CEYLON PETROLEUM STORAGE TERMINALS LIMITED

REQUEST FOR PROPOSAL (RFP)

QUALITY AND COST BASED SELECTION (QCBS) METHORD

PROCUREMENT OF INDEPENDENT PROJECT ADVISORY AND OVERSIGHT SERVICES FOR THE SAP RISE WITH S/4HANA GREENFIELD IMPLEMENTATION

SINGLE STAGE SINGLE ENVELOPE

RFP NO: KPR/48/2026

INSTRUCTIONS TO PROPOSERSS & CONDITIONS OF CONTRACT

The Chairman
Department Consultant Procurement Committee (CPCD)
C/o Manager Procurement
Ceylon Petroleum Storage Terminals Limited
Procurement Function
01st Floor, New Building
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INVITATION FOR PROPOSALS (IFP)

PROCUREMENT OF INDEPENDENT PROJECT ADVISORY AND OVERSIGHT SERVICES FOR THE SAP RISE WITH S/4HANA GREENFIELD IMPLEMENTATION

SINGLE STAGE SINGLE ENVELOPE

RFP NO: KPR/48/2026

The Chairman, Department Consultant Procurement Committee (CPCD), on behalf of the Ceylon Petroleum Storage Terminals Limited (CPSTL), Kolonnawa,Wellampitiya, hereby invites sealed Proposals from eligible and qualified consultants for the Procurement of Independent Project Advisory and Oversight Services for the SAP RISE with S/4HANA Greenfield Implementation, in accordance with the Quality and Cost Based Selection (QCBS) method.

Interested parties may refer the Request for Proposal ***(only for viewing purpose)*** and obtain necessary information through the websites www.cpstl.lk and the original Request for Proposal in English language (full set) could be obtained from the undersigned or via email on submission of a written request ***(the request letter shall be on the company letter head and signed by an authorized person)*** during working days between **0900 hrs. and 1400 up to 25.11.2026,** upon payment of a non-refundable Request for Proposal fee of **Sri Lankan Rupees Two Thousand (LKR 4,000.00)**, per RFP document.

Proposers are requested to inspect the Request for Proposal prior to purchase and once it is purchased, Request for Proposal fee is not refundable for any reason whatsoever

Proposals shall be submitted on the Request for Proposal issued by the Procurement Function CPSTL and the original of the duly filled Proposals may be sent by post/courier under registered cover or sealed cover **to reach** the Chairman, Department Consultant Procurement Committee (CPCD),C/o Manager Procurement, Ceylon Petroleum Storage Terminals Limited, Procurement Function, 01st Floor, New Building, Oil Installation, Kolonnawa, Wellampitiya or could be deposited in the tender box kept at the main entrance of CPSTL, on or before **14.00 hrs. on 26.11.2026** Late Proposals will be rejected.

Proposals **will be closed at 14.00 hrs. on 26.11.2026** and will be opened immediately thereafter at the office of Manager (Procurement) in the presence of the authorized representatives of the Proposers who chose to attend. Only one (01) authorized representative of each Proposers shall be permitted to witness the opening of the Technical Proposals

A Pre Proposal Meeting will be held at 10.00 hrs on **18.11.2026** at the Ceylon Petroleum Storage Terminals Limited (CPSTL), Kolonnawa. Proposers who are unable to attend the meeting physically may participate via video conference.

Proposers wishing to attend the meeting physically shall send their requests to procure@cpstl.lk on or before 14.00 hrs on **17.11.2026** to facilitate the arrangement of gate passes.

The Microsoft Teams meeting link for virtual participants will be made available on the CPSTL website at www.cpstl.lk

Proposals **shall be valid up to 25.02.2027** from the date of opening of the Proposal.

Proposals shall be accompanied by a **Proposal security of Sri Lankan Rupees One Hundred and Fifty thousand (LKR 150,000.00), which shall be valid until 25.03.2027** from the date of opening of the RFPs.

Proposers shall register themselves at the Department of Registrar of Companies www.drc.gov.lk (e-ROC) in accordance with the Public Contracts Act. No 3 of 1987.

Clarifications (if any) shall be sought from the Manager Procurement on **Tel: +94-11-2572156, Email: procure@cpstl.lk.**

The Chairman
Department Consultant Procurement Committee (CPCD),
C/o Manager Procurement
Ceylon Petroleum Storage Terminals Limited
Procurement Function,01st Floor, New Building
Kolonnawa,
Wellampitiya.

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1. INSTRUCTIONS TO PROPOSERS (ITB)

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1.1 INTRODUCTION

Ceylon Petroleum Storage Terminals Limited (CPSTL) invites sealed proposals from qualified and experienced Proposers for the provision of Independent Project Advisory and Oversight Services covering the SAP RISE with S/4HANA Greenfield Implementation and Extensive Business Process Re-engineering programme serving CPSTL and its shared-service customers CPC, LIOC, Sinopec and RM Park across the petroleum industry value chain.

The objective of this procurement is to establish an independent, objective line of assurance to the CPSTL Management over the said SAP programme – validating readiness before project kick-off, sustaining oversight of delivery risk, progress, change management, quality, supply chain process fit, Oil & Gas domain fit and technical soundness throughout execution, and reporting a consolidated project-health view to the Board every month.

The selected Proposer shall provide a complete, dedicated advisory team comprising a Project Delivery Advisor (Team Lead), a Supply Chain Lead, a Subject Matter Expert – Oil industry and a Technical Lead. The advisory team shall occupy an independent, non-voting advisory seat on the Project Steering Committee (PSC), shall not report to any CPSTL business role during the engagement, and shall report solely to the CPSTL Management.

1.1.1 OBJECTIVES OF THE PROJECT

The key objectives of engaging Independent Project Advisory and Oversight Services are:

- Provide the assurance over the SAP RISE with S/4HANA Greenfield Implementation and Business Process Re-engineering programme
- Validate the readiness of all project artefacts prior to project kick-off
- Identify, register, track, remediate and escalate delivery, change, domain and technical risks
- Validate and continuously monitor the Implementation Partner's project plan and progress against the approved baseline
- Establish change governance, including Process Owners, the Business Core Team
- Validate & assure that the delivered solution remains aligned to Customer Functional Requirements Specification (FRS), Implementation Partner Proposal & License BOM at every stage
- Validate & assure supply chain process fit across CPSTL and its shared-service customers CPC, LIOC, Sinopec and RM Park
- Validate & assure Oil industry, regulatory, hydrocarbon accounting and shared-service billing fit of the solution
- Validate & assure the technical architecture, integration, extensions, data cleansing and migration, security, performance and go-live readiness of the solution

- Protect the programme's value, timeline, budget and quality through structured, documented remediation recommendations
- Provide a consolidated, RAG-rated monthly Project Health Summary to CPSTL Steering committee for the full duration of the engagement
- Maintain independence of assurance, free of delivery or business-line bias, throughout the engagement

1.2 SCOPE OF WORK (SOW)

The selected Proposer shall be responsible for the following:

1. Provision of a dedicated, independent advisory team comprising the four (04) key resources specified in ITB Clause 1.3.2, for the full engagement period of twelve (12) months
2. Validation of comprehensive Business Blueprint and Preparation of Stakeholder Functional Requirement Specification (FRS) documents covering the modules and processes relevant to the SAP environment FICO, MM, SD, PM, PP, HCM, etc. as per the RFP
3. Preparations of Functional Requirement Specification (FRS) for all companies
4. Pre-kick-off validation of the Implementation Partner's project implementation plan of CPSTL FRS to Implementation Partner project proposal to SAP Order form license BOM validation, SAP RISE landscape readiness, License BOM and change-management plan
5. Risk oversight – identification of risks that could impact the project implementation, recommendation of remedies, issue of instructions to the relevant project stakeholders on remedy execution, and maintenance of a structured risk register
6. Progress oversight – analysis and validation of the implementation plan, and continuous oversight of progress against the approved baseline, with improvement recommendations to mitigate delivery risks
7. Change management oversight – definition of Process Owners and Business Core Team; mapping of business users to new SAP job roles and to SAP User Licenses; and validation of the change-management plan covering User Training, User Adaptation and Post Go-Live Operationalization
8. Quality oversight – mapping and continuous validation of Customer FRS, Implementation Partner Proposal (incl. High-level Solution), License BOM in the signed SAP Order Form, at Business Blueprint (BBP), UAT and Post Go-Live Operationalization sign-off stages
9. Supply chain oversight – assurance over procurement, inventory, storage-terminal and distribution process design, master data, stock movements, inter-company and shared-service flows, reporting and reconciliation across the shared-service model
10. Oil industry domain oversight – assurance that the solution fits Oil industry realities including bulk fuel handling, terminal storage operations, hydrocarbon accounting, excise and duty treatment, shared-service billing, regulatory, safety and industry-standard alignment

11. Technical oversight – assurance over technical architecture, integration design, SAP RISE landscape readiness, extensions / RICEFW, interfaces, data-migration approach, performance, security and authorizations (Segregation of Duties), technical UAT, cutover and go-live technical readiness
12. Maintenance of a structured risk register for each oversight domain, and escalation of Critical and High risks with recommended courses of action
13. Participation in the Project Steering Committee (PSC) as an independent, non-voting advisory member for the full duration of the engagement
14. Submission of a consolidated, RAG-rated monthly Project Health Summary to the CPSTL
15. Go-live readiness assessment, go-live readiness sign-off oversight, and post go-live (hyper care) operationalization oversight
16. Submission of a final consolidated assurance report to the CPSTL
17. Knowledge transfer to CPSTL nominated officers and handover of all registers, templates, assessments and working papers

The detailed scope of services, deliverables, governance arrangements, effort commitments and service levels applicable to this engagement are specified in Section 3.0 of this Request for Proposal and in the Technical Compliance Sheet at Attachment - 01.

1.3 ELIGIBILITY CRITERIA (QUALIFICATION INFORMATION)

1.3.1 ELIGIBILITY REQUIREMENT

Proposers must satisfy the following minimum eligibility requirements in order to proceed to the Technical Evaluation stage. Requirements marked "Mandatory" are conditions of responsiveness.

No	Eligibility Requirement	Compliance
01	The Proposers must be a legally registered company in Sri Lanka.	Mandatory
02	The Proposers must have a minimum of 5 years of experience in providing IT consultancy, project management, project delivery or advisory services to Enterprise.	Mandatory
03	The Proposers must demonstrate documented experience in ERP programme as an implementation partner, project management office, project delivery manager or independent project assurance / oversight provider. A minimum of two (02) reference engagements with client confirmation letters shall be submitted.	Mandatory
04	The Proposers must provide the complete advisory team specified in ITB Clause 1.3.2, with named curriculum vitae, educational and professional certificates, and a signed availability confirmation for each proposed resource.	Mandatory
05	The Proposers must demonstrate access to petroleum, fuel storage, bulk liquid handling or comparable process-industry domain expertise through the proposed Subject Matter Expert, evidenced by curriculum vitae, project references or client	Mandatory

	confirmation. The depth of such domain experience shall be assessed under the Evaluation of Proposals at ITB Clause 1.23	
06	The Proposers must submit a written independent project assurance methodology, including the proposed risk register format, monthly Board reporting format and a sample RAG-rated project health scorecard.	Mandatory
07	The Proposers, its directors, employees, sub-contractors and proposed resources must have no actual potential or perceived conflict of interest with the Implementation Partner appointed under this Proposal or with any of its affiliates and must not be participating in that implementation in any capacity. A written declaration to this effect shall be submitted.	Mandatory
08	The Proposers must participate in the presentation and key resource interview convened at the evaluation stage in accordance with ITB Clause 1.23. Participation is a condition of responsiveness; the content of the presentation shall be scored under the Technical Evaluation and shall not of itself be a ground for disqualification.	Mandatory
09	The Proposers must submit a preliminary engagement plan, resource deployment plan, risk management plan, reporting and escalation plan, and knowledge transfer plan as part of the technical proposal.	Mandatory
10	The Proposers shall demonstrate proven experience in managing SAP projects involving Oil & Gas / Refinery-specific business processes and relevant SAP modules applicable to this project. The Proposers shall submit documentary evidence, including details of similar projects, client references, project scope, duration, SAP version/platform, and relevant SAP modules and Oil & Gas / Refinery functionalities implemented or managed.	Mandatory
11	The Proposers must agree that CPSTL should retain full ownership of all reports, risk registers, assessments, traceability matrices, working papers, minutes, audit trails and generated outputs.	Mandatory
12	The Proposers must comply with applicable data protection, privacy, confidentiality, information security and government procurement requirements relevant to the handling of CPSTL project and commercial information.	Mandatory
13	The Proposers must agree that the advisory team shall act as an independent party, shall not report to any CPSTL business role during the engagement, and shall submit a monthly project health summary to the CPSTL Management.	Mandatory
14	The Proposers must submit audited financial statements for the last three (03) financial years, together with valid tax / VAT registration documents where applicable.	Mandatory
15	The Proposers should be independence from the SAP implementation partner of CPSTL. The Proposers shall submit a declaration confirming that it is independent of the CPSTL project implementation partner / consortium and that no such conflict of interest exists.	Mandatory

Proposers failing to meet any requirement marked "Mandatory" above may be disqualified from further evaluation.

Equivalence: Where this Request for Proposal names a specific standard, certification, professional qualification, methodology, product or trade name, such reference is indicative of the level of capability

required and is not intended to restrict competition. An equivalent internationally or nationally recognised standard, certification, qualification or methodology shall be acceptable, provided the Proposers submits documentary evidence demonstrating equivalence. CPSTL shall determine equivalence at its reasonable discretion during evaluation.

1.3.2 TECHNICAL TEAM REQUIREMENTS

The Proposers must provide a qualified implementation team including:

Project Team Members	Minimum Resource Requirement	Minimum Qualification Requirement
Project Delivery Advisor (Team Lead)	01	Minimum Work Experience in the relevant domain – 10 Years or above in IT / ERP project delivery management, of which a minimum of 05 years in a project manager, PMO lead or project assurance / advisory role Minimum Educational Qualifications – BSc in Information Technology / Computer Science / Engineering / Physical Science, or an equivalent degree or professional qualification Professional Qualifications or Certifications – PMP or equivalent recognized project management certification and Experience on SAP Activate Project Manager Must have delivered or overseen a minimum of two (02) enterprise ERP or comparable large-scale transformation programmes
Supply Chain Lead	1	Minimum Work Experience in the relevant domain – 10 Years or above in supply chain, procurement, inventory, storage-terminal or distribution process design, of which a minimum of 05 years in an SAP environment FICO, MM, SD, PM, PP, HCM, etc. as per RFP Minimum Educational Qualifications – BSc / Degree in Supply Chain Management, Engineering, Logistics, Business Administration or an equivalent professional qualification
Subject Matter Expert – Oil & Gas	01	Minimum Work Experience in the relevant domain – 8 Years or above in the Oil & Gas / petroleum downstream sector covering bulk fuel handling, refinery operations, terminal storage operations, hydrocarbon accounting, excise and duty treatment and shared-service billing Minimum Educational Qualifications – Degree in Engineering (Chemical / Mechanical / Petroleum), Science, or an equivalent professional qualification Professional Qualifications or Certifications – recognized Oil & Gas industry, HSE or hydrocarbon accounting certification desirable

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Technical Lead	01	Minimum Work Experience in the relevant domain – 8 Years or above in enterprise solution architecture or SAP technical delivery covering SAP RISE / S/4HANA architecture, integration (SAP BTP / CPI / PI-PO), extensions and RICEFW, data migration, Basis, and security and authorizations including Segregation of Duties (SOD) Strong expertise in ABAP Objects and Advanced ABAP Programming. Minimum Educational Qualifications – BSc/MSc in Computer Science / Software Engineering / Information Technology Professional Qualifications or Certifications – SAP technical certification (S/4HANA, BTP Integration, Basis or Security) desirable

Proposers failing to meet any of the above mandatory requirements may be disqualified from further evaluation.

