamil		
		Sinhala & Tamil		
Danglers Concept charges, cost of designing & producing of Artwork inclusive of computer graphics, colour prints, studio cost ,CD cost & other materials ect.		Sinhala & Tamil (both sides)	A4	
	Teaser	Sinhala or Tamil	17"x22"	
Sinhala & Tamil		17"x22"		
Posters Cost of designing & producing of artwork inclusive of computer graphics, colour prints, studio cost , CD cost & other materials ect.	Poster	With Modal		
		Sinhala or Tamil	17"x22"	
		Sinhala & Tamil	17"x22"	
		Without Modal		
		Sinhala or Tamil	17"x22"	

		Sinhala & Tamil	17"x22"	
Pennants Cost of designing & producing of Artwork inclusive of typesetting , computer graphics , colour prints, studio cost, and other material etc.		Sinhala or Tamil or English	96"x30"	
			72"x30"	
		Sinhala & Tamil	96"x30"	
			72"x30"	
Banner Cost of designing & producing of Artwork inclusive of typesetting , computer graphics , colour prints, studio cost, and other material etc.		Sinhala or Tamil or English	96"x48"	
			72"x30"	
Hoarding Concept, Artwork & photography chgs		Sinhala or Tamil	20'x10'	
Mini Bill Boards/Lolipop Boards Concept, Artwork & photography chgs		Sinhala or Tamil		

			Printing Cost		
	Size	Quantity	50 gsm	85 gsm	100 gsm
Posters Printing & Supplying	17" x 22"	3,000			
		5,000			
		7,500			
		10,000			
		15,000			
		20,000			
		50,000			
		75,000			
		100,000			
			80 Bank	85 Art Paper	
Leaflets (Sinhala & Tamil Both Side) Printing & Supplying	B 5	3,000			
		5,000			
		7,500			
		10,000			
		15,000			
		20,000			
		50,000			
		75,000			
		100,000			
			300 gsm Art Board per cost		
Danglers Sinhala & Tamil	A 4	3,000			
		5,000			

(Both Side)		7,500	
		10,000	
		15,000	
		20,000	
		50,000	
		75,000	
		100,000	
Sticker	Digital sticker with lamination	Sinhala or Tamil	
		Sinhala & Tamil	5,000
Offset printing with lamination		Sinhala or Tamil	10,000
		Sinhala & Tamil	5,000
			10,000

*** Note 01**

Cost of the TVC will be depended on concept, camaras to be used, locations, transportation, model fee, costumes, graphics, technology, artwork charges for title & tags etc. Hence, advertising committee / Tender board will consider the above cost and will be decided case by case.

**** Note 02**

The cost of Draw Back Drop will be depended on concept, structure & material used.

I/We hereby agreed to provide the services at the above quoted rates

.....
Date

.....
Signature of Authorized Officer
Rubber Stamp

Annexure 02

DEVELOPMENT LOTTERIES BOARD

Bid Security Guarantee

----- [insert issuing agency's name, and address of issuing branch or office] -----

Beneficiary: ----- [insert (by PE) name and address of Employer/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 Bidder; if a joint venture, list complete legal names of partners] (hereinafter called "the Bidder") has submitted to you its bid dated -- ----- [insert (by issuing agency) date] (hereinafter called "the Bid") for the 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 Bidder, 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 Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB") of the IFB; or.
- (c) having been notified of the acceptance of its Bid by the Employer/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 Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to ----- (insert date)

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)]

DEVELOPMENT LOTTERIES BOARD

PERFORMANCE GUARANTEE

----- [Issuing Agency's Name, and
Address of Issuing Branch or Office] -----

Beneficiary: ----- [Name and Address of Employer] -----

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 the day of, 20.. [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.

