



SRI LANKA EXPORT DEVELOPMENT BOARD

ශ්‍රී ලංකා අපනයන සංවර්ධන මණ්ඩලය
இலங்கை ஏற்றுமதி அபிவிருத்திச் சபை



MINISTRY OF INDUSTRY & ENTREPRENEURSHIP DEVELOPMENT

INVITATION FOR BIDS

PROCUREMENT OF SELECTING A SUITABLE SERVICE PROVIDER FOR E-MARKETING & CONTENT ENHANCEMENT OF THE EDB WEB PORTAL & SOCIAL MEDIA CHANNELS

1. Sri Lanka Export Development Board (SLEDB) which functions under the purview of Ministry of Industry & Entrepreneurship Development, has planned implementation of e-Marketing and content enhancement of the SLEDB Web Portal & Social Media Channels to promote Sri Lankan products & services in the existing, new and emerging international markets.
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 e-Marketing and content enhancement of the SLEDB Web Portal & Social Media Channels.
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. Interested eligible Bidders may obtain further information from Assistant Director/ Information Technology Division, Telephone: 011-2305209, Email: lahiru@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.
5. 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. Proposals submitted without this payment slip or receipt will not be considered for evaluation.
6. The original of the bid should be enclosed in cover and top left-hand corner shall be marked as - **EDB/PU/ NCB/2025/03** bid for “Selecting a Suitable Service Provider for e-Marketing and Content Enhancement of the EDB Web Portal & Social Media Channels”. 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, 06th Floor, Sri Lanka Export Development Board, No. 42, Nawam Mawatha, Colombo 02, SLEDB** by making the payment specified before **02.00 p.m. on 24th July 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 Seventy Thousand (LKR 70,000/=)**.
7. The Bidders are requested to submit the **sealed technical proposal with a copy and the financial proposal separately. The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed.** The bidders who failed to adhere to these guidelines will not be considered for further evaluation.
8. Bids shall be valid for a period of 77 days from the date of deadline for submission of Bids.
9. Technical Proposals will be closed at **2.00 p.m. on 24th July 2025** and opened at **2.30 p.m. 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.

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