1.4 CONTENTS OF REQUEST FOR PROPOSAL

Request for Proposal consists of the following

01.	Invitation for Proposal (IFP)	
02.	Instructions to Proposers (ITB)	
03.	Conditions of Contract (COC)	
04.	Eligibility	
05.	Scope Of Work	
06.	Financial Proposal	- Annexure **"A"**
07.	Form of Proposal	- Annexure **"B"**
08.	Format of Proposal Security Guarantee	- Annexure **"C"**
09.	Format of Performance Security Guarantee	- Annexure **"D"**
10.	Format of Contract Agreement	- Annexure **"E"**
11.	Format of Signature Authorization Letter	- Annexure **"F"**
12.	Confidential and non-disclosure agreement	- Annexure **"G"**
13.	Non-Collusion Affidavit	- Annexure **"H"**
14.	Compliance/Deviations sheet	- Annexure **"I"**

The Proposer is not permitted to do any alterations in the RFP in any form whatsoever. Any such alterations in the Request for Proposal by the Proposer may be liable for disqualification.

1.5 ISSUING OF REQUEST FOR PROPOSAL

Complete original Procurement documents in the English can be obtained from the Procurement Function, Ceylon Petroleum Storage Terminals Limited (CPSTL) 01st Floor, New Administration Building, Oil Installation, Kolonnawa or via email request procure@cpstl.lk, upon submission of a written request to the Manager Procurement – CPSTL on company letterhead, signed by an authorized representative, on working days between 0900 hrs. and 1400 hrs. from **09.11.2026** to **25.11.2026** upon payment of a non-refundable free of **Sri Lankan Rupees Four Thousand (LKR 4,000.00)**, per document

In -Person Collection:

Proposers may obtain the Procurement document by visiting the Procurement Function, CPSTL, during the above – mentioned period and time, A written request on company letterhead, signed by an authorized representative, must be submitted, along with proof of payment of the non-refundable fee. Payment can be made in cash at the CPSTL Cash Counter, Kolonnawa, or via bank transfer to the CPSTL bank account given below

Online Request via Email:

Proposers may alternatively remit the non-refundable fee of LKR 4,000.00 directly to the CPSTL bank account provided below. A written request on company letterhead, along with proof of payment (bank slip or transfer confirmation), must be emailed to **procure@cpstl.lk** during the specified timeframe. The payment must also be credited to the CPSTL account before the Request for Proposals are issued. Upon verification of the payment, the complete set Request for Proposals will be emailed to the Proposer.

CPSTL bank account details

Non-refundable fee	=	LKR 4,000.00
A/C Holder	=	Ceylon Petroleum Storage Terminals Limited, Oil Installation, Kolonnawa, Wellampitiya,
A/C No	=	004-1-001-9-0208672
Bank & Branch	=	People's Bank Corporate Branch, International Banking Division, No.374, Dr. Colvin R De Silva Road, Colombo 02,
SWIFT	=	PSBKLKLX
Branch Code	=	004

Payment of the non-refundable procurement document fee is mandatory; All Proposals must be submitted using the procurement documents purchased from CPSTL

1.6 BUSINESS REGISTRATION AND PUBLIC CONTRACT REGISTRATION

Proposers shall produce a valid copy of the Certificate of Incorporation issued by the Registrar of Companies of Sri Lanka together with the Proposals.

Any of the following party who wishes to submit a Proposal, shall register himself at the Department of Registrar of Companies www.eroc.drc.gov.lk (e-ROC) as per the Public Contracts Act, No. 03 of 1987 for every public contract value exceeding Sri Lankan Rupees **Five million** (LKR 5,000,000).

1. An agent, sub-agent, representative or nominee must be registered **prior to the closing of the** Proposals **/Tender**.
2. If the tender applicant and the tenderer is the same party he must be registered prior to the **award of the tender**.

However, this registration will be verified by CPSTL at the preliminary evaluation of Proposals. In case of failure to meet this legal requirement, the Proposals shall be rejected.

Contact details of the Registrar: Department of Registrar of Companies, "Samagam Medura", No. 400, D R Wijewardena Mawatha, Colombo 10 / Tel.: +94-11-2689208 / +94-11-2689209 / Email: registrar@drc.gov.lk (Contact details may vary from actuals & CPSTL does not take any responsibility in this regard).

1.7 DOCUMENTS AND DETAILS TO ACCOMPANY PROPOSAL

The authorized agents shall send all the required information given below for evaluation purposes and failure to furnish the required documents and details along with the Proposal will result in the Proposal being rejected.

1) Duly completed Financial Proposal as per Annexure "A".
2) Form of Proposal as per Annexure "B"
3) Format of Proposal Security Annexure "C"
4) Format of Performance Security Annexure "D"
5) Format of Contract Agreement Annexure "E"
6) Signature authorization – Authorization letter from the company (Proposer) authorizing the signatory for signing the proposal on behalf of the Proposer in the format given in Annexure "F"
7) Confidentiality and Non-Disclosure Agreement Annexure "G"
8) Non-Collusion Affidavit Annexure "H".
9) Duly completed form of Compliance / Deviation Sheet Annexure "I".
10) Proposal validity period.
11) Detailed Profile of the Proposer**.**
12) Copy of Certificate of Incorporation / Copy of Business registration **-** as per ITB clause 1**.**4 ***(***if applicable***)***
13) Previous experience of the Proposer and past records of the work carried out together with employer details**.**
14) Financial particulars for three years. (2023,2024,2025)
15) All other details and documentary requirements as requested under this procurement.

1.8 SEALING, MARKING & SUBMISSION OF PROPOSALS

Proposals shall be submitted in duplicates as per the conditions specified in this RFP document. The original & duplicate copy of the Proposal shall be placed in separate envelopes marked "**ORIGINAL**" & "**DUPLICATE**". In the event of any discrepancy between the original and

duplicate, the original shall govern. Both envelopes shall be enclosed in one securely sealed cover, which shall be marked **"PROCUREMENT OF INDEPENDENT PROJECT ADVISORY AND OVERSIGHT SERVICES FOR THE SAP RISE WITH S/4HANA GREENFIELD IMPLEMENTATION - KPR/48/2026 – CLOSING DATE: 25.11. 2026"** on the top left-hand corner & the Proposer's name & address on the bottom left-hand corner, and addressed to,

The Chairman
Department Consultant Procurement Committee (CPCD),
C/o Manager Procurement
Procurement Function
01st Floor, New Building
Ceylon Petroleum Storage Terminals Limited
Kolonnawa, Wellampitiya

If the outer envelope is not sealed and marked as required above, CPSTL will assume no responsibility for the Proposal being misplaced or premature opening.

A local firm acting as authorized agent for more than one manufacturer or authorized export agent abroad, shall get each of his principal's authority to represents on their behalf and Proposal on separate sets of RFP documents purchased from CPSTL for such purpose with separate Proposal securities.

In addition to above requirement, the envelopes shall indicate the name and address of the Proposer to enable the Proposal to be returned unopened in case it is declared late.

Proposals submissions through emails are not entertained. However, only the clarifications can be made through email address procure@cpstl.lk.

Each envelope shall contain the hard copy and the soft copy of the Proposal. The soft copy shall be in the form of CD/DVD.

Alternative offers shall not be considered. The Proposer **s are advised not to quote different options**

If any attachment provided with Proposal, the indication/reference with page number should be mentioned

1.9 SIGNATURE AUTHORIZATION

Proposers shall incorporate a **Signature Authorization Letter** along with their Proposals, which is authorizing a person to represent the company in submitting the Proposals, and if successful, to sign the respective agreement/contract with CPSTL. The letter shall be signed by the Proprietor/Partner(s)/Director(s) of the company and the person who signs the Proposals on behalf of the company and shall be affixed by the common seal of the company *(This letter shall be produced on the company letter head)*. Particulars proving the ownership of the company/ Management shall be submitted along with the Signature Authorization Letter.

Failure to submit the Signature Authorization Letter at the time or before the closing of the Proposals, and in accordance with the above said requirements will result in the Proposals being rejected.

Format of Signature Authorization Letter - Annexure "F" is attached.

1.10 DECLARATION

1.10.1 Form of Proposal

Proposers must confirm that they have read and understood the conditions of the Procurement and that their Proposal complies with all these conditions. By submitting their Proposal, Proposers agree to execute the contract or perform the services as specified.

Proposers are required to submit a duly completed and signed Form of Proposal: Annexure "B"

Failure to submit the duly filled & signed Form of Proposal along with the Proposal at or before the closing time and date of the Procurement and in accordance with above said requirements and in the formats provided, shall result in the Proposal being rejected.

1.10.2 Non-collusion Affidavit

Proposers must submit a declaration along with their Proposal stating that;

i. There is no conflict of interest;

ii. Only one Proposal is submitted; and

iii. There is no involvement in collusive practices

proposers are required to submit a duly completed and signed Non-collusion Affidavit; Annexure "H".

Failure to submit the correctly completed and signed Non-collusion Affidavit, in accordance with the specified format and before the closing time and date of the Procurement, will result in the Proposal being rejected.

Failure to submit the duly filled & signed Form of Proposal along with the Proposal at or before the closing time and date of the Proposal/Procurement and in accordance with above said requirements and in the formats provided, shall result in the Proposal being rejected.

1.11 AMENDMENTS/CLARIFICATIONS OF REQUEST FOR PROPOSAL

The Chairman, CPCD reserves the right to issue amendments to the Request for Proposal if and when deemed necessary up to seven (07) days prior to the deadline for submission of Proposals.

A prospective Proposer requiring any clarification regarding the provisions or terminology of the Request for Proposal shall notify the CPSTL in writing by hand or post to the mailing address which is indicated in ITB Clause 1.8 or by email to *procure@cpstl.lk*, on or before the date of the pre- Proposals meeting given in IFP Similarly, if a Proposer feels that any important provision is unacceptable, such objection shall be raised at this stage.

The CPSTL will respond in writing by post and/or by email to any such request for clarifications, modifications, objections or complaints that are received on or before the date of the pre- Proposals meeting. Copies of the CPSTL's response will be sent by post and/or by email to prospective Proposers

who have collected Request for Proposal, including description of the inquiry but without identifying its source, within seven (07) days prior to the closing of the Proposals.

Questions and answers will not form part of the Request for Proposal or contract; answers shall not constitute legally binding representation. If arising from a question, it becomes necessary to vary the Request for Proposal, and then an addendum will be issued in accordance with the above procedure.

All correspondence shall be addressed to the mailing address or email address which are indicated above and shall not be personally addressed to any officer. Such correspondence shall not be entertained and shall be considered as a disqualification.

Where a Proposer r has not sought any clarifications/information such Proposer r shall be deemed to have accepted the Request for Proposal in full.

1.12 MODIFICATION, SUBSTITUTION & WITHDRAWAL OF PROPOSALS

Proposer s may modify, substitute or withdraw their Proposals after submission, provided that written notice of the modification, substitution or withdrawal is received by the CPCD, prior to the dead line prescribed for Proposals submission.

Proposals modifications or substitutions shall be prepared, sealed, marked and despatched as follows:

The Proposer shall provide an original and a duplicate, as specified in the ITB clause 1.8, of any modification or substitution to his Proposals, clearly identified as such in two envelopes, duly marked "**ORIGINAL" & "DUPLICATE". THE ENVELOPES SHALL BE SEALED IN AN OUTER ENVELOPE, DULY MARKED PROPOSALS MODIFICATION OR PROPOSALS SUBSTITUTION - "PROCUREMENT OF INDEPENDENT PROJECT ADVISORY AND OVERSIGHT SERVICES FOR THE SAP RISE WITH S/4HANA GREENFIELD IMPLEMENTATION – KPR48/2026 – CLOSING DATE: 25.11.2026".**

Proposers wishing to withdraw their Proposals shall notify the CPSTL in writing prior the deadline prescribed for the submission of Proposals. The notice of withdrawal shall bear the name of the Proposals and the words **"**Proposals **WITHDRAWAL NOTICE".**

Proposals modifications, substitutions and withdrawal notices shall be sent **to reach** the address which is indicated in ITB Clause 1.14, or by email to tenders@cpstl.lk, not later than the deadline for submission of Proposals.

In case of submission of Proposals modifications, substitutions and withdrawal notices by email, the original notices shall be securely kept to be submitted to the Manager Procurement-CPSTL, when requested.

Proposals modifications, substitutions or withdrawal notices received after the deadline for submission of Proposals will be ignored, and the submitted Proposals will deem to be valid.

1.13 CLOSING OF PROPOSALS

Proposal enclosed, sealed, marked & addressed as aforesaid shall be sent by post/courier under registered cover or sealed cover **to reach**,

The Chairman
Department Consultant Procurement Committee (CPCD),
C/o Manager Procurement
Procurement Function
01st Floor, New Building
Ceylon Petroleum Storage Terminals Limited
Kolonnawa, Wellampitiya.

not later than 1400 hrs. on 25.11.2026or could deposit in the tender box kept at the at the main entrance of CPSTL.

Proposals will be closed at **1400 hrs. on 25.11.2026**

1.14 DEADLINE FOR SUBMISSION OF PROPOSALS

The Chairman, CPCD must receive Proposals as specified under ITB Clause 1.14 not later than the time and date stipulated. The Chairman, CPCD may at his discretion, extend this deadline for submission of Proposals, by amending the Request for Proposal, in which case all right and obligations of the CPSTL and the Proposers will thereafter be subjected to the deadline as extended.

1.15 LATE PROPOSALS

Any Proposals received after the deadline for submission of Proposals will be rejected and returned unopened to the Proposer.

1.16 OPENING OF PROPOSALS

Proposals will be opened immediately after the closing date and time fixed for receipt of Proposals at,

The office of Manager Procurement
Ceylon Petroleum Storage Terminals Limited
Procurement Function
01st Floor, New Building
Oil Installation
Kolonnawa, Wellampitiya.

or such other place as arranged if the Manager Procurement's Office is not available.

