



Ministry of Industry and Entrepreneurship Development
Sri Lanka Export Development Board
REQUEST FOR PROPOSALS (RFP) on Two Envelope System
Volume 2
Terms of Reference (TOR)
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)
Contract Number EDB/PU/CPCC/2026/01
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Volume 02

Volume 2 of this Request for Proposals (RFP) for the procurement of a capable **Consultancy Firm to provide services for the Study, Design, Development, Coordination, Organizing, and Implementation of the Sri Lanka Expo 2026 organized by the Export Development Board (EDB)** consists of Section VI, which includes two components:

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

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

Section VI

1. Terms of Reference (Schedule of Requirement)

(TOR/SOR)

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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 16.17 Bn and imports amounted to USD 19.3 Bn, resulting in a trade deficit of USD 3.13 Bn. 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-year 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. To achieve these objectives, the EDB is issuing Request for Proposal (RFP) including this Terms of Reference (TOR) to Qualified-and professional Consultancy Firm, to invite the submission of effective, efficient, and comprehensive technical and financial proposals for the planning, design, development, coordination, and implementation of Sri Lanka Expo 2026.

2. Schedule and Venue of Sri Lanka Expo 2026

The Sri Lanka Expo 2026 will be held from 18th to 21st June 2026 at the Bandaranaike Memorial International Conference Hall (BMICH). The Consultant shall be responsible for the design, setup, and provision of all facilities and requirements specified in this Terms of Reference (TOR) to conduct Sri Lanka Expo 2026 in accordance with international standards, with the ultimate objective of promoting Sri Lanka's exports.

3. Overall Objective

The overall objective of this assignment is;

To select and engage a professional, capable and qualified Consultancy Firm to Study Design, Development , Coordination organize, and Implement of the Sri Lanka Expo 2026 organized by the Sri Lanka Export Development Board (SLEDB), as a world-class international exhibition that effectively promotes Sri Lanka's export potential, investment opportunities, and national image.

4. Specific Objectives

To organize the Sri Lanka Expo 2026 Event Management component at international scale with all arrangements, deliverables, and services adhering to internationally accepted/recognized standards in terms of quality and performance. (Designing, setup, safety, security, cleanliness)

The specific objectives are outlined below

1. Event Management & Logistics

Plan and manage all end-to-end event logistics, including venue branding, stalls and pavilion setup/dismantling, marquees, signage, registration counters, internet connectivity, on site security (specific areas), insurance, cleaning and waste management, power and backup power, water supply (including special requirements), and all on-site operational logistics.

2. Industry Sessions & Investment Forums

Organize and support industry-specific sessions and investment forums, including venue setup and technical arrangements.

3. Special Events

Execute all logistical arrangements for fashion, culinary, and cultural shows.

Execute all logistical arrangements for B2B Meetings, thematic pavilions and “New Product Pitches”

4. Inaugural Events

Manage full logistics for the main inaugural event and mini-inaugural events, closing ceremony including stage setup, LED walls, lighting, sound systems, décor, comperes, and performers.

5. Staffing & Equipment

Provide adequate trained personnel and necessary equipment for smooth event operations.

6. Health, Safety & Emergency Management

Ensure compliance with health, safety, accessibility standards, emergency response, fire safety, medical assistance, insurance and first aid facilities.

7. Audio-Visual & Digital Infrastructure

Supply and manage PA systems, LED walls, lighting, digital screens, displays, and a centralized control room with professional announcers.

8. Backstage & Show Support

Provide backstage facilities including dressing rooms, makeup areas, kitchens, live cooking stations, refrigeration, hygiene facilities, and serving areas for necessary parallel events.

9. Programme Coordination

Manage contracts, schedules, and coordination of chefs, designers, models, artists, and cultural troupes in coordination with organizers

10. Media, Registration & Secretariat

Set up registration counters, a dedicated desk for hotel reservation and travel information, a dedicated media center, photography and videography services, and an Expo Secretariat for overall coordination.

5. Scope Part A – Scope of services

This Part outlines the overall professional, managerial, and coordination responsibilities of the Consultant for the successful planning, organization, delivery, and completion of Sri Lanka Expo 2026. It defines the Consultant's role in providing end-to-end event management services, including strategic planning, stakeholder coordination, governance, quality assurance, and compliance with applicable standards and regulations.

The Consultant shall act as the single integrated service provider, responsible for ensuring that all activities are planned, coordinated, supervised, and executed in a timely, efficient, and professional manner, in close collaboration with the Export Development Board (EDB) and other relevant stakeholders.

a) Event Planning and Coordination

- i. Prepare the overall master plan, site layout plan, concepts & designs for Sri Lanka Expo 2026 at the BMICH premises.
- ii. Conduct structured planning, coordination, and progress review meetings at agreed intervals.
- iii. Develop a detailed implementation schedule, responsibility matrix, and risk management plan.
- iv. Provide regular written progress updates and maintain continuous coordination with EDB.

b) Exhibition Setup and On-site Management *(Detailed venue allocation plan attached as Annex 1)*

- i. Creative Concept Development, design and construct all exhibition infrastructure, including booths, international & national pavilions, sectorial pavilions, thematic pavilions, parallel events, stage areas, and lounge spaces, in accordance with EDB coordination.
- ii. Supply and install all necessary materials and equipment, such as pavilions, marquees with chairs, tables, lighting, sound systems with audio outs (distributor), power, signage, and decorations, Air conditioning for outdoor stall/marques (temperature control should be available, ranging 24 °C- 26 °C covering the whole area) .Rushes and master copies of all digital media coverage (soft copies all images and videos) should be provided.

- iii. Provide all necessary additional furniture and fittings, equipment needed by the exhibitors for them to obtain on hiring basis
- iv. Public Address system and supply of sufficient number of Walkie-Talkies
- v. Manage on-site operations, including visitor management, security, cleaning and maintenance throughout the event.
- vi. Set up of Registration Counters and Visitor Management infrastructure
- vii. Manage on-site media registration, access control, and press room facilities.
- viii. Provide Audio out (Distributor) at all functions and parallel events
- ix. Arrange technical rehearsals and ensure operational readiness before event commencement.
- x. Entire complete set up should be handover 1 day before the event
- xi. Dismantling and clearing of all exhibition materials after completion.

c) Ceremonies and Parallel Events

- i. Plan and conduct all inauguration, closing, and parallel events in close coordination with EDB Organizing Committee.
- ii. Organize and conduct cultural (2 event with 15 items), culinary (6 sessions) events and, fashion shows (2 sessions), industry specific sessions (per day 6 sessions- total 12 sessions), Investor forum (1 forum) during the event period, representing Sri Lanka's export capabilities, heritage and innovation.
- iii. Select, brief, and manage performers, artists, designers, and culinary experts with close coordination with EDB
- iv. Conduct rehearsals and ensure technical readiness before each event
- v. Coordinate and manage all protocol arrangements, including VVIP/VIP guests, stage management, and seating arrangements.
- vi. Provide event photography and videography coverage for documentation and publicity (including audio out and video outs as specified under "b" above)

d) Coordination and Logistics

- i. Formulate and manage the Organizing Committee (jointly with EDB) to review progress, resolve issues, and ensure proper coordination among stakeholders.

