



Information and Communication Technology Agency of Sri Lanka

Invitation for Bids (IFB)

**EVENT MANAGEMENT SERVICES FOR WORKSHOPS TO BE
CONDUCTED FOR GOVERNMENT OFFICIALS ON
E-GOVERNMENT**

IFB No: ICTA/GOSL/SER/NCB/2016/57

1. Information and Communication Technology Agency of Sri Lanka (ICTA) has scheduled to conduct several training workshops on eGovernment for government officials for which the Chairman, Project Procurement Committee (PPC), on behalf of Information and Communication Technology Agency of Sri Lanka (ICTA) that functions under the purview of Ministry of Telecommunication and Digital Infrastructure, now invites sealed bids from eligible and qualified bidders to provide Event Management Services for Workshops.
2. Bidding will be conducted using the National Competitive Bidding (NCB) procedure and is open to all eligible and qualified bidders as defined in Procurement Guidelines of Democratic Socialist Republic of Sri Lanka (GoSL) that meet the qualification requirements given in the Bidding Documents.
3. Interested eligible Bidders may obtain further information from Mr. Gamini Karunaratne, Director Procurement and Head Administration ICTA, 160/24, 2nd Floor, Kirimandala Mawatha, Colombo 05, Sri Lanka and inspect the Bidding documents free of charge during office hours on working days commencing from **November 07, 2016** 2016 at the office of ICTA at the above address. Telephone: +94 112369099, Facsimile: +94 112369091 Email: procurement@icta.lk. Bidding documents are available on <https://www.icta.lk/procurement/> only for reference purposes and interested eligible Bidders shall purchase the Bidding Documents as described in paragraph(4) below.
4. A complete set of Bidding Documents in English Language may be purchased by interested Bidders on submission of a written application and upon payment of a non -refundable fee of Sri Lankan Rupees Three Thousand Five Thousand (LKR 3,500.00) effective from **November 07, 2016** during office hours on working days from the office of the ICTA at 160/24, 2nd floor, Kirimandala Mawatha, Colombo 05. The method of payment will be by cash.
5. A pre-bid meeting which potential Bidders may attend will be held at **1400 Hrs (2.00 P.M)** on **November 21, 2016** at the office of ICTA at the above address.

6. Bids must be delivered to Director-Procurement and Head-Administration, C/o Managing Director/Chief Executive Officer, Information and Communication Technology Agency of Sri Lanka (ICTA), **160/24, 2nd Floor, Kirimandala Mawatha , Colombo 05** at or before **1500 Hrs (3.00 P.M) on November 30, 2016**. Late Bids and Bids sent electronically will not be accepted and will be rejected.
7. All Bids must be accompanied by Bid Securities in the form of a Bank Guarantee using the format given with the Bidding Documents in the amount of Sri Lankan Rupees One Hundred Thousand (LKR 100,000.00).
8. Bids shall be valid for a period of 90 days from the date of deadline for submission of the Bids.
9. Bids will be opened immediately after the deadline for submission of bids, in the presence of Bidders or their authorized representatives who choose to attend in person at the address stated above (in Para 6).
10. ICTA will not be responsible for any costs or any expenses incurred by the Bidders in connection with the preparation or delivery of Bids.

Chairman
Project Procurement Committee
Information and Communication Technology Agency of Sri Lanka
160/24, 2nd Floor, Kirimandala Mawatha, Colombo 05

November 07, 2016