



**Ministry of Industry and Entrepreneurship Development  
Sri Lanka Export Development Board  
REQUEST FOR PROPOSALS (RFP) on Two Envelope System  
Section VI (Supplementary)  
Terms of Reference (TOR) and Appendices  
for  
Procurement of Selection and Engagement of a  
Professional Firm for Hotel Reservation and Travel  
Arrangements for Foreign Delegates of Sri Lanka  
Expo 2026 – Export Development Board (EDB)**

**Contract Number EDB/PU/NCB/2025/06**

**Sri Lanka Export Development Board  
9th Floor, NDB EDB Tower,  
No. 42 Nawam Mawatha, Colombo 02  
Tel: +94 112 300702  
E-mail: [disna@edb.gov.lk](mailto:disna@edb.gov.lk)**

## **Volume 02**

Volume 2 of this Request for Proposals (RFP) for the **Procurement of Selection and Engagement of a Professional Firm for Hotel Reservation and Travel Arrangements for Foreign Delegates of Sri Lanka Expo 2026 – Export Development Board (EDB)** consists of Section VI, which includes two components:

1. Terms of Reference (TOR)
2. Compliance Sheets

**The Compliance Sheet must be duly completed by the Service Provider and submitted along with the Technical Proposal, in the envelope marked 'Envelope 1'.**

## **Section VI**

### **1. Terms of Reference (TOR) and Schedule of Requirement**

#### **Table of Contents**

#		Page Number
	Appendix A – Description of Services	
1	Background	4
2	The planned date of Sri Lanka Expo 2026	5
3	Overall Objective	5
4	Scope	6
5	Payment Commitment & Risk Mitigation Mechanisms	8
6	Source of Funding	11
7	Method of Procurement	11
8	Submission of Cost Breakdown	11
9	Confidentiality of Data	11
	Appendix B- Schedule of Payments and Reporting Requirements	
10	Terms of Payment	13
11	Expected Key Deliverables and Time Lines	15
	Appendix C – Key Personnel & Qualification Criteria	
12	Key Personnel & Qualification Criteria	17
	Appendix D – Services & Facilities Provided by the Employer	
13	Facilities Provided by the EDB	21

### Description of Services

#### 1. Background

- 1.1. Sri Lanka Export Development Board (SLEDB) is Sri Lanka's premier organization for the development and promotion of exports, established in 1979 under the Sri Lanka Export Development Act No. 40, under the influence and guidance of the International Trade Center (ITC) and the United Nations Conference on Development of Trade & Tariffs (UNCTAD).
- 1.2. Established as the executive body of the Export Development Council of Ministers headed by the President of Sri Lanka, SLEDB is the organization responsible for the development and promotion of exports of Sri Lanka.
- 1.3. According to official external trade statistics, Sri Lanka's total export value in 2024 was USD 16.2 Bn. while imports amounted to USD 18.8 Bn, resulting in a trade deficit. Persistent trade deficits adversely impact foreign reserve stability and broader macroeconomic indicators, including employment, economic growth, inflation, and social welfare.
- 1.4. The EDB actively implements measures to promote Sri Lanka's exports, including organizing exhibitions such as Sri Lanka Expo 2026, aimed at showcasing Sri Lankan products to international buyers and trade organizations, thereby expanding the country's global market presences.
- 1.5. Sri Lanka Expo 2026 is being organized after a 14 years' interval, due to circumstances such as the COVID-19 pandemic, social challenges, and the national economic crisis. The Sri Lankan economy is now gradually recovering, and proactive steps are required to stimulate sustainable economic growth.
- 1.6. In this context, the Government of Sri Lanka is taking strategic initiatives to expand the export market. A key component of this strategy is organizing **internationally recognized Sri Lanka Expo 2026**, which will provide a platform for international buyers, investors, and global stakeholders to experience Sri Lankan products firsthand, fostering positive perceptions and stimulating international demand.
- 1.7. There will be 750+ exhibitors including 100+ new/potential exporters, international technology pavilion and 1500+ buyers/investors and journalists representing important markets all over the world
- 1.8. To achieve these objectives, the Export Development Board (EDB) is issuing this Terms of Reference (TOR) to invite interested and qualified professional firms in the in-bound and out-bound travel trade and related segments to gain a clear understanding of this assignment in the Sri Lanka Expo 2026 event. This includes obtaining competitive hotel rates and travel packages