- ii. Coordinate with BMICH management, government authorities, and service providers to secure approvals and operational support.
- iii. Information desks including space facility for a dedicated desk for hotel reservation and travel information at BMICH
- iv. Maintain a professional on-site event management office with necessary equipment and human resources throughout the event period including a decision-making, responsible manager for the office and assign duty officers for each pavilion and parallel events to coordinate logistical arrangements
- v. Ensure on-site safety and security, cleaning, and maintenance throughout the event.

e) Content Creation and Branding

- i. Develop the overall event identity and creative direction for Sri Lanka Expo 2026, aligned with Sri Lanka Expo theme, EDB's vision and brand guidelines.
- ii. Design onsite layout plan and all branding and communication materials (pandols, marquees, flags, sign boards, etc.) and obtain EDB approval.
- iii. Create compelling audio-visuals and designs for exhibition halls, opening ceremonies, investor forums and other parallel events aligned to the main theme.

f) Monitoring and Quality Assurance

- i. Appoint an experienced Event Director/Manager along with a dedicated team for Sri Lanka Expo as points of contact with EDB.
- ii. Conduct progress meetings with EDB as per the agreed schedule.
- iii. Submit regular progress reports during pre-event, event, and post-event phases.
- iv. Ensure all work complies with safety, environmental, and public health standards applicable to BMICH and national regulations.

6. Scope Part B –Detailed Technical Requirements

This Part sets out the specific technical requirements, quantitative details, specifications, locations, timelines, and deliverables required for Sri Lanka Expo 2026. It includes detailed descriptions of exhibition infrastructure, stalls, pavilions, ceremonies, cultural and fashion shows, culinary demonstrations, media facilities, utilities, logistics, and all supporting services to be provided in venues within the BMICH premises.

All items described in Part B shall be designed, supplied, installed, operated, maintained, and dismantled by the Consultant in accordance with the standards, quantities, and schedules specified herein, and in alignment with the responsibilities defined under Part A of this TOR.

6.1 Registration counters & Visitor Management Infrastructure

To be set up as appropriate to handle 1,500 buyers and 750 exhibitors

The service provider will be responsible for arranging a complete Registration & Visitor Management System (software system will be provided), for the four-day exhibition. This includes the supply, installation, and operation, including necessary hardware for the entire registration process. The solution must facilitate the registration of the following categories

- 1) Buyers, International Delegates
- 2) VIPs/Invitees
- 3) Exhibitors
- 4) Media (Local & International), and other visitors
- 5) EDB staff and other support staff such as volunteers, translators, organizers etc.

through a single-entry point, capable of handling peak crowds of approximately 2,500 visitors within 2–3 hours.

The vendor shall provide all necessary infrastructure, ICT equipment, manpower, layout, crowd management equipment, signages, on site safety & security and operational support to ensure smooth functioning of the registration and visitor management process.

The consultancy Firm must undertake the complete end-to-end setup of the registration area including:

6.1.1 Infrastructure Setup

- Supply and installation of a marquee of approximately **720–800 sq.m.**
- Flooring, lighting, ventilation (AC and coolers), and power distribution
- Branding, directional signage, counter numbering
- Queue management barricades and fencing
- Final day set up of a ticketing counter with required number of tickets printed approximately 3,000
- Arrange an area for waiting facility within the registration zone (approx.for 20 numbers)
- Arrange 02 help-desks with adequate staffing and equipment to handle inquiries
- Distribute dockets & brochures to all participants as per client requirements
- Arrange event lay out plan distribution

6.1.2 Lanyard and pouch pickup area

- Provide 6,000 lanyards at the registration area
- Arrange appropriate lanyard holding/display racks to facilitate smooth distribution
- Facilitate on-the-spot badge printing for participants who have not brought their pre-printed badges. Establish 12 counters with the staff to manage badge printing

6.1.3 QR scanning

- Provide minimum of 20 QR scanners along with the required staff for scanning and verification

6.1.4 ICT & Software Requirements (Will be provided)

- Registration software capable of handling pre-registered and on-site visitors
- QR scanning system
- Real-time database integration

- Badge printing software module

6.1.5 Staffing Requirements: The service provider must provide sufficient number of capable staff for 4 days:

Role	Quantity
Registration staff + QR scanning + Queue management	~60
IT technicians	6
Zone supervisors	8
Security personnel	5
Cleaning/support	4

6.1.7 Power & Electrical Requirements

- Adequate distribution panels
- UPS units
- kVA backup generator
- Cable routing and protections

6.1.8 Operations & Maintenance

- On-site help desk
- Daily operational support
- Equipment troubleshooting
- End-of-day reporting
- Safety and compliance management

6.2 Main Inauguration , Mini Inaugurations and closing Ceremony

6.2.1 Main Inauguration at the BMICH Main Hall

- LED wall at Main Hall stage back wall
- Podium with flower decor
- Stage front floor flower arrangements
- One Entertainment item
- Sounds & lighting

- One Compere in English, maximum 3 hours (prior approval should be taken from the client)
- Oil lamp with flower decor
- Photography & videography coverage
- Audio out (distributor)
- Simultaneous Translation kits for foreign delegates (60 numbers) and a Sinhala to English Translator
- Beetle leaves for VVIP

6.2.2 Mini Inaugurations from day 2 to 4 (19th to 21st June 2026)

- Venues – AB Hall Lobby
- LED wall with stage to be setup inside the AB hall lobby (size 22 x 8 ft)
- Provide seating facilities for Max. 150 participants, theater style seating
- Proper chairs with covers,
- A Podium with flower decor, Sounds, Microphones,
- A Compere in English (maximum 2 hours per day)
- Photography & videography coverage
- Audio out (distributor)
- Arrangements for opening the Exhibition on all 3 days (ribbons, scissors)

6.2.3 Closing Ceremony on 21st June 2026 5.00 p.m. onwards (near C and D Hall – Fashion show ramp)

- LED wall with cabling and other facilities – the same LED wall of the fashion show will be used
- Provide seating facilities for Max. 150 participants, theater style seating
- Proper chairs with covers
- A Podium with flower decor, Sounds, Microphones,
- A Compere in English (maximum 1 hour per day)
- Photography & videography coverage
- Audio out (distributor)
- Tokens of appreciations

6.3 Innovative Product Display-New Product Pitch- (Ruby Hall- Press Briefing Room)

- 20 Display racks
- backdrop with proper lighting
- presentation and projection facilities
- 5 Wooden Display boxes
- 4 Transparent Display boxes
- 1 Cloth railing
- 1 Glass showcase
- Seating facilities for judge panel

6.4 Investment Forum - Main Hall of the BMICH for main forum and Lavender Hall for parallel network session on 19th June 02.00 pm - 05.00 p.m.