[Signature(s)]

**ADVERTISING SERVICES AGREEMENT FOR
OBTAINING SERVICES OF
CORPORATE ADVERTISING 2020 / 2021**

This Advertising Agreement (hereinafter referred to as “the Agreement”) made and entered into on **(date)** at Colombo

By And Between;

The Development Lotteries Board, duly established in Sri Lanka under the provisions of the Act No. 20 of 1997, and having its registered address at No. 356, Dr. Colvin R. De Silva Mawatha, Union Place, Colombo 02 (“hereinafter referred to as “Board”), which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns of the ONE PART;

AND

(Agency Name) a company incorporated in Sri Lanka under Companies Act No. 07 of 2007, bearing company registration No. and having its registered office at **(Agency Address)** (herein referred to as “Agency”), which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and permitted assigns of the OTHER PART;

whereas **(Agency Name)** is an advertising agency which is inter-alia in the service of advertising consultancy, creative concepts, handling or developing Brands and Producing Television and Radio Commercials and Press Advertisements and media Buying for Lottery products/Corporate Advertising and all kind of Advertising services.;

AND WHEREAS Agency has represented to “Board” that based on its experience as a leading advertising agency handling selected and reputed clients, Agency is well equipped to provide all kind of advertising related services to “Board” and will maximize the value delivered for every advertising rupee of “Board” spent through Agency to the extent as agreed and incorporated herein by reference;

AND WHEREAS based on the said representations and subsequent discussions, the “Board” hereby appoints Agency to provide related services thereto for the corporate advertising as per the terms and conditions detailed herein; NOW THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. **TENURE**

This Agreement shall be effective for a period of 1 year from **(Date)** (Hereinafter “Effective Date”) to **(Date)** unless terminated earlier in accordance with the terms and conditions mentioned herein.

2. **SCOPE OF WORK:**

2.1 Receiving the Briefing of the Marketing Concept needed to be promoted by the Board in writing.

2.2 Concept development on corporate image building for TV, Radio, Press, Digital Media & Outdoor and production related to the above concepts.

2.3 The Agency will dedicate all necessary resources for strategic Advertising concepts of the Products and services of the Board.

- 2.4 The Agency will plan and prepare strategies, creative ideas, treatment and concepts for all media to be used according to the objectives of the board.
- 2.5 The Agency shall be responsible to the Board for all aspects of the production of the lottery Products/Corporate brand.
- 2.6 The Agency shall be responsible to the Board for managing advertising in order to enhance the brand image and the sales.
- 2.7 The Agency shall be responsible to the Board to conduct market research to develop strategies for advertising campaigns on corporate image building free of charge when necessary.
- 2.8 The agency or their related subsidiary companies have no right to carry out advertising activities for any competitive product, Corporate or institution and the Board has right to obtain advertising services from any other advertising agency or person within the contract period.
- 2.9 In the event of breach the contract of Advertising Agencies, the Board reserves the right to terminate the contract without prior notice and without any compensation.

3. UNDERTAKINGS OF THE AGENCY

- 3.1 Develop and submit annual strategic advertising plan on the corporate image building in the Letter of Selection (Annexure 1) along with the creative plan.
- 3.2 Establish and designate devoted Creative team and client servicing team within the Agency for providing 24x7 service basis.
- 3.3 Make recommendations for Corporate advertising.
- 3.4 Propose advertising concepts ideas and social media components.
- 3.5 Submit a review report on the advertising/Response of General Public, Distributors and Dealers of the “Board”/ Sales performance.
- 3.6 The creative agency should agree to provide service subject to the tendered % of the media CAG commission rate quoted by AOR agency.
- 3.7 To furnish the performance Guarantee to cover the warrantee period if required.

4. APPROVALS

- 4.1 All advertising messages released on behalf of the Board must be approved by authorized members of the Board’s staff officers.
- 4.2 Before proceeding with execution / release will be submitted to the “Board” for approval.
- 4.3 Required to obtain a written brief from the “Board”, prior to developing any advertising concepts.

4.4 All creative has to be approved by an authorized officer of the Board and all Visuals, Artworks, Story boards and production materials should be kept in the custody of the Board.

