



SRI LANKA EXPORT DEVELOPMENT BOARD

PROCUREMENT DOCUMENT

NATIONAL COMPETITIVE BIDDING (NCB)

**PROCUREMENT OF SELECTING SUITABLE PUBLIC RELATION SERVICE
PROVIDER FOR THE MARINE SUMMIT -VOYAGE SRI LANKA 2025**

INVITATION FOR BIDS No: EDB/PU/NCB/2025/01

April, 2025

Sri Lanka Export Development Board

Invitation for Bids (IFB)

PROCUREMENT OF SELECTING SUITABLE PUBLIC RELATION SERVICE PROVIDER FOR THE MARINE SUMMIT – VOYAGE SRI LANKA 2025

- IFB No: EDB/PU/NCB/2025/01

1. Sri Lanka Export Development Board (SLEDB) which functions under the purview of Ministry of Industry & Entrepreneurship Development, has planned implementation of Marine Summit – “Voyage Sri Lanka 2025” international event to promote Sri Lanka’s Marine and offshore service sector, and the summit gathers global experts, investors, policymakers, and industry leaders to discuss innovations, investment opportunities, and sustainability in the blue economy. It serves as a platform for networking, knowledge sharing, and strategic collaborations, aiming to position Sri Lanka as a leading marine hub in the region.
2. The Chairman, Department Procurement Committee (DPC), on behalf of Sri Lanka Export Development Board (SLEDB) now invites sealed Bids from eligible and qualified Bidders for selection of a suitable public relation service provider for the Marine summit – Voyage Sri Lanka 2025.
3. Bidding will be conducted using the National Competitive Bidding (NCB) procedure as defined in Procurement Guidelines of Democratic Socialist Republic of Sri Lanka (GoSL) and is open to all eligible Bidders that meet the qualifications requirements specified in the Procurement Document.
4. Interested eligible Bidders may obtain further information from Assistant Director-Procurement, Level 06, NDB – EDB Tower, No.42, Nawam Mawatha, Colombo 02, Telephone: 011-2300702, email: disna@edb.gov.lk.
5. Procurement document could be downloaded from the SLEDB website <https://www.srilankabusiness.com/announcements>. To consider as an eligible bid, a non-refundable fee of LKR 1,000.00 should be paid to the bank account, details specified in bid document, and a copy of the payment slip must be attached to the proposal. Proposals submitted without this payment slip will not be considered for evaluation. Additionally, a scanned copy of the payment slip should be emailed to the email address provided in the Procurement document before the bid submission.
6. The original of the bid should enclosed in cover and top left-hand corner shall be marked as “EDB/PU/NCB/2025/01” – bid for “Providing Public Relation services for the Marine Summit- Voyage Sri Lanka 2025”. The name and the firm submitting the bid should appear in the cover.
7. Sealed bids could either be sent under register post (together with the bank payment slip) to the address given in para 4 or put into the Tender Box available at the Procurement Division, SLEDB by making the payment specified before **02.00 pm on 30th April 2025**. Late Bids will be rejected. All Bids must be accompanied by a bid security in the form of a Bank Guarantee using the format given in the Procurement Document in the amount of Sri Lankan Rupees Thirty Five Thousand (LKR 35,000/-).
8. Bids shall be valid for a period of 49 days from the date of deadline for submission of the Bids.
9. Bids will be opened at 2.30pm, in the presence of Bidders or their authorized representatives who choose to attend in person at the office of SLEDB at the address given in paragraph (4) above.
10. SLEDB will not be responsible for any costs or any expenses incurred by the Bidders in connection with the preparation or delivery of Bids

Chairman / Chief Executive Officer
Sri Lanka Export Development Board
Ndb - Edb Tower, No. 42, Nawam Mawatha, Colombo 02.
April 16, 2025

SECTION I

Instructions to Bidders

A. General

1. Scope of Bid

- 1.1 The Employer, as defined in the Bidding Data Sheet (BDS), invites bids for the Services, as described in the Annex 01 to the Contract. The name and identification number of this National Competitive Bidding (NCB) Contract is provided in the BDS.
- 1.2 The successful Bidder will be expected to complete the performance of the Services by the Intended Completion Date provided in the BDS.

2. Source of Funds

- 2.1 Payments under this contract will be financed by the source specified in the BDS.

3. Corrupt or Fraudulent Activities

- 3.1 The attention of the bidders is drawn to the followings:
- a) Parties associated with Procurement Actions, namely, suppliers/contractors and officials shall ensure that they maintain strict confidentiality throughout the process;
 - b) Officials shall refrain from receiving any personal gain from any Procurement Action. No gifts or inducement shall be accepted. Service providers/Suppliers/contractors are liable to be disqualified from the bidding process if found offering any gift or inducement which may have an effect of influencing a decision or impairing the objectivity of an official.

3.2 The Employer requires the bidders, suppliers, service providers, and consultants to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy:

- a) “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
- b) “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of contract;
- c) “Collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the Employer to establish bid prices at artificial, non-competitive levels; and
- d) “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

3.3 If the Employer found any unethical practices as stipulated under ITB Clause 3.2, the Employer will reject a bid, if it is found that a Bidder directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

4. Eligible Bidders

4.1 All bidders shall possess legal rights to supply the Services under this contract

4.2 A Bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they:

- a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the Employer to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the

services to be purchased under these Procurement documents; or

- 4.3 A Bidder that is under a declaration of ineligibility by the Government of Sri Lanka (GOSL), at the date of submission of bids or at the date of contract signing, shall be disqualified.
- 5. Qualification of the Bidder**
- 5.1 All bidders shall provide in Section III, Bidding Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.
- 5.2 In the event that prequalification of potential bidders has been undertaken as stated in the BDS.
- 6. One Bid per Bidder**
- 6.1 Each Bidder shall submit only one Bid, either individually or as a partner in a joint venture. A Bidder who submits or participates in more than one Bid will cause all the proposals with the Bidder's participation to be disqualified.
- 7. Cost of Bidding**
- 7.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Employer will in no case be responsible or liable for those costs.
- 8. Site Visit**
- 8.1 The Bidder, at the Bidder's own responsibility and risk, may visit and examine the Site of required Services and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the Services. The costs of visiting the Site shall be at the Bidder's own expense.

B. Procurement documents

- 9. Content of Procurement documents**
- 9.1 The set of Procurement documents comprises the documents listed in the table below and addenda issued in accordance with ITB Clause 11:
- | | |
|--------------|--------------------------------|
| Section I | Instructions to Bidders |
| Section II | Bidding Data Sheet |
| Section III | Bidding Forms |
| Section IV | Schedule of Requirement |
| Section VI | Description of Services |
| Section VII | General Conditions of Contract |
| Section VIII | Special Conditions of Contract |
- 9.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Procurement documents.

Failure to furnish all information required by the Procurement documents or to submit a bid not substantially responsive to the Procurement documents in every respect will be at the Bidder's risk and may result in the rejection of its bid. All relevant sections should be completed and returned with the Bid in the number of copies specified in the BDS.

10. Clarification of Procurement documents

- 10.1 A prospective Bidder requiring any clarification of the Procurement documents may notify the Employer in writing to the Employer's address or email to the email address indicated in the invitation to bid. The Employer will respond to any request for clarification received earlier than 14 days prior to the deadline for submission of bids. Copies of the Employer's response will be forwarded to all purchasers of the Procurement documents, including a description of the inquiry, but without identifying its source.

11. Amendment of Procurement documents

- 11.1 Before the deadline for submission of bids, the Employer may modify the Procurement documents by issuing addenda.
- 11.2 Any addendum thus issued shall be part of the Procurement documents and shall be communicated in writing or by email to all purchasers of the Procurement documents. Prospective bidders shall acknowledge receipt of each addendum by email to the Employer.
- 11.3 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Employer shall extend, as necessary, the deadline for submission of bids, in accordance with ITB Sub-Clause 21.2 below.

C. Preparation of Bids

12. Language of Bid

- 12.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Employer shall be written in English.

**13. Documents
Comprising the Bid**

- 13.1 The Bid submitted by the Bidder shall comprise the following:
- a) The Form of Bid (in the format indicated in Section III);
 - b) Bid Security – not required
 - c) Priced Activity Schedule;

d) Information Form and Documents;
and any other materials required to be completed and submitted by bidders, as **specified in the BDS**.

14. Bid Prices

- 14.1 The Contract shall be for the Services, as described in this document
- 14.2 The Bidder shall fill in rates and prices for all items of the Services described in the in Specifications.
- 14.3 The Service Provider and its Personnel shall pay such taxes, duties, fees, and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price. **However, VAT shall not be included in the price but shall be indicated separately.**
- 14.4 The Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected
- 14.5 For the purpose of determining the remuneration due for additional Services, a breakdown of the lump-sum price shall be provided by the Bidder

15. Currencies of Bid and Payment

- 15.1 The Bidder shall quote in Sri Lankan Rupees and payment shall be payable only in Sri Lankan Rupees.

16. Bid Validity

- 16.1 Bids shall remain valid until the date **specified in the BDS**. A bid valid for a shorter date shall be rejected by the Employer as non-responsive.
- 16.2 In exceptional circumstances, prior to the expiration of the bid validity date, the Employer may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing.