- Two registration tables with table cloths and flower décor, and 4 Chairs
- Utilize the same LED wall, podium, podium mike, sounds & lighting at the Main Hall
- Four (4) nos. of FM mikes
- Podium & Flower decor
- 1 laptop (Core i3 or above, Windows 10 or above, with Microsoft office 2019 or higher, generation 12 or above, Screen 15.5” or above and full HD, supporting Wi-Fi connectivity, battery life 1 hr or above on hired basis)
- Digital Kiosk/ light box indicating the event name and the location – 6 nos
- Four (4) new branded pen drives: Spec USB 3.0 or above, 64 GB
- Facilitate panel discussions (Chairs & coffee table, water with glasses)
- Compere (English) for 3 hrs.
- Photography & Videography coverage,
- Availability of water dispensers, water bottles with cups

Breakout sessions of the Investment Forum at Lavender Hall 19th June (2.00- 5.00 p.m.)

- Chairs & Tables for Networking, chairs in theater style
- Flip charts, Pointer, white board, Marker Pens (Black, Blue, Green, Red), Eraser
- Digital screen with pointer, podium, mikes, sounds & necessary lighting.
- Backdrop to appropriate size of the hall
- Photography & Videography coverage
- Availability of tea / coffee with cookies throughout the 3 hours
- Power Extension Codes

6.5 Industry -Specific Forums Orchid & Jasmin Committee Rooms – Total 12 events to be conducted)

19th (10.00 a.m. - 3.00 p.m.) – three sessions per room parallel (total six sessions per day)

20th 10.00 a.m. - 3.00 p.m.) – Three sessions per room parallel (total six sessions per day)

- Two registration tables with table cloths and flower décor, and 2 Chairs each at the entrance of the committee rooms
- LED wall to the size appropriate to the rooms, podiums, podium mikes, 2 FM mikes each, sounds & necessary lighting.
- Digital Kiosk/ light boxes indicating the event name and the location – 2 nos
- Digital Narration Board
- 1 coffee table and 3 chairs , table cloth (if required)
- Office Space for resource persons, power sockets/ wire code, tables, chairs, water bottles, Trash bins
- Videography and photography coverage
- Two comperes per day. Total 6 sessions per compere each two hours, from 19th and 20th June 2026 Language -English
- Arrange seating layouts for 100 nos. (theatre style)appropriate to forum formats in both rooms
- Flip charts, Pointer, 2 white board, Marker Pens (Black, Blue, Green, Red), eraser, pen drive

- White Board with eraser and sufficient number of white Board marker pens in different colours.
- Power extension codes (2-3 nos)
- Photography & videography coverage
- Water dispensers ,with water bottles and cups
- 2 Trash Bins
- All the requirements should be included as a forum arrangement

6.6 Culinary shows

A marque in front of Hall A & B in a suitable setup. 18th to 21st June

Below details are proposed components. However, the consultant may propose according to the requirements

	Cooking area	<ul style="list-style-type: none"> • Main cooking bench (10' x 4') with sink and 4 burner cooker • Water supply • Side bench (6' x 4') with sink • Display Racks with lighting to display ingredients • LED Wall as Backdrop with necessary cabling, laptops etc. • Sufficient number of Waste Bins • Gas supply • Air Condition
	Chefs	<ul style="list-style-type: none"> • Six specialized /experienced chefs from leading hotels for the given. Food and beverage (using Sri Lankan ingredients such as traditional rice, spice, coconut , sea food, herbal, coffee , tea, etc)
	Cooking Equipment's	<ul style="list-style-type: none"> • Suitable/required cooking equipment's, cooking ware and serving trays, plates ,and cutleries as requested by Chefs
	Seating area(In front of cooking area)	<ul style="list-style-type: none"> • Carpeted area (100sqm) with 50 chairs) • Water dispenser, water bottles with cups • Waste bins

	Audio & Visual Requirements	<ul style="list-style-type: none"> • High-quality sound system – 01 Nos • Audio-visual setup & Video cables • FM microphones with Stands - 03 Nos • Background music • Lighting arrangement • Photography & Videography coverage
	Announcing	<ul style="list-style-type: none"> • A compere
	Power Supply	<ul style="list-style-type: none"> • Necessary power supply according to the requirement • Back-up power supply (Generator)
	Water Supply	<ul style="list-style-type: none"> • Sink on Demonstration Table • Sink on Side bench

6.7 Fashion shows – Set up a Marque/ Canopy near Hall C & D,

Dates: 19th and 20th June, Time: 5pm -6pm

The fashion show organizer to decide the pageant, construction of ramp and other related arrangements

Below details are proposed components. However, the consultancy firm may propose according to the requirements

1.	Ramp, and Stage	'T' Ramp Head & Tail sections length × width × height 40ftx16ft x 30in width: head 52ft x 10ft x 30in tail 02 stairs to the back 02 stairs to the front (sideways black matt/white matt top) Back space availability Two Backstage changing rooms with AC – Male, Female Wash rooms near to the changing room Water supply and water dispenser for the back stage / changing rooms Coffee machine near the entrance (inside the marquee) with coffee and cups during the event period Air Condition facility for the entire Fashion show area
2.	Middle backdrop	01 Nos 20x14ft matte white fabric board (zero transparency to lighting) as the middle backdrop attached with given

		design: laser cut in white regiform (5x5ft) with lights and with setting up
3.	Side Backdrops (if needed)	02 Nos x each 16x14 black matte fabric boards (zero transparency to lighting) for side backdrops with setting up
4.	LED Video Walls with Fixing	Two LED screens -Each 16(w)ft x 14(h)ft, 01 back stage TV screen vision control to operationalize videos with operators
5.	Lighting Systems for the Catwalk This is for indoor set up. Need to specify according to the venue.	20 Classic General PAR CANS 20 High tech general par cans 30 colour wash 06 beam lights 04 amber colour 04 spot blinders 04 uv par cans 06 face lights 200 ft top bars 10nos x20ft height support bars 02 T bars for face lights Light mixture with operators
6.	Sounds for the catwalk	Line array surrounding sound system 04 top and 04 bin (high tech) Audio mixture and control panel +DJ controller 2 FM mics 1x Podium with digital screen 4 sets of Walkie Talkies A sound engineer to operate it Compere Product promotional video clips
7.	Seating Arrangement	50 seats per side theater style chairs with seat covers
8.	Models	Models – Around 24 males females Dresses according to the theme Makeup artists Assistants