5. QUALITY

5.1 The final productions should satisfy the quality standards of the industry.

5.2 The final productions should be compatible with technical requirements if its telecast or broadcast

6. SUB- CONTRACT

The Services shall be performed by the Agency employees alone. The Agency shall not sub-contract or assign any of its obligations or responsibilities hereunder to any third party without the prior written approval of the Board. Provided that if the Board provides its written consent to the Agency to sub-contract or assign any or all of its obligations under this Agreement, the Agency shall enter into an agreement with each sub-contractor or assignee in a form consistent with the terms of this Agreement. The Parties further agree that in the event of such sub-contracting or assignment, the Agency shall remain primarily liable to the Board for the provision of the Services in accordance with the terms hereof and of all Statements of Work.

7. INDEMNIFICATION

7.1 In view of the aforesaid, it follows that either party will indemnify the affected party and keep the affected party indemnified at all times against any damages, losses, claims incurred by the affected party, and/or proceedings initiated against the affected party arising due to negligence and/ or act of the other party or its employees or agents or any other personnel/ representative, for releasing the “Board” advertisements.

7.2 Agency agrees to indemnify and hold the Board harmless with respect to any claims or actions by third parties against The Board based upon material prepared by Agency, involving any claim for libel, slander, piracy, plagiarism, invasion of privacy, except where any such claim or action arises out of material supplied by Client to Agency.

8. COMPENSATION

8.1 The Board shall pay the Agency as per the detailed cost guide attached in Annexure 2.

8.2 Any jobs beyond the scope of work specified in the cost guide and/or third party costs will be charged additionally, on written agreement by both parties

9. CONSIDERATION AND INVOICING.

9.1 Production – Agency shall charge in accordance with the approved production estimate by the “Board”.

9.2 Once the Tender is accepted, the payment amounts will be fixed subject to the price revisionary powers of the Board.

9.3 The Board will enjoy a credit period of up to 45 days upon the receipt of invoices.

10. PAYMENTS

- 10.1. All creative, concepts, production payment will be made in favor of the Advertising agency. Agency payment will be made within 30 days after receipt of the invoice date.
- 10.2. The MOU will be signed by DLB with Creative Agency.

11. RENEWAL:

This Agreement may be renewed for a further period on mutually agreed terms and conditions by the parties.

12. TERMINATION

- 12.1. Without prejudice to any other rights of herein stipulated, this Agreement may be terminated by either party by giving Thirty (30) days notice in writing to the other party, without assigning any reason whatsoever.
- 12.2. This Agreement will be terminated at the occurrence of any of the following circumstances.
 - a) If the other commits a breach of any of the Terms and Conditions of this Agreement and such breach is not remedied within thirty (30) Days from the notification thereof to the party in breach; In such case if the any advance amount has been paid to the Agency, than the Agency will refund the amount proportion to the services not carried out or the period unutilized,
 - b) If the other becomes insolvent or goes into voluntary or compulsory liquidation or pass an effective resolution for winding-up or make an arrangement or composition with its creditors, or if any receiver be appointed on behalf of debenture holders or otherwise;

13. UNDERTAKING, WARRANTIES AND REPRESENTATIONS OF THE AGENT

Agency specifically undertakes, represents and warrants to the Board that the Services provided herein:

- 13.1 Shall not cause infringement or violation of any intellectual property rights or other rights including copyright, right to privacy/publicity. Any legal, matters or claims arising out of said creative will be the liability of the agency.
- 13.2 Shall comply with all applicable laws, ordinances, rules, regulations and guidelines in effect provided / issued by the Government of Sri Lanka; The creative will not be defamatory of any person, firm or company and that it is not absence blasphemous libelous or defamatory any person.

13.3 Shall agree that all documents executed between the Parties pursuant to the execution of this Agreement shall form an integral part of this Agreement, by way of express reference thereto;

13.4 Shall comply with the directions, guidelines, policies, processes, directives, notifications and such other communications that Board may notify in writing to Agency from time to time with reference to the Scope of Services herein.