17. Bid Security

- 17.1 The Bidder shall furnish, as part of the Bid, a Bid Security as **specified in the BDS**.
- 17.2 The Bid Security shall be in the amount specified in the **BDS** and denominated in Sri Lankan Rupees, and shall:
- (a) at the bidder's option, be in the form of either a bank draft, a letter of credit, or a bank guarantee from a banking institution;

- (b) be issued by any commercial bank licensed by the Central Bank of Sri Lanka.
- (c) be substantially in accordance with the form of Bid Security included in Section III, Bidding Forms,
- (d) be payable promptly upon written demand by the Employer in case the conditions listed in ITB Sub-Clause 17.5 are invoked;
- (e) be submitted in its original form; copies will not be accepted;
- (f) remain valid for a period of 28 days beyond the validity period of the bids, as extended, if applicable, in accordance with ITB Sub-Clause 16.2;

17.3 If a Bid Security or a Bid- Securing Declaration is required in accordance with ITB Sub-Clause 17.1, any bid not accompanied by a substantially responsive Bid Security or Bid Securing Declaration in accordance with ITB Sub-Clause 17.1, shall be rejected by the Employer as non-responsive.

17.4 The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security pursuant to ITB Clause 35.

17.5 The Bid Security may be forfeited or the Bid Securing Declaration executed:

(a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form, except as provided in ITB Sub-Clause 16.2; or

(b) if the successful Bidder fails to:

(i) Sign the Contract in accordance with ITB Clause 34;

(ii) Furnish a Performance Security in accordance with ITB Clause 35.

**18. Alternative
Proposals by
Bidders**

18.1 **Unless otherwise indicated in the BDS**, alternative bids shall not be considered.

**19.Format and
Signing of Bid**

19.1 The Bidder shall prepare one original of the documents comprising the Bid as described in ITB Clause 11 of these Instructions to Bidders, bound with the volume containing the Form of Bid, and clearly marked "Original." In addition, the Bidder shall submit copies of the Bid, in the number specified in the BDS, and clearly marked as "Copies." In the event of Discrepancy between them, the original shall prevail.

19.2 The original and all copies of the Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder.

19.3 The Bid shall contain no alterations or additions, except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

D. Submission of Bids

**20. Sealing and
Marking of Bids**

20.1 The Bidder shall seal the original and all copies of the Bid in two inner envelopes and one outer envelope, duly marking the inner envelopes as "Original" and "Copies".

20.2 The inner and outer envelopes shall

a) be the name and addressed to the Employer at the name and address **provided in the BDS**;

b) **bear the name and identification number of the Contract as defined in the BDS** and Special Conditions of Contract; and

c) Provide a warning not to open before the specified time and date for Bid opening as **defined in the BDS**.

20.3 In addition to the identification required in ITB Sub-Clause 20.2, the inner envelopes shall indicate the name and address of the Bidder to enable the Bid to be returned

unopened in case it is declared late, pursuant to ITB Clause 22.

20.4 If the outer envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the Bid.

21. Deadline for Submission of Bids

21.1 Bids shall be delivered to the Employer at the address specified above no later than the time and date **specified in the BDS**.

21.2 The Employer may extend the deadline for submission of bids by issuing an amendment in accordance with ITB Clause 11, in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline will then be subject to the new deadline.

22. Late Bids

22.1 The Employer shall not consider any bid that reaches after the deadline for submission of bids. Any bid received by the Employer after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the bidder.

23. Modification and Withdrawal of Bids

23.1 Bidders may modify or withdraw their bids by giving notice in writing before the deadline prescribed in ITB Clause 21.

23.2 Each Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with ITB Clauses 19 and 20, with the outer and inner envelopes additionally marked "Modification" or "Withdrawal," as appropriate.

23.3 No Bid may be modified after the deadline for submission of Bids.

23.4 Withdrawal of a Bid between the deadline for submission of bids and the expiration of the period of Bid validity specified in the BDS or as extended pursuant to ITB Sub-Clause 16.2 may result in the forfeiture of the Bid Security pursuant to ITB Clause 17.

23.5 Bidders may only offer discounts to, or otherwise modify the prices of their bids by submitting Bid modifications in accordance with this clause, or included in the original Bid submission.

E. Bid Opening and Evaluation

24. Bid Opening

- 24.1 The Employer will open the bids, including modifications made pursuant to ITB Clause 23, in the presence of the bidders' representatives who choose to attend at the time and in the place **specified in the BDS**.
- 24.2 Envelopes marked "Withdrawal" shall be opened and read out first. Bids for which an acceptable notice of withdrawal has been submitted pursuant to ITB Clause 23 shall not be opened.
- 24.3 The bidders' names, the Bid prices, the total amount of each Bid and of any alternative Bid (if alternatives have been requested or permitted), any discounts, Bid modifications and withdrawals, the presence or absence of Bid Security, and such other details as the Employer may consider appropriate, will be announced by the Employer at the opening. No bid shall be rejected at bid opening except for the late bids pursuant to ITB Clause 22; Bids, and modifications, sent pursuant to ITB Clause 23 that are not opened and read out at bid opening will not be considered for further evaluation regardless of the circumstances. Late and withdrawn bids will be returned unopened to the bidders.
- 24.4 The Employer will prepare minutes of the Bid opening, including the information disclosed to those present in accordance with ITB Sub-Clause 24.3.

25. Process to Be Confidential

- 25.1 Information relating to the examination, clarification, evaluation, and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful Bidder is notified of the award. Any effort by a Bidder to influence the Employer's processing of bids or award decisions may result in the rejection of his Bid.
- 25.2 If, after notification of award, a bidder wishes to ascertain the grounds on which its bid was not selected, it should address its request to the Employer, who will provide written explanation indicating specific short-comings. Any request for explanation from one bidder should relate only to its own bid; information about the bid of competitors will not be addressed.

26. Clarification of Bids

- 26.1 To assist in the examination, evaluation, and comparison of bids, the Employer may, at the Employer's discretion, ask any Bidder for clarification of the Bidder's Bid, including breakdowns of the prices in the Activity Schedule, and other information that the Employer may require. The request for clarification and the response shall be in writing or by email, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the bids in accordance with ITB Clause 28.
- 26.2 Subject to ITB Sub-Clause 26.1, no Bidder shall contact the Employer on any matter relating to its bid from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Employer, he should do so in writing.
- 26.3 Any effort by the Bidder to influence the Employer in the Employer's bid evaluation or contract award decisions may result in the rejection of the Bidder's bid.

27. Examination of Bids and Determination of Responsiveness

- 27.1 Prior to the detailed evaluation of bids, the Employer will determine whether each Bid (a) meets the eligibility criteria defined in ITB Clause 4; (b) has been properly signed; (c) is accompanied by the required securities; and (d) is substantially responsive to the requirements of the Procurement documents.
- 27.2 A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the Procurement documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the Services; (b) which limits in any substantial way, inconsistent with the Procurement documents, the Employer's rights or the Bidder's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.
- 27.3 If a Bid is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

28. Correction of Errors

- 28.1 Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Arithmetical errors will be rectified by the Employer on the following basis: if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected; if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail.
- 28.2 The amount stated in the Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited in accordance with ITB Sub- Clause 17.5(b).

29. Currency for Bid Evaluation

- 29.1 Sri Lankan Rupees (LKR).

30. Evaluation and Comparison of Bids

- 30.1 The Employer will evaluate and compare only the bids determined to be substantially responsive in accordance with ITB Clause 27.
- 30.2 In evaluating the bids, the Employer will determine for each Bid the evaluated Bid price by adjusting the Bid price as follows:
- a) making any correction for errors pursuant to ITB Clause 28;
 - b) excluding provisional sums and the provision, if any, for contingencies in the Activity Schedule, Section V, but including Day work, when requested in the Specifications (or Terms of Reference) Section VIII;
 - c) making appropriate adjustments to reflect discounts or other price modifications offered in accordance with ITB Sub-Clause 23.5.
- 30.3 The Employer reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, and alternative offers and other factors, which are in excess of the requirements of the Procurement

documents or otherwise result in unsolicited benefits for the Employer will not be taken into account in Bid evaluation.

- 30.4 The estimated effect of any price adjustment conditions under Sub-Clause 6.6 of the General Conditions of Contract, during the period of implementation of the Contract, will not be taken into account in Bid evaluation.

31. Preference for Domestic Bidders

- 31.1 Domestic bidders shall not be eligible for any margin of preference in Bid evaluation.

F. Award of Contract

32. Award Criteria

- 32.1 The contract will be awarded to the bidder whose proposal is determined to be the **most responsive and advantageous**, taking into consideration the following factors:

- Compliance with the Schedule of requirements and scope of work
- Demonstrated qualifications, past experience, and technical capacity
- Quality of the proposed methodology and work plan
- Proposed timeline and resource allocation
- Cost-effectiveness of the proposal

The Client reserves the right not to award the contract solely based on the lowest financial offer, but instead to select the bidder who provides the best overall value and assurance of successful delivery, as determined through technical and financial evaluations

- 32.2 If, pursuant to ITB Sub-Clause 13.2 this contract is being let on a “slice and package” basis, the lowest evaluated Bid Price will be determined when evaluating this contract in conjunction with other contracts to be awarded concurrently. Taking into account any discounts offered by the bidders for the award of more than one contract.

33. Employer’s Right to Accept any Bid and to Reject any or all Bids

- 33.1 Notwithstanding ITB Clause 32, the Employer reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Employer’s action.

34. Notification of Award and Signing of Agreement

- 34.1 Prior to the expiration of the period of bid validity, the Employer shall notify the successful Bidder, in writing, that its Bid has been accepted.
- 34.2 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.
- 34.3 Upon the successful Bidder's furnishing of the signed Contract Form and performance security pursuant to ITB Clause 35.

35. Performance Security

- 35.1 Within fourteen (14) days of the receipt of notification of award from the Employer, the successful Bidder, shall furnish the Performance Security in accordance with the GCC.
- 35.2 Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security or execution of the Bid-Securing Declaration. In that event the Employer may award the Contract to the next lowest evaluated Bidder, whose offer is substantially responsive and is determined by the Employer to be qualified to perform the Contract satisfactorily.