6.8 Cultural Show, Main Hall on 18th June and 21st June Outdoor Stage (utilizing the same Fashion show ramp) (5pm – 6.00 pm)

- Utilize the same LED Wall setup from the fashion show
- Identify artists, dancers for the time duration in coordination with the Client (EDB). No of items 8-10 for each day.
- Photography & Videography coverage

Below details are proposed components. However, the consultant may propose according to the requirements

1.	Audio & Visual Requirements	<ul style="list-style-type: none">• LED Wall as Backdrop – 01 Nos (The same LED wall set up with necessary cabling in the Main Hall)• Laptops – 01 Nos• High-quality sound system – 01 Nos• Audio-visual setup & Video cables• FM microphones with Stands - 03 Nos• Podium with Mike – 01 Nos• Microphones Ear set for Music Team – 04 Nos• Kiosk Machines to Show the next item Details – 06 Nos• Lighting arrangement with beams, smoke machines, fog lights, focus lights, and truss System.
2.	Power Supply	<ul style="list-style-type: none">• Multi-plug sockets & coded wiring• Back up for electricity supply (Generator)
3.	Other requirements	<ul style="list-style-type: none">• Lotus Flower Decorations front of the Stage• Mini Stools & Chairs for resource Person for Drumming Performance – 04Nos On stage in discussion with artists• 4 Waiting/changing rooms (15' x 10') for dancers/ back stage BMICH rooms

6.9 B2B Meeting Arrangements

Venue: Lotus Hall (18th to 21st June)

Requirement – A person should be assigned dedicated to the Lotus Hall to look into preparation including ensuring neatness and cleanliness of the room throughout the sessions in four days.

- Arrange a B2B zones with facilitation staff.
Table arrangements for B2B - 4 chairs per table. No. of tables - 60 (with proper table clothes and chair covers) including Table number signage with stands.
- Arrangements for running tea/ coffee, cookies and water for participants at each session with serving arrangements
- Necessary stationery for tables (notepads and pencils)
- Light Box at the entrance to display B2B sessions (design to be provided by EDB)
- Power supply and connection appropriate to cover the area
- Podium with mike
- Multimedia system , screen and lap top arrangements
- Small flower decoration for the podium

6.10 Arrangement of Gems and Jewellery Pavilion

Venue: Sapphire Banquet Hall

Dates :18th to 21st June

- Provide 40 stalls to display gems & jewellery with display units/ show cases
- A CCTV with monitoring system
- Tight Security (Armed guards)
- Sufficient spot lights
- area for bonding facility and gem testing
- 2 high stools per stall

6.11 Press Briefing Room,

Venue: Ruby Hall

Dates : 18th to 21st (all 4 days)

Press conference facilities

- Seating capacity (100)
- Head table with 6-7chairs
- Podium with mike
- Back drop or LED wall
- Lighting & Professional sounds
- Audio and video out
- Microphones – FM mikes 4
- Photo backdrop
- Flower arrangements – Podium & Head Table

- Video recording and interview area with green screen with lighting and necessary equipment

6.12 Local & International Media Centre – Cinema Lounge. 18th – 21st June

- 20 Work stations with 10 laptops and necessary power supply
- Discussion areas with sofas and backdrop arrangements with proper lighting facilities
- Charging station for cameras, phones, laptops
- Printing facilities with necessary stationery (2-3 Printers (wifi connected), A4 sheets, pens, etc)
- Separate area with storage lockers for the selected international journalists for media equipment (size to be determined in considering storage of tri-pods, camera, lights etc)
- CCTV Facility
- A technical person to assist
- White board with marker pens

6.13 Tulip & Saffron rooms as VIP rooms (for discussions). 18th – 21st June

- Tea/ Coffee arrangements with water
- Power charging points

6.14 Health Center/First Aid Center – Arrange at Mihilaka outer canopy/open Hall. 18th – 21st June. Arrange necessary first aid, the service of a doctor & nurse

6.15 Sri Lanka Expo Secretariat – Arrange at Hybrid Hall near Mihilaka Medura. 17th afternoon – 21st June night

- Five tables and chairs
- One Colour and one black & white laser printers
- Three Laptops (Please refer the Specifications under 6.3)
- Supply of stationery;
Five 80 gsm A4 bundles, Black, blue, red pens, marker pens (Both permanent and other), Cello tape, Masking tape, Double tape, scissors,
- Walkie-talkie kits (10 nos)

6.16 Information desk /Help Desk to be arranged in a suitable location with easy access

6.17 Drinking water - Drinking water filters to be placed in 4-5 locations and be replaced once over with bio degradable cups

6.18 Photography & Videography

- Entire event (including parallel events) to be covered with photography
- Video coverage of all events and randomly in stall areas
- A 5 minute video covering the entire event to be produced
- 3 minute videos of each day covering the event highlights
- A team of professional cameramen to cover the entire event (exhibition stalls, ceremonies, parallel events including fashion show etc.)with all equipment

6.19 Directional boards

- Creative directional signage should be fixed within the BMICH directing to different areas. Should be both digital and physical Boards

6.20 Stalls

- 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) marque , 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.
- Ensure all pavilions are with AC and necessary power supply
- All stalls should include counter table, three chairs, 13A one socket and spot lights
- Special lighting arrangements & security arrangements (CCTV cameras) for the Gems & Jewellery pavilion. Provide exhibitor showcases with spot lights for all Gems & Jewellery exhibitors.
- Required facilities should be arranged for bonding area and gem testing laboratory for Gems & Jewellery pavilion

- Printing and fixing backdrop stickers for shell scheme stalls (design will be provided)
- Provide PA system with necessary arrangements to cover all pavilions
- Digital signages and directional boards at suitable locations for participants to identify, where they are and the venues they want to visit
- Design and install expo branding elements
 - Including 2 Pandols at the entrance to BMICH and at the entrance to Bandaranayake Hall
 - Ceremonial Flags with flag poles in Baudhaloka Mawatha and BMICH entrance path. Number of flags 250(design will be provided). Size (standard size as appropriate)