The Proposals Opening Committee (BOC) as appointed by the CPCD, will open the Proposals in the presence of the authorized representatives of the Proposers who chose to attend. Only one authorized member of respective Proposer is allowed to participate/witness the proposal opening procedure. Name of the Proposers, Proposals prices, discounts, presence or absence of the requisite Proposals securities, and any other relevant information, which the BOC at its discretion, may consider to be appropriate, will be announced, at the opening.

1.17 MINIMUM VALIDITY PERIOD OF PROPOSALS

All Proposer shall necessarily be valid for acceptance **minimum until 25.02.2027.** Proposers shall however, clearly indicate the maximum period that their Proposals would be valid. **A** Proposals **valid for a shorter period shall be rejected by the** CPCD **as non-responsive.**

All prices indicated in the Financial Proposal; Schedule "A" shall be firm & shall not be subject to any price variation within the period of validity stated above.

In exceptional circumstance, prior to the expiration of the Proposal validity period, the CPCD may request Proposers to extend the period of validity of their Proposals for a specified additional period.

The request and the Proposer's responses shall be made in writing. A Proposer may refuse the request. A Proposer agreeing to the request will not be required or permitted to otherwise modify the Proposal, but will be required to extend the validity of the Proposal and the validity of the Proposal security for the period of the extension, and in compliance with ITB Clause 1.18 in all respects. If a Proposer does

not agree for an unconditional extension of the validity of his Proposal, his Proposal shall be rejected without forfeiting the Proposal security.

On acceptance of the offer within the period of validity of the Proposals, the validity period shall be extended by another fourteen (14) days for purposes of issuing of Purchase Order and other required documentation.

Proposals that do not comply with the above requirements will be rejected as non - responsive.

1.18 PROPOSALS SECURITY

Each Proposal shall be accompanied by a Proposal security, undertaking that the offer will be held valid for the specified period, and that the offer will not be withdrawn during that period. Such security shall be,

i) in the form of a bank draft issued by a recognized commercial bank operating in Sri Lanka, or

ii) in the form of a bank guarantee/counter guarantee issued by a recognized commercial bank operating in Sri Lanka

(The bank in Sri Lanka shall be an approved commercial bank with the authority of a License issued by the Monetary Board (Central Bank of Sri Lanka) And payable to CPSTL on demand, **for a minimum sum of Sri Lankan Rupees Fifty Thousand (LKR 50,000.00)** or

iii) in the form of direct deposit to the CPSTL bank account *(details given below)* **for a minimum sum of Sri Lankan Rupees One Hundred Fifty Thousand (LKR150,000.00).** *(Payment receipt (Bank Slip) shall be submitted along with the* Proposals*. Reference details of the* Proposer *[*Proposer*'s Name,* Proposals *Number: KPR/48/2026] should be stated on the receipt. Payment shall be debited to CPSTL account on or before the closing time of the* Proposals*. Reimbursement of the* Proposals *securities arranged as direct cash deposits to CPSTL bank account, will only be paid in Sri Lankan Rupees as cheque payments).*

CPSTL bank account details

Non-refundable fee	=	LKR 4,000.00
A/C Holder	=	Ceylon Petroleum Storage Terminals Limited, Oil Installation, Kolonnawa, Wellampitiya,
A/C No	=	004-1-001-9-0208672
Bank & Branch	=	People's Bank Corporate Branch, International Banking Division, No.374, Dr. Colvin R De Silva Road, Colombo 02,
SWIFT	=	PSBKLKLX
Branch Code	=	004

The Proposal security shall be unconditionally en-cashable on demand by CPSTL and shall be valid **minimum until 25.03.2027.**

In case of a bank guarantee, it shall be furnished without a substantial departure to the format given in Annexure "B".

Failure to submit the Proposals ***security at the time, or before the closing of*** **the Proposals, and** ***in accordance with the above said requirements, and in the format provided (in case of bank guarantee) will result in the*** Proposals ***being rejected.***

In exceptional circumstance, prior to expiry of the period of validity of the Proposals, the CPCD may request from the Proposers to extend the period of validity of their Proposals securities for a specified additional period as described in ITB clause 1.8 If a Proposer does not agree for an unconditional extension of the validity of his Proposals, his Proposals shall be rejected without forfeiting the Proposal security.

Proposals securities of the unsuccessful Proposers will be returned to them only after the award is made to the successful Proposer. The Proposal security of the successful Proposer will be returned only after receipt of the performance security.

1.19 CONFIDENTIALITY AND NON-DISCLOSURE

The Successful Proposer shall maintain confidentiality of all information, documents, project documentation, functional and technical specifications, business blueprints, commercial and contractual information, technical data, software, and other information received from CPSTL, its shared-service customers or the Implementation Partner in connection with this Contract.

Such information shall be used solely for the purpose of performing the services under this Contract and shall not be disclosed to any third party without the prior written approval of CPSTL.

The Successful Proposer shall ensure that its employees, representatives, consultants, and subcontractors maintain the confidentiality of all information obtained during the Contract period.

Upon award of the Contract and before commencement of services, the Successful Proposer shall sign a Confidentiality and Non-Disclosure Agreement (NDA) with CPSTL in the format given in Annexure "G ".

All information, documents, data, and materials provided or developed under this Contract shall remain the property of CPSTL and shall be returned or securely destroyed upon completion or termination of the Contract, as instructed by CPSTL.

The confidentiality obligations shall remain valid during the Contract period and for five (5) years after completion or termination of the Contract. Any breach of confidentiality shall be considered a material breach of the Contract and CPSTL reserves the right to take appropriate legal action.

1.20 FINANCIAL PROPOSAL

Offered Prices shall be in the form of Financial Proposal - marked Schedule "A" given in the Request for Proposal and the Proposer is required to duly sign and return the same.

Proposals not submitted on the prescribed form and in the manner required will be rejected.

1.21 PRELIMINARY EXAMINATION OF PROPOSALS

The CPCD will examine the Proposals to determine whether they are completed, any computational errors have been made, whether the documents have been properly signed, and the Proposals are generally in order. The CPCD may, at its discretion call clarifications from Proposers.

The request for clarification and the response shall be in writing within short period from the clarifications and no change in the price or substance of the Proposal shall be sought, offered or permitted.

Proposers shall promptly response to any query raised by the CPCD by Fax/Email on the Proposal made by them at the evaluation stage of Proposals. Failure to response for these queries will be subject to rejection of Proposal.

1.22 CORRECTION OF ERRORS

Proposals determined to be substantially responsive will be checked for any arithmetical error and errors will be corrected in the following manner.

a) Where the discrepancy is between unit price and the line-item total, resulting from multiplying the unit price by the quantity, the unit price as quoted shall prevail and the line-item total shall be corrected, unless in the opinion of the CPCD there is an obvious gross misplacement of the decimal point in the unit price, in which case the line-item total as quoted shall govern, and the unit price shall be corrected.

b) Where there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.

c) Where the discrepancy is between words & figures, the amount in words shall prevail, unless the amount expressed in word is related to an arithmetic error, in which case the amount in figures shall prevail subject to a) and b) above.

d) The amount stated in the Request for Proposal adjusted in accordance with the above procedure with the concurrence of the Proposer shall be considered as binding upon the Proposal. If the Proposer does not accept the corrected amount of Proposal, his Proposal will be rejected.

e) If the Proposer does not accept the correction of errors, his Proposal shall be disqualified and his Proposal security may be forfeited.

1.23 EVALUATION OF PROPOSALS

The Department Consultant Procurement Committee (CPCD) shall carry out a detailed evaluation of the Proposals under the Quality- and Cost-Based Selection (QCBS) method. Only Proposals submitted by Proposers who have been determined to be substantially responsive during the Technical and Financial Proposal evaluations shall be considered. The evaluation shall assess the Proposers' compliance with the technical and functional requirements specified in Clauses 1.23.1 and 1.23.2 of the RFP Document.

The evaluation methodology shall comprise the following stages:

1.23.1 TECHNICAL REQUIREMENTS:

The Technical Proposals shall be evaluated to determine their compliance with the technical requirements, functional requirements, implementation methodology, and other requirements specified in the Technical Compliance Sheet (Attachment 01) of this Request for Proposal (RFP). Only Proposals that are substantially responsive to the technical requirements shall be considered for further evaluation.

Only Proposals that are substantially responsive to the technical requirements shall be considered for further evaluation.

Evaluation Criteria	**Marks**	**Minimum Marks to be Obtained for Eligibility for Opening of Financial Proposal**
Project Delivery Advisor (Team Lead)	30	25
Supply Chain Lead	25	20
Subject Matter Expert – Oil & Gas	20	15
Technical Lead	25	20
Total	**100**	**80**

Basis of Evaluation:

- Each proposed resource will be assessed based on relevant work experience, educational qualifications, professional certifications and relevant project / technical experience.
- The minimum qualifications and experience specified for each resource in the RFP shall be treated as mandatory requirements.
- Only proposers obtaining the required minimum marks (80 out of 100) and satisfying all mandatory resource requirements will be eligible for the opening of the Financial Proposal.

1.23.2 FINANCIAL EVALUATION

The final selection shall be based on combined technical and financial evaluation.

Category	**Weight**
Technical Proposal	80%
Financial Proposal	20%

Final Score Formula:

Final Score = (Technical Score × 80%) + (Financial Score × 20%)

Only the proposals that achieve the minimum required technical qualification score and are determined to be substantially responsive shall be considered for Financial Evaluation.

Financial evaluation shall be carried out based on the total evaluated price, including all costs required for successful implementation, deployment, support, maintenance, and applicable taxes.

The Financial Score shall be calculated as follows:

Financial Score = (Lowest Evaluated Proposal Price / Proposer's Evaluated Proposal Price) × 100

The final evaluation shall be based on the combined Technical and Financial Scores as follows:

Component	Weight
Technical Proposal	80%
Financial Proposal	20%

Final Score = (Technical Score × 80%) + (Financial Score × 20%)

The contract shall be awarded to the Proposer obtaining the highest combined score, subject to compliance with all requirements of the Request for Proposal.

1.24 POWER TO ACCEPT OR REJECT PROPOSALS

The CPCD will not be bound to make the award to the Proposer submitting the lowest Proposal. The CPCD reserves the right to reject any or all Proposals, or any part thereof without assessing any reasons.

1.26 AWARDING CRITERIA

The Contract shall be awarded to the Proposer whose proposal has been determined to be substantially responsive to the requirements of the RFP, who has achieved the minimum qualifying Technical Score, and who obtains the **highest combined Technical and Financial Score** in accordance with the evaluation methodology specified in this RFP, provided that the Proposer is determined to be qualified to perform the Contract satisfactorily.

CPSTL reserves the right to accept or reject any or all proposal in accordance with the applicable procurement procedures and shall not be bound to accept the lowest-priced Proposal or any Proposal received.

1.27 NOTICE OF ACCEPTANCE

Acceptance of the proposal will be communicated as the **LETTER OF AWARD** by e-mail and confirmed in writing by

registered post to the successful Proposer to the address given by him, soon after the receipt of the CPCD decision. Any change of the mailing address of the Proposer shall be promptly notified to the Manager Procurement, Procurement Function, 01st Floor, New Building, Ceylon Petroleum Storage Terminals Limited, Oil Installation, Kolonnawa, Wellampitiya.

1.28 SOURCE OF FUNDS

The contract is financed by funds of Ceylon Petroleum Storage Terminals Limited.

1.29 ETHICS, FRAUD AND CORRUPTION

Parties associated with procurement actions, namely, suppliers/contractors and officials shall ensure that they maintain strict confidentiality throughout the process.

Officials shall refrain from receiving any personal gain from any procurement action. No gifts or inducement shall be accepted. Suppliers/contractors are liable to be disqualified from the Proposal process if found offering any gift or inducement which may have an effect of influencing a decision or impairing the objectivity of an official.

2. CONDITIONS OF CONTRACT (COC)

DUPLICATE

2.1 PERFORMANCE SECURITY

The successful Proposer is required to provide a performance security to safeguard the CPSTL against non-performance of the contract. The successful Proposer, on being notified by CPSTL of the acceptance of his Proposal by issuing the Letter of Award, shall furnish at his own expense a performance security, in one of following forms within fourteen (14) days from the date of Letter of Award. Such performance security shall be,

I. in the form of a bank draft issued by a recognized commercial bank operating in Sri Lanka, or

II. in the form of a bank guarantee/counter guarantee issued by a recognized commercial bank operating in Sri Lanka

(The bank shall be an approved commercial bank with the authority of a License issued by the Monetary Board (Central Bank of Sri Lanka))

and payable to CPSTL on demand, in a minimum sum **equivalent to 10% of the total contract value (inclusive taxes) of the accepted** Proposal**,** or

III. in the form of direct deposit to the CPSTL bank account **for a minimum sum equivalent to 10% of the total contract value (inclusive taxes) of the accepted** Proposal *(Reimbursement of the* Proposal *securities arranged as direct cash deposits to CPSTL bank account will only be paid as cheque payments).*

In case of a bank guarantee, it shall be furnished without a substantial departure to the format given in Annexure "C".

In an event of submitting the performance security after fourteen (14) days from the date of Letter of Award, the date of completion of the order (delivery date) will be brought forward by the number of days delayed.

If the successful Proposer fails to furnish a valid performance security as aforesaid and within twenty-eight (28) days from the date of Letter of Award, CPSTL has right to cancel the award and forfeit the Proposal security to place the name of the successful Proposer in the list of defaulting suppliers.

Further the successful Proposer shall be liable for any losses, costs, expenses & damages, which CPSTL may sustain in consequence of such failure. CPSTL, shall therefore, be entitled in its absolute discretion to make suitable arrangements required for the performance of such Proposal, at the risk & expense of the successful Proposer.

Official Purchase Order shall be released only after the receipt of the performance security. The performance security shall be in favor of CPSTL and shall be unconditionally en-cashable on demand by CPSTL and **shall be valid for a period not less than ninety-one (91) days beyond the scheduled delivery date.**

In exceptional circumstances, prior to expiry of the period of validity of the performance security, CPSTL may request to extend the period of validity for a specified additional period, in order to meet the delivery schedule.

2.2 CONTRACT AGREEMENT

The Successful Proposer shall, upon receipt of the Letter of Acceptance, enter into a Contract Agreement with CPSTL for the execution of the services. In addition, the Successful Proposer shall execute a

separate Confidentiality and Non-Disclosure Agreement (NDA) prior to the commencement of the services.

Both agreements shall be signed within twenty-one (21) days from the date of the Letter of Acceptance or within such extended period as may be agreed by CPSTL.

The specimen Contract Agreement and Confidentiality and Non-Disclosure Agreement are attached as Annexure "E" and Annexure "G", respectively.