36. Advance Payment and Security

- 36.1 The Employer will provide an Advance Payment on the Contract Price as stipulated in the Conditions of Contract, subject to the amount **stated in the BDS**.

37. Adjudicator

- 37.1 The Employer proposes the person named in the BDS to be appointed as Adjudicator under the Contract, at an hourly fee specified in the BDS, plus reimbursable expenses. If the Bidder disagrees with this proposal, the Bidder should so state in the Bid. If, in the Letter of Acceptance, the Employer has not agreed on the appointment of the Adjudicator, the Adjudicator shall be appointed by the Appointing Authority designated in the Special Conditions of Contract at the request of either party.

Section II. Bidding Data Sheet

Instructions to Bidders Clause Reference

A. General	
1.1	<p>The Employer is Sri Lanka Export Development Board (SLEDB)</p> <p>The name and identification number of the Contract is;</p> <p>PROCUREMENT OF SELECTING SUITABLE PUBLIC RELATION SERVICE PROVIDER FOR THE MARINE SUMMIT -VOYAGE SRI LANKA 2025</p> <p>Proposed Event Date: 16th October 2025</p> <p>IFB No: EDB/PU/NCB/2025/01</p> <p>Address: Sri Lanka Export Development Board Level 06, NDB – EDB Tower, No.42, Nawam Mawatha, Colombo 02</p> <p>Contact person: Assistant Director, Procurement Unit</p> <p>Email: disna@edb.gov.lk</p> <p>Tele: 011-2300702, 011-2300705-11 ext. 365</p> <p>Bidders are required to bid for the total requirement of services as given in description of services in the Procurement documents. Bids for partial requirements shall be treated as non-responsive and shall be rejected.</p>
1.2	<p>The services shall be completed within One year from the Starting Date for the Commencement of Services</p>
2.1	<p>The source of funding for this project is: Government of Sri Lanka (GOSL)</p>
B. Bidding Data	
9.2 and 19.1	<p>The number of copies of the Bid to be completed and submitted shall be one in addition to the original bid.</p>

10.1	<p>A pre-bid meeting will be held on 24th April 2025 at 10.00am via ZOOM.</p> <p>The Client's representative is: Procurement Officer, TEC members</p> <p>If you would like to participate in this pre-bid meeting, please send an email request to the below email address requesting the ZOOM meeting link.</p> <p>Procurement Unit</p> <p>Contac Person: Assistant Director</p> <p>Address: Sri Lanka Export Development Board No: 42, Nawam Mawatha, Colombo 02, Sri Lanka Telephone: 0112300702 Facsimile: 0112300728 E-mail: disna@edb.gov.lk</p>
10.2	<p>Non-Refundable Payment</p> <p>Account Details for Non-Refundable Payment are as follows;</p> <p>A non-refundable payment of Rs. 1,000/-</p> <p>Name : Sri Lanka Export Development Board, Account No : 306605 Bank : Bank of Ceylon Branch : Lake View Branch</p> <p>Please attach the copy of the original non-refundable payment slip with Proposal. If not, your proposal will not be considered for the evaluation.</p>

C. Preparation of Bids	
12.1	Language of the bid: English
13.1 (e)	Alternative offers and options are not allowed
14.4	The Contract shall not be subject to price adjustment
16.1	The period of Bid validity shall be 49 (Forty-Nine) days after the deadline for Bid submission specified.
17.1	The Bidder should submit a Bid Security of LKR 35,000.00 (Sri Lankan rupees thirty-five thousand) as a Bank guarantee.
18.1	Alternative bids are not permitted.
D. Submission of Bids	
20.2 (a) (b)	<p>The Employer's address for the purpose of Bid submission is</p> <p>Chairperson of the Procurement Committee, Level 06, Procurement Unit Sri Lanka Export Development Board (SLEDB), NDB-EDB Tower, No.42, Nawam Mawatha, Colombo 2.</p>
20.2 (c)	<p>Name and identification number:</p> <p>Name of Contract: "PROCUREMENT OF SELECTING A SUITABLE PUBLIC RELATION SERVICE PROVIDER FOR THE MARINE SUMMIT - VOYAGE SRI LANKA 2025"</p> <p>Contract No: EDB/PU/NCB/2025/01</p>
21.1	<p>The deadline for submission of bids shall be:</p> <p>Time: on or before 1400 hrs. (2.00 p.m.) Date: April 30th, 2025.</p> <p><i>"In the event of the specified date for the submission of bids, being declared a holiday for the Purchaser, the bids will be received up to the appointed time on the next working day"</i></p>

E. Bid Opening and Evaluation			
24.1	Bids will be opened immediately after the deadline for submission of bids at the following address Sri Lanka Export Development Board (SLEDB), NDB-EDB Tower, Level 06, No.42, Nawam Mawatha, Colombo 2.		
F. Award of Contract			
35.0	The Performance Security acceptable to the Employer shall be the in the Standard Form of unconditional Bank Guarantee (as per the format given in the Procurement document) issued by any commercial bank licensed by the Central Bank of Sri Lanka and the amount shall be 10% of the total contract price. Which shall be release after the successful completion of the Event services.		
G. Methods & Conditions of Payment			
	Deliverable	Payment	
	1.	On submission of work schedule including timelines and upon signing of the agreement.	20% of the total contract price
	2.	After satisfactory completion of the services of the event in high performance as per the services required in the Schedule of Requirement up to the of day of the event along with developed material, and submitting a final report on the same (in soft and hard copy format) – Payment to be done after the approval of review committee appointed by the client	50% of the total contract price
	3.	After satisfactory completion of all the services mentioned in the Post Event Publicity along with the post event report as given in the Schedule of Requirement within maximum of 1 month after the event – Payment to be done by the approval of the review committee	20% of the total contract price
4.	Final payment to be made after the end of website active period (6 months after the event) - Payment to be done by the approval of the review committee	10% of the total contract price	

Section III. Bidding Forms

1. Service Provider's Bid – Schedule of requirements
2. Qualification Information
3. Evaluation Criteria
4. Letter of Acceptance
5. Bid Security (Bank Guarantee)

1. Service Provider's Bid **Schedule of requirements** **(Compliance, Price & Activity Schedule)**

Please note that all the services requested in this activity schedule should be provided. No partial bids will be considered, and you are requested to indicate your full compliance with all specified requirements to qualify for the bid.

[date]

To: Chairperson of the Procurement Committee,
 Sri Lanka Export Development Board (SLEDB),
 No. 42, Nawam Mawatha, Colombo 2.

Having examined the Procurement documents, we offer to execute the *[name and identification number of Contract]* in accordance with the General Conditions of Contract, specifications, drawings and activity schedule accompanying this Bid for the Contract Price of *[amount in numbers]*, *[amount in words]* *[name of currency]*.

The Contract shall be paid in Sri Lankan Rupees (LKR)

	ITEM	DESCRIPTION	# OF UNITS	MANDATO RY (M) / OPTIONAL (O)	TIMELINE	COMPLI ANCE TO THESE REQUIR EMENTS (YES /NO)	UNIT PRICE	TOTAL PRICE (RS) Without VAT	TOTAL PRICE (RS) With VAT
DAY OF THE EVENT: (Refer BDS 1.1)									
1	Design & Development of the Web portal	Develop the www.voyagesrilanka.lk official web portal of the marine summit 2025, according to client requirements. See Annex 02 for the requirements.	Item	M	Commence immediately upon receiving the offer letter and to be completed within three weeks				

2	Pre-Publicity	<u>Promotion Campaign</u> i. Content Creation: a. Provide content writing services for social media posts, press releases, and other promotional materials (All content must be approved by the client. AI-generated content should not exceed 15%).	Item		Commence within two days upon receiving the offer letter and to continue throughout.				
		b. Design a 4 pages brochure - Relevant details will be provided by the Client - Print 100 copies on 4 color, gloss, 100 gsm paper (size B5 in 2-fold) this too should be shared in social media and LinkedIn	100	M	Commence & Complete within three weeks from the award of the offer letter				
		c. Design and publish flyers & teaser posts - One Teaser post - Create one Teaser video (30 Seconds) - Design 10 creative digital flyers with suitable captions	01	M	Two Weeks from the award of the Contract				
			01		Three Weeks from the award of the Contract				
			10		Three Weeks from the award of the Contract				

2	Pre-Publicity	d. A design for the email signature of EDB on Voyage Sri Lanka with the same theme	Item	M	Complete within two weeks from the award of the offer letter				
		e. Video clip preparation Creation of two Sector related videos, 1 minute each (Footage will be provided by the client) to be published in all media	02	M	Complete within four weeks from the award of the offer letter				
		ii. Influencers & Media Interviews (Contents/ Footage will be provided by the client) Edit & publish the articles and videos given by client on mentioned media in section iii below. - Two articles - Two videos (90 Sec. each)	02	M	Within two weeks after the client provide the content / footages.				
			02		Within two weeks after the client provide the content / footages.				
		iii. Social Media Promotion: - Promote the event locally and internationally (In Europe Region, Middle East Region, East African Region & Asian Region) through Facebook, Instagram, X, LinkedIn, and YouTube, targeting key stakeholder groups such as international and regional investors, industry experts and professionals, government and policymakers, strategic business partners, sector enthusiasts and influencers, and delegates from potential target markets of ship	Item	M	Throughout until the day of the event to attract, and post event for publicity				

