DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

MINISTRY OF INTERNAL & HOME AFFAIRS AND PROVINCIAL COUNCILS AND LOCAL GOVERNMENT

BIDDING DOCUMENT

FOR

DEVELOPMENT OF A SECTION OF THE ACCESS ROAD TO THE ALUTHWELA TIBBATUWAWA TEMPLE- BUTTALA

CONTRACT NO.: MON/DS/ENG-B/C/2026/03

DISTRIC SECRETARIAT- MONARAGALA

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Invitation for Bids

District Secretariat- Monaragala

DEVELOPMENT OF A SECTION OF THE ACCESS ROAD TO THE ALUTHWELA TIBBATUWAWA TEMPLE- BUTTALA

1. The Chairman, Procurement Committee, on behalf of **District Secretariat- Monaragala** invites sealed bids from eligible and qualified bidders for the **Development of a section of the access road to the Aluthwela Tibbatuwawa Temple- Buttala** described in section - 4 and total estimate cost is **2.48 million** Rupees.

2. Bidding will be conducted through Limited National Competitive Bidding Procedure.

3. To be eligible for contract award, the successful Bidder shall not have been blacklisted and shall be registered in the field of Building Construction for **Grade C9, C8 and C7** with the Construction Industry Development Authority (CIDA) and valid until the date of closing of Bids. Further registration should be valid at the date of award.

4. For the works above 5 million Rupees, the bidder should be registered under the Public Contract Act No. 03 of 1987 and certificate of registration submitted with the bid. Bids without the certificate of registration or confirmation document for registration will be rejected.

5. Interested Bidders may obtain further information from the **Chief Accountant, District Secretariat, Monaragala (055-2276067)** and inspect the bidding documents at the same office between **09.00 hrs**. and **14.30 hrs**. on working days from **25th August 2026** to **08th September 2026**.

6. Bids shall be addressed to the **District Secretary, District Secretariat, Monaragala** and shall be delivered to with a duplicate to **District Secretary, District Secretariat, Monaragala** to reach at or before **14.30** hrs. on **09th September 2026** Submission of late bids will be rejected.

7. Bids will be opened immediately after closing of the submission of Bids **at 14.30 hrs.** on **09th September 2026 at the Mini Auditorium** of the **District Secretariat, Monaragala** in the presence of the Bidder's representatives who is interested to attend.

8. All Bids shall be accompanied by a Bid Security in favor of the **District Secretary, District Secretariat, Monaragala** and which shall be accompanied by an unconditional on demand. Bank guarantee equivalent in value of **Rs.37,000.00**, which is obtained from a Commercial Bank approved by the Central Bank of Sri Lanka in accordance with the approved format included in Section 9, Standard Forms. Bids shall be valid up **to 28th October 2026** and the Bid security should be valid up to **25th November 2026.**

9. A pre bid meeting will be held on **31st August 2026** in the office of District Secretary - Monaragala at **10.30 hrs**. Interested Bidders may attend the pre bid meeting at their own expenses.

10. The Employer will not be responsible for any costs or expenses incurred by Bidders in connection with the preparation or delivery of Bids, including costs and expenses related to site visits.

11. The Department Procurement Committee reserves full right in either accepting or rejecting any Bid received and the decision of the Department Procurement Committee in this regard shall be the final.

The Chairman,
Department Procurement Committee,
District Secretariat,
Monaragala.

Project Location Map

Section -1
INSTRUCTIONS TO BIDDERS (ITB)

Instruction to bidders (ITB)

Instructions to bidders that will be applicable for this bidding document is that given in Section- 1 of the Standard Bidding Document for Procurement of Works, CIDA Publication No. ICTAD/SBD/03, Second Edition -January 2007, published by the Construction Industry Development Authority (CIDA). And Addendum No.1 issued October 2009 to the above document by CIDA.

Notes:

Instructions to Bidders shall be read in conjunction with the Section 5 – Schedule given in Volume2, which shall take precedence over Instruction to Bidders.

Instructions to Bidders will not be a part of the Contract and will cease to have effect once the Contract is signed.