6.21 Thematic Pavilions

Thematic pavilions (5) as

1. Sustainability and Green Solution,
2. Culture Heritage & Craftsmanship,
3. Innovation & Technology,
4. Global Partnership (machines and high Tech)
5. Future Export Leaders (SME)

Requirements

- Special branding for all five pavilions according to the theme
- Ensure all pavilions are with AC and necessary power supply
- All stalls should include counter table, three chairs, 13A one socket , appropriate spot lights according to the space allocation, ,fascia name board (without space only stalls)
- security arrangements (CCTV cameras)
- Provide PA system with necessary arrangements to cover all pavilions
- Digital signage's and directional boards at suitable locations for participants to identify, where they are and the venues they want to visit
- Thematic branding , designs and install expo branding elements

6.22 Arrangement of sufficient cleaning staff

- Waste bins should be emptied when filled
- Wash rooms to be kept clean and dry at all times

6.23 Preparation of awards, plaques, and promotional material

- Awards for winners of special events (6)
- Token of appreciation (a plaque with a box) for panelists and speakers (25)
- High quality Promotional items for VIPs and special international delegates (25 numbers)

6.24 Other important requirements

- Provide on-site support teams (technical and non-technical crew).
- Work in coordination with PR service provider & Travel Service Provider
- Ensure no technical failure takes place (if so have backup plans)
- Safety, security, and compliance with venue regulations.
- Security Services for 4 days
- Backup power supply
- Provision of disability access
- Ensure sufficient sanitary facility availability for the provided number of participants with continuous cleaning
- To liaise with CEB for additional power requirement
- To liaise with National Water supply & Drainage Board for additional water requirement (if required)
- The Consultancy Firm should provide pricing for additional requirement of the stall holders with contact points
 - Counter Table
 - Sample Display Racks
 - Chair (provide different types and prices)
 - Additional power sockets and power requirements
 - Spot light

6.25 Provision of Broadband Internet and Wi-Fi Connectivity at the Event Venue.

- **Scope of Work**

The firm shall be fully responsible for the provision of end-to-end internet connectivity services, including but not limited to network design, deployment, configuration, testing, operation, and monitoring, on-site support, as specified herein.

- **Coverage Area**

The Contractor shall ensure uninterrupted mobile broadband and Wi-Fi coverage throughout the **entire event venue (from 18th -21st June)**, including:

- All indoor exhibition halls
- All outdoor exhibition areas
- Common areas, walkways, meeting rooms, and service areas

No dead zones or coverage gaps shall be permitted.

- **Mobile Network Coverage**

The Contractor shall ensure effective **4G and 5G mobile network coverage** throughout the venue by coordinating with licensed mobile network operators and/or deploying temporary enhancement solutions, where necessary.

- **Segregated Wi-Fi Network Zones (Public & Official)**

The Contractor shall design and implement logically segregated networks as follows:

- **Public Wi-Fi Network for International and Local Visitors/Exhibitors**

- A dedicated Public Wi-Fi network for visitors.
- Designed to handle high-density usage without degradation of service.
- The Wi-Fi network shall support not less than 3,000 concurrent users.
The Contractor shall guarantee a minimum consolidated bandwidth of 600 Mbps download, and 300 Mbps upload.
- The Wi-Fi infrastructure shall utilize latest-generation wireless technology.
- The Contractor shall ensure acceptable latency, throughput, stability and compatibility of all kind of mobile devices used today up to the consistent with international exhibition standards.

- **Official / Operational Wi-Fi Network**

- A secured and isolated Wi-Fi network for official and operational use, including registration counter areas, operations offices, and parallel event venues.
- Guaranteed minimum bandwidth of **100 Mbps download and 100 Mbps upload**.
- Access shall be restricted and protected against unauthorized use.

- **Live Streaming and Dedicated Connectivity**

The Contractor shall provide **high-speed dedicated broadband fiber connections** at designated locations for live streaming, media coverage, and hybrid event requirements. Such connections shall comply with industry standards for low latency and high availability.

- **Network Operations and Technical Support**

- The Contractor shall establish and operate a **dedicated Network Operations Room** within the event venue.
- The Contractor shall deploy an adequate number of **qualified technical personnel** on-site throughout the event period.
- The Contractor shall provide continuous network monitoring and immediate fault response.

- **Security, Reliability, and Compliance**

- The Contractor shall implement standard network security measures, including firewalls, access control, and traffic management.
- Network design shall include redundancy and failover mechanisms to ensure high availability.
- All services shall comply with applicable national regulations and internationally accepted ICT standards.

- **Equipment and Responsibilities**

The Contractor shall be responsible for the supply, installation, operation, and removal of all equipment, cabling, software, licenses, and coordination with relevant telecommunication service providers and regulatory authorities.

7. Tasks of the Assignment

The Consultancy Firm shall be responsible for planning, designing, coordinating, and executing all activities required to ensure the successful implementation of Sri Lanka Expo 2026. The major tasks under this assignment shall include, but are not limited to, the following:

a) Task 1: Project Planning and Coordination

- i. Prepare a detailed work plan and implementation schedule, including timelines, milestones, and responsible personnel.
- ii. Establish and facilitate an Organizing Committee with representatives from EDB and relevant public and private institutions.
- iii. Conduct regular coordination meetings with EDB and stakeholders to review progress and resolve issues.

- iv. Develop a risk management and contingency plan to address potential disruptions.
- v. Maintain continuous communication and reporting with EDB through designated focal points.

b) Task 2: Exhibition Setup and On-site Management

- i. Conduct a site survey at BMICH and prepare detailed layout and infrastructure plans.
- ii. Design and construct stalls, stages, meeting areas, lounges, and common facilities in accordance with approved designs.
- iii. Supply and install huts, chairs, tables, partitions, lighting, sound systems, decorations, and signage.
- iv. Ensure fire, safety, and environmental standards are met throughout setup and operation.
- v. Supervise the installation, testing, and dismantling of all facilities.
- vi. Manage on-site operations, including security, cleaning, waste management, and maintenance during the event

c) Task 3: Investor Forum, Industry Sessions, B2B setup , New Product Pitch area and Cultural, Culinary, and Fashion Events

- i. Conceptualize and manage the cultural, culinary, or fashion events per day throughout the four-day exhibition.
- ii. Select and contract artists, designers, culinary experts, and technical staff for each event.
- iii. Prepare detailed event scripts, performance schedules, and stage plans.
- iv. Conduct technical rehearsals to ensure readiness and quality presentation.
- v. Coordinate with EDB and relevant ministries for protocol arrangements and special guest participation

d) Task 4: Ceremonies and Protocol Management

- i. Plan, organize, and execute the Opening Ceremony, and other daily mini opening ceremonies and Closing Ceremony.
- ii. Prepare event flow, scripts, and stage management guidelines for each ceremony.
- iii. Coordinate invitations, guest registration, seating plans, and hospitality arrangements for VVIPs/VIPs, international delegates, and dignitaries.