		<p>building, ship repair, oil rig lay-ups, rig building, repair and maintenance, boat building services and repairing, underwater constructions, bunkering, oil and gas operations, offshore wind energy, and offshore fish farming.</p> <p>- Post promotional posts, once a week within the first two months starting from July 2025. (Provide the unit price per post)</p> <p>- Continue the posting for the rest of the period.</p>							
3	Conference Day	<p>i. Event Day Registration: Enabling three registration counters (Foreign, Locals, Invitees)</p>		M					
		- Color Printers for ID badge printing	03	M	Day of the event				
		- Devices for QR code scanning. (Mobile devices preferred)	03	M	Day of the event				
		ii. Technical Support for Registration process Availability of a technical person during the registration process	01	M	Day of the event				
		iii. Two Online Feedback form to be developed for Locals and Foreigners (To get the feedback of the attendees)	02	M	08 Weeks after the award of the contract				

4	Post –Event Publicity	i. Event Recap Publish a post event recap video, 90 Sec. on the summit’s web portal and other social media platforms, summarizing key takeaways, highlights, and memorable moments from the event. (Photographs & Videos will be provided, suitable editing should be done by the PR company)	01	M	Within one week after the date of the Event				
		ii. Speaker Spotlights – 2 no of videos, 90 Sec. each Highlight a speaker and a panelist on social media platforms & LinkedIn, sharing their expertise, background, and session topics to build excitement. (Footages will be provided by the client)	02						
		ii. Speaker /Attendees Testimonials – Max. 02 min. videos each Conduct post event interviews with speakers and panelists – 4 interviews, discussing their insights, reflections, and key learnings from the summit, and share them on various channels mentioned above in section iii of pre-publicity. (Video Recording)	04	M	Within 02 days of the date of the event				

		- Collect 04 testimonials and feedback from attendees about their experience at the summit, and share them on said Social media platforms, The summit’s Web Portal and in post –event newsletters. (Recording)	04						
		iii. Content Repurposing Repurpose summit content such as session recording, presentations and articles into blog posts, podcasts, info graphics and whitepapers to continue providing value to the audience.		M					
		White paper 1	01		After one month of the event				
		Blog posts 2	02		After one month of the event				
Total									

This Bid and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Bid you receive. We hereby confirm that this Bid complies with the Bid validity and Bid Security required by the Procurement documents and specified in the Bidding Data.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

2. Qualification Information

Individual Bidders

1. Bidder should provide Certified Copy of the business registration
2. Bidder should provide **experience** in the field of Web Portal development during last three years in the following form 01.

Form 01

	Web portal Development Project name and country	URL of Web portal developed	Name of the client and contact person with contact details	Type of Services provided and year of completion	Value of contract
a)					
b)					
c)					
d)					
e)					
f)					
g)					

3. Bidder should provide **experience** in the field of PR & Marketing campaigns during last three years in the following form 02.

Form 02

	PR Campaigns Project name and country	Name of the client and contact person with contact details	Type of Services provided and year of completion	Value of contract
a)				
b)				
c)				
d)				
e)				
f)				

4. Bidder should provide experience in the field of provision of similar registration / check-in Solutions during last three years in the following form 03.

Form 03

	Automated registration counter services, including QR code check-in and on- site ID card printing services	Name of the client and contact person with contact details	Type of Services provided and year of completion	Value of contract
a)				
b)				
c)				
d)				
e)				
f)				
g)				

5. Bidder should provide current technical & marketing team as per the following form 04

Form 04

Technical Team				
#	Key Experts (Positions) required	Preferable Mandatory Qualification	Preferable Mandatory Experience	Number of Positions assigned
1	Project Manger	Degree from a recognize University or Diploma in IT or related subject with professional qualification	Demonstrate at least 2-3-year experience in similar capacity	
2	Web Developer	Diploma in IT related subject	Demonstrate at least 2-year experience in similar capacity with experience on multilingual CMSs	
3	GUI/Graphic Designer	Diploma in IT related subject	Demonstrate at least 2-year experience in similar capacity	
4	QA Engineer	Degree/Diploma in IT or equivalent qualifications	Demonstrate at least 2-year experience in similar capacity with experience on multilingual CMSs	

5	Content writer/creative/copy writer	Bachelor's degree in communications, marketing, English, journalism, or related field.	Proven content writing or copywriting experience. A portfolio of published articles.	
6	Graphics/ video Creator Editor	A degree or diploma in graphic design or related fields	Proficiency in design software such as Adobe Illustrator, Photoshop, and InDesign with at least 2-year experience	
6	Social Media Manager	Bachelor's degree in communications, Digital marketing, marketing	Promote event on social media and LinkedIn, monitor engagement, and interact with users.	
7	Any other related positions assigned for this project (provide separately.)			
8				
9				
10				

6. Financial Reports:

Bidder should provide Audited Financial reports for the years 2022/2023 & 2023/2024.

3. EVALUATION CRITERIA

Criteria, And Point System for The Evaluation of Content Creation, Development of Web Portal, PR Campaign & Registration Counter Automation Services:

Criteria	Score
Past Experience	
<p>Development of promotional web portals of comparable or greater scale undertaken in the past three years, either locally and/or internationally.</p> <p>Relevant Project Portfolio including Number of similar web portals developed, Client References, Creativity, Innovation & Uniqueness, UX, Content Quality, Functionality, Scale/Complexity, Features, SEO & Performance, Security & Accessibility</p> <p>(Use Form 01 to submit the necessary details. Attach any additional information if needed, limit to a maximum of 03 (three) A4-sized pages)</p>	<p>20</p> <p>(Min. 15)</p>
<p>PR campaigns executed (content creation, digital marketing) in comparable or greater scale undertaken in the past three years, either locally and/or internationally.</p> <p>Relevant Project Portfolio including Industry Experience, Client Testimonials & References, Creativity & Innovation & Uniqueness, Content Quality, Social media channels, PR Strategy & Execution Plan, Measurement & KPIs</p> <p>(Use Form 02 to submit the necessary details. Attach any additional information if needed, limit to a maximum of 03 (three) A4-sized pages)</p>	<p>20</p> <p>(Min. 15)</p>
<p>Automated registration counter services, including QR code check-in and on-site ID card printing services, delivered within the past three years</p> <p>Relevant project portfolio including client references, solutions for pre-event and event-day registration, automated check-in methods, real-time data synchronization with dashboard integration, online attendee feedback solution, user-friendly and modern interface, and hardware provision</p> <p>(Use Form 03 to submit the necessary details. Attach any additional information if needed, limit to a maximum of 02 (two) A4-sized pages)</p>	<p>10</p> <p>(Min. 05)</p>
Team Assigned to the Project	
<p>Experience and qualifications of the proposed team for the assignment.</p> <p>Core team composition, Proven track records, Experience in similar systems, Skills in relevant tech, Certifications (Agile), Client references, Team Longevity</p> <p>(Use Form 04 to submit the necessary details. Attach any additional information if needed, limit to a maximum of 02 (two) A4-sized pages)</p>	<p>20</p> <p>(Min. 15)</p>

Proposed Solution	
<p>Content Creation: Proposed content writing services, for social media posts, brochures, flyers & teaser posts, video edition & creation, and other promotional materials, gathering/creation of images, graphics, photos, SEO friendliness</p> <p>Web Portal Development: Work & Time Plan, Proposed technology stack, Proposed theme, Creativity, Innovation & functionality & UX of the proposal, development methodology (Agile etc.), SEO strategy, Risk Management methodology.</p> <p>PR Campaign: Proposed PR Strategy & Execution Plan, approach for Social Media Marketing Campaign (Compliance, Creativity, Quality & Innovation of the proposed solution for the event) Tools & platforms, Measurement & KPIs, Reporting, ROI Justification, Budget & Flexibility (Cost Breakdown).</p> <p>Registration Counter Automation: Proposed solution for automated registration counter services, including QR code check-in and on-site ID card printing services, software & hardware solution provided, proposed on-site technical support for the registration counter service.</p> <p>(Use Annex 03 & Annex 04 to submit the necessary details. Attach any additional information if needed, limit to a maximum of 03 (three) A4-sized pages)</p>	<p>25 (Min. 20)</p>
Financial Strength	
<p>Demonstrated financial capacity to undertake the project using own funds, in alignment with the assignment's fund disbursement mechanism, supported by audited financial statements for the past 02 (two) years</p> <p>(Attach any additional information if needed, limit to a 01 (one) A4-sized page)</p>	<p>5 (Min. 03)</p>
TOTAL	100

The minimum technical score required to pass is 70

4. Letter of Acceptance

[Letterhead paper of the Employer]

[date]

To: *[name and address of the Service provider]*

This is to notify you that your Bid dated *[date]* for execution of the *[name of the Contract and identification number, as given in the Special Conditions of Contract]* for the Contract Price of the equivalent of *[amount in numbers and words]* *[name of currency]*, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by our Agency.

You are hereby instructed to proceed with the execution of the said contract for the provision of Services in accordance with the Contract documents.

Please return the attached Contract dully signed

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

5. Bid Security (Bank Guarantee)

[The Bank shall fill in this Bank Security (Bank Guarantee) Form in accordance with the instructions indicated.]

Beneficiary: _____

Date: _____

BID SECURITY (BANK GUARANTEE) No.: _____

We have been informed that _____ (hereinafter called "the Bidder") has submitted to you its bid dated (hereinafter called "the Bid") for the execution of _____ under Invitation for Bids No. _____ ("the IFB").

Furthermore, we understand that, according to your conditions, bids must be supported by a Bid Security (Bank Guarantee).

At the request of the Bidder, we _____ hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of _____ (_____) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) having been notified of the acceptance of its Bid by the Employer during the period of bid validity, (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) twenty-eight days after the expiration of the Bidder's Bid.

Consequently, any demand for payment under this guarantee must be received by us at the office by _____ (date Month year).

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No.....