(within the country) and providing comprehensive responses to the Request for Proposals (RFP) for the procurement of Selection and Engagement of a Professional firm for Hotel reservation and Travel Arrangements for Foreign Delegates of Sri Lanka Expo 2026 – Export Development Board (EDB).

## **2. The Planned date of Sri Lanka Expo 2026**

The event is scheduled to be held **from June 18<sup>th</sup> to 21<sup>st</sup>, 2026, at the Bandaranaike Memorial International Conference Hall (BMICH), Colombo**

## **3. Overall Objective**

The overall objective of this assignment is;

**To select and engage a highly competent Professional Travel & Hospitality Management Firm to plan, coordinate, and deliver comprehensive hotel reservation and travel logistics services, including airport transfers, daily shuttle operations, and visitor support, for overseas delegates participating in Sri Lanka Expo 2026, thereby ensuring efficient mobility, enhanced visitor experience, and strengthened export promotion**

### **Specific Objectives**

The specific objectives are outlined below

- i. to secure and manage hotel accommodation for all international delegates for three nights BB(Bed & Breakfast) basis on competitive and negotiated rates.
- ii. to provide seamless airport pickup and drop services between Bandaranaike International Airport (BIA) and allocated hotels.
- iii. to arrange and operate daily domestic travel from Hotels to BMICH and BMICH back to Hotels during the Expo period.
- iv. to implement a coordinated hospitality and transport management system ensuring visitor safety, comfort, and timely movement.
- v. to arrange travel Help desks at BIA, BMICH and designated Hotels to facilitate delegates travel and accommodation

- vi. to arrange waiting areas at BIA, BMICH and lobby areas at the designated hotels with basic requirements
- vii. to collaborate with EDB and event partners to ensure international-standard delegate care that contributes to Sri Lanka's export promotion and economic development goals.
- viii. to maintain accurate records, logs, and reports relating to accommodation, airport handling, and transport operations.

## **4. Scope**

The scope of this assignment encompasses the full hospitality and travel logistics required for Sri Lanka Expo 2026, including hotel reservation management, airport reception and transfers, domestic shuttle transport operations, and visitor support services for foreign delegates. The Service Provider shall ensure seamless accommodation arrangements, safe and timely movement of delegates, and efficient coordination with EDB and hotels.

The Service Provider shall perform all services in a professional manner that does not damage the image, reputation, or goodwill of the Government of Sri Lanka, and the Export Development Board (EDB) at all times.

The Service Provider shall adhere to globally accepted best practices in service delivery, including sustainability, environmental responsibility, safety standards, and accessibility for persons with disabilities, throughout the execution of the above scope of services.

### **4.1 Accommodation Requirements for Delegates**

The Service Provider shall arrange and coordinate the following:

- i. Block bookings for approximately 1,000 international buyers.
- ii. 70 rooms in 5-Star hotels on Bed & Breakfast (BB) basis for 3 nights for high-potential buyers.
- iii. 650 rooms in 4-Star hotels on Bed & Breakfast (BB) basis for 3 nights.

- iv. 12 rooms in 5-Star hotels on Half Board (HB) basis for 3 nights for international journalists.
- v. Ensure all negotiated room blocks remain available at the contracted unit price.
- vi. Place Expo promotional materials in hotel premises (which will be provided by the client).
- vii. Coordinate check-in/check-out procedures and deliver goodie bags

## **4.2 Airport Reception, Pickup & Drop Services**

- i. Operate 24/7 Welcome Desks at BIA from 16 afternoon to 22 afternoon June 2026.
- ii. Provide multilingual trained staff for receiving and assisting delegates.
- iii. Arrange airport-to-hotel pickup for all arriving delegates.
- iv. Arrange hotel-to-airport drop-off transport for all departing delegates.
- v. Maintain daily arrival and departure logs and share with EDB.
- vi. Provide VIP protocol arrangements where required.

