



GOVERNMENT OF THE DEMOCRATIC SOCIALIST REPUBLIC

OF

SRI LANKA

Ministry of Health & Mass Media

State Pharmaceuticals Manufacturing Corporation

FOR BIDDING

**CONDUCTING LEVEL 2 ENERGY AUDIT FOR ELECTRICAL POWER SYSTEM AT
SPMC**

Assignment No: SPMC/MM/15/2025

No 11, Sir John Kotelawala Mawatha,

Kandawala Estate, Ratmalana,

Sri Lanka

**STATE PHARMACEUTICALS MANUFACTURING CORPORATION OF
SRI LANKA**

REQUEST FOR PROPOSALS (RFP)

**Assignment Name: Conducting Level 2 Energy Audit for Electrical Power System At
SPMC**

Assignment No: SPMC/MM/15/2025

1. The Chairman, Department Procurement Committee of SPMC invite proposals from eligible and qualified firms for **Conducting Level 2 Energy Audit for Electrical Power system at No 11, Sir John Kotalawala Mawatha, Kandawala Estate, Ratmalana.**
2. Interested Consultant Firms are requested to submit required details including the following with documentary evidence to demonstrate qualifications, previous experience in carrying out energy audit assignments, technical capabilities and appropriate expertise;
 - (a). Curriculum Vitae of key personnel assigned for the audit.
 - (b). Competence/expertise of the organization or individuals.
 - (c). Brief description of approach / work plan to the task.
 - (d). Financial Proposal for conducting Electrical Power
3. The Terms of Reference (TOR) and solicitation bid document can be downloaded free of charge from www.spmclanka.gov.lk , or physically collect from the front office at SPMC till 09th January 2026. The Financial proposal which clearly indicate the cost of audit and other related cost associated with the assignment.
4. Audit Firm will be selected in accordance with the procedures set out in the Government procurement Guidelines:
5. Pre-Bid Meeting scheduled to be held on 22nd December 2025 at 1030 Hrs. at SPMC, Ratmalana,
6. **Proposals shall be delivered with sealed cover and delivered to the address below on or before 12th January 2026 and bids will be closed on 12th January 2026 at 1400 Hrs. and bids will be opened immediately after the closing of bids at SPMC Ratmalana, bidder or their authorized agents are permitted to be present when bids are open.**
7. Incomplete and late bids submission will be rejected.
8. Further information could be obtained from DGM – Engineering , SPMC (Tel : 2623246 /2635353 (general) –Ext 701/702

Chairman
Procurement Committee,
State Pharmaceuticals Manufacturing Corporation,
No: 11, Sir John Kotelawala, Mawatha,
Kandawala Estate,
Ratmalana,
Tel 2635353 / 2637574 /2623298 Fax: 2634771 /2626621

1.0 Description of Requirements

Brief Description of the Required Services ¹	CONDUCTING COMPREHENSIVE LEVEL 2 ENERGY AUDIT FOR ELECTRICAL SYSTEM AT SPMC
List and Description of Expected Outputs to be Delivered	Please refer to Terms of Reference
Person to Supervise the Work/Performance of the Service Provider	DGM Engineering of SPMC
Location of work	<input checked="" type="checkbox"/> At SPMC Location
Implementation Schedule indicating breakdown and timing of activities/sub activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency LKR
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 90 days
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ³	As per the TOR
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 80% technical offer and 20% price weight distribution)

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Criteria for the Assessment of Proposal	<p><u>Technical Proposal (80%)</u></p> <p>Criteria for Selecting is given in annex B</p> <p><u>Financial Proposal (20%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by SPMC.</p> <p>$S_f = 100 \times F^m / F$, in which S^f is the financial score, F^m is the lowest price and F the price of the proposal under consideration.</p> <p>The weights given to the technical and financial proposals are</p> <p>Technical (T) = 0.8 and Financial (P) = 0.2</p>
SPMC will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Annexes to this RFP ²	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex A) <input checked="" type="checkbox"/> General Terms of Reference / Special Conditions (Annex B)
Contact Person for Inquiries (Written inquiries only) ³	<p>Mr. Priyalal Jayasundera</p> <p><i>DGM Engineering SPMC</i></p> <p><i>Email : Jayasundera.pd@spmc.gov.lk</i></p>

² Where the information is available in the web, a URL for the information may simply be provided.

³ This contact person and address is officially designated by SPMC. If inquiries are sent to other person/s or address/es, even if they are SPMC staff, SPMC shall have no obligation to respond nor can SPMC confirm that the query was received.