[signature(s)]

Section IV. Eligible Countries

Not Applicable

Section V. Activity Schedule

Provided under Schedule of Requirement

DESCRIPTION OF SERVICES

SELECTING SUITABLE PUBLIC RELATION SERVICE PROVIDER FOR THE MARINE SUMMIT VOYAGE SRI LANKA - 2025

1.Introduction

The *Voyage Sri Lanka 2025* summit is a flagship event dedicated to promoting Sri Lanka's marine and offshore services sector on a global platform. Organized by the Sri Lanka Export Development Board (SLEDB), this high-profile summit will bring together industry experts, investors, and policymakers to explore growth opportunities in the blue economy. Following the success of *Voyage Sri Lanka 2024*, this year's edition aims to further position Sri Lanka as a strategic maritime hub in the region.

Scheduled for October 2025, the summit will feature keynote addresses, panel discussions, networking sessions, and exhibitions showcasing the latest innovations and opportunities in the industry. To ensure the successful execution of this prestigious event, SLEDB seeks experienced service providers to deliver high-quality event management, logistics, marketing, and technical support.

With an expanded program and greater international participation, *Voyage Sri Lanka 2025* is set to be a landmark event for the industry. This year's summit will focus on fostering global partnerships, promoting investment opportunities, and highlighting Sri Lanka's potential as a key maritime hub.

2.Background

Marine & Offshore Services Sector (M&OS) is a key industry in Sri Lanka which is yet to grow to its full potential. Sri Lanka is blessed with several competitive advantages, compared to other regional countries who are reaping very lucrative benefits and strongly positioning for future opportunities.

Sri Lanka has one of the best, safest and sheltered natural deep water port located in Trincomalee and other strategic ports such as Colombo and Hambantota located in close proximity to the world's busiest sea routes, where it is stated that nearly 200-250 vessels sail passing Sri Lanka per day from West to East and the country will benefit immensely if we venture into this market segment.

The Marine and Offshore services industry can be developed in Sri Lanka due to its strategic location, competitive labour cost, technical capabilities, ship / offshore repair & shipbuilding led industrial growth and with the government support through industrial parks, free zones and special economic zones.

EEDB proposed to organize the Summit for the Marine & Offshore sector in 2025 for the second consecutive year in collaboration with the relevant stakeholders in Sri Lanka. The purpose of organizing this Summit is to gather experts, investors, policymakers, and enthusiasts on Sri Lanka Marine and Offshore Services sector from around the globe to

promote the Sri Lanka Marine and offshore services sector and bringing investments to Sri Lanka to develop the industry

3. Objective of the assignment

- Develop the official summit Web Portal to serve as a key platform for showcasing event details and engaging participants.
- Provide public relations services for the *Voyage Sri Lanka 2025* Marine Summit to promote the event locally and internationally.
- Increase the summit's visibility and attract global industry leaders, investors, and stakeholders.
- Position Sri Lanka as a leading player in the marine and offshore services sector, enhancing its global recognition.
- Ensure effective communication and media outreach to create sustained interest in the event.

4. Scope of the Project

- Develop a new promotional Web Portal for the Marine Summit 2025, to remain active until two months after the event. Final delivery (Post publicity activities) by 20th December 2025. Refer Annex 1 for detailed requirements.
- Promote the event locally and internationally through Facebook, Instagram, X, and LinkedIn, as per the schedule of requirements.
- Publish post-event highlights on the Web Portal and social media platforms.
- Create promotional video clips and e-flyers for digital campaigns.
- Provide content writing services where needed. All content must be approved by the client (AI-generated content should not exceed 15%).
- Deliver all work as per the schedule of requirements, ensuring quality and timeliness.
- Automated registration counter services, including QR code check-in and on-site ID card printing services - The service provider must provide on-site technical support during the event to assist with registration and on-site ID Card printing processes
- The service provider must provide regular progress reports, including Web Portal analytics, social media performance, and campaign metrics.

4.1 General Conditions

- All content created under this project will be the sole property of the client (Sri Lanka Export Development Board).
- Any footage or material provided by the client must not be reused or shared by the service provider for other purposes.
- All images (JPEG/JPG) and video footage (MP4) must be submitted to the client in soft copy after the event.
- The service provider must complete all tasks listed in the schedule of requirements to the client's satisfaction.

5. Key Performance Indicators (KPIs)

5.1 Social Media Reach:

- Ensure a minimum of 1 million impressions across all social media platforms, with at least 90% originating from international audiences.
- 20% Local & 80% International Markets (Europe Region, Middle East Region, East Africa Region & Asian Region from the targeting key stakeholder groups such as international and regional investors, industry experts and professionals, government and policymakers, strategic business partners, sector enthusiasts and influencers, and delegates from potential target markets of ship building, ship repair, oil rig lay-ups, rig building, repair and maintenance, boat building services and repairing, underwater constructions, bunkering, oil and gas operations, offshore wind energy, and offshore fish farming)
- Increase followers by 100% on each platform during the campaign period.

5.2 Engagement Rate:

- Maintain an average engagement rate of 5% across all social media posts.

5.3 Web Portal Traffic:

- Drive a minimum of 50,000 unique visitors with at least 90% originating from international audiences to the Web Portal during the campaign period.

5.4 Post-Event Engagement:

- Publish post-event highlights within one week of the event conclusion.
- Maintain a 3% engagement rate on post-event content.
- Push a feedback form for the attendees.

6. Facilities Provided by Sri Lanka Export Development Board

EDB will provide the details about the marine summit and relevant logos, and any other information with the hosting environment to create the web, posts, banners, articles and short videos.

7. Review Committees and Review Procedures

All deliverables will be reviewed by the team appointed by SLEDB.

Software Requirement Specification (SRS) of Web Portal Development

Functional Requirements

1. Web portal Structure:

- The Web portal must include the following tabs/pages:
 - **HOME**: Overview of the event, key highlights, and call-to-action buttons (e.g., Register Now).
 - **ABOUT**: Information about the Marine Summit 2025, its objectives, and the organizing body.
 - **PROGRAMME**: Detailed agenda, sessions, and key speakers.
 - **KEY PLAYERS**: Profiles of key stakeholders, sponsors, and partners.
 - **WHY SRI LANKA**: Information on why Sri Lanka is an ideal destination for marine industry investments.
 - **NEWS**: Latest updates, press releases, and announcements related to the event.
 - **GALLERY**: Photo and video gallery from the event (post-event).
 - **CONTACT US**: Contact information, inquiry form, and location details.
 - **REGISTER**: Online registration system for participants.

2. Online Registration System:

- **User Registration:**
 - Participants must create an online account to register.
 - Two registration options: **Local** and **Foreign** participants.
 - Participants should provide personal details, company information, and payment details.
 - Authentication: Provide options for logging in using email, social media accounts, or other authentication methods.
 - Password Recovery: Include a mechanism for resetting forgotten passwords.
 - **Registration Modifications**: Allow users to edit their registration details, if necessary
 - **Cancellation Option**: Enable users to cancel their registration and manage refunds where applicable.
- **Payment Gateway Integration:**
 - Integration of an online payment gateway provided by the client.
 - Multiple payment options: online card payments, online bank transfers, offline bank payments (with scanned slip upload), cheque payments (with a facility to provision of cheque information for reconciliation), cash payment on the event day at the registration counters.
- **QR Code Generation:**
 - Upon successful registration and receipt of payment, a unique QR code should be generated for all approved participants as well as to the confirmed invitees and emailed to the participant/invitee as well as visible through the portal to facilitate them to appear with QR at the registration counters on event day.
 - QR code must include a unique registration number with category identification (Local participant, Foreign participant, Invitee etc.).
- **Backend Management:**
 - Client must have functional backend system to view, report generation and manage registered participants user-friendly manner.
 - Filter options by participant type (local/foreign/invitees), payment status (pending/completed), payment type (card, online & offline bank transfers, cheque payments & cash payments), registration status (pending payments, paid, pending approval, approved, seating allocation, and attendance details

with real-time dashboard to display attendee information (by each participant type, count of registered, checked-in, percentage graphical views etc)

- **Email Notifications:**

- Automated email alerts will be sent at crucial stages of the registration process, including payment pending, payment successful, registration approval, registration completion, QR code generation, and event details. These emails will follow a standard format and include branding elements.
- Reminder Emails: Send automated reminders about the event before the scheduled date

- **FAQ Section:**

- A dedicated FAQ section under the "Registration" tab to assist participants during the registration process.

3. Event Day Management:

- **QR Code Scanning:**

- Implement a QR code scanning system to enable smooth check-in and facilitate instant ID/Tag printing for local participants, foreign participants, and invitees on the event day.
- Ensure the availability of three printers and QR scanners (preferably smartphones with a registration app or a suitable mobile interface) at the registration counters to verify QR code validity and check in participants with a timestamp. Only approved participants can check in, and QR codes cannot be reused.
- Upon scanning, the system should display the participant's registration and check-in status along with the timestamp.
- The system must validate QR codes to prevent duplicate registrations or invalid entries, displaying appropriate messages such as "Already registered at <time>" or "Invalid QR code." etc.

- **ID/Tag Printing:**

- Instant ID/Tag printing upon QR code scanning.
- ID/Tags should clearly display the participant's type, name, company, passport number/NIC, and assigned table number. To ensure easy identification, each participant type (local, foreign, and invitees) should have a distinct color theme.

- **Real-Time Dashboard & data export:**

- Real-time dashboard to display attendee information (participant type-wise: registered, checked-in, percentage graphical views, etc. for analytics).
- **Data Export:** Provide options for exporting participant data for further analysis.