2.3 DELIVERABLES

The successful Proposer shall provide all deliverables required for the effective performance of the Independent Project Advisory and Oversight engagement in accordance with the approved engagement plan.

The minimum deliverables (oversight only) shall include:

1. Engagement mobilization plan, resource deployment plan and independent assurance methodology document.
2. Pre-kick-off readiness validation report covering the Implementation Partner's project implementation plan, the CPSTL FRS & SAP license BOM alignment, SAP RISE landscape readiness, change-management plan.
3. FRS, Implementation Partner Proposal, License BOM traceability and mapping matrix, maintained throughout the engagement.
4. Change governance definition covering Process Owners, the Business Core Team and the Steering committee, together with the mapping of business users to new SAP job roles and to SAP User Licenses.
5. Structured risk register for each oversight domain, maintained and updated throughout the engagement.
6. Consolidated, RAG-rated monthly Project Health Summary submitted to the CPSTL Management – minimum twelve (12) reports.
7. Business Blueprint (BBP) validation report confirming alignment to FRS, Proposal, BOM.
8. Build and configuration oversight reports covering extensions / RICEFW, interfaces, data-migration approach, performance, and security and authorizations (Segregation of Duties).
9. Supply chain assurance report covering procurement, inventory, storage-terminal and distribution process design, master data, stock movements, inter-company and shared-service flows and reconciliation.
10. Petroleum industry domain assurance report covering industry fit, regulatory and compliance alignment, hydrocarbon accounting, excise / duty and shared-service billing.
11. Technical and business User Acceptance Testing (UAT) sign-off validation report.

12. Cutover and go-live readiness assessment report, including go-live readiness sign-off oversight.
13. Post Go-Live (hyper care) operationalization sign-off validation report.
14. Final consolidated assurance report to the CPSTL Management at the conclusion of the engagement.
15. Certified hard copy and soft copy (PDF and editable format) of all reports, registers, matrices and working papers.
16. Knowledge transfer sessions and handover of all registers, templates, assessments and working papers to CPSTL nominated officers.

All deliverables shall be subject to review and formal acceptance by CPSTL in accordance with COC Clause 2.12 (Acceptance of Deliverables and Payment Certification). Ownership of all deliverables, reports, risk registers, assessments, traceability matrices, working papers, project data and information generated under this Contract shall vest in CPSTL in accordance with COC Clause 2.11 (Intellectual Property and Ownership of Deliverables).

2.4 MODE OF PAYMENT

Payments shall be made based on the successful completion of project milestones as outlined below and upon certification by the authorized representatives of CPSTL.

Milestone No.	Project Milestone	Description	Payment Percentage
01	Mobilization and Pre-Kick-off Readiness Validation	Payment upon issuance of the Purchase Order (PO), signing of the Contract Agreement and the Confidentiality and Non-Disclosure Agreement, deployment of the full advisory team, and CPSTL acceptance of the mobilization plan and the pre-kick-off readiness validation report	10%
02	Business Blueprint (BBP) Validation & FRS Preparation	Payment upon CPSTL acceptance of the Business Blueprint validation report against the FRS, Proposal & BOM, traceability matrix, and the monthly Project Health Summaries submitted to the Board	10%
03	Business Blueprint (BBP) & FRS Finalization	Payment upon CPSTL acceptance of the independent validation and finalization report for the Business Blueprint (BBP) and FRS. The finalization shall assess the completeness, accuracy, consistency and alignment of the BBP and FRS	10%
04	Build, Configuration and UAT Oversight	Payment upon CPSTL acceptance of the build and configuration oversight reports, the supply chain, IS-OIL domain and technical assurance reports, the UAT sign-off validation report, and the monthly Project	30%

		Health Summaries submitted to the Management.	
05	Cutover and Go-Live Readiness	Payment upon CPSTL acceptance of the cutover and go-live readiness assessment report, go-live readiness sign-off oversight, and the monthly Project Health Summaries submitted to the Management	25%
06	Post Go-Live Operationalization and Final Assurance	Final payment upon CPSTL acceptance of the post go-live (hyper care) operationalization sign-off validation report, the final consolidated assurance report to the Management, and completion of knowledge transfer and handover	15%

Payment Conditions

- All payments shall be made upon submission of a valid invoice by the selected Proposer.
- Payments shall be subject to verification and certification of milestone completion by CPSTL, against the acceptance criteria set out in COC Clause 2.12.
- Payments shall be further subject to the satisfactory submission and acceptance of the monthly Project Health Summary to the Management for every month falling within the relevant milestone period.
- The final payment shall be released only after CPSTL acceptance of the final consolidated assurance report and completion of knowledge transfer and handover.
- Any applicable statutory taxes shall be handled in accordance with the prevailing regulations of the Government of Sri Lanka
- Payment's mode should be LKR
- Certified invoices shall be paid within thirty (30) calendar days from the date of receipt of a valid and duly certified invoice upon completion and acceptance of each milestone.

2.5 LIQUIDATED DAMAGES

If the Successful Proposer fails to deploy the specified advisory resources or to submit the contractual deliverables within the time specified in the Contract, CPSTL shall impose Liquidated Damages of zero decimal five percent (0.5%) of the Contract Price for each week or part thereof of delay, subject to a maximum of 10% of the Contract Price. In addition, failure to submit the monthly Project Health Summary to the Management within seven (07) calendar days of the end of each month shall attract Liquidated Damages of Rs 25,000/- per report.

If the delay exceeds thirty (30) calendar days, or if any named key resource remains undeployed for more than thirty (30) calendar days without an approved replacement, CPSTL reserves the right to terminate the Contract and take appropriate action in accordance with the Contract.

2.6 DEFAULTS BY SUCCESSFUL PROPOSER

If for any reason, in the opinion of CPSTL, the successful Proposer becomes incapable or unable to supply service/s offered in their Proposal, CPSTL shall have the right to obtain such service /s from other sources without being liable in any manner whatsoever, to the successful Proposer.

If the successful Proposer, defaults in the supply or otherwise commits a breach of any of the provisions in the contract with CPSTL, for the supply service /s according to the specifications, he shall be liable to pay CPSTL, all losses, damages and expenses incurred by CPSTL, in consequence of such default or breach.

The supplier in these circumstances shall also render himself liable to be placed in the list of defaulting suppliers and be precluded from having any concern in CPSTL Proposals.

2.7 CONTRACT NOT TO BE SUBLET

Consultant shall not assign or sublet without the written authority of the Chairman/MD, his obligations to supply the consultancy services Proposal and agreed for. If any part of his obligation has been assigned or sublet with written authority, he will nevertheless be held responsible for the due performance of the part assigned or sublet.

2.8 GOVERNING LAW & JURISDICTION

This contract and the rights and the liabilities of the parties hereunder shall be governed by and interpreted according to the laws of the Democratic Socialist Republic of Sri Lanka, and any disputes arising there from shall be subject to the exclusive jurisdiction of the High Court of the western province exercising civil (commercial) jurisdiction at Colombo or the District Court of Colombo in the said Democratic Socialist Republic of Sri Lanka.

2.9 FORCE MAJEURE

Except as regards an act of God, War, Strike, Invasion, Civil war, Rebellion, Revolution, Insurrection, Military power, Earthquake, Plagues or Tsunami, the Proposer shall undertake all risks and liabilities of whatsoever kind arising out of incidentals or connected with the supplier.

2.10 DISPUTES

Any dispute of whatever nature arising from, out of or in connection with this agreement, on the interpretation thereof, or the rights, duties, obligations or liabilities of any party, or the operation, breach, termination, abandonment, foreclosure or invalidity thereof, shall be settled in accordance with the provisions of law governing like disputes and triable by court of law of The Democratic Socialist Republic of Sri Lanka.

2.11 INTELLECTUAL PROPERTY(IP) AND OWNERSHIP OF DELIVERABLES

All deliverables produced under this Contract shall be the exclusive property of CPSTL. Without limiting the generality of the foregoing, CPSTL shall own all right, title and interest, including all intellectual property rights, in and to the following:

- All reports, assessments, validation reports, readiness assessments and the final consolidated assurance report
- All risk registers, issue logs, traceability and mapping matrices, scorecards and working papers
- All change governance artefacts, including Process Owner, Business Core Team and Steering committee decisions/definitions, and all business user to SAP job role to SAP User Licence mappings
- All meeting minutes, correspondence, presentations and briefing material prepared for CPSTL, the Project Steering Committee or the Management
- All configurations, templates, checklists, scripts, tools and reusable components specifically developed or customised for CPSTL under this Contract
- All documentation, guides, procedures and knowledge transfer material prepared under this Contract
- All CPSTL data, project data, commercial information and third-party information accessed or processed under this Contract

The Successful Proposer shall retain ownership of its pre-existing methodologies, frameworks, generic templates and know-how existing prior to the Contract or developed independently of it ("Background IP & Foreground IP"). Where any Background IP/ Foreground IP is embedded in a deliverable, the Successful Proposers hereby grants CPSTL a perpetual, irrevocable, royalty-free, non-exclusive, transferable licence to use, copy, modify and distribute that Background IP/ Foreground IP for any purpose connected with the SAP RISE with S/4HANA Greenfield implementation project and CPSTL's continuing operations.

The Successful Proposer shall not reuse, publish, market or disclose any CPSTL-specific deliverable, data or finding, in whole or in part, without the prior written consent of CPSTL. The Successful Proposer shall not embed any third-party licensed material in a deliverable without first disclosing it in writing and securing, at its own cost, the licence rights necessary for CPSTL's unrestricted use.

The Successful Proposer warrants that the deliverables shall not infringe the intellectual property rights of any third party, and shall indemnify CPSTL against any claim, loss, cost or damage arising from any such infringement.

Upon completion, termination or expiry of the Contract, the Successful Proposer shall hand over to CPSTL all deliverables and working papers in both editable and PDF format, together with a complete index, and shall return or securely destroy all CPSTL information in accordance with Clause 1.19.

2.12 ACCEPTANCE OF DELIVERABLES AND PAYMENT CERTIFICATION

No payment shall become due under Clause 2.4 until the corresponding deliverables have been formally accepted by CPSTL in accordance with this Clause. Acceptance shall be evidenced by a written Deliverable Acceptance Certificate issued by the CPSTL nominated officer.

The Successful Proposer shall submit each deliverable in both editable and PDF format. CPSTL shall review each deliverable and shall, within ten (10) working days of receipt, either issue a Deliverable Acceptance Certificate or notify the Successful Proposer in writing of the deficiencies requiring rectification. The Successful Proposer shall rectify and resubmit within seven (07) working days at no additional cost. Where CPSTL issues no response within ten (10) working days, the deliverable shall be deemed accepted.

The acceptance criteria applicable to each payment milestone shall be as follows:

Milestone	**Acceptance Criteria to be Satisfied Before Payment Certification**
01 – Mobilization and Pre-Kick-off Readiness Validation	Contract Agreement and Confidentiality and Non-Disclosure Agreement executed; Performance Security furnished; all four (04) named key resources deployed and confirmed in writing; mobilization plan, resource deployment plan and assurance methodology accepted; risk register, Board reporting format and RAG scorecard templates approved by CPSTL; pre-kick-off readiness validation report accepted
02 – Business Blueprint (BBP) & FRS Validation	FRS, Implementation Partner Proposal, License BOM traceability matrix accepted; change governance structure (Process Owners, Business Core Team, Change Control Board) formally established and minuted; monthly Project Health Summaries to be submitted to the Management and acknowledged; risk register current as at the date of certification (FICO / MM / SD / PM / PP / HCM / etc.)
03 – Business Blueprint (BBP) & FRS Finalization	Independent finalization of the Business Blueprint (BBP) and FRS completed and the validation report submitted and accepted by CPSTL; completeness, consistency and alignment of the BBP/FRS verified against the FRS, Implementation Partner's Proposal.
03 – Build, Configuration and UAT Oversight	Build and configuration oversight reports accepted; supply chain, IS-OIL domain and technical assurance reports accepted; business user to SAP job role to SAP User License mapping accepted; UAT sign-off validation report accepted; monthly Project Health Summaries to be submitted to the Steering committee and acknowledged; all Critical risks either closed or carrying a Steering committee-accepted remediation plan

04 – Cutover and Go-Live Readiness	Cutover and go-live readiness assessment report accepted; written go-live readiness recommendation issued to the Board; go-live readiness sign-off oversight completed and minute; monthly Project Health Summaries to be submitted to the Board and acknowledged
05 – Post Go-Live Operationalization and Final Assurance	Post go-live (hyper care) operationalization sign-off validation report accepted; final consolidated assurance report submitted to and acknowledged by the Management; knowledge transfer sessions completed and confirmed by CPSTL nominated officers; complete handover package (all registers, matrices, assessments and working papers, indexed, in editable and PDF format) received; confidential information returned or securely destroyed as instructed

CPSTL may withhold certification of any milestone, in whole or in part, where a deliverable is incomplete, where a named key resource has not been deployed or maintained in accordance with Clause 3.6, or where the monthly Project Health Summary for any month within the milestone period has not been submitted. Withholding under this Clause shall be without prejudice to CPSTL's rights under Clause 2.5 (Liquidated Damages).

2.13 FURTHER INFORMATION

Any other information or clarification required could be obtained from the Manager Procurement, Procurement Function, 01st Floor, New Building, Ceylon Petroleum Storage Terminals Limited, Oil Installation, Kolonnawa, Wellampitiya on any working day, between 0900 hrs. and 1600 hrs. before the closing date of the Proposal.

Telephone : +94-11-2572156/ +94-11-2572155
Email : procure@cpstl.lk

The Chairman
Department Consultant Procurement Committee (CPCD),
C/o Manager Procurement
Ceylon Petroleum Storage Terminals Limited
Procurement Function
01st Floor, New Building
Kolonnawa, Wellampitiya.
09.11.2026

ATTACHMENT -01

TECHNICAL COMPLIANCE SHEET

PROCUREMENT OF INDEPENDENT PROJECT ADVISORY AND OVERSIGHT SERVICES FOR THE SAP RISE WITH S/4HANA GREENFIELD IMPLEMENTATION

INSTRUCTIONS TO PROPOSERS

Proposers are required to complete this Technical Compliance Sheet by indicating their compliance with each requirement of the Independent Project Advisory and Oversight engagement. For each requirement listed, Proposers must mark "Comply (Yes)" or "Non-Comply (No)" in the compliance column and provide necessary explanations or references in the remark's column.

All responses must correspond to the proposed engagement approach, methodology, team and service capabilities. Supporting documentation may be attached where necessary.

Failure to comply with mandatory requirements may result in disqualification during the technical evaluation stage.