## **4.3 Domestic Transport (Hotels ↔ BMICH)**

- i. Operate daily shuttle transport between all official hotels and BMICH.
- ii. Deploy 40-seater luxury coaches, 20-seater coaches, vans, and VIP vehicles as required.
- iii. Maintain trip schedules aligned with Expo sessions and official timings.
- iv. Provide an adequate number of standby/backup vehicles at all times to manage contingencies such as vehicle breakdowns, delays, route changes, or increased demand, ensuring uninterrupted transport services for delegates.
- v. Ensure that all vehicles deployed for the assignment are validly registered, comprehensively insured, air-conditioned, roadworthy, and fully compliant with all applicable safety, traffic, and regulatory standards in Sri Lanka.
- vi. Deploy experienced, professionally trained, and licensed drivers with proven experience in handling foreign delegations, possessing good communication skills and knowledge of designated routes and schedules.
- vii. Maintain detailed transport manifests.
- viii. VIP vehicle arrangements for a maximum of seven VIPs.

- ix. Parking of vehicles shall be arranged within close proximity to the designated venues and locations, and vehicles shall be made available at the exact times specified by the EDB without delay.
- x. Ensure adherence to agreed transport schedules, routes, and service standards as coordinated with the Export Development Board (EDB).

#### **4.4 Delegate Support & Coordination**

- i. Operate 24/7 Help Desks at BIA, Hotels and the BMICH.
- ii. Assist delegates with general inquiries and coordinate support needs.
- iii. Maintain communication with the EDB Deployment Team.
- iv. Provide daily operational updates and incident reports to EDB.

### **5. Payment Commitment and Risk-Mitigation Mechanism**

#### **5.1 Guaranteed Reservation and Transport Service Commitment**

To ensure uninterrupted accommodation and travel arrangements for all overseas delegates attending Sri Lanka Expo 2026, the Export Development Board (EDB) shall guarantee 70% of the total contract value associated with the confirmed room block and mandatory transport services, irrespective of the final delegate turnout.

The remaining 30% of accommodation and transport-related charges shall be paid strictly based on actual usage, subject to verification of rooming lists, transport logs, and service records certified by EDB.

This guaranteed commitment shall apply only to the final confirmed room and transport requirement after attrition or release allowances are applied under Clause 5.2.

The Service Provider shall be fully responsible for arranging and coordinating the following transport services for all delegates:

- i. Airport Pickup (BIA → Hotels) during 16, 17 & 18 June 2026
- ii. Airport Drop (Hotels → BIA) during 19<sup>th</sup> evening to 22<sup>nd</sup> June 2026
- iii. Daily Shuttle Transport between all official hotels and BMICH strictly according to the approved schedule



- iv. VIP Transport Facilities for Ministerial and Special Delegations (if required). Payments for these services shall be made based on actual usage; however, bidders shall include the relevant rates in their proposals for evaluation purposes.
- v. Backup and Contingency Vehicles in case of delays, breakdowns, or unexpected demand

All prices must be quoted on a per-unit basis (per vehicle/day or per trip) and total requirement basis as specified in the Pricing Schedule.

## **5.2 Risk-Mitigation Mechanisms for Accommodation and Transport Services**

To minimize EDB's financial exposure relating to unused hotel rooms and unused transport capacity, the Service Provider shall negotiate and implement internationally accepted risk-mitigation mechanisms with hotels and transport providers. Attrition Allowance (Mandatory to Attempt) – Rooms & Transport

### **a) Fixed Attrition Allowance (20%)**

The hotels and transport providers shall allow a fixed attrition allowance of 20% of the initially blocked room inventory and transport allocation without any financial penalty, provided such reductions are made prior to the agreed cut-off date (30–45 days before the event).