4. Content Management System (CMS):

- The Web portal must include a **functional and simple CMS** for backend management.
- The CMS should allow the client to:
 - Update content on all Web portal pages (text, images, video links).
 - Manage user registrations and approvals, reconciliation of received payments.
 - Comprehensive reporting facility with filtering options.
 - Upload and manage event-related documents (e.g., agendas, brochures).
 - Publish post-event highlights and updates.
- The CMS should be intuitive and require minimal technical expertise to operate.

5. Content Management:

- The service provider must creatively rewrite content provided by the client if necessary.
- All content must be approved by the client, with AI-generated content not exceeding 15%.

6. Post-Event Updates:

- Publish post-event highlights, photos, and videos on the Web portal and social media platforms.

3.1.2 Non-Functional Requirements

1. Hosting Environment:

- The client will provide a **dedicated server** with the following specifications:
 - **OS:** Ubuntu 24.04.2 LTS or CentOS variant (Rocky Linux 9.5 with CWP)
 - **RAM:** 16GB
 - **HDD:** 100GB
 - **Domain:** Provided by the client with a real IP address.
- SSH and other required access credentials will be provided to the server.
- The service provider is responsible for all necessary software installations, configurations, and optimizations on the server.

2. Technology Stack:

- **Highly encouraged to utilize free and open-source technologies** (e.g., WordPress, Drupal, or similar CMS platforms with opensource DBMS).
- If any paid themes or plugins are used, the service provider must:
 - Clearly state the annual subscription fee or one-time payment cost.
 - Indicate whether the cost will be borne by the service provider or the client.

3. Performance:

- The Web portal must handle a minimum of 200 concurrent users without performance degradation.
- Page load time should not exceed 3 seconds.

4. Organic SEO-friendliness & Technical SEO Optimization:

Implement SEO-friendly strategies to enable Web portal rank higher in search engines, improve visibility, and drive organic traffic. Responsive design for seamless access on all devices.

- Optimized images, minify code
- SEO-Friendly URLs – Use short, descriptive, and keyword-rich URLs.
- XML Sitemap & Robots.txt – Help search engines crawl and index pages effectively.
- Schema Markup – Use structured data for rich search results.
- On-Page SEO
 - Keyword Optimization – Strategically place keywords in titles, headers, and content.
 - Meta Tags – Compelling title tags & meta descriptions with primary keywords.
 - Header Tags (H1-H6) – Organize content using proper heading hierarchy.
 - Internal Linking – Connect relevant pages to improve navigation and authority.
 - Alt Text for Images – Optimize images with descriptive alt tags for search engines.
 - Readable Content – Use clear, engaging, and easy-to-read language.
 - High-Quality Content – Informative, original, and value-driven content with minimal AI contents.

- Off-Page SEO & Backlinking

- **Quality Backlinks**
 - Guest Posting & PR – Publish content on reputable sites to boost credibility.
 - Social Media Integration – Share content across social platforms for traffic.
- **User Experience (UX) & Engagement**
 - Easy Navigation – Create intuitive menus and logical site structure.
 - Call-to-Actions (CTAs) – Guide users towards conversions with clear CTAs.
 - User Engagement Metrics – Reduce bounce rate and improve dwell time.
- **Technical Monitoring & Analytics**
 - Google Search Console & Analytics – Track performance, indexing issues, and traffic.
 - Regular SEO Audits – Identify technical issues and optimize accordingly.

5. Security:

- Secure payment gateway integration with SSL encryption.
- Data protection measures to ensure participant information is secure.
- Regular security audits and vulnerability assessments.

6. Scalability:

- The Web portal must be scalable to accommodate increasing traffic as the event date approaches.

7. Compatibility:

- The Web portal must be compatible with all major browsers (Chrome, Firefox, Safari, Edge) and devices (desktop, tablet, mobile).

8. Maintenance:

- The Web portal must actively maintain during the contract period of 01-year.
- Regular updates and bug fixes as required during the maintenance period.

WORK & TIME PLAN

[This is a sample template. Bidder might utilize Work Breakdown Structures (WBS), Gantt charts, etc. in presenting a comprehensive work & time plan, indicating interim approvals by the Client if required in relevant stages.

*Indicate the **number of days** required for each activity/sub activity]. You may include/omit additional activity/sub activity where applicable*

Item	Proposed time duration (in days)	Comments
1. Exploration and Knowledge Gathering		
<ul style="list-style-type: none"> Exploration meeting 		
<ul style="list-style-type: none"> Brainstorm with members of client in order to identify the precise needs of the proposed solutions and services. 		
2. Project Planning		
<ul style="list-style-type: none"> Develop a detailed project plan, including timeline, milestones, and resource allocation 		
<ul style="list-style-type: none"> Establish project governance structure and reporting mechanisms 		
<ul style="list-style-type: none"> Conduct a kick-off meeting with the development team and client to discuss the project plan and expectations 		
3. Content Development and Organization for the web portal		
<ul style="list-style-type: none"> Gather required content assets (text, videos, images, graphics, charts, photos etc.) 		
<ul style="list-style-type: none"> Provide services of content writing/creative writing, copywriting 		
<ul style="list-style-type: none"> Finalize the content with the necessary client approvals. 		
4. Design and Development		
<ul style="list-style-type: none"> Create wireframes and mock-ups of the Web Portal's user interface 		
<ul style="list-style-type: none"> Develop the Web Portal's front-end and back-end components 		

<ul style="list-style-type: none"> Implement the database as per the requirement of store the back-end user logins/credentials, registration details, payments, Check-in data, dashboard data, Contact US Form data, access/audit logs etc.) 		
<ul style="list-style-type: none"> Implement Mobile solution to facilitate check-in process 		
<ul style="list-style-type: none"> Conduct regular progress meetings and update project plan as needed 		
5. Testing and Quality Assurance		
<ul style="list-style-type: none"> Perform unit, integration, and end-to-end testing of the Web Portal's functionalities 		
<ul style="list-style-type: none"> Conduct cross-browser and cross-platform compatibility testing 		
<ul style="list-style-type: none"> Perform accessibility and performance testing 		
<ul style="list-style-type: none"> Address and fix any identified issues or bugs 		
6. User Acceptance Testing (UAT) and Training		
<ul style="list-style-type: none"> Provide training materials and documentation for Web Portal administrators and content creators 		
<ul style="list-style-type: none"> Conduct UAT with a selected group of stakeholders 		
<ul style="list-style-type: none"> Gather feedback and make necessary adjustments to the Web Portal based on UAT results 		
7. Deployment and Go-Live		
<ul style="list-style-type: none"> Set up hosting environment and configure domain settings 		
<ul style="list-style-type: none"> Integration with required services (SMTP, SMS, payment gateway services, etc.) 		
<ul style="list-style-type: none"> Launch the Web Portal and monitor for any issues 		
8. Post-Launch Support, Monitoring and Maintenance		
<ul style="list-style-type: none"> Provide ongoing technical support and issue resolution for users and stakeholders 		
<ul style="list-style-type: none"> Provide technical support to execute check-in process as specified in this bid document. 		
<ul style="list-style-type: none"> Monitor Web Portal performance and address any bugs or issues that arise 		
<ul style="list-style-type: none"> Plan for future updates and improvements based on user feedback and analytics 		
Total Days		

TECHNOLOGIES USED

[The client will supply a dedicated server as the Hosting Environment with either Ubuntu 24.04.2 LTS or Rocky Linux 9.5 + CWP. Any other required software, tools, plugins, themes, etc. should be provided by the service provider. If the hosting environment provided by the client is not compatible with your proposed solution, please include a quote for an alternative hosting environment, including the cost of SSL/TLS certificates and any other necessary components.]

[All the technologies/tools that used to implement, test, quality assurance, maintenance etc. of the web portal should specify in details with applicable annual subscription/license fees if any.]

(A sample format)

#	Item	Technology used	Version	Indicate whether opensource, freeware or license/subscription fee required per annum
1	Server Operating Systems			
2	Frontend Web Application Development			
3	Backend Application Development			
4	Database Management System			
5	Web Server			
6	Container Deployment			
7	Performance Test Tool(s)			
8	Security Test Tool(s)			
9	Quality Assurance tool(s) used to check browser responsiveness and compatibility etc.			
10	Any other software/add-ons/plugin/ platforms/ themes/ technologies etc. used			
11				
12				
13				
14				
15				

Section VII. General Conditions of Contract

A. General Provisions

1.1 Definitions

- 1.1 The following words and expressions shall have the meanings hereby assigned to them:
- a. “Contract” means the Contract Agreement signed by the Parties, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
 - b. “Contract Documents” means the documents listed in the Contract Agreement, including any amendments thereto.
 - c. “Contract Price” means the price payable to the Supplier as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
 - d. “Day” means calendar day.
 - e. “Completion Date” means the date of completion of the Services by the Service Provider as certified by the Employer
 - f. “GCC” means the General Conditions of Contract.
 - g. “Services” means the work to be performed by the Service Provider pursuant to this Contract, as described in Appendix A; and in the Specifications and Schedule of Activities included in the Service Provider’s Bid.
 - h. “Employer” means the entity who employs the Service Provider
 - i. “Subcontractor” means any natural person, private or government entity, or a combination of the above, to whom any part of the Services is subcontracted by the Supplier.
 - j. “Service Provider” means the natural person, private or government entity, or a combination of the above, whose bid to provide the Services has been accepted by the Employer and is named as such in the Contract Agreement.
 - k. “Service Provider’s Bid” means the completed bidding document submitted by the Service Provider to the Employer
 - l. “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

- m. “Specifications” means the specifications of the service included in the bidding document submitted by the Service Provider to the Employer
- n. “The Project Site,” where applicable, means the place named in the SCC.
- o “Activity Schedule” is the priced and completed list of items of Services to be performed by the Service Provider forming part of his Bid;
- p. “Member,” in case the Service Provider consist of a joint venture of more than one entity, means any of these entities; “Members” means all these entities, and “Member in Charge” means the entity specified in the SSC to act on their behalf in exercising all the Service Provider’ rights and obligations towards the Employer under this Contract;
- q. “Party” means the Employer or the Service Provider, as the case may be, and “Parties” means both of them;
- r. “Personnel” means persons hired by the Service Provider or by any Subcontractor as employees and assigned to the performance of the Services or any part thereof;

1.2 Applicable Law The law governing the contract shall be the laws of the Democratic Socialist Republic of Sri Lanka.

1.3 Language This Contract has been executed in the language **specified in the SCC**, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.4 Notices Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address **specified in the SCC**.