TECHNICAL COMPLIANCE MATRIX

No	**Requirement**	**Compliance (Yes / No)**	Proposer **Remarks**
1	The Proposer shall provide Independent Project Advisory and Oversight Services for the SAP RISE with S/4HANA Greenfield Implementation and Extensive Business Process Re-engineering programme (Proposal Ref. KPR/06/2025).		
2	The engagement shall cover CPSTL and stakeholders CPC, LIOC, Sinopec and RM Park across the Oil & Gas value chain.		
3	Blueprint & FRS preparation based on the stakeholder's business process		
4	The engagement shall run for a total period of twelve (12) months, comprising twelve (11) months of project delivery oversight aligned to the SAP Activate phases (Prepare, Explore, Realize, Deploy) and one (01) month of hyper care oversight.		
5	The advisory team shall be mobilized and anchored on the project kick-off date.		
6	The advisory role shall be included in the Project Steering Committee (PSC) as an independent, non-voting advisory member.		
7	The advisory role shall act as an independent party and shall not report to any CPSTL business role during the engagement.		
8	The advisory role shall report solely to the CPSTL Management.		
9	The Proposer shall submit a consolidated Project Health Summary to the CPSTL Management every month wise for the full duration of the engagement.		

10	The Proposer shall provide a dedicated Project Delivery Advisor (Team Lead) as specified in ITB Clause 1.3.2.		
10	The Proposer shall provide a dedicated Supply Chain Lead as specified in ITB Clause 1.3.2.		
11	The Proposer shall provide a dedicated Subject Matter Expert – Petroleum industry as specified in ITB Clause 1.3.2.		
12	The Proposer shall provide a dedicated Technical Lead as specified in ITB Clause 1.3.2.		
13	All proposed resources shall be named, with curriculum vitae, educational and professional certificates and signed availability confirmations submitted with the Technical Proposal.		
14	The Project Delivery Advisor shall commit a minimum of 0.525 FTE per working day, computed on a fixed standard of 160 man-hours per man-month, being a minimum of 84 man-hours per month.		
15	Each of the Supply Chain Lead, Subject Matter Expert – in Petroleum industry and Technical Lead shall commit a minimum of 60 man-hours per each per month for the full engagement period.		
16	Replacement of any named key resource shall require the prior written approval of CPSTL and shall be with a resource of equal or superior qualification and experience.		
17	The Proposers shall identify risks that could impact the project implementation, prior to project kick-off.		
18	The Proposers shall continue to identify risks that could impact the project implementation throughout project execution.		
19	The Proposers shall suggest remedies for all identified risks.		
20	The Proposers shall issue instructions and recommendations to the relevant project stakeholders on remedy execution.		
21	The Proposers shall maintain a structured risk register capturing, for each risk: a unique ID and domain, description and root cause, likelihood and impact rating, mitigation / remediation action, owner, and status.		
22	The Proposers shall escalate Critical and High risks in the monthly Board summary together with a recommended course of action.		
23	The Proposers shall analyze and validate the implementation plan provided by the Implementation Partner prior to kick-off and suggest improvements to mitigate delivery risks.		
24	The Proposers shall oversee the progress of the implementation plan during execution and suggest required improvements to mitigate delivery risks.		
25	The Proposers shall track execution against the approved baseline plan and detect drift in scope, quality, timeline and domain fit.		

26	The Proposers shall report plan adherence and milestone slippage to the Management on a monthly basis.		
27	The Proposers shall monitor programme budget and commercial adherence and report deviations to the Management.		
28	The Proposers shall define Process Owners prior to project kick-off.		
29	The Proposers shall define the Business Core Team prior to project kick-off.		
30	The Proposers shall define the Steering Committee prior to project kick-off.		
31	The Proposers shall evaluate the mapping of business users to new SAP job roles during execution.		
32	The Proposers shall evaluate the mapping of SAP job roles to SAP User Licenses during execution (new SAP system roles, with Segregation of Duties, to be provided by the Implementation Partner).		
33	The Proposers shall analyze and validate the change-management plan covering User Training, User Adaptation and Post Go-Live Operationalization, and suggest improvements to mitigate delivery risks.		
34	The Proposers shall oversee execution of the approved change-management plan throughout the engagement.		
35	The Proposers shall map Customer FRS, Implementation Partner Proposal (incl. High-level Solution), License BOM in the signed SAP Order Form, prior to project kick-off.		
36	The Proposers shall analyze and validate that the Business Blueprint (BBP) is aligned to FRS, Proposal, BOM and suggest improvements to mitigate quality risks.		
37	The Proposers shall analyze and validate that the UAT sign-off is aligned to FRS, Proposal, BOM and suggest improvements to mitigate quality risks.		
38	The Proposers shall analyze and validate that the Post Go-Live Operationalization sign-off is aligned to FRS, Proposal, BOM and suggest improvements to mitigate quality risks.		
39	The Proposers shall analyze and validate traceability matrix evidencing FRS, Proposal, BOM alignment throughout the engagement.		
40	The Proposers shall validate that the target solution reflects CPSTL & Marketing company's procurement processes.		
41	The Proposers shall validate that the target solution reflects CPSTL& Marketing company's inventory processes.		
42	The Proposers shall validate that the target solution reflects CPSTL & Marketing company's storage-terminal processes.		
43	The Proposers shall validate that the target solution reflects CPSTL, LIOC & CPC 's distribution processes across CPSTL, CPC, LIOC, Sinopec and RM Park.		

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44	The Proposers shall oversee that supply-chain master data, material and stock movements are correctly modelled during execution.		
45	The Proposers shall oversee that inter-company and shared-service flows are correctly modelled during execution.		
46	The Proposers shall validate that supply-chain activities, reporting and reconciliation requirements are met.		
47	The Proposers shall flag supply-chain delivery risks to the Management.		
48	The Proposers shall validate that the FRS and Business Blueprint reflect Oil industry practices for bulk fuel handling.		
49	The Proposers shall validate that the FRS and Business Blueprint reflect Oil industry practices for terminal storage operations.		
50	The Proposers shall validate that the FRS and Business Blueprint reflect hydrocarbon accounting practices.		
51	The Proposers shall validate that the FRS and Business Blueprint reflect excise and duty requirements.		
52	The Proposers shall validate that the FRS and Business Blueprint reflect shared-service billing requirements.		
53	The Proposers shall oversee industry-specific configuration and regulatory / compliance alignment during execution and suggest improvements to mitigate domain risks.		
54	The Proposers shall provide ongoing domain advisory on regulatory, safety and industry-standard alignment.		
55	The Proposers shall report domain-fit risks to the Management on a monthly basis.		
56	The Proposers shall validate the technical architecture against the Implementation Partner proposal and the License BOM prior to kick-off.		
57	The Proposers shall validate the integration design against the Implementation Partner proposal and the License BOM.		
58	The Proposers shall validate SAP RISE landscape readiness, including environments, sizing and service levels.		
59	The Proposers shall oversee technical build quality of extensions and RICEFW objects during execution.		
60	The Proposers shall oversee interface build and integration testing during execution.		
61	The Proposers shall oversee the data-migration approach, including data quality, reconciliation and cutover data loads.		
62	The Proposers shall oversee system performance and volume / load readiness.		
63	The Proposers shall oversee security and authorizations design, including Segregation of Duties (SoD).		

64	The Proposers shall validate technical UAT and cutover readiness aligned to FRS, Proposal, BOM.		
65	The Proposers shall validate go-live technical readiness and report technical risks to the Management.		
66	The Proposers shall submit a monthly, RAG-rated Project Health Summary reporting timeline, budget, quality and risk status to the Management.		
67	The monthly scorecard shall rate Supply Chain with a RAG rating and directional trend, based on process design, master data and KPI readiness against plan.		
68	The monthly scorecard shall rate Oil & Gas Domain with a RAG rating and directional trend, based on industry fit, regulatory and shared-service billing alignment.		
69	The monthly scorecard shall rate Technical with a RAG rating and directional trend, based on architecture, integration, migration, security and performance.		
70	The monthly scorecard shall rate Delivery / Progress with a RAG rating and directional trend, based on plan adherence, milestone slippage and open critical risks.		
71	The monthly scorecard shall provide an Overall Health rating with a RAG rating, directional trend and headline commentary.		
72	The Proposers shall provide clear remediation recommendations tied to protecting the project's value, timeline, budget and quality.		
73	The Proposers shall present findings at the Project Steering Committee (PSC).		
74	The Proposers shall escalate unresolved risks through the risk register to the PSC and to the Management.		
75	The Proposers shall provide oversight of go-live readiness sign-off.		
76	The Proposers shall apply a structured, documented delivery-assurance framework ensuring that no dimension of the SAP delivery management is left unmonitored.		
77	The Proposers shall apply a continuous assurance cycle of Validate – Monitor – Report – Remediate within each oversight domain.		
78	The Proposers shall submit the risk register format, monthly Board reporting format and RAG scorecard templates for CPSTL approval within fourteen (14) days of contract commencement.		
79	The Proposers shall submit a final consolidated assurance report to the Management at the conclusion of the engagement.		
80	The Proposers shall provide knowledge transfer to CPSTL nominated officers and hand over all registers, templates, assessments and working papers.		
81	The Proposers shall not be, and shall not be affiliated with, the Implementation Partner appointed for the SAP RISE with S/4HANA implementation under Proposal Ref. KPR/06/2025.		

82	The Proposers shall declare any actual, potential or perceived conflict of interest in writing prior to contract signature and immediately upon any change arising during the engagement.		
83	The Proposers shall not undertake any delivery, project-management execution, software or hardware solution build, implementation, or data-migration execution tasks under this Contract.		
84	The Proposers shall execute a Confidentiality and Non-Disclosure Agreement with CPSTL prior to the commencement of services.		
85	All reports, registers, assessments, traceability matrices, working papers and outputs shall remain the property of CPSTL.		
86	The Proposers shall comply with applicable data protection, privacy and information-security requirements.		
87	The Proposers shall ensure that its personnel, sub-contractors and representatives are bound by equivalent confidentiality obligations.		
88	Confidential information shall be returned or securely destroyed upon completion or termination of the Contract, as instructed by CPSTL.		
89	Confidentiality obligations shall survive for Twelve (12) years after completion or termination of the Contract.		
90	The Proposers shall attend all Project Steering Committee meetings for the full duration of the engagement.		
91	The Proposers shall conduct a live presentation of the proposed assurance methodology and introduce the proposed key resources during the technical evaluation stage.		
92	The Proposers shall make the proposed key resources available for interview by the Technical Evaluation Committee.		
93	The Proposers shall acknowledge receipt of, and respond to, CPSTL escalations relating to Critical programme risks within twenty-four (24) hours.		
94	The Proposers shall submit the monthly Project Health Summary within seven (07) calendar days of the end of each month.		
95	Any material change to scope, duration or effort shall be documented and approved by CPSTL through change control before it is undertaken.		
96	All deliverables shall be provided in both certified hard copy and soft copy (PDF and editable) formats.		
97	The Proposers shall maintain the continuity of all four (04) key resources throughout the twelve (12) month engagement period.		

98	The Proposers shall oversee interface and integration security, including authentication, encryption in transit and error handling.		
99	The Proposers shall oversee cutover rehearsal and mock run planning and outcomes, and report readiness to the Board.		
100	The Proposers shall oversee the adequacy and effectiveness of end-user training and user readiness prior to go-live.		
101	The Proposers shall oversee defect and issue management during UAT and hyper care, including severity classification, ageing and closure.		
102	The Proposers shall validate that a documented handover and post-hyper care support model has been established between the Implementation Partner, the SAP RISE service and CPSTL before the engagement concludes.		
103	The Proposers shall maintain and submit a consolidated issue and decision log alongside the risk register throughout the engagement.		
104	The Proposers shall submit a written Deliverable Acceptance request for each contractual deliverable in accordance with COC Clause 2.12.		
105	The Proposers shall comply with the service levels set out in Clause 3.12 and shall report performance against each service level in the monthly Project Health Summary.		
106	The Proposers shall comply with the intellectual property and ownership provisions of COC Clause 2.11.		

- All the above-mentioned requirements must be treated as mandatory compliance requirements.

AUTHORIZED SIGNATURE OF PROPOSERS

Name: _____

Designation: _____

Company: _____

Date: _____

Signature: _____

3.0 SCOPE OF SERVICES AND SERVICE REQUIREMENTS

3.1 ENGAGEMENT STRUCTURE AND OVERSIGHT MODEL

The engagement shall follow a four-stream independent oversight model, with one specialist resource leading each stream, working in parallel under the co-ordination of the Project Delivery Advisor (Team Lead).

Oversight Stream	**Purpose**
Project Delivery Oversight – Project Delivery Advisor (Team Lead)	Independent oversight of risk, progress, change management and quality; consolidation and submission of the monthly Project Health Summary to the CPSTL Management
Supply Chain Oversight – Supply Chain Lead	Assurance over procurement, inventory, storage-terminal and distribution process design across the shared-service model
Oil Industry Domain Oversight – Subject Matter Expert – Oil Industry	Domain assurance that the solution fits Oil industry realities, regulation and shared-service billing
Technical Oversight – Technical Lead	Assurance over technical architecture, integration, extensions, data migration, security, authorizations (Segregation of Duties) and go-live readiness

This structure ensures that the dimensions most critical to a successful SAP transformation in a fuel-storage and distribution enterprise are each placed under a dedicated specialist lead, while a single consolidated assurance view is presented to the Management.

3.2 SERVICE REQUIREMENTS

The service requirements set out below define the minimum scope of oversight to be delivered. Each area of coverage is required to be delivered at the stated frequency – prior to project kick-off, during project execution, and/or as a monthly report to the Management.

