

# **Invitation for Bids**

Ministry of Finance, Planning and Economic Development

## **Supplying of Building Maintenance Technicians for New Building 2025/2026**

Bid Number: MOF/NCB/20/20/2025

1. The Chairman, Ministry Procurement Committee on behalf of the Secretary, Ministry of Finance, Planning and Economic Development invites sealed bids from eligible and qualified bidders for “Supplying of Building maintenance Technicians for New Building” located at Ministry of Finance, Planning and Economic Development, The Secretariat, Lotus road, Colombo 01.
2. The intended maintenance service period will be **fifteen (15) months from 01.10.2025**.
3. Bidding will be conducted through National Competitive Bidding procedure, Single stage – Two Envelop bidding procedure. Therefore, bidders shall submit their bids as follows:

**Envelope 01 – Technical Bid**

**Envelope 02 – Price Bid**

Both envelopes shall be placed in one envelope and outer envelope shall be marked as “**Supplying of Building Maintenance Technicians for New Building 2025/2026**”.

4. Qualification requirements to qualify for contract award include:
  - i. Valid business registration in Sri Lanka. (This will not apply for Government/Semi Government Institutes)

The bidder shall have a **minimum of five (05) years' experience** in executing **building maintenance contracts** for government departments/institutions or well-reputed private sector companies. (proof documents should be attached)

- a. The applicant shall **submit service completion certificates** for **at least two (02)** building maintenance contracts that meet the following criteria:
    - b. **Each contract value** must be **not less than LKR 10 million per annum**.
    - c. The **building area** maintained under each contract must be **not less than 50,000 square feet**.
  - ii. Experience in Building Management System (BMS) and Central AC system shall be required.
  - iii. The minimum required average annual volume of Services in last three years shall be LKR 12 million.

- iv. Engineer (Part time) B.Sc. (Mechanical) or equivalent, Associate Member in IESL or equivalent with three (03) years' experience in similar services.
- v. Shall require at least NVQ level 3 qualification for Electrical, Mechanical, Air condition and plumbing technicians with minimum 03 years' field experience.

OR

10 Year in relevant field experiences (proof documents should be attached)

- vi. Shall not be a blacklisted contractor at the time of bidding and at the time of award of contract and shall submit an affidavit on this regard.
- 5. Non-collusion Affidavit has been submitted by bidder along with dully filled bidding document
  - 6. Interested eligible bidders may obtain further information from **Chief Accountant, Ministry of Finance, Planning and Economic Development (Tel – 011 2484535 Fax – 2421253)** and inspect the bidding documents at the office of **Accounts Division, Upper Ground Floor, New Building, Ministry of Finance, Planning and Economic Development, The Secretariat, Lotus Road, Colombo 01 from 05<sup>th</sup> August 2025 to 18<sup>th</sup> August 2025 from 0900hrs to 1500hrs.**
  - 7. Interested bidders may purchase a complete set of bidding document in English language on submission of a written application to the **Chief Accountant, Ministry of Finance, Planning and Economic Development, The Secretariat, Lotus road, Colombo 01 from 05<sup>th</sup> August 2025 until 18<sup>th</sup> August 2025 from 0900hrs to 1500hrs upon payment of Non-refundable fee of Rupees Rs.3,500.00.** The method of payment will be in cash only.
  - 8. Bids must be delivered to the **Chairman, Ministry Procurement Committee, Accounts Division, Upper Ground Floor, New Building, Ministry of Finance, Planning and Economic Development, The Secretariat, Lotus Road, Colombo 01** on or before **1400hrs. on 19<sup>th</sup> August 2025.** Late bids will be rejected. Bids will be opened soon after closing in the presence of the bidder/bidder's representative who chooses to attend
  - 9. Bids shall be valid up to 07<sup>th</sup> November, 2025
  - 10. All bids shall be accompanied by a Bid Security of **Sri Lankan Rupees Two hundred and twenty-five thousand (Rs 225,000.00).** A bid security shall be in the form of a Bank guarantee issued by a commercial bank operated in Sri Lanka approved by the Central Bank of Sri Lanka to favor of **Secretary, Ministry of Finance, Planning and Economic Development** or it may deposit in cash to Shroff at Ministry of Finance, Planning and Economic Development. Bid security shall be valid up to 05<sup>th</sup> December 2025

11. Pre-Bid Meeting will be held at 10.30hrs on 12<sup>th</sup> August, 2025 at the Accounts Division of Ministry of Finance, Planning and Economic Development, The Secretariat, Lotus Road, Colombo 01

**Chairperson,  
Ministry Procurement Committee,  
Ministry of Finance, Planning and Economic Development,  
The Secretariat, Lotus road,  
Colombo 01**

Date: 05.08.2025