Section -2
STANDARD FORMS (CONTRACT)

FORM NO-1: LETTER OF ACCEPTANCE

[Letter head paper of the Employer]

_____ ***[Date]***

To: _____

[Contractor's Name & Address]

This is to notify you that your bid dated ---------- for Development of a section of the access road to the Aluthwela Tibbatuwawa Temple- Buttala , Contract No.: **MON/DS/ENG-B/C/2026/03** for the Contract price of ---------- as corrected in accordance with Instructions to Bidders is hereby accepted.

The adjudicator shall be appointed by the Construction Industry Development Authority (CIDA).

You are hereby instructed to proceed with the execution of the said Works in accordance with the Contract documents.

The Start Date of Construction work shall be ----------
The Date of completion of construction work shall be ----------
Contract Period is ----------
Unconditional On demand performance security drawn in favor of **District Secretary, District Secretariat, Monaragala** issued by a reputed Bank approved by the Sri Lanka Central Bank.

4.1 The amount of Performance Security is ----------
4.2 The validity period of Performance Security is ----------
4.3 Depositing ---------- in cash at ----------

Bidder should submit following documents to the ---------- on or before ---------- to sign the agreement.

a. The original copy of Performance Security mentioned in No. 03.
b. CIDA Registration Book (Three Photocopies Certified by the Bidder)
c. VAT Registration Certificate (Three Photocopies Certified by the Bidder).
d. National Identity Card (Three Photocopy Certified by the Bidder)
e. Business Registration Certificate (Three Photocopies Certified by the Bidder)
f. If the business is a joint venture, copy of such registration certificate along with the letter of consent by the business partners (certified by a JP) to sign the agreement (Three Photocopies Certified by the Bidder)
g. Time Frame of the construction from the Beginning to the End.
h. Expected Monthly cash flow according to construction Time Frame period. (Expected monthly payment.)

06 The Bidder is the liable to get an advance payment of 30% of the Civil Cost of Agreement by forwarding a Advance Security drawn in favor of the **District Secretary, District Secretariat, Monaragala** issued by a Bank approved by Sri Lanka Central Bank.

07 The awarded Bid will be cancelled if you fail to sign the agreement on or before ---------- without any notice. The Refundable Deposit or the Bid Security will be the forfeited by the ---------- and your name will be black listed.

08 You should inform in writing, the ---------- with copy to the ---------- regarding commencement of construction work.

The ---------- will make arrangements to nominate a Technical Officer to assist and guide to you. Daily work of construction should be noted in the Log book and Measurement book at Site. Certified copy of log notes and measurement sheet should be attached to the bills at the time of interim payment.

9 The submission of monthly payment for the work completed is the responsibility of the contractor and such bills should be forward to ---------- through the ----------

10 Although the date of commencement is stated as ---------- the bidder has the permission to mobilize at the site and carry out the primary works of construction as per the instruction given by the ----------

11 Please be informed you that the construction works should be completed with agreed quality and scheduled time.

Yours faithfully,

_____

District Secretary,
District Secretariat - Monaragala

FORM NO-2: FORM OF AGREEMENT

This AGREEMENT made on the ---------- *[day]* of ---------- *[month]* 2026, between The **District Secretary, District Secretariat – Monaragala** (hereinafter called "the Employer") and ---------- *[name and address of Contractor]* (hereinafter called "the Contractor"), of the other part.

WHEREAS the Employer desires the Contractor execute the **Development of a section of the access road to the Aluthwela Tibbatuwawa Temple- Buttala, - Contract No.: MON/DS/ENG-B/C/2026/03** (hereinafter called "the Works") and the Employer has accepted the Bid by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

The Employer and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract hereinafter referred to, and they shall be deemed to form and be read and construed as part of this Agreement.

2. In consideration of the payments to be made by the Employer to the Contractor as indicated in this Agreement, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.

3. The Employer hereby covenants to pay the Contractor in consideration of the execution and complete the Works and remedy any defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

In Witness whereof the parties thereto have caused this Agreement to be executed the day and year aforementioned, in accordance with laws of Sri Lanka.

Authorized signature of Contractor

Authorized signature of Employer
District Secretary,
District Secretariat – Monaragala.

COMMON SEAL

In the Presence of:

Witnesses;

Name and NIC No. …….
…….

Signature……..

Address ……
……..

COMMON SEAL

In the Presence of:

Witnesses;

Name and NIC No. ……..
……..

Signature…….

Address ……
……..