14. INTELLECTUAL PROPERTY RIGHTS

14.1 The copyright in all the work created by the Agency, including press advertisements, literature, script, music, radio tapes and programmes, logos and corporate graphics, TV spots, films and all transmission / broadcasting rights therein for which the Board has duly paid shall be of the Board. The Agency shall return all the work in which copyright work belongs to the Board, within 7 days of total payment.

14.2 The Agency shall have no lien whatsoever over any blocks, matrices, negatives, positives, proofs, printing materials, films, paintings, etc, for which payments have been made. The Agency shall arrange to return available stereos, artworks, blocks, etc., from printers, publications, etc. in as is condition.

14.3 The Agency shall handover copies in duplicate to the Board to keep at the clients' library of each art work, radio and TV commercials and all other marketing material upon completion of each assignment.

14.4 The Agency further undertakes to execute any further document as may be required including the correspondence to be exchanged with the concerned Copyright Authorities for effective transfer of the said Copyrights in the name of Board and more perfectly assuring the said Copyrights unto the Board.

14.5 If third parties infringe upon Board's intellectual property rights, the Board shall at its expenses take action against them to the extent it deems appropriate and the Agency shall assist Board therein, all costs being borne by the Board. The Agency shall notify the Board of any relevant facts which come to its knowledge and which may adversely affect the Board's intellectual property rights or the Board's reputation.

14.6 Agency agrees to indemnify and hold the Board harmless with respect to any claims or actions by third parties against the intellectual Property rights of the third party.

15. THIRD PARTY AGREEMENT

The Agency should not sign any agreement with third party without obtaining written approval from the Board.

16. ETHICS AND CODE OF CONDUCT

The parties will conduct all their dealings in a very ethical manner and with the highest business standards. The parties will endeavor to comply with all relevant, regulations and codes including any codes of conduct of relevant advertising industry bodies in relation to the provision of the Services.

17. GOVERNING LAW AND JURISDICTION

This Agreement shall be governed by the laws of the Democratic Socialist Republic of Sri Lanka

18. FORCE MAJEURE

Except as provided herein no party shall be liable to the other for any delay in the performance or any non-performance of any of its obligations hereunder (and shall not be liable for any loss or damages caused thereby) where the same is occasioned by any cause whatsoever that is beyond its control including but not limited to an Act of God, war, civil disturbance, requisitioning, fire or accident, shipwrecks. Should any such event occur, "Board" may rescind or at its own discretion suspend performance for up to six months without incurring any liability for any loss or damages thereby occurred.

The party affected by Force Majeure shall take all necessary steps to mitigate the event of Force Majeure.

19. ARBITRATION

19.1 In the event of any dispute and/or difference arising between the Parties hereto in terms of this Agreement the Parties hereto will first make their best endeavors to resolve, through mutual consultation between the parties, without involving any third party or parties, any dispute, and/or difference arising between the parties or their respective representatives or assigns which may arise in connection with or in relation to this Agreement. If no resolution is forthcoming the parties may take steps as hereinafter set out

19.2 Any dispute and/or difference and/or claim arising out of or relating to this Agreement thereof shall be settled by arbitration in accordance with the Arbitration Act No. 11 of 1995 of Sri Lanka.

19.3 Such dispute and/or difference and/or claim shall be referred by either party to arbitration. Such Party may nominate its arbitrator. The other party may consent to such nomination. If there is no such consent the other party may nominate its own arbitrator. Thereafter, the Two Arbitrators shall nominate an umpire.

19.4 The place of arbitration shall be Colombo, Sri Lanka.

19.5 The language to be used in proceedings shall be English.

19.6 Any notice required to be served on the parties hereto shall be in writing and shall be sufficiently served if sent by registered post acknowledgment due or personally delivered at the following addresses, or any changed address as communicated by either of the party to the other:

In the case of "The Agency":-

In the case of "The Board":-

19.7 The parties hereto acknowledge, declare and confirm that this Agreement represents the entire Agreement between them regarding the subject matter hereof and no alterations, additions or modifications hereto shall be valid and binding unless the same are reduced to writing and signed by both parties. This agreement can be renewed between the parties by mutual consent in writing only.