- iv. Provide high-quality audiovisual coverage, photography, and live streaming during ceremonies.
- v. Manage event documentation and post-event highlights for EDB's publicity use

e) Task 5: Guest Coordination

- i. Maintain an on-site center with full-time event coordination personnel

f) Task 6: Monitoring, Supervision, and Reporting

- i. Assign an experienced Event Manager/Director as the overall project lead.
- ii. Conduct progress reviews with EDB as per agreed schedule (weekly or bi-weekly).
- iii. Submit periodic progress reports summarizing achievements, issues, and recommendations.
- iv. Provide a comprehensive final report covering implementation details, outcomes, challenges, and lessons learned

g) Task 7: Provision of any other facilities not provided / insufficient by BMICH

- i.. Consultation firm need to undertake to provide all facilities which is not sufficient or not provided by BMICH (Additional power/ Water etc.)

8. Facilities and Arrangements Provided by EDB

To ensure the successful planning and execution of Sri Lanka Expo 2026, the Export Development Board (EDB) will provide the following facilities, support, and arrangements.

a) Venue Booking

- i. BMICH (Bandaranaike Memorial International Conference Hall) has been fully booked for the four-day Expo 2026, including exhibition halls, conference rooms, and outdoor areas as per the event requirements. Setting up and dismantling days are too blocked by EDB.
- ii. EDB will provide access to pre-existing meeting rooms, auditoriums, and halls for planning sessions, rehearsals, and internal coordination.
- iii. Basic utilities and infrastructure, including electricity and water supply provided by BMICH will be made available. Additional power/ Water supply will have to be obtained from CEB/ NWSDB if required.

b) Steering and Organizing Committees

- i. EDB will appoint a Steering Committee to oversee strategic decisions for Expo 2026.
- ii. The Steering Committee will include senior representatives from EDB and relevant government authorities to facilitate approvals, guidance, and coordination.

- iii. The Consultancy Firm will work closely with the Organizing Committee, appointed by EDB, for day-to-day operational coordination, event scheduling, and issue resolution.
- iv. EDB will ensure regular joint planning meetings between the Consultancy Firm and committees throughout the pre-event, event, and post-event phases.

c) Meetings and Coordination Support

- i. EDB will provide dedicated meeting facilities at its office or BMICH for periodic progress reviews, technical approvals, and coordination with stakeholders.
- ii. Support for remote and hybrid meetings (if required) will be arranged through EDB's IT and communications resources.
- iii. EDB will facilitate coordination with government ministries, regulatory authorities, and key stakeholders for permissions, licenses, and protocol compliance.

d) Administrative and Logistical Support

- i. EDB will assist the Consultancy Firm in procurement approvals, vendor coordination, and contract facilitation with government or BMICH suppliers.
- ii. Administrative support for documentation, reporting, and regulatory compliance will be made available as required.
- iii. Any official letters, certifications, or government endorsements required for foreign participants will be facilitated by EDB.

e) Appointing Deployment Team

EDB will arrange the deployment team including a team leader and consultant to assist the contract management with the consultancy firm. The selected consultancy firm will be facilitated to coordinate functions and communication with the deployment team.

9. Expected Key deliverables and Time line

The Consultancy Firm shall submit the following deliverables in accordance with the approved work plan and timeline. All deliverables shall be submitted in both hard copy and digital formats, and each output shall be subject to review and approval by the Export Development Board (EDB) prior to proceeding to the next phase.

No.	Deliverable	Description / Key Contents	Timeline
D1	Inception Report	A comprehensive inception report including: <ul style="list-style-type: none"> • Understanding of the assignment and work methodology • Detailed work plan, staffing plan, and implementation schedule • Risk management and communication plan • Draft Organizing Committee structure and meeting schedule 	Within 1 week of contract signing
D2	Detailed Event Master Plan and Layout	<ul style="list-style-type: none"> • Detailed design and layout plan of the BMICH exhibition area, pavilions, stages, lounges, and supporting facilities • Infrastructure specifications and utility arrangements • Implementation schedule for setup, rehearsals, and dismantling 	Within 2 weeks of contract signing
D3	Progress Reports and Coordination Minutes	<ul style="list-style-type: none"> • Periodic progress reports (weekly and as per the client requirement) summarizing completed activities, upcoming tasks, issues, and resolutions • Minutes of coordination meetings with EDB and other stakeholders 	Throughout the project period
D4	Exhibition Setup and Infrastructure Completion Report	<ul style="list-style-type: none"> • Confirmation of the completed setup of all stalls, pavilions, stages, lighting, signage etc. and logistical arrangements • Safety and readiness certification before opening • Photo documentation and checklist verification 	One day prior to the opening of the exhibition
D5	Cultural, Culinary, and Fashion Show Management Reports	<ul style="list-style-type: none"> • Approved event schedule, performance scripts, and list of artists/designers 	During event preparation and

		<ul style="list-style-type: none"> • Rehearsal reports and technical readiness confirmation • Event-day performance summaries and attendance records 	each day of the Expo
D6	Ceremonies Implementation Reports	<ul style="list-style-type: none"> • Detailed execution plan for Opening, Pitching, and Closing Ceremonies • Audiovisual documentation and live coverage reports 	During ceremony preparation and implementation
D7	Daily Event Management Reports	<ul style="list-style-type: none"> • Day-by-day operations summary including visitor flow, issue logs, and highlights • Feedback from exhibitors, guests, and visitors 	Each day of the 4-day exhibition
D8	Post-Event Completion and Evaluation Report	<ul style="list-style-type: none"> • Comprehensive final report including: Summary of activities, outcomes, and challenges • Visitor and exhibitor statistics • Financial summary and recommendations for future expos • Final photographic and video documentation 	Within 2 weeks after the conclusion of Expo 2026
D9	Audio and video deliverables	<ul style="list-style-type: none"> • Rushes and master copies of all digital media coverage (soft copies of all images and videos) • Edited photos and videos with high resolution/ HD quality 	Within 1 week after the conclusion of Expo 2026
		<ul style="list-style-type: none"> • Minimum 100 edited photos and short videos covering the entire event , parallel events and pre events 	within 2 hours commencing the event everyday (18 th to 21 st June 2026)
		<ul style="list-style-type: none"> • All edited and unedited images and videos of the entire event to be handed over to EDB 	Within 1 week after the conclusion of Expo 2026
		<ul style="list-style-type: none"> • 30 seconds and 5 minute documentary videos covering entire event 	within 2 weeks' time period

