



# Request for Bid

Purchaser: **Information and Communication Technology Agency of Sri Lanka**

Project: **Contingent Emergency Response Component mapped under the Climate Smart Irrigated Agriculture Project (CSIAP)**

Contract title: **Procurement of a Service Provider to develop an adoption action plan and arrange for trainings and develop awareness raising material for forms.gov.lk.**

Country: **Democratic Socialist Republic of Sri Lanka**

RFB No: LK-ICTA-303279-NC-RFB

Issued on: **August 8, 2022**

1. The **Democratic Socialist Republic of Sri Lanka** has received financing from the **World Bank** toward the cost of the **Contingent Emergency Response Component Project**, and intends to apply part of the proceeds toward payments under the contract for **Procurement of a Service Provider to develop an adoption action plan and arrange for trainings and develop awareness raising material for forms.gov.lk.**
2. The **Information and Communication Technology Agency of Sri Lanka (ICTA)** now invites sealed Bids from eligible Bidders for **Procurement of a Service Provider to develop an adoption action plan and arrange for trainings and develop awareness raising material for forms.gov.lk.**

Bidder must meet the following minimum qualification criteria:

- a) **General Experience**; bidder should have a minimum of five years (5) experience under the categories of event management and adoption strategy development.
  - b) **Specific Experience**: Participation as a prime contractor in at-least one project of development an adoption strategy, strategy implementation action plan that spans for more than two (2) years, and design and implementation awareness raising materials in support of the strategy. The assignment should have been within the five (5) years from the closing date of this bid and the value of the contract should not be less than Rs. Ten million (Rupees 10 million)
  - c) **Average Annual Turnover**: Minimum average annual turnover of LKR 25 Million as per the audited financial reports within last 3 years.
3. Bidding will be conducted through open National Competitive Bidding procurement using Request for Bids (RFB) as specified in the World Bank's "Procurement Regulations for IPF

Borrowers” **August 2018** (“Procurement Regulations”), and is open to all eligible Bidders as defined in the Procurement Regulations.

4. Interested eligible Bidders may obtain further information from ICTA, Director Procurement on E-mail [procurement@icta.lk](mailto:procurement@icta.lk) Tel : 0112 369099 and inspect the bidding document during office hours 0900 to 1700 hours at the address given below or from ICTA website <https://www.icta.lk/procurement>.
5. The bidding document in English may be purchased by interested eligible Bidders upon the submission of a written application to the address below and upon payment of a nonrefundable fee of **LKR 5,000.00**. The method of payment will be by Cash.
6. Bids must be delivered to the address below on or before 1500 hours on **August 22, 2022**. Electronic Bidding **will not** be permitted. Late Bids will be rejected. Bids will be publicly opened in the presence of the Bidders’ designated representatives and anyone who chooses to attend at the address below at 1500 hours on **August 22, 2022**. All Bids must be accompanied by a **Bid Security** in the form of **Bank Guarantee of Sri Lankan Rupees Eighty Six Thousand (LKR 86,000.00)**
7. A online pre-bid meeting which potential bidders may attend will be held at 1100 Hrs (Sri Lankan Time) on August 15, 2022 through the below Zoom link.

Join Zoom Meeting:

<https://us02web.zoom.us/j/86421720143?pwd=aE5lQ2tBZXcrQ2NST2l1N1JuM2l3QT09>

Meeting ID: 864 2172 0143

Passcode: 927202

8. The address referred to above is: **Information and Communication Technology Agency of Sri Lanka, 490 R. A. De Mel Mawatha, Colombo 00300.**

The Chairman,  
Information and Communication Technology Agency of Sri Lanka  
490 R. A. De Mel Mawatha,  
Colombo 00300

***Date: August 7, 2022***