FORM NO. 03: PERFORMANCE GUARANTEE
(Unconditional)

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

Beneficiary: **District Secretary, District Secretariat – Monaragala**
Date: ----------

PERFORMANCE GUARANTEE No.: ----------
We have been informed that ---------- *[name of Contractor]* (hereinafter called "the Contractor") has entered into Contract No. ---------- *[reference number of the Contract]* dated ----------/---/--- with you, for the ---------- *[insert "construction"]* 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]*, 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 ……, 2026 [insert date, 28 days beyond the Time for Completion] and any demand for payment under it must be received by us at this office on or before that date.

_____

[signature(s)]

FORM NO. 04: GUARANTEE FOR MOBILISATION ADVANCE PAYMENT

---------- *[Name and address of Agency, and Address of Issuing Branch or Office]*

Beneficiary: District Secretary, District Secretariat, Monaragala

Date: ----------

ADVANCE PAYMENT GUARANTEE No.: ----------

We have been informed that ---------- *[name of Contractor]* (hereinafter called "the Contractor") has entered into Contract No. ---------- *[Reference number of the contract]* dated ---------- with you, for the ---------- construction of ---------- [*name of contract and brief description]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum ---------- *[amount in figures]* (----------) *[amount in words]* is to be made against an advance payment guarantee.

At the request of the Contractor, we ---------- *[name of issuing agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ---------- *[amount in figures]* (----------) *[amount in words]* 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 in repayment of the Advance Payment under the Contract.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor.

This guarantee shall expire on ---------- *[Insert the date, 28 days beyond the Time of Completion]*

Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

_____

[signature(s)]

FORM NO. 05: FORM OF RETENTION MONEY GUARANTEE

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

Beneficiary: District Secretary, District Secretariat, Monaragala

Date: ----------

RETENTION MONEY GUARANTEE No.: ----------

We have been informed that ---------- *[name of Contractor]* (hereinafter called "the contractor") has entered into **Contract No: MON/DS/ENG-B/C/2026/03** dated ---------- with you, for the execution of **Development of a section of the access road to the Aluthwela Tibbatuwawa Temple- Buttala** (hereinafter called "the contract")

Furthermore, we understand that, according to the condition of the Contract, when the works have being taken over and the first half of the Retention Money has been certified for payment, payment the second half of the Retention Money may be made against a Retention Money guarantee.

As the request of the Contractor, we ---------- *[Name of Agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total amount of ---------- [amount in figures] ---------- [amount in words] upon receipt by us of your first demand in writing accompanied by a written statement that the Contractor is in breach of its obligation under the Contract because the Contractor has not attend to the defects in accordance with the contract.

This guarantee shall expire, at the latest, ---------- *[Insert 28 days after the end of the Defects Liability Period]* consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

_____

[signature(s)]

FORM NO. 06: FORM FOR AFFIDAVIT FOR THE CURRENT COMMITMENTS

District Secretary,
District Secretariat – Monaragala.

In accordance with the Clause 4.1 of the Instructions to Bidders, I (We) declare that the outstanding Contract Commitments of (*Name of the Bidder (s)* are as follows. I (We) further declare that all the outstanding contract commitments are listed below.

Name of the Contract	Name of the Client	Initial Contract Amount /(Rs.)	Outstanding Work /(Rs.)
Total Outstanding Work /(Rs.)			

(Add additional tables for Joint Venture Partners.)

_____
Signature of the Bidder

Section -3
CONDITIONS OF CONTRACT

CONDITIONS OF CONTRACT

Conditions of Contract that will be applicable for this Contract is that given in Section- 3 of the Standard Bidding Document for Procurement of Works, CIDA Publication No. ICTAD/SBD/03, Second Edition – January 2007, published by the Construction Industry Development Authority (CIDA).

Conditions of contract shall be read in conjunction with Contract Data

Section -4
FORM OF BID AND QUALIFICATION INFORMATION

Form of Bid

DEVELOPMENT OF A SECTION OF THE ACCESS ROAD TO THE ALUTHWELA TIBBATUWAWA TEMPLE

To: The Chairman,
Department Procurement Committee,
District secretariat,
Monaragala

Gentlemen,

1. Having examined the Conditions of Contract given in the Standard Bidding Document-Procurement of Works (ICTAD/SBD/03-Second edition, January 2007) along with the Contract Data, Specifications, Drawings and Bill of Quantities and addenda for the execution of the above-named Works, we the undersigned, offer to execute and complete such Works and remedy any defect therein in conformity with the aforesaid Conditions of Contract, Specifications, Drawings, Bill of Quantities and addenda for the sum of Sri Lankan Rupees ------
---

(SL Rs***.** ----------) or such other sums as may be ascertained in accordance with the said Conditions.

