



## **Ministry of Industry and Entrepreneurship Development**

### **Addendum 01**

### **On REQUEST FOR PROPOSALS (RFP) and Terms of Reference (TOR)**

**for**

## **Procurement of Selection and Engagement of a Professional Firm for Hotel Reservation and Travel Arrangements for Foreign Delegates of Sri Lanka Expo 2026 – Sri Lanka Export Development Board (SLEDB)**

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

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**January 16, 2026**

# **Procurement of Selection and Engagement of a Professional Firm for Hotel Reservation and Travel Arrangements for Foreign Delegates of Sri Lanka Expo 2026 – Sri Lanka Export Development Board (SLEDB)**

## **1. Background**

Subsequent to the Procurement Document issued by **Sri Lanka Export Development Board (SLEDB)** for “Selection and Engagement of a Professional Firm for Hotel Reservation and Travel Arrangements for Sri Lanka Expo 2026 – Sri Lanka Export Development Board (SLEDB)” dated December 23, 2025 a pre-bid meeting was conducted on January 02, 2025. Based on the clarifications sought by the Bidder’s, it is felt necessary to provide additional information to the bidders to further clarify on certain areas of the Bidding Document.

All the bidders are required to perform careful assessment of the information provided in the Addendum 01.

**The deadline for the submission of proposals has been extended, and proposal submission will close at 2:00 p.m. on 27th January, 2025. The Technical Proposals will be opened at 2:30 p.m. on the same day**

**The date for Deadline of the Submission of Bids will be extended to on or before 2.00 p.m. on 27th January, 2025.**

The responses to the all clarifications sent by bidders are attached in **Annex 01** to this addendum.

## **1. Amendment 01**

### **Section IV:**

- a) General Condition of Contract Clause 6.4- (Payment Term)**
- b) Appendix B—Schedule of Payments and Reporting Requirements**

### **Section VI(Supplementary):**

#### **Terms of Reference (TOR) 13 Terms of Payment**

#### **Existing terms**

<b>Payment Stage</b>	<b>Percentage</b>	<b>Timing / Trigger</b>	<b>Documents Required</b>	<b>Conditions</b>
1. Advance Payment	20%	30 days prior to event	<ul style="list-style-type: none"><li>i. Advance Payment Guarantee (Commercial Bank Issued Guarantee).</li><li>ii. Confirmed Reservation Summary: Hotel allocation list<ul style="list-style-type: none"><li>• Guaranteed quantities (after attrition)</li><li>• Booking confirmations</li><li>• Preliminary Rooming List</li><li>3. Airport Transfer Plan</li><li>4. Transport Deployment Plan</li></ul></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	<ul style="list-style-type: none"><li>i. Final Hotel Confirmation Report</li><li>ii. Final room allocation</li><li>iii. Confirmed pricing</li><li>iv. Attrition-adjusted guaranteed list</li><li>v. Confirmation of 100% hotel readiness</li><li>vi. Confirmed airport arrival &amp; departure schedules</li></ul>	EDB will verify all documents prior to payment approval.

			ii. Transport provider confirmations iii. Shuttle route & timetable ix. 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.

## To be amended

Payment Stage	Percentage	Timing / Trigger	Documents Required	Conditions
1. Advance Payment	20%	30 days prior to event	i. Advance Payment Guarantee (Commercial Bank Issued Guarantee). ii. Confirmed Reservation Summary: Hotel allocation list <ul style="list-style-type: none"> <li>● Guaranteed quantities (after attrition)</li> <li>● Booking confirmations</li> <li>● Preliminary Rooming List</li> <li>3. Airport Transfer Plan 4</li> <li>● Transport Deployment Plan</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Advance Payment Guarantee must be valid 28 days from date of end of the exhibition.</b></li> <li>● No advance payment will be released without all required documents.</li> </ul>
2. First Interim Payment	20%	20 days prior to event, after hotel confirmations	i. Final Hotel Confirmation Report ii. Final room allocation iii. Confirmed pricing iv. Attrition-adjusted guaranteed list v. Confirmation of 100% hotel readiness vi. Confirmed airport arrival & departure schedules vii. Transport provider confirmations viii. Shuttle route & timetable ix. Insurance Cover Note (if applicable)	EDB will verify all documents prior to payment approval.

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	<b>40%</b>	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. Proof of payment to subcontractors (if applicable) iii. Release/expiration of Advance Payment Guarantee	All obligations must be cleared before final payment.

## **2. Amendment 02**

### **Section VI (Supplementary):**

#### **Terms of Reference Clause 08 Key Personnel and qualification criteria**

##### **Point D**

## Existing Terms

Key Professional Staff	Minimum Academic and professional qualifications Qualification	Minimum Experiences	Key Roles and Responsibilities
<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> <li>• Deploy drivers and vehicles. Ensure compliance with safety standards.</li> <li>• Communicate with EDB daily.</li> </ul>
<b>Visitor Support Coordinators</b>	Diploma or equaling in Hospitality / Travel Operations.	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>
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## To be amended

Key Professional Staff	Qualifications	Key Roles and Responsibilities
<b>Manager – Hotel Reservation</b>	Degree or Diploma in Tourism, Hospitality Management, Management, or an equivalent qualification, with a minimum of 8 years' experience in large-scale hotel coordination; OR A minimum of 12 years' experience in the relevant field.	<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>	A Degree or Diploma in a relevant field, or an equivalent qualification, with a minimum of 8 years' experience in transport operations and ground handling; OR A minimum of 12 years' experience in the relevant field.	<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> <li>▪ Deploy drivers and vehicles.</li> <li>▪ Ensure compliance with safety standards.</li> <li>▪ Communicate with EDB daily.</li> </ul>
<b>Visitor Support Coordinators</b>	Diploma in a relevant field, or an equivalent qualification, with a minimum of 3 years' experience in customer support or event operations; OR A minimum of 5 years' experience in the relevant field.	<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>	Certificate in a vocational or industry training, with a minimum of 2 years' relevant experience; OR A minimum of 4 years' experience in the relevant field.	<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>
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## **Amendment 03**

### **Section VI (Supplementary):**

#### **Terms of Reference Clause 4.1 Accommodation Requirements for Delegates**

#### **Existing Terms**

#### **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

#### **To be amended**

## **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. **100** rooms in 5-Star hotels on Bed & Breakfast (BB) basis for 3 nights for high-potential buyers.
- iii. **900** 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

## **Amendment 04**

### **Section VI (Supplementary):**

#### **Terms of Reference Clause 4.3 Domestic Transport (Hotels ↔ BMICH)**

### **Existing Terms**

#### **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).

## **To be amended**

### **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 three 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).