After the 20% attrition is applied, the 70% guaranteed payment under Clause 5.1 shall be calculated only on the remaining confirmed room block and transport requirement.

### **b) Dynamic / Rolling Rooming List and Transport Manifest**

Hotels and transport providers shall accept continuously updated:

- i. Rooming lists
- ii. Airport arrival schedules
- iii. Airport departure schedules
- iv. Daily shuttle passenger forecasts

The final chargeable quantities will be based solely on the latest information submitted by the cut-off date, the **cut –off date is 30 days prior** to the event.

**c) Credit Note / Service Reallocation Mechanism**

Where feasible, unused hotel rooms or unused transport capacity within the attrition threshold may be:

- i. Converted into hotel credits
- ii. Converted into venue transport allocation
- iii. Reallocated to VIP transport
- iv. Used for additional event logistics

**at no extra cost to EDB.**

**d) Shared Inventory / Travel Management Company (TMC) Allocation Model**

Where applicable, the Service Provider may utilize a TMC-managed room and fleet allocation model to absorb part of the risk through shared inventory.

**e) Compliance Requirement**

The Service Provider shall provide evidence (letters, emails, draft agreements) demonstrating that these mechanisms have been successfully negotiated with hotels and transport providers. Failure to secure reasonable attrition or risk-mitigation terms will be considered a technical weakness during evaluation.

### **5.3 Pricing Requirement and Basis for Payment**

The Bidder shall provide a detailed per-head unit cost and corresponding total cost for both:

- i. Guaranteed Quantities (after attrition allowance is applied), and
- ii. Total Estimated Quantities specified under the Scope of Work.

Payments will be made as follows:

- a) For Guaranteed Quantities: Payment will be based on the confirmed reduced room and transport inventory after applying the fixed attrition allowance and the 70% guaranteed commitment.
- b) For Actual Usage Exceeding Guaranteed Quantities: If actual delegate numbers exceed the guaranteed quantity, EDB shall pay the Service Provider based on the per-head unit cost quoted in the Price Schedule without any markup, penalty, or change of rate.

The Bidder shall ensure that all per-head costs including vehicle costs, and total costs are clearly itemized in the Price Schedule to allow transparent evaluation and accurate financial planning.

## **6. Source of Funding**

LKR 110.0 million inclusive of all taxes and any other charges will be allocated from GOSL funds for Procurement of Selection and Employment of a “Professional Firm for Hotel reservations and Travel arrangements” for Sri Lanka Expo 2026.

## **7. Method of Procurement**

According to the Procurement Guidelines 2024 for Goods Works Non-Consultancy Services and Information Systems, published by the National Procurement Commission Sri Lanka. The procurement process shall be carried out using the National Competitive Bidding Method through two envelope bidding procedure.

## **8. Submission of Cost Breakdown**

Service provider is required to submit detailed cost breakdowns for each process defined in the Key Processes of the consultancy section, and other processes that will be identified after the requirement analysis and system design. This breakdown should be designed to prevent the submission of proprietary modules without the necessary customizations required by the client. Each cost element should be clearly itemized, providing transparency and ensuring that the proposed solutions meet the specific requirements outlined in this TOR.

## **9. Confidentiality of Data**

The selected Service Provider shall sign a Non-Disclosure Agreement with the Chairman & CEO of EDB to maintain the confidentiality of the specific information, findings and data used by the Service Providers during the engagement of the Project Assignment.

Note: This TOR is subject to adjustments and refinements as necessary to ensure clarity, comprehensiveness, and alignment with EDB's strategic objectives.

## Appendix B

### Schedule of Payments & Reporting Requirements

#### 10. Terms of Payment

Payments to the Service Provider shall be made by the EDB upon submission of the required documents, verification of deliverables, and certification by the EDB Project Director. All payments shall be based on the per-head rates and approved quantities as stipulated in the Price Schedule. Members of deployment team should recommend the completions of requirement for payment settlement.