2.0 FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁴

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁵)

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to SPMC in conformity with the requirements defined in the RFP dated *[specify date]* , and all of its attachments, as well as the provisions of the SPMC General Contract Terms and Conditions:

2.1 A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by SPMC, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Experience of audit carried out by the bidder past and present and details are required to provide for the evaluation process.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁴ This serves as a guide to the Service Provider in preparing the Proposal.

⁵ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available **physically** for the entire duration of the contract.*

FORM OF BID

Name of Contract: **Conducting Level 2 Energy Audit for Electrical Power System at State Pharmaceuticals Manufacturing Corporation**

To: **State Pharmaceuticals Manufacturing Corporation, No 11, Sir John Kotelawala Mawatha, Kandawala Estate Ratmalana**

Gentleman,

1. Having examined the Standard Bidding Document - Procurement of Works - Minor Contracts [ICTAD/ SBD/ 03 - Second Edition, January 2007], Schedule, Specifications, Drawings and Bills of Quantities and addenda for the execution of the above-named Works, we/I the undersigned, offer to execute and complete such Works and remedy any defect therein in conformity with the aforesaid Conditions of Contract, Schedule, Specifications, Drawings, Bill of Quantities and Addenda for the sum of Sri Lankan Rupees (LKR) or such other sums as may be ascertained in accordance with the said Conditions.
2. We/I acknowledge that the Schedule forms part of our Bid.
3. We/I undertake, if our Bid is accepted, to commence the Works as stipulated in the Schedule, and to complete the whole of the Works comprised in the Contract within the time stated in the Schedule.
4. We/I agree to abide by this bid for the period stated in the Sub-Clause 15 of Instructions to Bidders or any extended period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Unless and until a formal agreement is prepared and executed this Bid, together with your written acceptance thereof, shall constitute a binding contract between us/me.
6. We/I understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this day of 20..... in the capacity of duly authorized to sign

tenders for and on behalf of

(IN BLOCK CAPITALS)

Signature :

Name :

Designation :

Address :

Witness :

General Terms of Reference /Special Conditions

1 Project Title:

CONDUCTING COMPREHENSIVE LEVEL 2 ENERGY AUDIT FOR ELECTRICAL SYSTEM AT SPMC

2. Project Background

The plant commenced operations in 1987 and has since been engaged in pharmaceutical manufacturing. In the year 2024, the facility recorded an average power consumption of 293,503 kWh. With anticipated increases in production, it is essential to establish accurate and consistent data monitoring to support effective demand-side energy management and strategic planning for future capacity requirements.

Electricity costs play a pivotal role in the operational expenses of State Pharmaceutical Manufacturing Corporation (SPMC). In the recent years the Management of SPMC expanded their production facilities to meet the market demand and upgraded the existing facilities to fulfill the expectations. With the addition/change of infrastructure and upgrading of the outdated equipment, the demand for electricity has increased, subsequently the electricity expense also increased in line with the new demand. Same as electricity, demand for fossil fuels and water also increased due to the expansions that is being reflected on the daily consumption details.

The management of SPMC had taken immediate-, short-, medium- and long-term initiatives to reduce/control the energy consumption with the help of cross-functional teams by educating the staffs/customers on the topic of energy management and to streamline the existing operational patterns. It now requires to adopt a proper technical approach to identify the exact pain points and intimate action plans to manage its energy consumption.

Therefore, for meeting the above purposes, The Management of SPMC intends to appoint a consulting firm to perform a detail energy audit and identify energy saving opportunities, recognize areas of improvement, recommend suitable modifications to the existing systems that would derive a guaranteed economic benefit to SPMC and submit a comprehensive report with saving potentials, cost benefit analysis for identified energy conservation measures. The study will be carried out with the involvement of the Engineering Division of the SPMC.

3. Purpose of the assignment

The main objectives of this assignment are:

- a) Identification of areas in which energy consumption is to be optimized.
- b) Submission of feasible recommendations for the optimization.
- c) Estimation of the cost saving that could be expected through the optimization.
- d) Estimation of the cost for the capital investment for the recommended implementation of optimization measures.

4. Duration and location of the study

The management of SPMC wishes to intimate this study in two phases and receive the report within the stipulated period.

- 1) Preliminary study (Stage 1): Through this study the client expects the consultant to carry out a preliminary study on the existing system (walk through audit), identify available data, measurement requirements, locations to install measuring instruments etc. The consultant should submit a report to the client including the findings of the WTA and the schedule of detail data collection. This study must be completed within 2 weeks.
- 2) Detailed study (Stage 2): Upon the approval of the client, a detailed data collection should be carried out in order to extract all the significant data to identify and quantify energy consumption and conservation opportunities. This detailed study must be completed within 3 months.

