



**SRI LANKA EXPORT DEVELOPMENT BOARD**

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**இலங்கை ஏற்றுமதி அபிவிருத்திச் சபை**



**MINISTRY OF INDUSTRY AND ENTREPRENEURSHIP DEVELOPMENT**

**INVITATION FOR BIDS**

**SELECTING A SERVICE PROVIDER FOR PRODUCTION OF A PROMOTIONAL VIDEO ON TEXTILE AND APPAREL SECTOR OF SRI LANKA**

1. Sri Lanka Export Development Board (SLEDB) which functions under the purview of Ministry of Industry & Entrepreneurship Development, has proposed the development of a high-quality sector video for Apparel Industry to effectively showcasing the Sri Lankan apparel sector on the global stage.
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 service provider for Production of a Promotional Video on Textile and Apparel Sector of Sri Lanka.
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 qualification requirements specified in the procurement Document.
4. Procurement document could be downloaded from the SLEDB website under “Announcements Section” (<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 copy of the payment slip or receipt must be attached to the proposal. Proposal submitted without this payment slip or receipt will not be considered for evaluation.
5. The original of the bid should be enclosed in cover and top left-hand corner shall be marked as – EDB/PU/NCB/2025/04 for “Selecting a Service Provider for Production of a Promotional Video on Textile and Apparel Sector of Sri Lanka”. The name and the firm submitting the bid should appear in the cover. Sealed bids should be put into the Tender Box available at the Procurement Unit, (Level 6) of the Sri Lanka Export Development Board or by registered post addressed to Chairman- Department Procurement Committee, Procurement unit, 6<sup>th</sup> Floor, Sri Lanka Export Development Board, No. 42, Nawam Mawatha, Colombo 02 (The Sri Lanka Export Development Board will not be responsible for any delays in postal delivery), by making the payment specified before 02.00pm on 13<sup>th</sup> of October 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 Fifty Thousand (LKR 50,000.00).
6. The bidder is requested to submit the sealed technical proposal with a copy and the financial proposal separately. The envelopes containing the technical and financial Proposals Should be placed in to an outer envelope and sealed. The bidders who failed to adhere to these guidelines will not be considered for further evaluation.
7. A pre-bid meeting will be held on 7<sup>th</sup> October 2025 at 10.00 a.m. as a Hybrid meeting at VIP room (9<sup>th</sup> floor), EDB as per the details specified in Bid document.
8. Bids shall be valid for a period of 49 days from the date of deadline for submission of Bids.
9. The Bid will be closed at 2.00pm on 13<sup>th</sup> October 2025 and technical proposal will be opened at 2.30 pm on same day, 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.
11. Interested eligible Bidders may obtain further information from Assistant Director / Industrial Products, Telephone: 0112300705 ext. 358, Email: [samanthi@edb.gov.lk](mailto:samanthi@edb.gov.lk) or Assistant Director/ Procurement Unit, Level 06, NDB – EDB Tower, No.42, Nawam Mawatha, Colombo 02, Telephone: 011-2300702, E-mail: [disna@edb.gov.lk](mailto:disna@edb.gov.lk).

**CHAIRMAN / CHIEF EXECUTIVE OFFICER**  
**SRI LANKA EXPORT DEVELOPMENT BOARD**  
**NDB - EDB Tower, No. 42, Nawam Mawatha, Colombo 02.**  
**Website: [www.srilankabusiness.com](http://www.srilankabusiness.com)**