Payment Stage	Percentage	Timing / Trigger	Documents Required	Conditions
1. Advance Payment	20%	30 days prior to event	i. Advance Payment Guarantee, on demand unconditional bank bond issued by a Commercial Bank operated in Sri Lanka registered under Sri Lanka Issued Guarantee. ii. Confirmed Reservation Summary: <ul style="list-style-type: none"> <li>• Hotel allocation list</li> <li>• Guaranteed quantities (after attrition)</li> <li>• Booking confirmations</li> <li>• Preliminary Rooming List</li> <li>• Airport Transfer Plan</li> <li>• Transport Deployment Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Advance Payment Guarantee must be valid until the event start date.</li> <li>• No advance payment will be released without all required documents.</li> </ul>
2. First Interim Payment	40%	20 days prior to event, after hotel confirmations	i. Final Hotel Confirmation Report ii. Final room allocation iii. Confirmed pricing	EDB will verify all documents prior to payment approval.

			iv. Attrition-adjusted guaranteed list v. Confirmation of 100% hotel readiness vi. Confirmed airport arrival & departure schedules ii. Transport provider confirmations ii. Shuttle route & timetable x. Insurance Cover Note (if applicable)	
3. Second Interim Payment	20%	Within 10 working days after event completion	i. Hotel Utilization Report: ii. Actual room nights used iii. No-show report iv. Additional rooms (if any) v. Transport Utilization Report: vi. Airport pick-up/drop logs Shuttle logs vii. Vehicle deployment summary	Subject to certification by EDB Event Operations Team.
4. Final Payment	20%	Upon acceptance of final deliverables	i. Comprehensive Final Report: <ul style="list-style-type: none"> <li>• Delegate servicing summary</li> <li>• Final cost summary vs. guaranteed quantities</li> <li>• Lessons learned &amp; recommendations</li> </ul> ii. Original invoices from hotels & transport providers iii. Proof of payment to subcontractors (if applicable) iv. Release/expiration of Advance Payment Guarantee	All obligations must be cleared before final payment.

## 11. Expected Key Deliverables and Time Lines

The selected Service Provider shall produce a series of structured reports, operational plans, daily logs, and post-event documentation to ensure effective monitoring, transparency, and accountability throughout the assignment. These deliverables are designed to support EDB's oversight of hotel reservations, airport operations, transport logistics, and delegate support services. All deliverables shall be submitted in the required format and within the stipulated timelines to facilitate smooth coordination and successful execution of Sri Lanka Expo 2026.

No	Deliverable	Description	Due date
D1	<b>Inception Report</b>	Work plan, staffing plan, communication plan, hotel negotiation summary, risk matrix.	Within 30 days of contract signing
D2	<b>Hotel Allocation Matrix</b>	Final list of hotels, room numbers, categories, negotiated rates.	Before event preparation phase
D3	<b>Airport Handling Plan</b>	Staff deployment schedule, pickup/drop plan, arrival/departure logs.	Two weeks prior to event
D4	<b>Transport Operation Plan</b>	Shuttle routes, vehicle lists, transport schedule, backup arrangement plan.	Two weeks prior to event
D5	<b>Daily Operational Reports</b>	Daily logs of transport, hotel usage, arrivals/departures, incidents.	During event days
D6	<b>Post-Event Report</b>	Complete operational summary, statistics, challenges, recommendations.	Within 3 weeks after event
D7	<b>Communication Plan</b>	Comprehensive communication plan using 3–4 modes of communication (e.g. email, WhatsApp/ instant messaging,	At least 14 days prior to the commencement of

		hotline/ phone support, and on-site coordination desk), alternative communication solutions (e.g. backup contact points) to manage emergencies	Sri Lanka Expo 2026
--	--	--	---------------------



### 12. Key Personnel & Qualification Criteria

To be eligible for consideration, the prospective Firm (hereinafter referred to as the “Service Provider”) shall meet the following qualification criteria. The Service Provider may be a single entity, joint venture (JV), or consortium. In the case of a JV/Consortium, all members shall be jointly and severally responsible for the execution of the assignment.

#### a) Contractual and Legal Requirement

- i. The Service Provider must be a legally registered entity in Sri Lanka or a foreign entity lawfully permitted to operate in Sri Lanka.
- ii. In the case of a Joint Venture (JV) or Consortium, a legally valid Power of Attorney (PoA) must be provided authorizing the lead partner to represent the JV/Consortium in all contractual matters.
- iii. The JV/Consortium Agreement must clearly define the roles, responsibilities, and financial shares of each partner.
- iv. The Service Provider must confirm that they are not blacklisted or debarred by any government, semi-government, or international organization.
- v. The Service Provider should be compliant with all applicable labor laws, safety regulations, and environmental standards.
- vi. The firm shall possess the legal capacity and authority to submit a proposal and, as at the bid submission deadline, shall not have been subject to any legal penalties, sanctions, or adverse judgments imposed by any court or competent judicial authority within the preceding five (05) years;
- vii. The firm shall be duly registered with the Sri Lanka Tourism Development Authority (SLTDA) under either the Destination Management Company (DMC) / Event Management category or the Travel Agency category, and such registration shall be valid as at the bid submission deadline.

## **b) Financial Capacity**

The Bidder (or Lead Partner in case of a JV/Consortium) shall demonstrate sound financial standing supported by audited financial statements for the last three consecutive years. The Bidder shall have:

- i. An average annual turnover of not less than LKR 220 million during the last three financial years (2021/2022, 2022/2023, 2023/2024).
- ii. Positive net worth in each of the last three audited years.
- iii. Access to adequate financial resources (liquid assets, bank lines, or other credit facilities) of not less than LKR 30 million to ensure cash flow for hotel reservations and transport mobilization

## **c) Experience**

- i. The Service Provider must have at least 05 years of proven experience in Hotel reservation and travel arrangement on large-scale international or national exhibitions, trade fairs, conferences, or promotional events.
- ii. The Service Provider should have successfully completed at least two (02) large-scale events (each exceeding 250 participants or equivalent international exposure). The minimum value of each contract must not be less than Sri Lankan Rupees (LKR) 40 million, and the contract must have been completed or operational within last five (05) years prior to the bid submission deadline.
- iii. Demonstrated experience in coordination with government agencies, private sector sponsors, hotels, media, and foreign embassies will be an added advantage.

#### d) Key Personnel Requirements

The Service Provider shall propose a professional team with qualifications and experience suitable for the assignment, including but not limited to:

<b>Key Professional Staff</b>	<b>Minimum Academic and professional qualifications Qualification</b>	<b>Minimum Experiences</b>	<b>Key Roles and Responsibilities</b>
<b>Team Leader / Project Director</b>	Bachelor's Degree in Tourism / Hospitality / Business Management OR equivalent professional qualification.	Minimum 15 years senior-level experience in travel, hospitality, or event logistics.	<ul style="list-style-type: none"> <li>• Provide overall leadership.</li> <li>• Liaise with EDB at strategic level.</li> <li>• Approve plans, schedules, and deliverables.</li> <li>• Oversee hotel &amp; transport negotiations.</li> <li>• Ensure timely delivery of all services.</li> <li>• Continuous &amp; close Coordination with EDB</li> </ul>
<b>Manager – Hotel Reservation</b>	Degree or Diploma in Tourism / Hospitality Management.	Minimum 8-years' experience in large-scale hotel coordination.	<ul style="list-style-type: none"> <li>• Manage hotel room blocks.</li> <li>• Maintain rooming lists.</li> <li>• Coordinate with hotel liaison staff.</li> <li>• Resolve accommodation issues.</li> <li>• Continuous &amp; close Coordination with EDB</li> <li>• Report daily to EDB.</li> </ul>
<b>Manager – Transport Operations</b>	Degree or Diploma in Logistics / Transport / Tourism.	Minimum 8 years' experience in transport operations & ground handling.	<ul style="list-style-type: none"> <li>• Oversee all airport pickups/drops.</li> <li>• Manage shuttle transport operations.</li> <li>• Maintain arrival/departure logs.</li> </ul>

