



**Ministry of Industry and Entrepreneurship Development
Sri Lanka Export Development Board**

Addendum 01

On REQUEST FOR PROPOSALS (RFP)

For

**Procurement of Selection and Employment of an
Event Management 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 Number EDB/PU/CPCC/2026/01

**Sri Lanka Export Development Board
9th Floor, NDB EDB Tower,
No. 42 Nawam Mawatha, Colombo 02
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19th February 2026

Procurement of Selection and Employment of an Event Management Firm for the Study, Design , Development, Coordination, Organizing and Implementation of the Sri Lanka Expo 2026

1. Background

Subsequent to the Procurement Document issued by **Sri Lanka Export Development Board (SLEDB)** 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)” dated January 26, 2025 a pre-bid meeting was conducted on February 06, 2026. 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 not been extended, and proposal submission will close at 2:00 p.m. on February 27th, 2026. The Technical Proposals will be opened at 2:00 p.m. on the same day

The responses to all clarifications sent by bidders are attached in “**Annexure III**” to this addendum.

Addendum on TOR (Volume 2)

SN	TOR (Terms of Reference)	
	Existing Content	-To be amended
1	<p><u>5. Scope Part A – Scope of services</u></p> <p><u>(b)</u></p> <p>Clause was not available</p>	<p><u>5 Scope Part A – Scope of services</u></p> <p><u>(b)</u></p> <p>xii. Set-up arrangements at the BMICH will be available as follows:</p> <ul style="list-style-type: none"> • Outdoor areas (for marquees and stalls): from 11th June 2026 • Indoor halls (for internal set-ups): from 15th June 2026 <p>The Client will provide only the following three air-conditioned marquees, inclusive of carpets and lighting, for a period of four (4) days. All interior set-up arrangements within these marquees must be undertaken by the Event Management Company.</p> <ol style="list-style-type: none"> 1. Open Air Theatre – Marquee (250 ft x 82 ft), air-conditioned, with carpets and lighting, without platform. 2. Nuga Sevana – Marquee (150 ft x 50 ft), air-conditioned, with carpets and lighting, without platform. 3. Back Lawn of Nuga Sevana – Marquee (66 ft x 66 ft), air-conditioned, with carpets and lighting, with platform. <p>All additional infrastructure, stall construction, branding, and internal arrangements are to be provided by the appointed contractor.</p>
2	<p><u>6. Scope Part B –Detailed Technical Requirements</u></p> <p><u>6.20 - Stalls</u></p> <ul style="list-style-type: none"> • Set up 750 booths (including thematic booths), 3m x 3m within BMICH, it should include already available halls (A,B, C, D, western car park (H), outer lawn(I) marquee , open air theater 	<p><u>Scope Part B –Detailed Technical Requirements</u></p> <p><u>6.20</u></p> <ul style="list-style-type: none"> • Set up 750 booths (including thematic booths), 3m x 3m (550 booths) and 3m x 2m (200 booths) for potential exporters within BMICH, it should include already available halls (A,B, C, D,.western car park (H), outer lawn(I) marquee ,

	(F),Nuga sevana (E), Nuga Sevana Back ,Nuga Sevana Terrace , Mihilaka Madura (side area marque)) additional pavilions/marquees, floor decks with carpeting and AC	open air theater (F),Nuga sevana (E), Nuga Sevana Back ,Nuga Sevana Terrace , Mihilaka Madura (side area marque)) additional pavilions/marquees, floor decks with carpeting and AC
3	<p><u>10. Qualification Criteria –</u></p> <p><u>(b) Financial Capacity</u></p> <p><u>(i)</u></p> <p>The Consultancy Firm shall demonstrate sound financial standing, supported by audited financial statements for the last three consecutive financial years (2021, 2022, and 2023).</p>	<p><u>10. Qualification Criteria</u></p> <p><u>(b) Financial Capacity</u></p> <p><u>(i)</u></p> <p>The Consultancy Firm shall demonstrate sound financial standing, supported by audited financial statements for the last three consecutive financial years from 2022 onwards.</p>