1.5 Location The Services shall be performed at such locations as are specified in Appendix A, in the specifications and, where the location of a particular task is not so specified, at such locations, whether in the Government’s country or elsewhere, as the Employer may approve.

1.6 Authorized Representatives Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Employer or the Service Provider may be taken or executed by the officials **specified in the SCC**.

- 1.7 Inspection and** The Service Provider shall permit the GOSL to inspect its accounts and
- Audit by the Bank** records relating to the performance of the Services under this contract and to have them audited by auditors appointed by the GOSL, if so required by the GOSL.
- 1.8 Taxes and Duties** The Service Provider and its Personnel shall pay such taxes, duties, fees, and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

2. Commencement, Completion, Modification, and Termination of Contract

- 2.1 Effectiveness of Contract** This Contract shall come into effect on the date the Contract is signed by both parties or such other later date as may be **stated in the SCC**.
- 2.2 Commencement of Services**
- 2.2.1 Program** Before commencement of the Services, the Service Provider shall submit to the Employer for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.
- 2.2.2 Starting Date** The Service Provider shall start carrying out the Services thirty (30) days after the date the Contract becomes effective, or at such other date as may be **specified in the SCC**.
- 2.3 Intended Completion Date** Unless terminated earlier pursuant to Sub-Clause 2.6, the Service Provider shall complete the activities by the Intended Completion Date, as is **specified in the SCC**. If the Service Provider does not complete the activities by the Intended Completion Date, it shall be liable to pay liquidated damage as per Sub-Clause 3.8. In this case, the Completion Date will be the date of completion of all activities.
- 2.4 Modification** Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties.
- 2.5 Force Majeure**
- 2.5.1 Definition** For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

2.5.2 No Breach of Contract

The failure of a Party to fulfil any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

2.5.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.6 Termination

2.6.1 By the Employer

The Employer may terminate this Contract, by not less than fifteen (15) days' written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this Sub-Clause 2.6.1:

- (a) if the Service Provider does not remedy a failure in the performance of its obligations under the Contract, within fifteen (15) days after being notified or within any further period as the Employer may have subsequently approved in writing;
- (b) if the Service Provider become insolvent or bankrupt;
- (c) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than thirty (30) days; or
- (d) if the Service Provider, in the judgment of the Employer has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purposes of this Sub-Clause:

- (i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- (ii) "fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other

benefit or to avoid an obligation;

- (iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- (iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- (v) “obstructive practice” is
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a GOSL investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
 - (bb) acts intended to materially impede the exercise of the GOSL’s inspection and audit rights

2.6.2 By the Service Provider

The Service Provider may terminate this Contract, by not less than thirty (30) days’ written notice to the Employer, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Sub-Clause 2.6.2:

- (a) if the Employer fails to pay any monies due to the Service Provider pursuant to this Contract and not subject to dispute pursuant to Clause 7 within forty-five (45) days after receiving written notice from the Service Provider that such payment is overdue; or
- (b) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than thirty (30) days.

2.6.3 Suspension of Loan or Credit

In the event that the GOSL suspends the loan or Credit to the Employer, from which part of the payments to the Service Provider are being made:

- (a) The Employer is obligated to notify the Service Provider of such

suspension within 7 days of having received the GOSL suspension notice.

- (b) If the Service Provider has not received sums due to by the due date stated in the SCC in accordance with Sub-Clause 6.5 the Service Provider may immediately issue a 14 day termination notice.

**2.6.4 Payment
upon
Termination**

Upon termination of this Contract pursuant to Sub-Clauses 2.6.1 or 2.6.2, the Employer shall make the following payments to the Service Provider:

- (a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to paragraphs (a), (b), (d) of Sub-Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel.

3. Obligations of the Service Provider

3.1 General

The Service Provider shall perform the Services in accordance with the Specifications and the Activity Schedule, and carry out its obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Service Provider shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the Employer, and shall at all times support and safeguard the Employer's legitimate interests in any dealings with Subcontractors or third parties.

**3.2 Conflict of
Interests**

**3.2.1 Service
Provider
Not to
Benefit
from
Commissio
ns and
Discounts.**

The remuneration of the Service Provider pursuant to Clause 6 shall constitute the Service Provider's sole remuneration in connection with this Contract or the Services, and the Service Provider shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Service Provider shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

3.2.2 Prohibition of Conflicting Activities	<p>Neither the Service Provider nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:</p> <ul style="list-style-type: none"> (a) during the term of this Contract, any business or professional activities in the Government’s country which would conflict with the activities assigned to them under this Contract; (b) during the term of this Contract, neither the Service Provider nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract; (c) after the termination of this Contract, such other activities as may be specified in the SCC.
3.3 Confidentiality	<p>The Service Provider, it’s Subcontractors, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Employer’s business or operations without the prior written consent of the Employer.</p>
3.4 Insurance to be Taken Out by the Service Provider	<p>The Service Provider (a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Subcontractors’, as the case may be) own cost but on terms and conditions approved by the Employer, insurance against the risks, and for the coverage, as shall be specified in the SCC; and (b) at the Employer’s request, shall provide evidence to the Employer showing that such insurance has been taken out and maintained and that the current premiums have been paid.</p>
3.5 Service Provider’s Actions Requiring Employer’s	<p>The Service Provider shall obtain the Employer’s prior approval in writing before taking any of the following actions:</p>
Prior Approval	<ul style="list-style-type: none"> (a) entering into a subcontract for the performance of any part of the Services, (b) appointing such members of the Personnel not listed by name in Appendix C (“Key Personnel and Subcontractors”), (c) changing the Program of activities; and (d) any other action that may be specified in the SCC.
3.6 Reporting Obligations	<p>The Service Provider shall submit to the Employer the reports and documents specified in Appendix B in the form, in the numbers, and within the periods set forth in the said Appendix.</p>

**3.7 Documents
Prepared by the
Service
Provider to Be
the Property of
the Employer**

All plans, drawings, specifications, designs, reports, and other documents and software submitted by the Service Provider in accordance with Sub-Clause 3.6 shall become and remain the property of the Employer, and the Service Provider shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Employer, together with a detailed inventory thereof. The Service Provider may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be **specified in the SCC**.

**3.8 Liquidated
Damages**

**3.8.1 Payments of
Liquidated
Damages**

The Service Provider shall pay liquidated damages to the Employer at the rate per day **stated in the SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount **defined in the SCC**. The Employer may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's liabilities.

**3.8.2 Correction
for Over-
payment**

If the Intended Completion Date is extended after liquidated damages have been paid, the Employer shall correct any overpayment of liquidated damages by the Service Provider by adjusting the next payment certificate. The Service Provider shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in Sub-Clause 6.5.

**3.8.3 Lack of
performance
penalty**

If the Service Provider has not corrected a Defect within the time specified in the Employer's notice, a penalty for Lack of performance will be paid by the Service Provider. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as described in Sub-Clause 7.2 and **specified in the SCC**.

**3.9 Performance
Security**

The Service Provider shall provide the Performance Security to the Employer no later than the date specified in the Letter of acceptance. The Performance Security shall be issued in an amount and form and by a bank or surety acceptable to the Employer, and denominated in the types and proportions of the currencies in which the Contract Price is payable. The performance Security shall be valid until a date 28 days from the Completion Date of the Contract in case of a bank guarantee, and until one year from the Completion Date of the Contract in Bank Guarantee.

4. Service Provider's Personnel

- 4.1 Description of Personnel** The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider's Key Personnel are described in Appendix C. The Key Personnel and Subcontractors listed by title as well as by name in Appendix C are hereby approved by the Employer.
- 4.2 Removal and/or Replacement of Personnel**
- (a) Except as the Employer may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as a replacement a person of equivalent or better qualifications.
 - (b) If the Employer finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at the Employer's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Employer.
 - (c) The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

5. Obligations of the Employer

- 5.1 Assistance and Exemptions** The Employer shall use its best efforts to ensure that the Government shall provide the Service Provider such assistance and exemptions as **specified in the SCC.**
- 5.2 Change in the Applicable Law** If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provider, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made.
- 5.3 Services and Facilities** The Employer shall make available to the Service Provider the Services and Facilities listed under Appendix F.

