



Accelerating Higher Education Expansion and Development Operation (AHEAD)
Operational Technical Secretariat
Rajarata University of Sri Lanka,
Mihintale, Sri Lanka.

Ministry of Education

Tel: 025-2266321 Fax: 025-2266321 E-mail: ruslahead@gmail.com

Date:

Dear Sir/ Madam,

Re : **INVITATION FOR HIRING A LAW FIRM TO HANDLE PATENT AND OTHER INTELLECTUAL PROPERTY FILINGS OF THE RAJARATA UNIVERSITY OF SRI LANKA**

Quotation No : AHEAD/RA3/UBL/RUSL/OVAA/10

The Government of Sri Lanka has received credit and loan from the International Bank for Reconstruction and Development/ International Development Agency of the World Bank to implement the Accelerating Higher Education Expansion and Development (AHEAD) operation. The Rajarata University of Sri Lanka is an implementing agency under the AHEAD operation now invites you to submit an application for the following services (task-oriented) on following terms and conditions:

| Service No. | Description of the service |
|-------------|--|
| 01. | <i>Hiring a law firm to handle patent and other Intellectual Property filings of the Rajarata University of Sri Lanka</i> AHEAD/RA3/UBL/RUSL/OVAA/10 (As per the attached Terms of Reference - Annexure I) |

1. You are requested to complete the attached application and submit with relevant proof documents (Certified copies)
2. Quoted prices for each task will be compared for determination of the contract award.
3. All the tasks should be delivered at an agreeable timeline that both parties agree at the beginning of the offering of each task individually, it should address to, UBL Director.
4. Offer Validity Period: **49** days from the date of closing of quotations i.e. till, 28.10.2023
5. Payment: Within **07** days from the date of completion of delivery and acceptance by the UBL Director and Director & Assistant Registrar – Legal & Documentation Division.
6. Upon receipt of this invitation, you are requested to acknowledge the receipt of this invitation and your intention to submit an application form and profile of the Law Firm.

The format of the application submission form is attached herewith. This form must be completed without any alternations and profile of the Law Firm with relevant certified copies should be sent to the registered post to reach the OTS Office as follows:

**Director-OTS,
OTS Office,
AHEAD Operation,
Main Administration Building,
Rajarata University of Sri Lanka, Mihintale**



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OR, insert into the Tender box kept at the above place on or before **14:30 hrs. on 08.09.2023 in** a sealed envelope. Late quotations will not be considered and return unopened.

The Quotation no (**AHEAD/RA3/UBL/RUSL/OVAA/10**) should be clearly marked in the left-hand corner of the envelope for identification.

If you need further clarification, please do not hesitate to contact

Deputy Director/Procurement,
AHEAD Project, OTS Office,
Rajarata University of Sri Lanka, Mihintale
TP No 025 2266321/025 2266811

Deputy Director (Procurement)
AHEAD Project
OTS Office,
Rajarata University of Sri Lanka



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APPLICATION FORM

Description of Item : ***Hiring a law firm to handle patent and other Intellectual Property filings of the Rajarata University of Sri Lanka***
 Quotation No : **AHEAD/RA3/UBL/RUSL/OVAA/10**

To: Director OTS
 OTS Office, AHEAD operation
 Rajarata University of Sri Lanka
 Date:

We, the undersigned, declare that:

- (a) We have examined and have no reservations about the document issued;
- (b) We offer to supply the following Services at the given prices in accordance with the Invitation of quotation dated (Insert the date of the application).
- (c) We are a registered Law Firm – Attached necessary certified registration documents and the profile of the Law Firm
- (d) We specialize in filling Intellectual Property in Sri Lanka and abroad - attached necessary certified documents
- (e) Minimum 05 years in the IP field- attached necessary certified documents
- (f) We have prior experience in Intellectual Property fillings – attached evidence of previous IP filling
- (g) We have professional Intellectual Property who are both qualified and experienced in IP filling – produced at least CVs of two qualified members
- (h) Please disclose your anticipated compensation for the fulfillment of a distinct category of Intellectual Property.

| Tasks | Rs. |
|--|------------|
| Consultation meetings and IP Search report | |
| IP Filling Document Drafting | |
| Amendments to the filled IP Document | |

| Type of IP | Fees (Rs) |
|----------------------------|------------------|
| 1. Patents | |
| 2. Industrial Designs | |
| 3. Trademarks | |
| 4. Copyright Registrations | |

| Service | Fees |
|--------------------|-------------|
| Deed of Assignment | |



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| | |
|-------------------------|--|
| preparation and filling | |
|-------------------------|--|

| Service | Fees |
|---|------|
| Any other suggested services by the Law Firm - IP filling and management related only | |

- (c) We understand that this application, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (d) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

Authorized person

Signature :

Name :

Date:

Company Seal:

Contact Person & Contact No: