



Ministry of Finance, Planning and Economic Development

Department of State Accounts

PROCUREMENT DOCUMENT

(Two Envelope System: Single-Stage Two Envelope Bidding Procedure)

Addendum II

Procurement of Design, Development and Implementation of a Payroll System for Government Organizations

IFB No: DSA/PROC/NCB/2026/02

Employer:

Director General
Department of State Accounts
Room Number 101, 1st Floor,
The Secretariat, Colombo 01.

16 August 2026

Addendum II
to the
Invitation for Bids (IFB)
Ministry of Finance, Planning and Economic Development
(MOFPED)

Department of State Accounts (DSA)

**Procurement of Design, Development and Implementation of a Payroll
System for Government Organizations**

IFB No: DSA/PROC/NCB/2026/02

1. Background

The **Chairman, Ministry Procurement Committee (MPC)** on behalf of the **Department of State Accounts (DSA)** invited sealed bids from eligible bidders for the **Procurement of Design, Development and Implementation of a Payroll System for Government Organizations** on **19th July 2026** and Pre-Bid meeting conducted on **03rd August 2026**. Based on the clarifications sought by the bidders, it has been deemed necessary to provide additional information to further clarify certain aspects of the Bidding Document.

All bidders are required to thoroughly review the information contained in **Addendums** to ensure the accurate and comprehensive preparation of both the Technical and Financial parts of their bids. Furthermore, bidders are required to **duly consider the clarifications to be issued separately** in relation to the clarification requests received.

Bids must be delivered to the address given below **on or before 2.00 p.m. on 04th September 2026**, consequent to the extension of the bid submission deadline by a period of fourteenth (14) days. Late submissions will not be accepted under any circumstances. Bids will be opened immediately after closing time, in the presence of bidders' authorized representatives who may wish to attend. All other terms, conditions, and requirements of the bidding document shall remain unchanged and in full force and effect.

Any clarifications regarding **Addendums** must be received by the **Employer no later than 10 days prior to the Deadline for Submission of Bids**. All clarifications must be addressed to the contact information provided in the Bidding Document. Any questions or clarifications submitted **after 04th September 2026 will not be addressed** by the **DSA**.

This Addendum comprises solely the amendments and additions made to the original Bidding Document.

All above amendments to the bidding documents will be formally incorporated into an Addendums with additional Clarifications and will be shared with all prospective bidders and published on the relevant official websites.

Chairman,

Ministry Procurement Committee (MPC),

Department of State Accounts,

Room Number 101, 1st Floor,

The Secretariat, Colombo 01.

August 16, 2026

2. Addendums to the original Bidding Document

SN	Clause No.	Original Content	Amended Content
Procurement Document – Volume I & III			
Section II – Bid Data Sheet			
1.	ITB 22.1	The bid validity period shall be 119 days after the Deadline for Submission of Bids, as specified below in reference to ITB Clause 26. The bid shall be valid until and inclusive of December 18, 2026	The bid validity period shall be 119 days after the Deadline for Submission of Bids, as specified below in reference to ITB Clause 26. The bid shall be valid until and inclusive of January 01, 2027.
2.	ITB 23.2	Bid Security must be submitted using only the prescribed form included in this Procurement Document. Bid Security should be from a Commercial Bank and valid for 28 days beyond the original validity period of the bid. i.e January 18, 2027	Bid Security must be submitted using only the prescribed form included in this Procurement Document. Bid Security should be from a Commercial Bank and valid for 28 days beyond the original validity period of the bid i.e. January 29, 2027.
3.	ITB 26.1	For <u>Bid submission purposes</u> only, the Employer's address is: Attention: Chairman, Department Procurement Committee Address: Department of State Accounts, Room Number 101, 1st Floor, The Secretariat, Colombo 01 The Deadline for Submission of Bids is: Date: August 21, 2026 Time: 2.00 pm	For <u>Bid submission purposes</u> only, the Employer's address is: Attention: Chairman, Department Procurement Committee Address: Department of State Accounts, Room Number 101, 1st Floor, The Secretariat, Colombo 01 The Deadline for Submission of Bids is: Date: September 04, 2026 Time: 2.00 pm

4.	ITB 29.1	The Bid opening shall take place at: Address: Department of State Accounts, Room Number 101, 1st Floor, The Secretariat, Colombo 01 Date: August 21, 2026 Time: 2.00 pm	The Bid opening shall take place at: Address: Department of State Accounts, Room Number 101, 1st Floor, The Secretariat, Colombo 01 Date: September 04, 2026 Time: 2.00 pm
Procurement Document – Volume I & III Section IV – Bidding Forms			
5.	4.10.4. Non- collusion Affidavit	The form provided under Clause 4.10.4 on Page 81 of the Bidding Document is hereby replaced in its entirety by Annexure 1 to this Addendum. Accordingly, bidders are required to disregard the existing form under Clause 4.10.4 on Page 81 and use the revised form provided as Annexure 1 to this Addendum for the purpose of bid submission.	

Annexure 1**4.10.4. Non-collusion Affidavit**

The undersigned bidder or agent, hereby solemnly, sincerely, and truly declares and affirms/makes an oath and states as follows;

- a) That he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership representing him/her, entered into any combination, collusion, or similar agreement with any person in connection with the price to be bid;
- b) That he/she or anyone representing him/her has not taken any step whatsoever to prevent any person from bidding, nor to induce anyone to refrain from bidding; and
- c) That this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to this bid.

He/she further states that no person, firm, or corporation has received or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value in connection with the submission of this bid.

The bidder accepts full responsibility for ensuring the absence of collusion and hereby pledges to abide by fair and ethical competition practices throughout the procurement process and fully comply with the applicable Procurement Guidelines.

I hereby affirm, under the penalties for perjury, that all statements made by me in this affidavit are true and correct.

.....
Signature of the Declarant

The foregoing Affidavit having been duly read over and explained by me to the Affirmant above named and he/she having understood the contents therein and admitted to be correct, affirmed and set his/her signature hereto before me on this day of ... at ...

BEFORE ME,

.....

JUSTICE OF THE PEACE/COMMISSIONER OF OATHS