2. We acknowledge that the Bidding Data forms part of our Bid.

3. We undertake, if our Bid is accepted, to commence the Works as stipulated in the Contract Data, and to complete the whole of the Works comprised in the Contract within the time stated in the Contract Data.

4. We agree to abide by this Bid for the period of **49** days from the time of closing of the Bids or any extended period to which we may agree 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.

6. We accept / we do not accept the adjudicator.

7. We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this ---------- day of --------- 2026 in the capacity of ---------- duly authorized to sign tenders for and on behalf of ----------

(IN BLOCK CAPITALS)

Name : ----------
Signature : ----------
Address : ----------

Witness : 1. Name: ---------- Signature: ----------
2. Name: ---------- Signature: ----------

****The amount inserted here should not include the VAT component.***

Qualification Information

(To be completed and submitted by the bidder, with the Bid)

	Eligibility Requirement	Bidders Qualification
CIDA Registration		
Registration Number		
Grade	**C9, C8 and C7**	
Specialty	Road Construction	
Expiry Date		
Blacklisted Contractors		
Have you been declared as a defaulted contractor by NPA or any other Agency?		
If yes provide details		
VAT Registration Number		
Construction Program		
Legal status	Public Company/ Private Company/Partnership/ Sole Propriatoer	
	Eligibility Requirement	Bidders Qualification
Qualification and experience of key staff	Category, Experience and Qualification	Proposed by bidder (Name, Experience and Qualifications)
	1.Technical Officer, 2 Year Experience, NCT Civil	
	2.Supervisor, 2 Year Experience in relevant field	
List other information required		

Signature of the Bidder: ……

Section -5
SCHEDULE

ITB Clause	Condition of Contract Clause	Item	Data
1	1.1.8	Employer is:	**Name:** District Secretary. **Address:** District Secretary, District Secretariat, Monaragala.
	1.1.10	Engineer is:	**Name:** Chief Engineer. **Address:** Chief Engineer, District Secretariat, Monaragala
1 & 13	1.1.21	Summary of Works	The work consists of Earth works, Concrete works and formworks **Located at: Buttala** **Contact Name: Development of a section of the access road to the Aluthwela Tibbatuwawa Temple** **Contact Number: MON/DS/ENG-B/C/2026/03**
1	1.1.14	Intended Completion Date	Intended Completion Date is **45** days from the Start Date
2		Source of Funds	The Source of Funds is Government of Sri Lanka (GOSL)
3		Eligibility	The bidder shall be registered with the Construction Industry Development Authority (CIDA) in **Grade** C9, C8 and C7 for Road Construction.

ITB Clause	Condition of Contract Clause	Item	Data
12		Documents of the Bid	"Bidder shall provide in Section 5, form of Schedule pertaining to the following: a. ICTAD registration particulars • Registration number • Grade • Specialty • Expiry Date b. VAT registration details c. Construction Programme with critical path and cash flow forecast. d. Legal status of the bidder (sole proprietor, Partnership, Company etc.) e. Authentication for signatory (written Power of Attorney) f. Experience in works of a similar nature and size for each of the last ten years g. Major items of construction equipment proposed to carry out the Contract h. Qualification and experience of key site management and technical personnel proposed for the Contract; i. A description and value of work, which the bidder proposes to sub-contract, together with the name and address of the proposed sub-contractors. j. Authority to seek references from the bidder's bankers; The bidder shall submit an affidavit that he has declared all his other contractual commitments – specimen attached in Form No.06