3.2.1 Risk Oversight

Identifying and remediating risks that could impact the project implementation. The Proposers shall:

- Identify risks that could impact the project implementation – prior to kick-off and during execution
- Suggest remedies for identified risks and issue instructions to the relevant project stakeholders on remedy execution – prior to kick-off and during execution
- Maintain a structured risk register capturing, for every risk: a unique ID and domain, description and root cause, likelihood and impact rating, mitigation / remediation action, owner and status
- Escalate Critical and High risks in the monthly Board summary with a recommended course of action

3.2.2 Progress Oversight

Validating and tracking the implementation plan to mitigate delivery risk. The Proposers shall:

- Analyse / validate the implementation plan provided by the Implementation Partner and suggest improvements to mitigate delivery risks – prior to kick-off
- Oversee the progress of the implementation plan and suggest required improvements to mitigate delivery risks – during execution
- Track execution against the approved baseline and detect drift in scope, quality, timeline and domain fit
- Report plan adherence, milestone slippage and open critical risks to the Management monthly
- Monitor programme budget and commercial adherence and report deviations

3.2.3 Change Management Oversight

Establishing change governance and validating the change management plan. The Proposers shall:

- Define Process Owners, the Business Core Team, and the Steering committee – prior to kick-off
- Validate and maintain, jointly with the Business Core Team, the mapping of business users to new SAP job roles and to SAP User Licenses, and validate that mapping against the Segregation of Duties role design provided by the Implementation Partner — during execution
- Analyse / validate the change-management plan considering User Training, User Adaptation and Post Go-Live Operationalization, and suggest improvements to mitigate delivery risks – prior to kick-off and during execution
- Oversee execution of the approved change-management plan throughout the engagement

3.2.4 Quality Oversight

Ensuring solution quality stays aligned to Customer FRS, Implementation Partner Proposal, License BOM. The Proposers shall:

- Map Customer FRS, Implementation Partner Proposal (incl. High-level Solution), License BOM in the signed SAP Order Form – prior to kick-off
- Analyse / validate that the Business Blueprint (BBP) is aligned to FRS, Proposal, BOM and suggest improvements to mitigate quality risks – during execution
- Analyse / validate that the UAT sign-off is aligned to FRS, Proposal, BOM and suggest improvements to mitigate quality risks – during execution
- Analyse / validate that the Post Go-Live Operationalization sign-off is aligned to FRS, Proposal, BOM and suggest improvements to mitigate quality risks – during execution
- Maintain a traceability matrix evidencing FRS, Proposal, BOM alignment throughout the engagement

3.2.5 Supply Chain Oversight

Assurance that the SAP RISE with S/4HANA solution correctly reflects supply-chain processes across the Oil & Gas value chain and the shared-service customer model. The Proposers shall:

- Validate that the target solution reflects procurement, inventory, storage-terminal and distribution processes across CPSTL, CPC, LIOC, Sinopec and RM Park – prior to kick-off and during execution
- Oversee that supply-chain master data, material and stock movements, and inter-company / shared-service flows are correctly modelled – during execution
- Validate that supply-chain activities, reporting and reconciliation requirements are met, and flag supply-chain delivery risks to the Board – during execution and monthly to the Board

3.2.6 Petroleum Industry Domain Oversight

Domain assurance that the solution fits IS-Oil industry realities – bulk fuel handling, terminal operations, hydrocarbon accounting, duty / excise and shared-service billing. The Proposers shall:

- Validate that the FRS and Business Blueprint reflect IS-Oil industry practices – bulk fuel handling, terminal storage, hydrocarbon accounting, excise / duty and shared-service billing – prior to kick-off and during execution
- Oversee industry-specific configuration and regulatory and compliance alignment during execution, and suggest improvements to mitigate domain risks
- Provide ongoing domain advisory on regulatory, safety and industry-standard alignment, and report domain-fit risks to the Board – during execution and monthly to the Board

3.2.7 Technical Oversight

Assurance over the technical soundness of the S/4HANA implementation – architecture, integration, extensions, data migration, security, authorizations (Segregation of Duties) and go-live readiness. The Proposers shall:

- Validate the technical architecture, integration design and SAP RISE landscape readiness against the Implementation Partner proposal and License BOM – prior to kick-off and during execution
- Oversee technical build quality – extensions / RICEFW, interfaces, data-migration approach, performance and security / authorizations (Segregation of Duties) – during execution
- Validate technical UAT, cutover and go-live technical readiness aligned to FRS, Proposal, BOM, and report technical risks to the Board – during execution and monthly to the Board

3.2.8 Mandatory Presentation and Key Resource Interview

Each Proposers shall conduct a live presentation of the proposed independent assurance approach during the technical evaluation stage and shall produce the proposed key resources for interview by the Technical Evaluation Committee. The presentation shall include, at minimum, the following:

1. The proposed independent project assurance methodology and its application to each oversight stream.
2. The proposed engagement organization, reporting lines and independence arrangements.
3. The proposed resource deployment plan across the twelve (12) month engagement period.
4. A sample work of the proposed risk register, including risk identification, rating, remediation and escalation.
5. A worked sample of the monthly Project Health Summary and RAG-rated scorecard to be submitted to the Board.
6. The proposed FRS, Proposal, BOM traceability and mapping approach.
7. The proposed approach to Business Blueprint, UAT and Post Go-Live Operationalization sign-off validation.
8. The proposed approach to change governance, including Process Owners, Business Core Team and Change Control Board.
9. The proposed approach to supply chain, Oil & Gas domain and technical assurance, with reference to comparable engagements.
10. Introduction of, and interview with, each of the four (04) named key resources.
11. The proposed conflict of interest and confidentiality controls.
12. The proposed escalation and remediation protocol for Critical and High risks.

3.2.9 Additional Requirements and Conditions

- The advisory role shall be included in the Project Steering Committee for the full duration of the engagement.
- The advisory role shall act as an independent party and shall not report to any CPSTL business role during the engagement.
- The advisory role shall submit a monthly project health summary to the CPSTL Management.
- The advisory team shall interface with the Implementation Partner and the CPSTL project team for information purposes only; the Implementation Partner shall be consulted, not directed, by the advisory role.
- Oversight is advisory in nature; the Implementation Partner remains responsible for delivery, build, configuration and data migration.

- All findings, risks and recommendations shall be documented and formally issued in writing to the relevant stakeholders.
- The Proposers shall maintain continuity of all four (04) named key resources throughout the engagement period.
- The Proposers shall not accept any delivery or business-line direction from any party during the engagement.
- Any material change to scope, duration or effort shall be documented and approved by CPSTL through change control before it is undertaken.
- CPSTL shall provide adequate space with suitable work arrangements for the advisory consultants at the Project Office during on-site engagement.
- Delays in the prerequisites listed in Clause 3.10, or in the Implementation Partner's project timeline, may shift the engagement schedule; the contract price shall be unaffected unless the total committed effort changes or initial go live date delayed more than 2 months from the original target date, in which case change control shall apply.
- Where the programme timeline extends beyond the thirteenth (13) month extended engagement period, continued oversight beyond that period shall be instructed in writing by CPSTL in advance and shall be paid at the man-month equivalent of the Schedule 'A' rate card, pro-rated to the committed monthly effort per resource under Clause 3.6. No extension shall be undertaken, and no obligation to continue shall arise, in the absence of such written instruction

3.3 ENGAGEMENT APPROACH AND ASSURANCE METHODOLOGY

The oversight shall be delivered through a disciplined operating model built on independence and continuous assurance. The specialist leads shall be embedded in the Project Steering Committee yet remain independent, so that assurance to the Board is objective at every stage.

Each specialist lead shall run the following continuous four-step assurance cycle within their domain:

- Validate – test readiness artefacts (implementation plan, FRS, Business Blueprint, License BOM, SAP RISE landscape, change-management plan) against requirements before kick-off
- Monitor – track execution against plan and detect drift in scope, quality, timeline and domain fit as the build progresses
- Report – consolidate findings into a monthly, RAG-rated Project Health Summary for the Management
- Remediate – issue clear recommendations and escalate unresolved risks through the register to the PSC and the Board

Each lead shall maintain a structured risk register capturing, for every risk: a unique ID and domain, description and root cause, likelihood and impact rating, mitigation / remediation action, owner and status. Critical and High risks shall be escalated in the monthly summary with a recommended course of action. Findings shall be consolidated into a single monthly Project Health Summary reporting timeline, budget, quality and risk status to the Board, with clear remediation recommendations tied to protecting the project's value, timeline and quality.

3.4 GOVERNANCE AND ACCOUNTABILITY

Oversight shall be anchored in a clear governance model. The specialist leads shall occupy an independent, non-voting advisory seat on the Project Steering Committee (PSC), interfacing with the Implementation Partner and the CPSTL project team for information, while reporting a consolidated assurance view solely to the Management. This separation keeps the assurance line free of delivery or business-line influence.

- CPSTL Management – ultimate accountable authority; receives the monthly Project Health Summary and directs escalated decisions
- Project Steering Committee (PSC) – forum where the advisory leads present findings; the advisory role holds an independent, non-voting seat
- Advisory Specialist Leads – Project Delivery Advisor, Supply Chain Lead, SME – Oil & Gas and Technical Lead, performing the oversight and maintaining the risk registers
- Implementation Partner – delivers the solution and provides artefacts for validation; consulted, not directed, by the advisory role

The responsibility assignment for the key oversight activities shall be as follows. Legend – R: Responsible · A: Accountable · C: Consulted · I: Informed. Roles – PDA: Project Delivery Advisor · SCL: Supply Chain Lead · SME: SME – Oil & Gas · TL: Technical Lead · PSC: Project Steering Committee · IP: Implementation Partner.

Activity / Deliverable	Responsible (R)	Accountable (A)	Consulted (C) / Informed (I)
Pre-kick-off readiness validation	PDA, SCL, SME, TL	PDA, SCL, SME, TL	C: PSC, IP / I: Board
Risk oversight and register upkeep	PDA, SCL, SME, TL	PDA, SCL, SME, TL	C: PSC / I: Board, IP
Progress oversight and plan tracking	PDA	PDA	C: PSC, IP / I: Board
Change management oversight and change governance	PDA	PDA	C: PSC, IP / I: Board

Quality oversight – FRS, Proposal, BOM	PDA, SCL, SME, TL	PDA, SCL, SME, TL	C: IP / I: PSC, Board
Supply-chain process assurance	SCL	PDA, SCL	C: SME, TL, IP / I: PSC, Board
Oil & Gas domain assurance	SME	PDA, SME	C: SCL, TL, IP / I: PSC, Board
Technical architecture and build assurance	TL	PDA, TL	C: SCL, SME, IP / I: PSC, Board
Remediation recommendations	PDA, SCL, SME, TL	Board, PDA, SCL, SME, TL	C: PSC / I: IP
Monthly Board health summary	PDA, SCL, SME, TL	PDA, SCL, SME, TL	I: PSC, Board, IP
Go-live readiness sign-off oversight	PDA, SCL, SME, TL (oversight) IP (execution of the sign-off)	Board	C: PSC

3.5 MONTHLY BOARD REPORTING AND PROJECT HEALTH SCORE CARD

The Proposers shall submit a concise, consolidated Project Health Summary to the CPSTL Management every month for the full twelve (12) month duration of the engagement, within seven (07) calendar days of the end of each month. Every dimension shall be rated Red / Amber / Green (RAG) with a directional trend, so that movements are visible period-on-period.

Scorecard Dimension	**Rating Basis**
Supply Chain (RAG + trend)	Process design, master data and KPI readiness against plan
Oil & Gas Domain (RAG + trend)	Industry fit, regulatory and shared-service billing alignment
Technical (RAG + trend)	Architecture, integration, migration, security and performance
Delivery / Progress (RAG + trend)	Plan adherence, milestone slippage and open critical risks
Overall Health (RAG + trend)	Consolidated board-level rating with headline commentary

The monthly summary shall additionally report the status of the risk register, all Critical and High risks with recommended courses of action, budget and commercial adherence, and the status of open remediation actions.

3.6 EFFORT, RESOURCING AND DEPLOYMENT

The engagement shall be staffed by four (04) dedicated resources over the twelve (12) month period. The minimum committed effort per resource shall be as set out below. Effort shall be computed on a fixed standard of 160 man-hours per man-month and shall not be derived from actual calendar working days.

Role	Committed Effort per Month	Engagement Duration	Total Effort for the Engagement
Project Delivery Advisor (Team Lead)	84 man-hours	12 months	1008 man-hours
Supply Chain Lead	60 man-hours	12 months	720 man-hours
Subject Matter Expert – Oil Industry	60 man-hours	12months	720 man-hours
Technical Lead	60 man-hours	12 months	720 man-hours
Total minimum committed effort	—	12 months	3,168 man-hours

Sustained demand beyond the committed effort shall be managed first through the contingency buffer and, if exhausted, through the change control procedure set out in this RFP.

3.7 INDEPENDENCE, CONFLICT OF INTEREST AND CONFIDENTIALITY

Independence of the assurance line is a fundamental requirement of this engagement. The Proposers shall always comply with the following:

- The Proposers shall not be, and shall not be affiliated with, the Implementation Partner appointed for the SAP RISE with S/4HANA implementation under Proposal Ref. KPR/06/2025, or any of its affiliates, agents or sub-contractors.
- The Proposers, its directors, employees, sub-contractors and proposed resources shall have no actual, potential or perceived conflict of interest in relation to the programme and shall declare any such interest in writing immediately.
- The advisory team shall report solely to the CPSTL Management and shall take no delivery or business-line direction during the engagement.
- The Proposers shall execute a Confidentiality and Non-Disclosure Agreement with CPSTL, in the format at Annexure “G”, prior to the commencement of services.
- All information, documents, data and materials provided or developed under this Contract shall remain the property of CPSTL and shall be returned or securely destroyed upon completion or termination of the Contract, as instructed by CPSTL.

- The Proposers shall comply with applicable data protection, privacy and information-security requirements, and shall ensure that its personnel and sub-contractors are bound by equivalent obligations.
- Confidentiality obligations shall remain valid during the Contract period and for five (05) years after completion or termination of the Contract.

3.8 ENGAGEMENT TIMELINE

The engagement shall run for twelve (12) months, anchored on the project kick-off, comprising eleven (11) months of project delivery oversight aligned to the SAP Activate phases (Prepare, Explore, Realize, Deploy) and one (01) month of hyper care oversight.

Engagement Phases

Timeline Phase	**Oversight Focus**
Month 01 – Mobilization and Pre-Kick-off Validation	Validate the implementation plan, FRS, Business Blueprint alignment, SAP RISE landscape readiness and change-management foundations across delivery, supply chain, Oil & Gas domain and technical dimensions; establish change governance and the risk registers
Months 02 – 04 – Blueprint and Design Oversight	Oversee the Business Blueprint (BBP) build; validate supply-chain process design, Oil & Gas industry fit, and technical architecture against FRS, Proposal, BOM
Months 05 – 09 – Build and Configuration Oversight	Monitor configuration, extensions / RICEFW, interfaces and the data-migration approach; oversee user-to-role-to-license mapping and training readiness; track progress and delivery risks and escalate through the risk register
Months 10 – 11 – Testing, UAT, Cutover and Go-Live Oversight	Validate technical and business UAT sign-off aligned to FRS, Proposal, BOM; assess cutover and go-live readiness and oversee go-live readiness sign-off
Month 12 – Post Go-Live Operationalization and Final Assurance	Oversee hyper care and post go-live operationalization sign-off; complete knowledge transfer; submit the final consolidated assurance report to the Management

Monthly reporting to the Management shall run continuously across all twelve (12) months of the engagement.

