

	<b>Pre-bid Meeting Minute</b>
	<b>Procurement of Janitorial Service for ICTA office premises</b> <b>ICTA/GOSL/SER/NCB/2025/01</b>

**Date & Time: March 24, 2025 - 11.00 am at 5<sup>th</sup> Floor ICTA**

**Participants From ICT Agency of Sri Lanka:**

1. Mr. Priyadarshana Jayawardana, Director Procurement, ICTA
2. Mr. Nandana Suriyaarachchi, Procurement Manager, ICTA
3. Ms. Dilshara Athukorala, Quality Assurance Engineer, ICTA
4. Mr. Niluka Kumarahewa, Procurement Executive, ICTA
- 5.

**Participants:**

1. Mr. Ishika Aponsu, Sensaka Group of Companies Pvt Ltd
2. Mr. P .R Kariyawasam, Topwash Enterpricse Pvt Ltd

At the outset of the meeting ICTA Explained that the purpose of the meeting is to provide clarifications for the request of the participants and make them fully aware of the need of the assignment.

#	<b>Queries (Q) raised by the TOP Wash Clarifications (C)- working hours including shall be 9 hours a day as per wages board regulations. Do you agree with it and change accordingly?</b>
1	<b><u>Yes, accordingly RFP Proposal – Page 33, Section VII, 3.1 Schedule of work</u></b> Working hours should be amended as 7.30am to 4.30pm
2	

Please note and comply with the above clarifications and amendments. The addendum to the Bidding document is enclosed in an Annex 1.

Chairman

Department Procurement Committee

Information and Communication Technology Agency of Sri Lanka (ICTA),

**No. 490, 3rd Floor, R.A. De Mel Mawatha, Colombo 03**

## **Addendum 01**

**This addendum shall be read along with the initial bid document**

**Procurement title : Procurement of Janitorial Service for ICTA office premises**

**Procurement reference Number: ICTA/GOSL/SER/NCB/2025/01**

**RFP Proposal – Page 33, Section VII, and section 3.1 Schedule of work shall be amended as** 7.30am to 4.30pm

Chairman

Department Procurement Committee

Information and Communication Technology Agency of Sri Lanka (ICTA),

**No. 490, 3rd Floor, R.A. De Mel Mawatha, Colombo 03**

**25<sup>th</sup> March 2025**