Addendum on RFP (Volume 01)

	Existing Content	-To be amended
4	Section II Instruction to Consultants (ITC) and Data Sheet	Section I Instruction to Consultants (ITC)
5	Section II Instructions to Consultancy Firm and Data Sheet	Section II Data Sheet
6	<p>Section II Instruction to Consultants (ITC) and Data Sheet</p> <p><u>23.1</u></p> <p>In the case of QCBS, The Employer’s evaluation of responsive proposals will take into account technical factors, in addition to cost factors. An Evaluated Proposal Score (B) will be calculated for each responsive proposal using the following formula, which permits a comprehensive assessment of the proposal price and the technical merits of each proposal:</p> $B \equiv \frac{P_{low}}{P} X + \frac{T}{T_{high}}(1 - X)$ <p>where;</p> <p>P = Evaluated Proposal Price</p> <p>P_{low} = the lowest of all Evaluated Proposal Prices among responsive proposals</p> <p>T = the total Technical Marks awarded to the proposal</p> <p>T_{high} = the Technical Marks achieved by the proposal that was scored highest among all responsive proposals.</p> <p>T = the total Technical Marks awarded to the proposal</p> <p>T_{high} = the Technical Marks achieved by the proposal that was scored highest among all responsive proposals</p> <p>Weight of the evaluated Proposal Price (“X” in the evaluated Proposal Score formula) = 20% The proposal with the highest Evaluated Proposal Score (B) among responsive proposals shall be termed the Lowest Evaluated Proposal and is eligible for</p>	<p>Section I Instruction to Consultants (ITC)</p> <p><u>23.1</u></p> <p>In the case of QCBS, The Employer’s evaluation of responsive proposals will take into account technical factors, in addition to cost factors. An Evaluated Proposal Score (B) will be calculated for each responsive proposal using the following formula, which permits a comprehensive assessment of the proposal price and the technical merits of each proposal:</p> $B \equiv \frac{P_{low}}{P} X + \frac{T}{T_{high}}(1 - X)$ <p>where;</p> <p>P = Evaluated Proposal Price</p> <p>P_{low} = the lowest of all Evaluated Proposal Prices among responsive proposals</p> <p>T = the total Technical Marks awarded to the proposal</p> <p>T_{high} = the Technical Marks achieved by the proposal that was scored highest among all responsive proposals.</p> <p>T = the total Technical Marks awarded to the proposal</p> <p>T_{high} = the Technical Marks achieved by the proposal that was scored highest among all responsive proposals</p> <p>Weight of the evaluated Proposal Price (“X” in the evaluated Proposal Score formula) = 30% The proposal with the highest Evaluated Proposal Score (B) among responsive proposals shall be termed the Lowest Evaluated Proposal and is eligible for Contract award, provided the Consultants was pre-</p>

<p>Contract award, provided the Consultants was pre-qualified and/or it was found to be qualified to perform the Contract in accordance with post qualifications requirements stipulated in the RFP. The Qualifications and Evaluation criteria are explained in section III in this RFP</p>	<p>qualified and/or it was found to be qualified to perform the Contract in accordance with post qualifications requirements stipulated in the RFP. The Qualifications and Evaluation criteria are explained in section III in this RFP</p>
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Section III Qualification and Evaluation Criteria

