

COLOMBO MUNICIPAL COUNCIL.

**CENTRAL PROCUREMENT DEPARTMENT**

**CPD/16/2949/2023.**

**Tel No: 0112686389**

**Fax No. 0112 662329**

**INVITATION OF BIDS FOR PROCURE OF SERVICES OF AN ARBORIST/CURATOR**

**OPENING DATE :-**

**TIME: 10.00 A.M.**

**PART I**

**(For office use only)**

**NAME OF THE FIRM APPLICANT :- .....**

**RECEIPT NO:-.....**

**DATE:- .....**

**.....**

**ISSUING OFFICER.**

**PART II**

**(To be filled by the Bidder)**

**1. NAME OF THE BIDDER:-.....**

**2. BUSINESS ADDRESS: - .....**  
**.....**

**3. TELEPHONE NUMBERS IF ANY :-.....**

**4. BUSINESS REGISTRATION NO:-.....**

**5. VAT REGISTRATION :-.....**

**6. BANK & BOND NO:-.....**

**7. BID BOND AMOUNT: .....**

**8. CONTACT PERSON:.....**

**FORM 1 – Form of Application/ Bid**

**Procure a service of an Arborist/ Curator**

State the following clearly, and mark the left hand corner of the envelopes as **“Procure of services of an Arborist/Curator”**

1. Name in full : .....

2. Name with initials :.....

3. Address : .....

4. Date of Birth : Year :..... Month : ..... Date : .....

should be attached certified copies of the Birth Certificate & National Identity card.

5. Telephone No : Residence :..... Mobile : .....

Whatsapp No : .....

6. Educational and Professional qualifications

.....

(Attached a certified copies of documents)

7. Experience : .....

(Attach a Brief Description with Certificates)

8. Any other details (Attach certified copies)

9. Expected Remuneration for the Service (monthly) .....

10. Two Non Related Referees : 1. ....

2.....

I hereby certify that the particulars furnished by me above are true and correct to the best of my knowledge.

Date .....

Signature of the Applicant/Bidder.....

**COLOMBO MUNICIPAL COUNCIL**  
**CENTRAL PROCUREMENT DEPARTMENT**  
**CONDITIONS AND REQUIREMENT FOR PROCUREMENT OF SERVICE OF AN**  
**ARBORIST.**

1. General Terms and Conditions.

The Commissioner, Colombo Municipal Council , Town Hall , Colombo 07 , invites sealed bids to provide service of an Arborist. Under the terms and conditions given below.

1. The applicant shall have a BSC Degree in Bio Science / Horticulture/ Forestry/Agriculture
2. The contract will be **valid for 12 months** from the date of commencement. However the contract may be renewed annually on the requirement and performance of the service.
3. BIDS should be **forwarded in original with Duplicate**. Both copies of the Bid should be signed sealed by the Bidders and enclose in **separate envelopes** and sealed, each should be marked “ **ORIGINAL** “ and “**DUPLICATE**” , and the Name of the service to be provide and Closing Date on top left hand corner, and Address to the “Municipal Commissioner” Colombo Municipal Council , Town Hall , Colombo 07. There after both ORIGINAL and DUPLICATE should be enclose to one envelope and sealed and marked the Name of the Service to be provided and Closing Date **ON THE TOP LEFT HAND CORNER, AND** Address to Municipal Commissioner, Colombo Municipal Council , Town hall , Colombo 07, Bidder/ Company / Firm’s Name and Address should be written on each envelope.
4. The successful Applicant should provide the regular service of **an Arborist / curator from a date** fixed by the Municipal Commissioner , Colombo Municipal Council , Town Hall , Colombo 07, even at a short notice.
5. The successful Applicant should fulfill all his obligations under the relevant Service of a laws and regulations with regard to appointments and payments of wages , EPF , ETF , etc. towards the persons employed for the purpose of executing the contract and Colombo Municipal Council is not liable for any EPF & ETF
6. The Municipal Commissioner reserves the right to **terminate the Procuring the services at any time on unsatisfactory execution of the service of the Arborist / Curator.**
7. The successful applicant or will be required to **execute a Legal agreement** with the Colombo Municipal Council for providing satisfactory service to the CMC.
8. Immediately after the receipt of the Letter of Award (at least 07 days) the Bidders should submit guarantee for an amount equivalent to **5% of the contract sum** as a Performance Bond , or a Bank Guarantee obtained in favor of the Municipal Commissioner in the Bidded Currency , with a letter of acceptance and enter into an agreement with the Colombo Municipal Council for the due and satisfactory performance of the contract.

