



SRI LANKA EXPORT DEVELOPMENT BOARD

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INVITATION FOR REQUEST FOR PROPOSAL (RFP)

**From Qualified & Professional Consultancy Firms for
Procurement of Selection and Employment of a
Consultancy Firm for the Study, Design, Development,
Coordination, Organizing and Implementation of the
Sri Lanka Expo 2026 organized by the
Sri Lanka Export Development Board (SLEDB)**

Contract No. EDB/PU/CPCC/2026/01

1. The Sri Lanka Export Development Board (SLEDB), operating under the purview of the Ministry of Industry and Entrepreneurship Development, plans to host Sri Lanka Expo 2026, an international exhibition, from 18th to 21st June 2026 at the Bandaranaike Memorial International Conference Hall (BMICH). In line with the Government of Sri Lanka's strategic initiatives to expand export markets, Sri Lanka Expo 2026 is envisioned as a flagship event that will provide a global platform for international buyers, investors, and key stakeholders to experience Sri Lankan products and services firsthand, thereby enhancing international visibility, fostering positive perceptions, and stimulating global demand for Sri Lankan exports.
2. The Chairman, Cabinet Appointed Consultants Procurement Committee (CPCC), on behalf of Sri Lanka Export Development Board (SLEDB) now invites sealed Technical and Financial proposals from Qualified & Professional Consultancy Firms for the Procurement of Selection and Employment of an Consultancy Firm for the Study, Design, Development, Coordination, Organizing and Implementation of the Sri Lanka Expo 2026 organized by the Sri Lanka Export Development Board (SLEDB).
3. Proposal will be conducted through the Quality and Cost Based Selection (QCBS) - specified in the Selection and Employment of Consultants Guidelines 2007 and are opened to all eligible consultants as defined in the Guidelines.
4. To be eligible for contract award, the successful consultancy firm shall not have been blacklisted. The qualification criteria for the eligible consultancy firm shall include the following. (Additional qualification requirements are given in the Procurement Documents).

a) General Experiences

The consultancy firm shall have a minimum of 7 years of continuous and demonstrable experience, as at the proposal submission deadline, in event management, including study, design, organization and execution of large-scale international or national exhibitions, trade fairs, conferences, or promotional events.

b) Specific Experience in contract of similar nature.

The Consultant shall have successfully completed at least two (02) large-scale events, or an equivalent level of international exposure, within the past Ten (10) years as at the proposal submission deadline. 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 10 years prior to the proposal submission deadline.

c) Financial Capacity

- i. The Consultancy firm (or lead partner in case of a JV/Consortium) shall have an annual average turnover of at least LKR 120 million (or equivalent in foreign currency) during the past three years.
- ii. The Consultancy firm must demonstrate access to or availability of financial resources, such as liquid assets, lines of credit, or other financial means, to meet the cash flow requirement of not less than LKR 20 million, net of the Consultant's other commitments for this project.

5. Interested eligible Consultancy firm 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. The Procurement Document published on the SLEDB website <https://www.srilankabusiness.com/> announcement. Further, procurement document published on the SLEDB website only for reading purpose.
6. A complete set of Procurement Documents in English may be purchased from SLEDB (address above Para 5) by interested consultancy firm on the submission of a written request on a business letterhead, and upon payment of a non-refundable fee of LKR 25,000.00. The method of payment will be by cash.
7. The original of the proposal should be enclosed in cover and top left-hand corner shall be marked as "EDB/PU/CPCC/2026/01" - proposal for "Procurement of Selection and Employment of an Consultancy Firm for the Study, Design, Development, Coordination, Organizing and Implementation of the Sri Lanka Expo 2026 organized by the Sri Lanka Export Development Board (SLEDB)".
8. Proposals must be delivered to the address (above Para 5) at or before 2.00 p.m. on February 27th, 2026. Late proposals will be rejected. Proposals will be opened soon after the proposal closing in the presence of the consultancy firm's representatives, who choose to attend at 2.00 p.m. on February 27th, 2026. All proposals must be accompanied by a Bid Security in the form of a bank guarantee of not less than Sri Lankan Rupees One Million (LKR 1,000,000.00).
9. A Pre-Proposal Meeting will be held at 10.00 a.m. on 06th February, 2026 in the 9th Floor VIP room of EDB. All interested Consultants may participate at the Pre-Proposal meeting.

The Chairman

Cabinet Appointed Consultant Procurement Committee (CPCC)

Sri Lanka Export Development Board (EDB)

No. 42, Nawam Mawatha, Colombo 02