10. Qualification Criteria

To be eligible for consideration, the prospective Event Management Firm (hereinafter referred to as the “Consultant”) shall meet the following qualification criteria. The Consultant 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 Consultant 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 Consultant must confirm that they are not blacklisted or debarred by any government, semi-government, or international organization.
- v. The Consultant should be compliant with all applicable labor laws, safety regulations, and environmental standards.
- vi. The firm must have the legal right to submit a proposal and should not have been subject to any legal penalties or sanctions by any court in the past five years.

b) Financial Capacity

- i. The Consultancy Firm shall demonstrate sound financial standing, supported by audited financial statements for the last three consecutive financial years (2022, 2023, and 2024).
- ii. The Consultancy Firm (or lead partner in case of a JV/Consortium) shall have an annual average turnover of at least LKR 120 Mn (or equivalent in foreign currency) during the past three years.
- iii. The Consultancy Firm must demonstrate the financial capacity to manage advance funding and large-scale event cash flows related to logistics, procurement, and human resource arrangements.
- iv. The Consultancy Firm shall not be financially insolvent or involved in bankruptcy proceedings

- v. 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 Mn, net of the Bidder's other commitments for this project.

c) Experience and Technical Capacity

- i. The Consultant shall have a minimum of seven (7) years of continuous and demonstrable experience, as at the proposal submission deadline, in event management, including the planning, design, organization, and execution of large-scale international or national exhibitions, trade fairs, conferences, or promotional events.
- ii. The Consultant shall have successfully completed at least two (02) large-scale events, or an equivalent level of international exposure, within the past 10 years as at the bid 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 ten (10) 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.
- iv. The Consultant must have the necessary technical expertise and logistical capacity, including design, stage setup, booth construction, IT and AV systems, and on-site operational teams.
- v. The Consultant should possess in-house or outsourced professional capabilities in:
 - Event planning and project management
 - Exhibition design and production
 - Media and public relations
 - Cultural and entertainment programming
 - Guest and VIP protocol coordination

d) Key Personnel Requirements

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

Key Professional Staff	Minimum Academic and professional qualifications Qualification	Minimum Experiences	Key Roles and Responsibilities
Team Leader / Project Director	Bachelor's degree or Postgraduate qualification or professional qualification in related field	Minimum 5 years of experience in managing large-scale national or international exhibitions, expos, or mega events	Overall leadership and accountability for the assignment; primary liaison with EDB; strategic planning and coordination; approval of work plans and deliverables; risk management; stakeholder coordination; ensuring timely and quality delivery of all services
Deputy Project Manager / Operations Manager	Bachelor's degree or Postgraduate qualification or professional qualification, in related field	Minimum 4 years of experience in large-scale event operations and on-site management	Day-to-day operational management; coordination of exhibition setup, dismantling, logistics, and site operations; supervision of operational teams; ensuring compliance with BMICH and safety requirements
Exhibition & Infrastructure Manager	Bachelor's degree or Postgraduate qualification-or professional qualification Bachelor's	Minimum 4 years of experience in exhibition infrastructure design and implementation	Planning and execution of stalls, pavilions, marquees, flooring, power, and utilities; coordination with EDB, BMICH, CEB, and other authorities; ensuring structural safety and technical compliance

	degree in Engineering, Management or related field		
Creative Director / Event Designer	Bachelor's degree or equivalent qualifications in Design, Architecture, Fine Arts, Multimedia, or related field	Minimum 4 years of experience in event design, branding, and creative direction	Development of event theme and visual identity; design of layouts, branding elements, stages, and special zones; oversight of creative production and installation for the exhibition stalls and parallel events
Ceremonies & Special Events Manager	Bachelor's degree in Event Management, Performing Arts, Hospitality, or related field	Minimum 4 years of experience in managing ceremonial events, cultural shows, fashion or culinary events	Planning and execution of inaugurations, forums, cultural, culinary, and fashion shows; coordination with performers, comperes, and protocol teams; rehearsal and show management etc.
ICT & Digital Platform Manager	Bachelor's degree in IT, Computer Science, Information Systems, or related field	Minimum 4 years of experience in event ICT systems, registration platforms, and digital solutions	Design and management of registration and visitor management systems; QR code solutions; website and digital platform management; data security and technical support
Media & Communications Manager	Bachelor's degree in Mass Communication, Journalism, Marketing, , Public Relations or related field	Minimum 4 years of experience in media and public relations and event management	Coordination with local and international media; management of press briefings and media rooms; content coordination with PR service providers; oversight of event publicity and documentation
Logistics & Hospitality Manager	Bachelor's degree equivalent qualifications in Hospitality Management, Logistics, Business Management, or related field	Minimum 4 years of experience in event logistics and hospitality management	Coordination of transport, accommodation, and hospitality for delegates; management of information desks at BIA , BMICH and VIP services; liaison with hotels and service providers in coordination with EDB

Health, Safety & Compliance Officer	Bachelor's degree or professional qualification in Occupational Health & Safety, Engineering, or Facility Management or related field	Minimum 4 years of experience in health, safety, and compliance management for large events	Ensuring compliance with safety, fire, electrical, and public health regulations; coordination of first aid and medical services; risk assessments and incident management
Finance & Contract Administration Manager	Bachelor's degree or professional qualification in Accounting, Finance, Administration or related field	Minimum 4 years of experience in Accounting, Finance, Administration or related field on large events	Ensuring all financial , administration and contract management
Monitoring & Quality Assurance Manager	Bachelor's degree in Management, Engineering, or related field	Minimum 4 years of experience in quality assurance and performance monitoring	Monitoring deliverables against TOR requirements; quality control of services; reporting on performance and corrective actions; supporting audits and evaluations

11. Source of Funding

LKR 120 million will be allocated from GOSL funds for Procurement of Selection and Employment of a Consulting Services for the Study, Planning, and Implementation of Sri Lanka Expo 2026 and for the Export Development Board (EDB)

12. Method of procurement

According to the Procurement Guidelines 2007 for 'Selection and Employment of Consultant' published by the Department of Public Finance, Sri Lanka, the procurement process shall be carried out using the **Quality and Cost-Based Selection (QCBS) method**.

13. Submission of Cost Breakdown

Consulting firms are 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.

14. Terms of Payment

The payment will be made as follows.