7	<p><u>3.3 Eligibility and Qualification of the Consultant</u> <u>(b)- Financial Capacity</u></p> <p>i. The Consultant shall demonstrate sound financial standing, supported by audited financial statements for the last three consecutive financial years (2021, 2022, and 2023).</p> <p>v. The Consultant 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 Bidder's other commitments for this project</p>	<p><u>3.3 Eligibility and Qualification of the Consultant</u> <u>(b)- Financial Capacity</u></p> <p>i. The Consultant shall demonstrate sound financial standing, supported by audited financial statements for the last three consecutive financial years from 2022 onwards.</p> <p>v. The Consultant 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</p>
8	<p><u>3.4.1 Evaluation components and applicable ratings</u></p> <p>During the evaluation process, the evaluation committee will assign to each selected feature a whole number rating from 0 to 100, where 0 means that the feature is absent and 100 for significantly exceeding the requirements</p> <p>The Technical evaluation shall be made based on 4 major evaluation criteria with their corresponding Point on a scale of 100 Points as summarized below;</p> <p>To be technically qualified, a consultant must earn at least 80 points out of 100 marks</p>	<p><u>3.4.1 Evaluation components and applicable ratings</u></p> <p>During the evaluation process, the evaluation committee will assign to each selected feature a whole number rating from 0 to 100, where 0 means that the feature is absent and 100 for significantly exceeding the requirements</p> <p>The Technical evaluation shall be made based on 4 major evaluation criteria with their corresponding Point on a scale of 100 Points as summarized below;</p> <p>To be technically qualified, a consultant must earn at least 70 points out of 100 marks</p>

9 **1.6 Eligibility and Qualification Requirements of the Consultant (Pg 45)**

Existing Content

Criteria	Compliance Requirement				Documents	
Requirement	Consultant					Submission requirements
	Single Entity	Joint Venture (existing or intended)			At least one member	
		All members combined	Each member			
Experiences of Consultancy firm	Must meet requirement	lead Partner must meet minimum requirements	Must meet 50% of minimum requirement	Not Applicable		
Qualifications and experiences of key personals	Must meet requirement	Not Applicable	Not Applicable	At least one member must meet requirement		

To be amended

Criteria	Compliance Requirement				Documents	
Requirement	Consultant					Submission requirements
	Single Entity	Joint Venture (existing or intended)			At least one member	
		All members combined	Each member			
a) Contractual Requirement						
Nationality	Must meet Requirement	Not Applicable	Not Applicable	Must meet Requirement	TECH -2	
Legally Registered Business under Business Registration or Company Registration	Must meet Requirement	Must meet requirement	Must meet requirement	Not Applicable	TECH -2 Business Registration	
The firm must have the legal right to submit the Proposal and should not have received any penalties given by the any court in last five year	Must meet Requirement	Must meet requirement	Must meet requirement	Not Applicable	TECH -2 Business Registration	

b) Conflict of Interest					
No- conflicts of interest as described in ITC clause 3	Must meet Requirement	Must meet requirement	Must meet requirement	Not Applicable	TECH -2 Business Registration
c) Average Annual turnover					
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	Must meet Requirement	Must meet requirement	Must meet 20% of the Requirement	Must meet at least 70% of the requirement	Audited Financial Reports
d) Financial Resources					
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	Must meet Requirement	Must meet requirement	Must meet 20% of the Requirement	Must meet at least 70% of the requirement	Audited Financial Reports
e) General Experience					
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	Must meet requirement	Not Applicable	Not Applicable	Must meet Requirement	TECH-5

f) Specific Experience

<p>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</p>	<p>Must meet requirement</p>	<p>Not Applicable</p>	<p>Not Applicable</p>	<p>Must meet requirement</p>	<p>TECH-5</p>
<p>Note: Compulsory requirements are outline in Volume 2, Terms of References (TOR), Qualification Criteria</p>					

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Section IV Technical Proposal – Standard Form

11 **CHECKLIST OF REQUIRED FORMS**

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Note 01

1. These forms shall be completed properly and place them in the envelop marked ‘Technical Proposal’

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E-copy (softcopy) of the bidding documents (without financial proposal) should be submitted with the hard copy
Note 01

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12 Please use the new Bid Security format in the addendum Annexed as “Annexure I”.
Form TECH 3 – Format for Bid Security, in replacement of the existing format in page 49.

13 Please use the new Staff Schedule in the addendum Annexed as “Annexure II”.
Form TECH 10 – Format for Staff Schedule, in replacement of the existing format in page 59.