The location of the study would be.

State Pharmaceutical Manufacturing Corporation (SPMC),
11, Sir John Kotelawala Mawatha,
Kandawala Estate,
Rathmalana

5. Scope of work

The Consultant will be required to

- analyze historical energy consumption, production and any other relevant variables and develop a mathematical model (benchmark) to represent the electrical energy consumption of the facility with relevant variables,
- develop load profiles of each main supply and the total load profile of the facility covering one week.
- develop electrical load profiles of 4 main chiller systems for a period of one week
- develop 24 hrs load profile of all major production facilities, service departments etc
- Conduct an existing stand by generator performance test and calculate requires KVA capacity to install new generator at 2nd Low Voltage Panel Room.
- Study the compressed air generation, distribution and utilization system.
- Study the existing lighting system and suggest improvements to reduce the electricity consumption
- Submission of a detailed energy audit reports including observations, key findings, identified energy conservation opportunities, estimated cost savings and investments for implementation of identified saving measures.

6. Consultant's responsibilities

The Consultant must share the agenda (work program) of the assessment and must get prior approval from the client before the site visit. Furthermore, the assessor should strictly abide by the safety and infection control protocols of the SPMC when entering the critical areas of the premises.

7. Consultant's team

- Team should consist of at least 2 accredited energy auditors
- Team should consist of at least 1 chartered electrical engineer

8. Reporting requirements and time schedule for deliverables

- Preliminary audit report in 14(fourteen) days from the receipt of work order.
- Detailed draft report in 75 (seventy-five) days from the execution of the stage 2.
- Final report in 90 (ninety) days from the execution of the stage 2

(Two) copies of each report must be submitted along with a soft copy

Person to receive the Report: DGM-Engineering

9. Client's input and counterpart personal

Facilitation and Reporting

Consultant will work in close association with engineering team of the SPMC A coordination mechanism will be setup to review progress, provide guidance and advice. The designated personnel of the entities will interact with the Consultants and provide data, arrange discussions and assistance as required. The Consultant will work under the guidance of DGM-Engineering.

Logistic support

Office accommodation, site visits and hiring of necessary equipment will have to be arranged by the consulting firm at their own costs.

10. Criteria for Selecting the Selection

The evaluation methodology of the technical proposals is as follows: The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. Please provide your technical proposal to include the following criteria along with supporting documents/proof to enable technical assessment on the strengths/weaknesses of your consultancy Firm.

Overall technical evaluation criteria:

Summary of Technical Proposal	Total Points
Section1: Competency / expertise of the consultancy firm	50
Section 2: Proposed study methodology, work plan and approaches	25
Section 3: Resource team/panel capacity	25
Total	100

Detail of Evaluation Criteria and Marking Schema:

Section 1: Competence/expertise of the consultancy firm :

No	Criteria	Points
1.1	Previous experience in undertaking participatory assessments in energy audit each year 10 mark (2022,2023,2024)	30
1.2	Completion Certificate one assignment of energy audit within given time period (proof evidence.)	10
1.3	Previous clients and partner's feedback report	10

Section 2: Proposed methodology, work plan and approach (es)

No	Criteria	Points
2.1	Implementation methodology and approach	08
2.2	Realistic work plan	05
2.3	Defined tasks for the scope and correspondence to the TOR	12

Section 3: Resource team/panel capacity

No	Criteria	Points
3.1	Previous experience of resource panel relevant to the evaluations	10
3.2	Team should consist of at least 2 accredited energy auditors	10
3.3	Team should consist of at least 1 chartered electrical engineer	05

The minimum technical score St required to pass is 75 points

*[Name and Signature of the Service Provider's
Authorized Person]*

..[Designation]

[Date]

Financial Proposal

Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price <i>(Lump Sum, All Inclusive)</i>
1	Preliminary study (Stage 1)	20%	
2	Detailed study (Stage 2):	40%	
3	Initial Report and Presentation recommendations	20%	
4	Final report submission	20%	
	Total	100%	

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*

Form FIN-1: Financial Proposal Submission Form

[Location, Date]

To:

Chairmen,

State Pharmaceutical Manufacturing Corporation,

Dear Sir:

We, the undersigned, offer to provide the **Conducting Level 2 Energy Audit For Electrical Power System for State Pharmaceuticals Manufacturing Corporation** accordance with your Request for Proposal dated [Insert Date].

Our attached Financial Proposal is for the sum of [Insert amount(s) in words and

Figures.....

.....).This amount is exclusive of the local taxes, which shall be added to the above amount at the point of invoicing).

Amount of VAT according to the current rate is stated in the price schedule as requested.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference of the Data Sheet.

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____