			<ul style="list-style-type: none"> <li>• Deploy drivers and vehicles. Ensure compliance with safety standards.</li> <li>• Communicate with EDB daily.</li> </ul>
<b>Visitor Support Coordinators</b>	Diploma equaling Hospitality Travel Operations. or in /	Minimum 3 years' experience in customer support or event operations.	<ul style="list-style-type: none"> <li>• Operate help desks.</li> <li>• Assist delegates.</li> <li>• Handle inquiries and coordinate issues.</li> <li>• Maintain communication logs.</li> </ul>
<b>Logistics Assistants / Ground Staff</b>	Relevant vocational or industry training.	Minimum 2 years relevant experience.	<ul style="list-style-type: none"> <li>• Support hotel, airport, and transport operations.</li> <li>• Manage luggage support.</li> <li>• Assist in movement coordination.</li> </ul>

## **Appendix D**

### **Services & Facilities Provided by the Employer**

#### **13. Facilities Provide by the EDB**

i. Appointing Deployment Team

EDB will arrange the deployment team including a team leader and Service Provider to assist the contract management with the Service Providing Firm of Hotel reservations and Travel arrangements for Foreign Delegates of Sri Lanka Expo 2026. The selected firm will be facilitated to coordinate functions and communication with the deployment team.

ii. Details of Visitors

- Name
- Country
- Contact details
- Flight details

## Section VI

### 2. Compliance Sheet

**The 4<sup>th</sup> column (Comply/Not Comply) of this Compliance Sheet must be duly completed by the Service Provider ( and submitted along with the Technical Proposal, in the envelope marked 'Envelope 1'."**

#### 1. Compliance Sheet

Item		Description	Requirement	Comply/ Not Comply
1	Hotel Block Booking	Ability to block required room inventory (5★, 4★, FB/BB categories) As per TOR	As per TOR: • 70 rooms (5★ BB) • 650 rooms (4★ BB) • 12 rooms (5★ HB)	
2	Guaranteed Room Commitment	Capacity to guarantee 70% inventory after attrition allowance	Mandatory	
3	Attrition Allowance	Acceptance of fixed attrition allowance defined in TOR	Mandatory	
4	Airport Pick-up Service	Meet-and-greet & transport from BIA to hotels	For approx. 1,000 buyers	
5	Airport Drop Service	Coordinated drop-off transport from hotels to BIA	For approx. 1,000 buyers	

6	Hotel–BMICH Shuttle Service	Daily scheduled shuttle transport (both directions)	As per event schedule	
7	Transport Fleet Capacity	Suitable fleet (cars, vans, buses) with backup vehicles	As per Transport Plan	
8	Hotel Confirmation Documentation	Ability to submit all hotel confirmation letters & reservation lists	As per Payment Terms	
9	Rooming List Management	Management of dynamic/rolling rooming lists & updates	Mandatory	
10	Transport Plan Submission	Airport transfer plan + shuttle deployment plan	Mandatory	
11	Staff Deployment	Dedicated on-site operations manager + support staff	As per TOR	
12	Financial Capacity Requirement	Minimum average annual turnover: LKR 250M (75% from lead partner)	Mandatory	
13	Insurance Coverage	Passenger transport & liability insurance	Mandatory	
14	Reporting Capability	Ability to submit all required reports (daily logs, final report)	As per Deliverables	

15	Acceptance of Payment Terms	Acceptance of structured payment schedule	Mandatory	
16	Acceptance of EDB Conditions	Acceptance of TOR, scope, and contractual terms	Mandatory	

★ – Star (Hotel category)