ITB Clause	Condition of Contract Clause	Item	Data
16		Bid Security	Bid shall include a Bid Security • For an amount **Rs 37,000.00** • Issued by an agency acceptable to Employer using the form for bid security (unconditional guarantee) included in section 9, Standard Forms. • Remain valid till **25th November 2026.** *[Insert date 28 days beyond the validity period of the bids]*
31	4.4	Performance Security	Amount of Performance Security required is **5% of Initial Contract Price.** The form acceptable is Unconditional Guarantee
	6.4	Late Completion	The amount to be paid is **0.05% of Initial Contract Price** per Day, subjected to maximum of **10% of Initial Contract Price.**
	8.1	Notification of Defects	The period for Defect Notification is **183 Days** from Taking Over.
	10.3	Retention	The amount of retention is **10% of certified work done.** The maximum amount of retention is **5% of Initial Contract Price.**
	10.12	Advance Payment	Upon the payment of the advance payment in full the Employer shall return the original of the advance payment guarantee to the Contractor.
33	1.1.11 14.0	Adjudicator Resolution of Disputes	*Fees and types of reimbursable expenses to be paid to the Adjudicator shall be on a case-to-case basis and shall be shared by the Contractor and the Employer.*

Section -6
SPECIFICATIONS

SPECIFICATIONS

A set of precise and clear specification is a pre-requisite for bidders to respond realistically and competently to the requirements of the Employer without qualifying or conditioning their bids. The specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the requited stranded of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation facilitated. The specifications should require that all goods and materials to be in cooperated in the works be new, unused, of the most recent or current models, and in cooperate all recent improvements in design and materials unless provided otherwise in the contract.

For drafting specifications, the Employees are advice to use the following standard specification publish by Construction Industry Development Authority (CIDA)

- SCA/5, Second Edition - Construction and Maintenance of Roads and Bridges

Section -7
BILLS OF QUANTITIES

DEVELOPMENT OF A SECTION OF THE ACCESS ROAD TO THE ALUTHWELA TIBBATUWAWA TEMPLE- BUTTALA

Bill OF QUANTITIES

No	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	Trimming, leveling and compaction of original ground / subgrade to 95% std. Density.	m^2	484.20		
2	Approved soil excavation using machinery for Base & Shoulder construction including loading and piling, (loose volume)	m3	18.57		
3	Expansion joints in concrete road surface fill with 1:3 with bitumen sand mix or fill with approved filling material (12mm thick) full depth of concrete slab	m	28.80		
4	Contraction joints in concrete road surface fill with 1:3 bitumen sand mix or approved filling material. (12mm thick and 1/3 of depth of concrete slab)	m	122.40		
5	Laying separating membrane of polythene sheeting before laying cement concrete for road surface	m^2	484.20		
6	Supplying and fixing 25mm thick class ii timber with debonding material as shuttering including removing for road surface concrete.	m^2	41.43		
7	Ready-mix concrete for grade 25 (19 mm) for foundation & floors (including curing)	m^3	72.63		
8	Transport of Motor grader/JCB	Allow	L.S.		
9	Transport of Vibrating roller	Allow	L.S.		
	Civil Cost				

SUMMARY OF BOQ

Item No.	Description	Amount
A	CIVIL COST	
B	DISCOUNT PERCENTAGE……% FOR CIVIL COST UNDER ABOVE "C" (IF ANY)	
C	TOTAL AMOUNT AFTER DISCOUNT (C=A-B)	
D	Vat 18% (G x 18%)	
E	Grand Total (G+H)	

Amount in words without vat (Item G)

……

……

…….

…….
Signature of the Bidder and Official frank

Section -8
STANDARD FORMS [BID]

FORM OF BID SECURITY

[this 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: District Secretary,
District Secretariat,
Monaragala.

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]* (hereinafter called "the bidder") has submitted to you its bid dated ---------- *[insert (by issuing agency) date]*(hereinafter called "the Bid") for the execution of **Development of a section of the access road to the Aluthwela Tibbatuwawa Temple- Buttala** 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"); or

(c) having been notified of the acceptance of its Bid by the Employer 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 the successful bidder furnishing the performance security, 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) and name(s) of authorized representative(s)]

CHECK LIST FOR BIDDERS

Bidders are advised to fill the following table:

ITEM	ITB Clause	Yes (tick)	REFERENCE
Form of Bid			
Address to the Employer?			
Completed?			
Signed?			
Bid Security (if required)			
Address to the **Employer**?			
Format as required?			
Issuing Agency as specified?			
Amount as requested?			
Validity **28 days beyond** the validity of Bid?			
Qualification Information			
All the relevant information completed?			
Signed?			
Addendum			
Contents of the addendum (if any) taken in to account?			
BID package			
All the documents given in ITB Clause 12 enclosed in the original and copy?			
ITB Clause 19 followed before Sealing the Bid Package?			