	Deliverables	Proportion
Advance Payment	<ul style="list-style-type: none"> After signing the contract and submitting an on-demand, irrevocable bank guarantee issued by a commercial bank registered in Sri Lanka, an advance payment of 20% will be made. This advance will be proportionately deducted from each progress payment. 	
First payment	<ul style="list-style-type: none"> Submission and approval of Inception Report, including work plan, staffing plan, event master plan, and risk management framework. (D1) 	10%
Second Payment	<p><u>Detailed Planning & Design Phase</u></p> <ul style="list-style-type: none"> Approved detailed Event master plan & event layout and designs (stalls, pavilions, stages, forums) (D2) 	15%
Third Payment	<p><u>Event Readiness</u></p> <ul style="list-style-type: none"> Approved Pre-Event Readiness Report (D4 & D5) Evidence of completion of at least 75% of physical setups (stalls, stages, pavilions, registration systems) Confirmation of vendors, performers, logistics, and rehearsal schedules 	25%
Fourth Payment	<p><u>Successful Completion of Sri Lanka Expo 2026</u></p> <ul style="list-style-type: none"> Certification by EDB of the successful execution of Sri Lanka Expo 2026 (18–21 June 2026) 	40%

	<ul style="list-style-type: none"> • Completion of all programmed ceremonies, forums, exhibitions, and special events in accordance with the TOR (D6) • Progress reports & coordination minutes (D3) 	
Final Payment	<u>Post-Event Deliverables & Closure</u> <ul style="list-style-type: none"> • Approved Final Event Report (D6) • Event Management Report – During event days (D7) • Post-Event Completion and Evaluation Report (D8) • Submission of all Photographs (all edited hard & Soft versions as per D9) • Submission of Video Documentation, soft versions and Media Coverage Report (D9) • Certification of complete dismantling and site clearance • Submission of all progress reports and coordination minutes 	10%

15. Knowledge Transfer

The Consultant is responsible for conducting training program and EDB will facilitate by providing location, logistic arrangements and selecting the target group. The training shall be conducted only after testing and acceptance of the system by the Secretary, EDB. Also, it is necessary to develop a user manual by the Consultant as a part of the consultancy, including all operational functions and procedures to sustain the solution.

16. Confidentiality of Data

The selected Contractor shall sign a **Non-Disclosure Agreement** with the Secretary, EDB to maintain the confidentiality of the specific information, findings and data used by the consultants 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.

Section VI

1. Compliance Sheet

The 4th column (Yes/No) of this Compliance Sheet must be duly completed by the Consultant and submitted along with the Technical Proposal, in the envelope marked 'Envelope 1'."

1. Compliance Sheet

Line Item	Area/key milestone	Expected Deliverables	Yes/No
1.	Event Planning and Master Coordination	<ul style="list-style-type: none"> Overall Event Master Plan, concept design, and detailed BMICH layout clearly proposed and explained. Detailed event timeline and implementation schedule, task allocation matrix, milestones, and critical path identified Organizing Committee structure and coordination mechanism 	
2.	Exhibition Design and Infrastructure Setup	<ul style="list-style-type: none"> Approved exhibition layout and stall designs Setup of booths, pavilions, marquees, stages, and common areas at BMICH 	
3.	Registration and Visitor Management	<ul style="list-style-type: none"> End-to-end registration system (pre-registration and on-site) Visitor management infrastructure and crowd control arrangements, access management, and help desks 	
4.	Main Inauguration and Mini Inaugurations	<ul style="list-style-type: none"> Successful conduct of main inauguration ceremony 	

		<ul style="list-style-type: none"> • Organization of mini inaugurations during the Expo period 	
5.	Forums and Investment Promotion Events	<ul style="list-style-type: none"> • Investment Forum and breakout sessions • Product-specific forums with required technical and seating arrangements 	
6.	Cultural, Culinary, and Fashion Events	<ul style="list-style-type: none"> • Planning and execution of cultural shows, culinary demonstrations, and fashion shows as per TOR schedule • Planning and conduct of cultural performances representing Sri Lankan heritage • Organization of culinary demonstrations including chefs, equipment, seating, and AV setup • Design and execution of fashion shows including ramp, lighting, sound, models, and rehearsals 	
7.	Media and Public Relations Management	<ul style="list-style-type: none"> • Media coordination and press facilities • Photography and videography coverage of all ceremonies and special events, and submit post-event media report 	
8.	Logistics, Hospitality, and Transport	<ul style="list-style-type: none"> • Space facility for a dedicated desk for hotel reservation and travel information and guest support services 	
9.	On-site Operations and Facility Management	<ul style="list-style-type: none"> • Security, cleaning, internet, power, and utility management 	

		<ul style="list-style-type: none"> • Health/first-aid center and VIP rooms 	
10.	Stalls and Pavilion Management	<ul style="list-style-type: none"> • Design and construction of 750 stalls • Specialized pavilions (e.g., Gems & Jewellery) with security and utilities 	
11.	Monitoring, Quality Assurance, and Reporting	<ul style="list-style-type: none"> • Appointment of Event Director / Team Leader • Progress reports and coordination meetings with EDB 	
12.	Successful Delivery of Sri Lanka Expo 2026	<ul style="list-style-type: none"> • Certification of successful conduct of Expo (18–21 June 2026) 	
13.	Post-Event Closure and Final Reporting	<ul style="list-style-type: none"> • Final Event Report • Financial reconciliation • Final photos/videos and dismantling completion 	
14.	Organizing Committee	<ul style="list-style-type: none"> • Proposal to establish, facilitate, and support an Organizing Committee in coordination with EDB, including roles and meeting schedule 	
15.	Risk Management	<ul style="list-style-type: none"> • Comprehensive risk identification, mitigation measures, contingency planning, and escalation mechanism included 	
16.	Progress Reporting & Communication	<ul style="list-style-type: none"> • Clear mechanism for regular progress reporting, review meetings, documentation, and communication with EDB 	
17.	Exhibition Infrastructure Design	<ul style="list-style-type: none"> • Design and construction plan for booths, pavilions, marquees, stages, lounges, and common areas 	
18.	Supply of Equipment & Materials	Provision of furniture, Marquees, chairs, tables,	

		lighting, sound systems, signage, décor, audio visual equipment etc.	
19.	On-site Operations	Arrangements for security, cleaning, utilities, internet connectivity, and facility maintenance	
20.	On-site Management Office	Dedicated on-site event management office throughout the event period	
21.	Rehearsals & Readiness	Technical rehearsals and operational readiness checks prior to event commencement	
22.	Dismantling & Site Clearance	Post-event dismantling plan and restoration of BMICH premises	
23.	Stakeholder Coordination	<ul style="list-style-type: none"> • Coordination with EDB, BMICH management, government agencies, and service providers 	
24.	Ensure smooth functioning of the event	<ul style="list-style-type: none"> • Backup power, safety, and security etc. overall event Sri Lanka EXPO 2026. 	