19.8 Both Parties hereto represent and warrant to each other that; the signatories of both parties are entitled to sign on behalf of both Parties and the rights and obligations of both parties shall be legally valid and binding and enforceable on both Parties.

20. CONFIDENTIALITY

20.1 The agency and its employees, agents and /or any personnel/ representatives will maintain complete confidentiality of any work assigned. The agency will regard as trade secret and maintain in the strictest confidence all information and material given to the agency by the "Board" in relation to the brands assigned to the agency, as well as the work the agency will perform for the Board and the brands assigned to the agency. The agency shall ensure that its employees and agents adhere to these confidentiality norms strictly.

20.2 Each Party to this Agreement shall use its best efforts to keep in strict confidence, and shall bind all of its employees and agents to keep in strict confidence, all commercial and technical information in whatever form acquired by it (whether directly or indirectly) from or concerning any other Party under this Agreement or in connection with the performance under the Agreement (herein after called "Confidential Information"). No Party shall utilize such Confidential Information for any purposes other than those contemplated in this Agreement. Further, no party shall at any time disclose any Confidential Information to any third party for any purposes other than those contemplated in this Agreement without the prior written consent of the other Party. The following information shall be excluded from the foregoing scope of Confidential Information.

- a) Information which at the time of disclosure is generally available to the public;
- b) Information which after disclosure becomes generally available to the public through no fault of the receiving party;
- c) Information which the receiving party can show was in its possession prior to disclosure and which was not acquired directly or indirectly from the other party;
- d) Information which the receiving party can show was received by it after the time of disclosure from any party outside the Agreement without any obligation of confidentiality and which was not acquired directly or indirectly from the other party.

Or

- e) Information which the party concerned shall be compelled to divulge if required by Law.

21. RELATIONSHIP BETWEEN THE PARTIES

This Contract is being entered into on a principal to principal basis and under no circumstances shall the agency and/or its employees, agents and any other personnel/ representatives be construed as "Board" employees or agents nor shall any of your premises, office or other place of business be construed as "Board" branch office/ division/ subsidiary. The agency undertakes to indicate to their customers that they are an independent trader and state on all signs, stationery, invoices, press releases, leaflets, etc. This Contract shall not be construed to create any relationship

either of employee/ employer, principal/ agent, partnership/associate or any other relationship of a like nature between the client and the agency and/or their employees, agents and representatives.

22. EMPLOYMENT RESTRICTIONS

Board and Agency will not employ each other employee during the period of this agreement.

23. MODIFICATION

No amendment, modification or addition to this Agreement or the Annexure appended hereto shall be effective or binding on either of the Parties unless set forth in writing and executed by them through their duly authorized representatives.

24. DISCLAIMER OF LIABILITY

“Notwithstanding any provision contained in this Agreement to the contrary, the Agency hereby acknowledges and confirms that the “Board “will and is entitled to rely on the accuracy and completeness of all the representations, warranties or statements made by the Agency in connection with its ownership of intellectual property rights subsisting and the “Board” accepts no liability whatsoever (whether in tort or contract or otherwise) for any loss, claims or damage arising from any inaccuracies or omissions from such representations, warranties or statements and Contractor will indemnify the “Board “if any.

25. WAIVER

The failure, with or without intent, of either Party to insist upon the performance by the other Party, of any term or stipulation of this Agreement, shall not be treated as, or be deemed to constitute, a modification of any terms or stipulations of this Agreement. Nor shall such failure or election be deemed to constitute a waiver of the right of such Party, at any time whatsoever thereafter, to insist upon performance by the other, strictly in accordance with any terms or provisions hereof.

26. SEVERABILITY

Should any part of this Agreement be declared illegal or unenforceable, the Parties will co- operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this Agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as conditions precedent or as of the essence of this Agreement, or comprising an integral part of, or inseparable from the remainder of this Agreement.

27. ENTIRE AGREEMENT

This AGREEMENT supersedes all oral and written representations and agreements between the parties including, but not limited to any earlier Agreement relating to the subject matter thereof any other Agreement between the parties in relation to the

subject matter thereof. However, this AGREEMENT will not relieve the parties from their respective rights and obligations against each other arising out of or in connection with any previous Agreement.

28. INDEPENDENT RIGHTS

Each of the rights of the Parties under this Agreement are independent, cumulative and without prejudice to all other rights available to them, and the exercise or non-exercise of any such rights shall not prejudice or constitute a waiver of any other right of the Party, whether under this Agreement or otherwise.

28. COUNTERPARTS

This Agreement shall be executed in two (2) counterparts, one (1) each to be retained by the respective Parties. Each counterpart shall be treated as an original and shall be capable of being enforced without reliance on the other counterparts as an original document.

29. OTHER DOCUMENTS

The parties shall admit that the tender document, letter of appointment and the cost guide as a part and partial of this agreement.

30. INTERPRETATION

The headings and captions of the clauses and paragraphs of this Agreement shall be for convenience and reference only. To the extent there are any conflicts or inconsistencies between this Agreement and any Statement of Work, the provisions of this Agreement shall prevail, unless specified to the contrary in the relevant Statement of Work.

IN WITNESS WHEREOF, these presents have been executed by duly authorized signatories of the parties hereto as of the date first above written.

For and on behalf of the Board

For and on behalf of the Agency

1.

1.....

.....

.....

Chairman/CEO

Chairman/ Managing Director

2.

.....
Witnesses:

1.....

.....

.....

Witnesses:

2.....

.....

.....

- Annexure 1: Letter of Selection**
- Annexure 2: Cost Guide**
- Annexure 3: Tender Document**

FORM 01

**THE BID FOR OBTAINING SERVICES OF
CORPORATE ADVERTISING 2020 / 2021**
Employee Information

Name of the Agency

Department	Designation	Name of the Employee	EPF No	Work Experience
Creative				
Client Service				
Audio / Video Production				
Digital Media				

IT				
HR				
Finance				

I/We here by certified the above information is true and correct.

Date:

.....

Rubber Stamp

.....

Authorized Signature

Name of the Authorized Officer

FORM 02

**THE BID FOR OBTAINING SERVICES OF
CORPORATE ADVERTISING 2020 / 2021**

List of Awards

Name of the Agency

Awarding Authority	Category	Year	Awards Type (Gold / Silver or Bronze)
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I/We here by certified the above information is true and correct.

Date:

.....
Rubber Stamp

.....
Authorized Signature
Name of the Authorized Officer

BID FORM

The Chairman,
Department Procurement committee,
Development Lotteries Board,
No.356, Dr. Colvin R De Silva Mawatha,
Colombo 02.

**THE BID FOR OBTAINING SERVICES OF
CORPORATE ADVERTISING 2020 / 2021**

I / We, the undersigned, having read and fully acquainted myself/ourselves with the contents of the "Information and Instructions to bidder and Terms and Conditions of Bid" pertaining to the above bid, along with annexure/Schedule, thereto, hereby undertake OBTAINING SERVICES OF CORPORATE ADVERTISING 2020 / 2021 referred to therein, in accordance with the aforesaid Instructions, Terms and Conditions for a total Bid Price of
. . . The make up of the aforesaid total Bid Price is given in the accompanying Price Schedule Annex B.

I / We confirm that this offer shall be open for acceptance until
and that it will not be withdrawn or revoked prior to that date.

I / We attach hereto the following documents as part of my / our Bid:

1. Price Schedule
2. Documentary evidence to establish eligibility to bid.
3. Bid Security.
4. Performance Guarantee
5. Agreement
6. Any other documents

I / We understand that you are not bound to accept the lowest tender and that you reserve the right to reject any or all tenders or to accept any part of a bid without assigning any reasons thereof.

We undertake to adhere to the Delivery terms.

My / Our Bank Reference is as follows :
.....

Signature of bidder:

Name of Bidder :

Address :
.....

Fax :

Date :

DRAFT