3.9 KNOWLEDGE TRANSFER AND CAPACITY BUILDING

The Proposers shall provide knowledge transfer to CPSTL nominated officers, including:

- Transfer of the assurance methodology, risk register, reporting templates and RAG scorecard to CPSTL nominated officers

- Orientation of CPSTL project governance stakeholders on the oversight model, escalation protocol and Board reporting
- Handover of all registers, matrices, assessments and working papers in editable and PDF format at the conclusion of the engagement
- A formal closure and handover session with the Project Steering Committee and the CPSTL Management

3.10 PREREQUISITES AND CPSTL OBLIGATIONS

To perform effective oversight, the Proposers shall be provided with the following inputs and conditions. Proposers shall base their proposals on the availability of these prerequisites:

- SAP RISE with S/4HANA Greenfield Implementation project plan, prepared by the Implementation Partner
- FRS (Functional Requirement Specification) released by CPSTL
- Implementation Partner Proposal, including the High-level Solution
- License BOM as mentioned in the signed SAP Order Form
- Change-management plan for CPSTL, prepared by the Implementation Partner
- Inclusion of the advisory role and the specialist leads in the Project Steering Committee
- Confirmation that the advisory role acts as an independent party and does not report to any CPSTL business role during the engagement
- Access to the CPSTL Management for the submission of the monthly project health summary
- Timely access to relevant stakeholders, documentation, systems and PSC forums throughout the engagement
- Adequate space with suitable work arrangements for the advisory consultants at the Project Office during on-site engagement

3.11 SERVICE LEVEL AGREEMENTS (SLA)

The Proposers shall adhere to the minimum service standards set out in this Clause. In addition to the measurable service levels tabulated below, the pre-kick-off readiness validation report shall be submitted within thirty (30) calendar days from the date of contract commencement, or prior to project kick-off, whichever is earlier.

The following service levels shall apply for the duration of the Contract. Service levels shall be measured monthly and reported in the monthly Project Health Summary. Persistent failure to meet a service level shall constitute a breach of Contract and shall attract the remedies set out below and under Clause 2.5.

Service Element	Service Level	Measurement	Remedy for non-achievement
Deployment of advisory team	All four (04) named key resources deployed within 14 calendar days of the Letter of Award	Deployment confirmation accepted by CPSTL	Liquidated Damages under Clause 2.5; withholding of Milestone 01 certification
Resource availability	Minimum committed man-hours per resource per month as specified in Clause 3.6, achieved in every month	Monthly timesheet certified by CPSTL	Pro-rata deduction of the shortfall from the milestone payment
Continuity of key resources	100% continuity of named key resources, save for replacements approved in writing by CPSTL	Monthly resource register	Withholding of milestone certification until an approved replacement of equal or superior caliber is deployed
Monthly Board reporting	Project Health Summary submitted to the Board within 07 calendar days of month end, in every month	Date of submission recorded by CPSTL	Rs 25,000/- per report under Clause 2.5
Project Steering Committee attendance	100% attendance by the Project Delivery Advisor and the relevant specialist lead at every convened PSC meeting	PSC attendance register	Written explanation required; repeated non-attendance treated as breach
Critical risk acknowledgement	≤ 24 hours from notification or identification	Escalation log	Written explanation; escalation to the Board
Critical risk written assessment and remediation recommendation	≤ 03 working days	Escalation log and risk register	Written explanation; escalation to the Board
High risk written assessment and remediation recommendation	≤ 05 working days	Escalation log and risk register	Written explanation
Risk register frequency	Updated within 03 working days of any PSC meeting or newly identified risk; no open item older than 30 days without a status update	Risk register audit trail	Withholding of milestone certification until brought current
Deliverable submission	Each contractual deliverable submitted on or before the date in the approved engagement plan	Deliverable log	Liquidated Damages under Clause 2.5

PUBLIC

Deliverable rectification	Deficiencies notified by CPSTL rectified and resubmitted within 07 working days, at no additional cost	Deliverable log	Withholding of milestone certification
Ad-hoc information requests from the Board or PSC	Substantive written response ≤ 05 working days	Request log	Written explanation

For the avoidance of doubt, the service levels above apply to the advisory services procured under this Contract. Service levels applicable to the SAP RISE with S/4HANA solution itself, including system availability, performance, backup, Recovery Point Objective and Recovery Time Objective, are the responsibility of the Implementation Partner and the SAP RISE service; the Successful Proposers' obligation is to validate, monitor and report on the adequacy of, and adherence to, those service levels under Clauses 3.2.7 and 3.5.

ANNEXTURES

ANNEXURE "A"

FINANCIAL PROPOSAL

PROPOSAL FOR: PROCUREMENT OF INDEPENDENT PROJECT ADVISORY AND OVERSIGHT SERVICES FOR THE SAP RISE WITH S/4HANA GREENFIELD IMPLEMENTATION

RFP No.: KPR/48/2026

The Proposers shall quote the total cost for the Project Management Services covering the complete scope of services specified in this RFP. The quoted price shall include all costs associated with the execution and completion of the services in accordance with the requirements and scope of this Proposal.

Any additional costs or charges not included in the total quoted price shall be clearly identified and itemized separately, with a detailed description and applicable rates. No additional costs shall be considered unless they are clearly specified in the Proposer's price schedule.

Description	**Man-hour rate (LKR)**	**Total Cost (LKR) (Excluding TAX)**
Project Delivery Advisor (Team Lead) – minimum 1008 man-hours (84 man-hours × 12 months)		
Supply Chain Lead – minimum 720 man-hours (60 man-hours × 12 months)		
Subject Matter Expert – Oil Industry – minimum 720 man-hours (60 man-hours × 12 months)		
Technical Lead – minimum 720 man-hours (60 man-hours × 12 months)		
Any Other Charges (specify)		
Discounts		
Total cost after discount without Taxes		
SSCL 2.5% (If applicable)		
Total Without VAT [**Total Carried To "Form of Proposal**"]		
18% VAT (if applicable)		
Total cost with all taxes		

All prices shall be quoted in Sri Lankan Rupees (LKR) only. The man-hour rate applied to each role shall be stated in the Man-hour rate column. The quoted price shall cover the full twelve (12) month engagement and all deliverables specified in this Request for Proposal.

Notes: (i) All rates shall be quoted in Sri Lankan Rupees (LKR), exclusive of taxes. (ii) Additional effort shall be undertaken only against a written instruction issued by CPSTL in advance. (iii) Where the contingency buffer quoted in the Financial Proposal above remains unutilised, it shall not be billed. vi)

The quoted price shall be inclusive of all mobilization, travel, accommodation, subsistence and out-of-pocket expenses. No such expense shall be reimbursed separately, whether under the base engagement or under authorised additional effort

VAT Registration no :- …… SSCL Registration no :- ……

[Please Attached Copy of the SSCL Registration & Copy of the VAT Registration (if applicable)]

"If any taxes are not mentioned separately such taxes will be considered as not relevant for the Proposal"

Name of the Proposer :…….……

Address :……..

……

Contact No: ……..…… E-mail: ……..……

Signature of the Proposer: …… Date:……

(Seal)

ANNEXURE "B"

FORM OF PROPOSAL

PROCUREMENT OF INDEPENDENT PROJECT ADVISORY AND OVERSIGHT SERVICES FOR THE SAP RISE WITH S/4HANA GREENFIELD IMPLEMENTATION

Proposal No.: KPR/48/2026

The Chairman
Department Consultant Procurement Committee (CPCD),
C/o Manager Procurement
Procurement Function
01st Floor, New Building
Ceylon Petroleum Storage Terminals Limited
Oil Installation
Kolonnawa, Wellampitiya

Dear Sir,

PROCUREMENT OF INDEPENDENT PROJECT ADVISORY AND OVERSIGHT SERVICES FOR THE SAP RISE WITH S/4HANA GREENFIELD IMPLEMENTATION

- Proposal No.: KPR/48/2026

A-1 Having familiarized ourselves with the formal request for Instruction to Proposers' and Conditions of Contract of the proposal for the **PROCUREMENT OF INDEPENDENT PROJECT ADVISORY AND OVERSIGHT SERVICES FOR THE SAP RISE WITH S/4HANA GREENFIELD IMPLEMENTATION – Proposal No: KPR/48/2026**, referred to therein, I/we offer to complete the whole of said contract/ services in conformity with the said document

A-2 Unless & until a formal agreement is engrossed & executed, this Proposal together with your written acceptance thereof shall constitute a binding contract between us.

A-3 I/We understand that you are not bound to accept the lowest evaluated Proposal or any other Proposal that you may receive.

A-4 The Proposal I/we am/are offering is complete and fulfils the technical requirements discussed in the RFP document.

A-5 I/We agree to a Proposal by this Proposal **minimum until 25.02.2027** Proposal conditions and prices quoted shall remain binding upon us and may be accepted at any time before the expiration of the period.

A-6 I/We undertake to conform to all the terms & conditions in the said procurement, technical specifications & the schedule within the time specified.

A-7 I/We declare that I/we commit to obtain a performance security in accordance with COC clause 2.1 & have perused the format of performance security guarantee (in case of a bank guarantee) contained in **Annexure "D"** and confirm our compliance with the said performance security in the event of award of Proposal.

A-8 I/We undertake to complete the Project Advisory and Oversight Services for the SAP RISE with S/4HANA Greenfield Implementation within the period specified in the Contract.

A-9 I/We agree to accept the Mode of Payment specified in **Clause 2.4 of the Conditions of Contract**.

A-10 I/We am/are fully aware that the acceptance or rejection of any Proposal will be at the sole discretion of the Department Procurement Committee (Minor).

A-11 I/We offer the total price of .....……..... [insert total LKR price in figures exclusive VAT] ……..

……..…….....

[insert total LKR price in words exclusive VAT] for the **PROCUREMENT OF INDEPENDENT PROJECT ADVISORY AND OVERSIGHT SERVICES FOR THE SAP RISE WITH S/4HANA GREENFIELD IMPLEMENTATION – PROPOSAL NO: KPR/48/2026**, as detailed out in this Request for Proposal and details of the total price is as given in the Financial Proposal ANNEXURE - A.

Dated this …… day of ……2026 *[insert date of signing]*.

Name ……..……...
[insert complete name of the person signing the Form of Proposal]

Signature:……..
[insert signature of the person whose name and capacity are shown]

in the capacity of……
[insert legal capacity of the person signing the Form of Proposal]

duly authorized to sign Proposals for and on behalf of ……..
[insert complete name of the Proposers]

Address : ……
……
……

(Common Company Seal)

Witnesses:

1. Signature: …… 2. Signature: …..……

Name: ……..…….…….. Name:…….……...……

……..…….…….. ……..…….……..

Address : …… Address: …….……...

……. ……...….

……. ……...…….

ANNEXURE "C"

FORMAT OF PROPOSAL SECURITY GUARANTEE

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

……

[insert (by issuing agency) the name, address and issuing branch or office of the issuing agency]

Beneficiary: Ceylon Petroleum Storage Terminals Limited,

Date: …….. *[insert (by issuing agency) date]*

Proposal Guarantee No: *…… [insert (by issuing agency) number]*

Sum Guaranteed: …… *[insert (by issuing bank) the amount of the bank guarantee in figures & in words]*

We have been informed that ……*[insert (by issuing agency) the name of the Proposers; if a joint venture, list complete legal names of partners]* (hereinafter called "the Proposers") has submitted to you its Proposal dated ……*[insert (by issuing agency) date]* (hereinafter called "the Proposal") for **PROPOSAL FOR PROCUREMENT OF INDEPENDENT PROJECT ADVISORY AND OVERSIGHT SERVICES FOR THE SAP RISE WITH S/4HANA GREENFIELD IMPLEMENTATION** under RFP No: **KPR/48/2026** ("the consultancy service").

Furthermore, we understand that, according to your conditions, Proposals must be supported by a Proposal Guarantee.

At the request of the Proposers, we ……*[insert(by issuing agency) the name of issuing agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ……*[insert(by issuing agency) the amount **LKR 150,000.00, (LKR One Hundred Fifty Thousand)*** upon receipt by us of your first demand in writing accompanied by a written statement stating that the Proposers is in breach of its obligation(s) under the Proposal conditions, because the Proposers,

(a) has withdrawn its Proposal during the period of Proposal validity specified; or

(b) does not accept the correction of errors in accordance with the Instructions to Proposers (hereinafter "the ITB") of the Procurement; or

(c) having been notified of the acceptance of its Proposal by the Purchaser during the period of Proposal 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 Conditions of Contract (hereinafter "the COC") of the Procurement.

This Guarantee shall expire:

(a) if the Proposers is the successful Proposers, upon our receipt of copies of the Contract signed by the Proposers and of the Performance Security issued to you by the Proposers; or

Cont….

(b) if the Proposers is not the successful Proposers, upon the earlier of our receipt of a copy of your notification to the Proposers that the Proposers was unsuccessful, otherwise it will remain in force up to …… *[insert (by issuing agency) the date **(minimum till 25.03.2027)**]*

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

This guarantee shall be governed by the laws of Sri Lanka.

……

[signature(s) of authorized representative(s)]

Seal (where applicable)

ANNEXURE "D"

FORMAT OF PERFORMANCE SECURITY GUARANTEE

[The issuing agency, as requested by the successful Proposers, shall fill in this form in accordance with the instructions indicated]

……

[insert (by issuing agency) the name, address and issuing branch or office of the issuing agency]

Beneficiary: Ceylon Petroleum Storage Terminals Limited

Date: …….. *[insert (by issuing agency) date]*

Performance Guarantee No.: …… [insert (by issuing agency) number]

Sum Guaranteed: …… *[insert (by issuing bank) the amount of the bank guarantee in figures & in words]*

We have been informed that ……*[insert(by issuing agency) name of the Supplier]*(hereinafter called "the Supplier") has entered into Contract No. KPR/48/2026 dated ……..*[insert date of* Proposal*]* with you, for the **PROCUREMENT OF INDEPENDENT PROJECT ADVISORY AND OVERSIGHT SERVICES FOR THE SAP RISE WITH S/4HANA GREENFIELD IMPLEMENTATION under RFP No: KPR/48/2026** (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 ……. *[insert (by issuing agency) the name of the issuing agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ……*[insert(by issuing agency) the amount in figures]* ……..*[insert (by issuing agency) the 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 (by issuing agency)date, ninety one (91) days beyond the scheduled completion date]* and any demand for payment under it must be received by us at this office on or before that date.

This guarantee shall be governed by the laws of Sri Lanka.

……

[signature(s) of authorized representative(s)] **Seal (where applicable)**

ANNEXURE "E"

FORMAT OF CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT is made and entered into at Colombo on the .." **day of 2026**

BY AND BETWEEN

(1) Ceylon Petroleum Storage Terminals Limited a Company dully incorporated under and in terms of Conversion of Public Corporation or Government Owned Business undertaking into Public Companies Act No. 23 of 1987 and registered under the Companies Act No. 07 of 2007 under the Company Registration Number PB1221, having its registered office at Nimawa, Kolonnawa, Wellampitiya, Sri Lanka *(hereinafter called and referred to as "the Purchaser" which terms or expression as herein used shall where the context so requires or admits mean and include the said Ceylon Petroleum Storage Terminals Limited, its successors, agents and assigns)*of the one part and,

(2) .....a body established under the Companies Act No.07 of 2007 under the Company Registration Number .....and having its registered office at .....*(hereinafter called and referred to as "the Supplier" which terms or expression as herein used shall where the context so requires or admits mean & include the said ....., its successors, agents and assigns)* as the other part.