9. The working hours is 8 hours per day on a Public Working Day. Working duration shall be from 8.30 a.m to 4.30p.m. If any requirement shall work on Saturday / Sunday / Public Holiday.
10. The successful service provider shall sign in / sign out on finger scan machine on the respective working says.
11. After signing the agreement , according to the duties assigned all the documents shall be prepared correctly. If not loses shall be recovered from performance guarantee or agreed monthly payment or action may be taken according to the prevailing law.
12. The rate / remuneration per month quoted by the Applicant should be written in both figures and words. If there is a difference between the amount in words and figures , the amount in words will be considered as the correct amount.
13. The decision of the Council on the offers received shall be the final and conclusive and Council reserves the full right to accept or reject any or all the offers without giving reasons what so ever.
14. "Bids for procure of service of an Arborist / Curator shall be written on the top left hand corner of the sealed envelope which contains the Application / Bid.
15. Bid details shall not be tippexed.
16. Original application / bid with duplicate should be placed in the tender box of Municipal Secretary's department at the Town Hall , Colombo 07 before ..... on..... Bids sent by post will be rejected. Bids received after the closing time also will be rejected.
17. Under the extraordinary gazette No. 1530 /13 dated 01<sup>st</sup> January 2008 all payments above Rs.25,000/- will be subjected to a stamp duty of Rs.25/-

I agree to the above conditions.

**Signature** .....

**Name** .....

**Rubber Stamp**

**Procure of an Arborist**  
**Terms of Reference and Scope of Services**

**Background**

Work under Director (Land and Environmental Division), Municipal Engineering Department, Colombo Municipal Council

Contract basis appointment ( 6 months to one year )

Salary and other benefits are negotiable (Accommodation and office transport are given) Normal duty hours – 8.30 am to 4.30 pm (should attend in required and emergency situations)

**Scope of works**

1. Cultivate and manage the individual trees, shrubs, vines and other perennial woody plants within the Colombo municipal city limits as public parks, road sides, center islands, roundabouts, public area, parks.
2. Study and identify the tree defects, weak structures, instabilities, tree failures and maintain trees properly to reduces the failures.
3. Manage the risk by removing tree failures and other causes that affect to the public and to the properties.
4. Implement the tree hazardous surveys and inspect the trees over 100 years and manage those trees to reduce the risk.
5. Proper tree installation and reduce the risk of tree failures at required places.
6. Implement physical maintain and manipulation tree programs
7. Train maintenance activities to co workers
8. Implement the practices including cultural techniques, selection, planting, training, fertilization, pest and pathogen control, pruning, shaping and removal of excess trees, invasive plants and shrubs within city limits.
9. Maintain record keeping of the practices done by the section and also able to work with ICT program

10. Supervise the preparation of tree inventory and update to date.
11. General knowledge of rules and regulations of the subjected area and support to manage the legal issues.
12. Attend to aesthetic consideration and city beautification of the Colombo city and launch the suitable tree planting program for sustainable beauty of the city.
13. Maintain good relationship with other co- institutes.
14. Operate the tree scanning machine.
15. Conducting tree surgeries to precede tree by cavities and other damages.
16. Selection of suitable plants for the planting locations by studying their habitats ( tree, shrubs)

### **Qualifications**

Educational: B.Sc. Degree in Botany/ Horticulture/ Forestry /Arboriculture/ Agriculture

Experience: at least 3 years of experiences directly related to scope of work. (Other related experiences shall be considered)

### **Abilities required**

Knowledge of Tree anatomy, tree biology and tree pathology

Risk management through the identification of Tree failures and hazardous trees Knowledge of aesthetic consideration and horticultural practices

Knowledge of cultivation and maintenance practices of trees, shrubs, vines and other woody plants

Knowledge about the urban forestry

Record maintenance skills and ICT usage skills

## 2. Performance Security

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

**Beneficiary:** Municipal Commissioner, Colombo Municipal Council

**Date:** -----

**PERFORMANCE GUARANTEE No.:** -----

We have been informed that ----- [name of Supplier] (hereinafter called "the Supplier") has entered into Contract No. ----- [reference number of the contract] dated ----- with you, for the ----- Supply of ----- [name of contract and brief description] (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 Supplier, 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 completion date including the warranty period] and any demand for payment under it must be received by us at this office on or before that date.

\_\_\_\_\_  
[signature(s)]

## Bid Bond/Bid Security

[Note: the purchaser is required to fill the information marked as "\*" and delete this note prior to selling of the bid document]

[this Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

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

\*Beneficiary:           Municipal Commissioner, Colombo Municipal Council.

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 supply of [insert name of Supplier] under Invitation for Bids No. ----- [insert IFT number] ("the IFT").

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/ITB"); or
- (c) having been notified of the acceptance of its Bid by the 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/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) ]