



INFORMATION AND COMMUNICATION TECHNOLOGY AGENCY OF SRI LANKA

REQUEST FOR EXPRESSION OF INTEREST

Hiring of Recruitment Agency

The Information and Communication Technology Agency of Sri Lanka (ICTA) functions under the purview of the Ministry of Telecommunication and Digital Infrastructure, is the apex government organization, mandated to take all necessary measures to implement the Government's Policy and Action Plan in relation to ICT development across all sectors of the country.

ICTA has embarked on a series of ICT Development initiatives for the implementation of Digital Infrastructure solutions and other projects across multiple sectors. ICTA will be driving revolutionary technologies such as High Speed Fiber Networks, Government Cloud, Data Centers, Common Payment Platforms, Education Portals and Social Media initiatives etc. across Sri Lanka which will transform the nation towards information Society. With these planned initiatives, ICTA is looking for professional having the capacity and capability to contribute in an efficient and effective manner in the implementation of these initiatives.

In order to strengthen and streamline the selection process of professionals, ICTA intends to hire a Recruitment Agency to handle selection and recruitment process of professionals by recommending the best suitable candidates for any vacancy required to be filled by the ICTA in any instance.

ICTA now invites Expressions of Interest (EOIs) from eligible Recruitment Agencies that are willing to undertake this function on behalf of the ICTA. EOI must include the following information with documentary evidence in support of the following.

- Name and address of the Recruitment Agency.
- Core business and years in business.
- Financial, Business and Administrative strength/standing of the firm.
- Qualifications in the relevant field.
- Experience in carrying out similar assignments with list of clients.
- Technical and managerial organization of the firm and appropriate qualifications and skills of key staff of the organization.
- Details of the Executive Board : Chairman, Directors and Chief Executive Officer
- Top clients for the last five year.
- Audited Financial statements for the past two (02) years
- A copy of the certificate of incorporation of the firm / company along with the names of Directors in the Form (1/20/40)

Interested parties may obtain further information from Mr. Gamini Karunaratne- Director- Procurement and Head of Administration, ICTA by contacting via Phone: +94 11 2369099, Fax: +94 11 2369091 and email: procurement@icta.lk.

Expressions of Interest including all requested information must be delivered no later than **1500 hrs on June 17th, 2016** either: (i) electronically to; procurement@icta.lk or (ii) hand delivered or (iii) by post to the address; Director – Procurement and Head of Administration, C/o, Managing Director, ICTA, 2nd Floor, 160/24, Kirimandala Mawatha, Colombo 05, Sri Lanka.

Envelope containing the Expressions of Interest and subject field of e-mail should be marked “Hiring of Recruitment Agency”

The final decision will be made by the ICTA and appeals will not be entertained. Canvassing in any form will be a disqualification.

Managing Director
Information and Communication Technology Agency of Sri Lanka
160/24, Kirimandala Mawatha, Colombo 5
Sri Lanka
Telephone: +94 11 2369099 Fax: 94 11 2369091, www.icta.lk

June 3rd, 2016