6. Payments to the Service Provider

- 6.1 Lump-Sum Remuneration** The Service Provider's remuneration shall not exceed the Contract Price and shall be a fixed lump-sum including all Subcontractors' costs, and all other costs incurred by the Service Provider in carrying out the Services described in Appendix A. Except as provided in Sub-Clause 5.2, the Contract Price may only be increased above the amounts stated in Sub-Clause 6.2 if the Parties have agreed to additional payments in accordance with Sub-Clauses 2.4 and 6.3.
- 6.2 Contract Price** The price is payable in Sri Lankan Rupees.
- 6.3 Payment for Additional Services, and Performance Incentive Compensation**
- 6.3.1 For the purpose of determining the remuneration due for additional Services as may be agreed under Sub-Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D and E.
- 6.3.2 **If the SCC so specify**, the service provider shall be paid performance incentive compensation as set out in the Performance Incentive Compensation appendix.
- 6.4 Terms and Conditions of Payment** Payments will be made to the Service Provider according to the payment schedule **stated in the SCC**. **Unless otherwise stated in the SCC**, the advance payment (Advance for Mobilization, Materials and Supplies) shall be made against the provision by the Service Provider of a bank guarantee for the same amount, and shall be valid for the period **stated in the SCC**. Any other payment shall be made after the conditions **listed in the SCC** for such payment have been met, and the Service Provider have submitted an invoice to the Employer specifying the amount due.
- 6.5 Period allocated for Payments** Payments shall be made within the period specified in the SCC
- 6.6 Day works**
- 6.6.1 If applicable, the Day work rates in the Service Provider's Bid shall be used for small additional amounts of Services only when the Employer has given written instructions in advance for additional services to be paid in that way.
- 6.6.2 All work to be paid for as Day works shall be recorded by the Service Provider on forms approved by the Employer. Each completed form shall be verified and signed by the Employer representative as indicated in Sub-Clause 1.6 within two days of the Services being performed.
- 6.6.3 Service Provider shall be paid for Day works subject to obtaining signed Day works forms as indicated in Sub-Clause 6.6.2

7. Quality Control

7.1 Identifying Defects

The principle and modalities of Inspection of the Services by the Employer shall be as **indicated in the SCC**. The Employer shall check the Service Provider's performance and notify him of any Defects that are found. Such checking shall not affect the Service Provider's responsibilities. The Employer may instruct the Service Provider to search for a Defect and to uncover and test any service that the Employer considers may have a Defect. Defect Liability Period is as **defined in the SCC**.

7.2 Correction of Defects, and Lack of Performance Penalty

- (a) The Employer shall give notice to the Service Provider of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.
- (b) Every time notice a Defect is given, the Service Provider shall correct the notified Defect within the length of time specified by the Employer's notice.
- (c) If the Service Provider has not corrected a Defect within the time specified in the Employer's notice, the Employer will assess the cost of having the Defect corrected, the Service Provider will pay this amount, and a Penalty for Lack of Performance calculated as described in Sub-Clause 3.8.

8. Settlement of Disputes

8.1 Amicable Settlement

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

8.2 Dispute Settlement

- 8.2.1 If any dispute arises between the Employer and the Service Provider in connection with, or arising out of, the Contract or the provision of the Services, whether during carrying out the Services or after their completion, the matter shall be referred to the Adjudicator within 14 days of the notification of disagreement of one party to the other.
- 8.2.2 The Adjudicator shall give a decision in writing within 28 days of receipt of a notification of a dispute.
- 8.2.3 The Adjudicator shall be paid by the hour at the rate **specified in the BDS and SCC**, together with reimbursable expenses of the types **specified in the SCC**, and the cost shall be divided equally between the Employer and the Service Provider, whatever decision is reached by the Adjudicator. Either party may refer a

decision of the Adjudicator to an Arbitrator within 28 days of the Adjudicator's written decision. If neither party refers the dispute to arbitration within the above 28 days, the Adjudicator's decision will be final and binding.

- 8.2.4 The arbitration shall be conducted in accordance with the arbitration procedure published by the institution named and in the place **shown in the SCC**.
- 8.2.5 Should the Adjudicator resign or die, or should the Employer and the Service Provider agree that the Adjudicator is not functioning in accordance with the provisions of the Contract, a new Adjudicator will be appointed in terms of section 8.2.1.

Section VIII. Special Conditions of Contract

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1	The contract name is; PROCUREMENT OF SELECTING SUITABLE PUBLIC RELATION SERVICE PROVIDER FOR THE MARINE SUMMIT - VOYAGE SRI LANKA 2025 The contract number; EDB/PU/NCB/2025/01
1.1(h)	The Employer is; Sri Lanka Export Development Board
1.1(j)	The Service Provider is _____
1.1(p)	The Member in Charge is _____
1.3	The language is English
1.4	Notices shall be given to the Authorized Representative stated in SCC 1.6
1.6	The Authorized Representatives at the commencement of this contract are: For the Employer: Sri Lanka Export Development Board Level 06, NDB – EDB Tower, No.42, Nawam Mawatha, Colombo 02 For the Service Provider: The parties may amend the above on notifications in writing signed by the Chief Executive of the respective institution.
2.1	The date on which this Contract shall come into effect is the date of signing of the contract (Effective date)
2.2.2	The Starting Date for the commencement of Services is 7 days from the effective date.
2.3	The Intended Completion Date is One Year (01) from the commencement date of the contract.
3.5(d)	No other actions
3.7	Restrictions on the use of documents prepared by the Service Provider are: None
3.8.1	The liquidated damages rate is 0.5 percentage (0.5%) of the Contract price per month. The maximum amount of liquidated damages for the whole contract is 10 percent of the final Contract Price.
5.1	The assistance and exemptions provided to the Service Provider are: Refer 9.2 of Description of Service – Client’s Assistance
6.2	The amount in local currency is : Sri Lanka Rupees
6.3.2	The performance incentive paid to the Service Provider shall be: Not Applicable

6.4	Payments shall be made according to the following schedule:		
		Deliverable	Payment
	1	On submission of work schedule including timelines and upon signing of the agreement.	20% of the total contract price
	2	After satisfactory completion of the services of the event in high performance as per the services required in the Schedule of Requirement up to the of day of the event along with developed material, and submitting a final report on the same (in soft and hard copy format) – Payment to be done after the approval of review committee appointed by the client	50% of the total contract price
	3	After satisfactory completion of all the services mentioned in the Post Event Publicity along with the post event report as given in the Schedule of Requirement within maximum of 1 month after the event – Payment to be done by the approval of the review committee	20% of the total contract price
	4	Final payment to be made after the end of website active period (6 months after the event) - Payment to be done by the approval of the review committee	10% of the total contract price
Payments will be released only upon the successful completion of the said service and upon receipt of the invoice with the acceptance certificate of the same by the Review Committee of the project.			

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
6.5	Payment shall be made within twenty (20) days of receipt of the invoice and the relevant documents specified in Clause 6.4, and within thirty (30) days in the case of the final payment.
7.1	The principle and modalities of inspection of the Services by the Employer are as follows: Not applicable
8.2.4	Arbitration shall be heard in Sri Lanka in accordance with the Arbitration Act of Sri Lanka.

Annex A Form: Bid Security (Bank Guarantee)

Whereas, *[name of Bidder and in the case of joint venture here should say--- a "joint venture" consisting of – (name of first firm)--, --(name of second firm) --,--(name of last firm) --]* (hereinafter called "the Bidder") has submitted his Bid dated *[date]* for the construction of *[name of Contract]* (hereinafter called "the Bid").

Know all people by these presents that We *[name of Bank]* of *[name of country]* having our registered office at *[address]* (hereinafter called "the Bank") are bound unto name of Employer] (hereinafter called "the Employer") in the sum of *[The Bidder should insert the amount of the Guarantee in words and figures denominated in the currency of the Employer's country or an equivalent amount in a freely convertible currency. This figure should be the same as shown in Clause 16.1 of the Instructions to Bidders]* for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Bank this *[day]* day of *[month]*, *[year]*.

The conditions of this obligation are:

- (1) If, after Bid opening, the Bidder withdraws his Bid during the period of Bid validity specified in the Form of Bid; or
- (2) If the Bidder having been notified of the acceptance of his Bid by the Employer during the period of Bid validity:
 - (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
 - (b) fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders; or
 - (c) does not accept the correction of the Bid Price pursuant to Clause 27,

we undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer's having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or any of the three conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date *[Usually 28 days after the end of the validity period of the Bid.]* days after the deadline for submission of bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

Date

Signature of the Bank

Witness

Seal

[signature, name, and address]

Annex B Form: Performance Bank Guarantee (Unconditional)

To: *[name and address of Employer]*

Whereas *[name and address of Service Provider]* (hereinafter called “the Service Provider”) has undertaken, in pursuance of Contract No. *[number]* dated *[date]* to execute *[name of Contract and brief description of Services]* (hereinafter called “the Contract”);

And whereas it has been stipulated by you in the said Contract that the Service Provider shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

And whereas we have agreed to give the Service Provider such a Bank Guarantee;

Now therefore we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Service Provider, up to a total of *[amount of Guarantee]* *[amount in words]*, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of Guarantee]* as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Services to be performed there under or of any of the Contract documents which may be made between you and the Service Provider shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall be valid until a date 28 days from the date of issue of the Certificate of Completion.

Signature and seal of the Guarantor _____

Name of Bank _____

Address _____

Date _____

Annex C Form: Bank Guarantee for Advance Payment

To: _____

Gentlemen:

In accordance with the provisions of the Conditions of Contract, Sub-Clause 6.4 (“Terms and Conditions of Payment”) of the above-mentioned Contract, _____ (hereinafter called “the Service Provider”) shall deposit with _____ a Bank Guarantee to guarantee his proper and faithful performance under the said Clause of the Contract in an amount of _____

We, the _____, as instructed by the Service Provider, agree unconditionally and irrevocably to guarantee as primary obligator and not as Surety merely, the payment to _____ on his first demand without whatsoever right of objection on our part and without his first claim to the Service Provider, in the amount not exceeding _____

We further agree that no change or addition to or other modification of the terms of the Contract or of Services to be performed there under or of any of the Contract documents which may be made between _____ and the Service Provider, shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall remain valid and in full effect from the date of the advance payment under the Contract until _____ receives full repayment of the same amount from the Service Provider.

Yours truly,

Signature and seal: _____

Name of Bank/Financial Institution: _____

Address: _____

Date: _____