



**Ministry of Finance, Planning & Economic
Development**

**DEPARTMENT OF INFORMATION
TECHNOLOGY MANAGEMENT**

Invitation for Bids (IFB)

IFB No. : ITM/2/1/02/03/2025/NCB/02

1. The Chairman, Departmental Procurement Committee on behalf of the Department of Information Technology Management now invites sealed bids from eligible and qualified bidders to Supply, Installation, Commissioning & Maintenance of Email Solution with Office Productivity Suite for Ministry of Finance as specified in the requirement schedule (Section V) of the bid document.

Delivery & Implementation period: Within 02 months from the Date of Award.

2. Bidding will be conducted through National Competitive Bidding (NCB) procedures specified in the National Procurement Guidelines, and are opened to all eligible bidders as defined in the guidelines.
3. Interested eligible bidders may obtain further information from Mr. D.P.G Pradeep, Director (Finance), Department of Information Technology Management, Ministry of Finance, The Secretariat Colombo 01 Telephone No. 0112-484582, and inspect the Bidding Documents at the address given below from 9.00 a.m. to 3.30 p.m. on working days commencing from 04th August 2025.

4. Qualifications

- Bidder should have a minimum of 05 years' experience in Supply, Installation, Commissioning and Maintenance of email solution with office productivity suite of the quoted brand in Sri Lanka and have successfully completed at least three projects in government sector (Excluding Academic Institutions) with at least one with minimum of 500 active user accounts in last 05 years (2020, 2021, 2022, 2023, 2024).
 - Minimum average annual turnover of LKR 100 million calculated as total certified payments received for the contracts in progress or completed, within the last 3 financial years (2021-2022, 2022-2023, 2023-2024).
 - The bidder must demonstrate access to or availability of financial resources such as liquid assets, un-encumbered real assets, line of credit and other financial means, other than any contractual advance payment to meet the cash flow requirement of not less than Sri Lanka Rupees Twenty Million (LKR 20 Million) or equivalent, and net of the bidder's other commitments for this project.
 - The bidder must have academically and technically qualified personnel for installation and support.
5. A complete set of Bidding Documents in English language may be purchased by interested bidders on submission of a written application to the address below and upon payment of a non-refundable fee of Rs. 20,000 [20,000LKR]. The method of payment will be by Cash.
 6. Bids must be delivered to the address below on or before **25th August 2025 @ 2.30 p.m.** Late bids will be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend in person or on-line at the address below on 25th August 2025 @ 2.30 p.m. All bids must be accompanied by a "Bid-Security" of Rs. 1,200,000 (LKR 1,200,000).
 7. A pre-bid meeting which potential Bidders may attend will be held at Randora Auditorium, Ground Floor, Ministry of Finance at 10.00 a.m. on 13th of August 2025.

Chairman

**Departmental Procurement Committee
Department of Information Technology Management
Ministry of Finance, Room No 27,
The Secretariat, Colombo 01.**

July 30, 2025