WHEREAS the Purchaser invited Proposals for the Supply of certain Goods and ancillary services, viz., "**PROCUREMENT OF INDEPENDENT PROJECT ADVISORY AND OVERSIGHT SERVICES FOR THE SAP RISE WITH S/4HANA GREENFIELD IMPLEMENTATION**– RFP Ref No: KPR/48/2026" and has accepted a Proposal by the Supplier for the supply of those Goods and Services in the sum of *[insert price in words and figures exclusive VAT & inclusive VAT](hereinafter called and referred to as "the Contract Price")*.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS;

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract.

- This Contract Agreement
- The Conditions of Contract
- The Suppliers Proposal dated *[insert the date of the* Proposal*]*
- Original Financial Proposal
- Letter of Award dated *[insert the date of the letter of acceptance]*

3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

Cont….

4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of 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 hereto have caused this Agreement to be executed in accordance with the laws of Democratic Socialist Republic of Sri Lanka on the day, month and year indicated above.

For and on behalf of the Supplier

.....

Authorized Signature of the Supplier

(Common Seal)

For and on behalf of CPSTL

.....

Authorized Signature of CPSTL

(Common Seal)

In the presences of witness:

Name :.....

NIC No :.....

Signature :.....

Address :.....

.....

.....

In the presences of witness:

Name :.....

NIC No :.....

Signature :.....

Address :.....

.....

.....

ANNEXURE "F"

FORMAT OF SIGNATURE AUTHORIZATION

[The Proposers shall fill in this Form in accordance with the instructions indicated. This letter of signature authorization shall be typed on the letterhead of the Proposers and shall be signed by the Proprietor/Partner(s)/Chairman/ Director(s) of the company and affixed by the common seal of the company. Particulars proving the ownership of the company/ Board of directors shall be submitted along with this Signature Authorization Letter]

Date: ……. *[insert date]*

Name of Proposal: PROPOSAL FOR PROCUREMENT: PROCUREMENT OF INDEPENDENT PROJECT ADVISORY AND OVERSIGHT SERVICES FOR THE SAP RISE WITH S/4HANA GREENFIELD IMPLEMENTATION - RFP Ref : KPR/48/2026

To: The Chairman
Department Procurement Committee (Minor)
C/o Manager Procurement
Procurement Function
01st Floor, New Building
Ceylon Petroleum Storage Terminals Limited
Oil Installation
Kolonnawa, Wellampitiya.

WHEREAS

We, ……. *[insert complete name of the Proposers]*, having registered office at…… *[insert full address of the Proposers]*, do hereby authorize following person to represent the company in submitting the Proposal for **PROPOSAL FOR PROCUREMENT: PROCUREMENT OF INDEPENDENT PROJECT ADVISORY AND OVERSIGHT SERVICES FOR THE SAP RISE WITH S/4HANA GREENFIELD IMPLEMENTATION** and if successful, to sign the respective agreement/contract, and to subsequently negotiate, with CPSTL.

Name [*insert name of the authorized person to sign the Proposal/contract]:*

…….

Signature [*insert signature of the authorized person who sign the Proposal/contract]:*

……..

Designation [*insert designation of the authorized person who sign the Proposal/contract]:*

……..….

Duly authorized to sign this Authorization on behalf of: ……....……..…..…

[insert complete name of the Proposers]
Authorized Officer of the Proposers *[Name[*:
……
Capacity *(Proprietor/Partner/Chairman/Director)*:
……..……..…….
Signature: ……..…….

Company Seal (Rubber Stamp)

Date: ……

ANNEXURE "G"

CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

NON-COLLUSION AND NON-DISCLOSURE AGREEMENT

PROCUREMENT OF INDEPENDENT PROJECT ADVISORY AND OVERSIGHT SERVICES FOR THE SAP RISE WITH S/4HANA GREENFIELD IMPLEMENTATION

RFP No: KPR/48/2026

This Agreement is entered into in connection with the above-mentioned consultancy assignment.

This Non-Collusion and Non-Disclosure Agreement ("Agreement") is made on this ____ day of _____ 2026 between:

Ceylon Petroleum Storage Terminals Limited incorporated under the provisions of the conversion of public corporation or Government owned business undertaking into public companies Act No. 23 of 1987 and Companies Act No.07 of 2007, having its registered office at Oil Installation, Kolonnawa, Sri Lanka *(hereinafter called and referred to as the "CPSTL" which terms of expression as herein used shall where this context so requires and admits mean & include the said* Ceylon Petroleum Storage Terminals Limited*& its successors & assigns)*

And

Name [*insert name of the authorized person to sign the Proposal/contract]:*

. _____, of _____ _____ (hereinafter referred to as the "(hereinafter referred to as the "Service Provider").").

IN CONSIDERATION of the mutual covenants and obligations contained herein **IT IS HEREBY AGREED** as follows: -

1) For the purposes of this Agreement: -
   a) "**Confidential Information**" shall mean all information of the Disclosing Party (hereinafter defined), whether commercial, financial, technical or otherwise, disclosed to the recipient in connection with the business purpose specified in the Schedule 1 hereto ("**the Business Purpose**") whether disclosed orally, in documentary form, by demonstration or otherwise) which is contained in any form whatsoever

(including without limitation data, drawings, films, documents and computer readable media) and which is marked or otherwise designated to show expressly or by necessary implication that it is confidential or proprietary to the Disclosing Party.

b) "**Disclosing Party**" means the party furnishing Confidential Information and "**the recipient**" means the party receiving it in the particular case.

2) Each party undertakes in respect of Confidential Information for which it is the recipient:

a) to treat such Confidential Information disclosed by the Disclosing Party as confidential;

b) not without the Disclosing Party's prior written consent in each case to communicate or disclose any part of such Confidential Information to any person except: -

i) only to the directors, officers, employees, agents, representatives and affiliates of the recipient on a need-to-know basis who are concerned with the Business Purpose;

ii) the recipient's auditors, and professional advisers and any other persons or bodies having a legal right or duty to have access to or knowledge of the Confidential Information in connection with the business of the recipient;

iii) pursuant to a requirement of a governmental body or regulatory authority, law, regulation or order of a court of competent jurisdiction;

c) to ensure that all persons mentioned in paragraphs (b)(i) and (b)(ii) above are made aware, prior to the disclosure of such Confidential Information, of the confidential nature thereof, that they owe a duty of confidence to the Disclosing Party and agree to hold such Confidential Information in confidence in accordance with the terms of this Agreement; and to use its reasonable endeavours to ensure that such persons comply with such obligations;

d) not to use or circulate such Confidential Information within its own organisation except solely to the extent necessary for the purposes of the Business Purpose or any other purpose the Disclosing Party may hereafter expressly authorise in writing;

e) to use all reasonable endeavours to effect and maintain adequate security measures to safeguard such Confidential Information from unauthorised access, use and misappropriation;

3) The obligations of confidentiality in Clause 2 above shall not apply:-

a) to any portion of Confidential Information where the recipient can demonstrate that the Confidential

Information concerned:-

i) is or has become publicly known through no fault of the recipient, its employees, agents and sub-contractors; or

ii) is lawfully received from an independent third party without any restriction and without any obligation of confidentiality; or

iii) is already known to the recipient with no obligation of confidentiality at the date it was disclosed by or obtained from the Disclosing Party; or

iv) is disclosed without restriction by the Disclosing Party to any third party.

b) to any development made by the recipient which is independently developed by the recipient without access to or use of the Disclosing Party's Confidential Information.

4) All Confidential Information furnished by or obtained from the Disclosing Party shall be and remain the property of the Disclosing Party.

5) On demand or upon the completion or termination of the Business Purpose, the recipient shall upon written request promptly return to the Disclosing Party the Confidential Information furnished to it by the Disclosing Party. Within fourteen (14) days of such request, the recipient shall certify in writing to the Disclosing Party that it has fully complied with its obligations under this Clause. Notwithstanding the foregoing, the recipient shall be entitled to retain one copy of the Confidential Information of the Disclosing Party, received or made in connection with this Agreement for legal, regulatory or compliance purposes and shall continue to treat the same confidentially.

6) **Indemnity & Undertakings**

a) Subject to the provisions of, and limitations contained in this Agreement, each party shall upon demand indemnify, hold harmless and defend the other party and its respective directors, officers and employees from and against any claim, loss (including reasonable legal costs and expenses on a full indemnity basis) or liability incurred or suffered by any of those indemnified arising out of or in connection with this Agreement, or arising from any suit, action or proceeding by any third party against any of those indemnified, to the extent such claim, loss or liability was caused by any wilful, unlawful or negligent act or omission of, or by any breach of any warranty or obligation in this Agreement by, the indemnifying party, its officers, employees, agents or sub-contractors as the case may be.

b) The recipient undertakes and guarantees that all the instruments/ documents/ agreements/ records/ information coming to it shall be handled by them as if same are service s of value and shall remain the absolute property of the Disclosing Party and the recipient shall afford to these services all care in their handling as a prudent man would afford in handling similar matters in similar circumstances. In the event

the Disclosing Party incurs any liability or pays any damages due to failure of the recipients to afford such care as mentioned above the recipient will be liable to pay the actual liability incurred or actual damages paid by the Disclosing Party, if any

7) Conflict of Interest

The Recipient represents and warrants that neither it nor its directors, officers, employees, consultants, agents, or any person having access to the Disclosing Party's Confidential Information has any actual, potential, or perceived conflict of interest that could compromise the confidentiality, integrity, or fairness of the Business Purpose.

The Recipient shall immediately disclose in writing to the Disclosing Party any actual, potential, or perceived conflict of interest, including but not limited to where the Recipient, its employees, or their immediate family members (including spouse, parents, children, or siblings) are employed by, own shares in, advise, or otherwise have a financial or business interest in any entity participating or intending to participate in the same procurement or tender process.

Upon such disclosure, the Disclosing Party shall have the sole discretion to determine whether appropriate mitigation measures are sufficient or whether the Recipient or the relevant individual should be excluded from access to confidential information or from further participation.

Failure to disclose such conflict of interest shall constitute a material breach of this Agreement and shall entitle the Disclosing Party to terminate this Agreement immediately and seek all available legal and equitable remedies, including damages and injunctive relief.

8) **Effect of the Agreement**

This Agreement shall become effective as of the date of this Agreement and the obligations herein set out shall be perpetual and shall not be affected by the termination of this Agreement or the completion of the Business Purpose.

9) **Representations and Warranties**

The signatory/ies of the either party warrants that he/she/they has/have full authority and power to enter into this Agreement and has obtained all necessary consents and approvals.

10) **Governing Law & Dispute Resolution**

This Agreement shall be governed by and construed in all respects in accordance with laws of Sri Lanka and the parties submit to the exclusive jurisdiction of the Courts of Sri Lanka.

By signing below, the parties acknowledge that they have read, understood, and agreed to a Proposal by the terms and conditions of this Agreement.

Ceylon Petroleum Storage Terminals Limited (CPSTL)	**Service Provider**
Designation: _____	Designation: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Witnesses to the signature of the said

In the presences of witness:	In the presences of witness:
Name :.....	Name :.....
NIC No :.....	NIC No :.....

DUMMY

ANNEXURE "H"

NON-COLLUSION AFFIDAVIT

PROPOSAL FOR PROCUREMENT: PROCUREMENT OF INDEPENDENT PROJECT ADVISORY AND OVERSIGHT SERVICES FOR THE SAP RISE WITH S/4HANA GREENFIELD IMPLEMENTATION

RFP No.: KPR/48/2026

I, the undersigned Proposers/ Proposers' representative/ Proposers' agent, honestly, truthfully and solemnly declare that;
a. I, nor any other member, agent or representative of the firm/ company/ corporation/ partnership/ sole proprietorship that I represent, have entered into any combination, collusion or similar agreement with any person in connection with the prices to be submitted by any person with respect to the Invitation for Proposal;

I, nor any person who represents me have acted to prevent any person from submitting a Proposal or to induce any person to refrain from submitting a Proposal in connection with the intention for Proposal (RFP No. KPR /48/2026);

This Proposal is not submitted in collusion with any other Proposal and is not made pursuant to any agreement, understanding or association with any other person in relation to such Proposal.

I declare that, I have not received and will not accept any discount, fee, reward, commission or anything of value, directly or indirectly, from any person, company or corporation in connection with the submission of this Proposal.

I further declare that, I have not given and will not give any discount, fee, reward, commission or anything of value, directly or indirectly, to any person, company or corporation in connection with the submission of this Proposal.

I, taking full responsibility for ensuring the absence of collusion, hereby pledge to a Proposal by fair and ethical competitive practices throughout the entire procurement process and to fully comply with the relevant Procurement Guidelines issued by the National Procurement Commission.

I hereby declare that all the statements made by me above are true and correct.

……
Signature of the Declarant
(Official Seal & Full Address)

ANNEXURE "I"

COMPLIANCE / DEVIATIONS SHEET

Please mark "Y" if complied with the procurement requirement or mark "X" if there is any deviation and indicate the deviation in the cage provided.

S/N	Requirement/Condition	Complied	Deviations
01	Public Contract Registration (Certificate PCA-03) as per ITB clause 1.6, submitted (if applicable)		
02	Copy of Business registration as per ITB Clause 1.7 submitted		
03	Signature Authorization Letter as per ITB clause 1.9, submitted		
04	Proposal Security as per ITB clause 1.18, submitted		
05	Duly filled, stamped & signed Financial Proposal as per ITB clause 1.20 and Schedule "A", submitted		
06	Duly filled, stamped & signed Technical Proposal Form as per ITB clause 1.10.1 and Annexure "A-1", submitted		
07	Duly filled, stamped & signed Financial Proposal Form as per ITB clause 1.10.2 and Annexure "A-2", submitted		
08	Compliance with non-collusion and non-disclosure agreement as per ITB clause 1.19, in case of award		
09	Compliance with Performance Security as per COC clause 2.1, in case of award		
10	Compliance with Contract Agreement as per COC clause 2.2, in case of award		
11	Compliance with Deliverables as per COC clause 2.3, in case of award		
12	Compliance with Mode of Payment as per COC clause 2.4, in case of award		
13	Company Profile, and other statutory registration documents, where applicable.		
14	Documentary evidence demonstrating the Proposers' eligibility and qualifications, including experience, technical capability, financial capacity, and other supporting documents required under this RFP		
15	Technical Compliance/Deviation Sheet, duly completed in the format provided in Attachment 01,		

16	Supporting documents, including the independent assurance methodology, engagement plan, resource deployment plan, risk management plan, reporting and escalation plan, knowledge transfer plan, curriculum vitae and certificates of the proposed key resources, reference letters, and any other documentary evidence necessary to substantiate the compliance declared in the Technical Compliance/Deviation Sheet.		
17	Any other documents specified in this RFP to be submitted as part of the Technical Proposal		

Signature of the Proposers: …… Date:……

(Common Seal)

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