



SRI LANKA EXPORT DEVELOPMENT BOARD

ශ්‍රී ලංකා අජන්තිත සිංහල මණ්ඩලය
இலங்கை ஏற்றுமதி அபிவிருத்திச் சபை



INVITATION FOR PROPOSAL (IFP)

Procurement of Selection and Engagement of a Professional Printing and Public Relation Firm(s) for Sri Lanka Expo 2026, Sri Lanka Export Development Board (SLEDB)

Contract No. : EDB/PU/NCB/2026/01

1. Sri Lanka Export Development Board (SLEDB) which functions under the purview of Ministry of Industry & Entrepreneurship Development, has planned to host “Sri Lanka Expo 2026” an International Exhibition from 18th to 21st June 2026.
2. The Chairman, Department Procurement Committee (DPC), on behalf of Sri Lanka Export Development Board (SLEDB) now invites sealed bids from eligible and professional Printing and Public Relation Firm(s) for Sri Lanka Expo 2026 – Sri Lanka Export Development Board (EDB).
3. Qualified bidders may submit proposals for **Printing and/or Public Relations Contracts**.
4. Bidding will be conducted through the National Competitive Bidding (NCB – Single Stage Two Envelope Bidding Procedure) specified in the National Procurement Guidelines 2024 and are opened to all eligible bidders as defined in the Guidelines.
5. To be eligible for contract award, the successful bidder shall not have been blacklisted. The qualification criteria for the eligible bidders shall include the following. (Additional qualification requirements are given in the Procurement Documents).

Qualification Criteria	Public Relations	Printing
a) General Experiences	The Service Provider must have at least 10 years of proven experience in Public Relations services on large-scale international or national exhibitions, trade fairs, conferences.	The Service Provider must have at least 5 years of proven experience in Providing Printing Services.
b) Specific Experience in Two Contracts of Similar Nature	At least two (02) large-scale Public Relations contracts of similar nature having international exposure and each contract value must be not less than LKR 19 million.	At least two (02) contracts and each contract value must be not less than LKR 10 million.
c) Average Turnover	At least LKR 58 million during the past three years.	At least LKR 36 million during the past two years.
d) Availability of Liquid Assets	Service Provider must demonstrate not less than LKR 6 million.	Service Provider must demonstrate not less than LKR 4 million.

6. Interested eligible Bidders 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**.

7. A complete set of Procurement Documents in English may be purchased from SLEDB (address stated in Paragraph 6) by interested bidders upon payment of the applicable non-refundable fee. A non-refundable fee of LKR 3,500.00 per procurement activity is applicable, namely for Printing – LKR 3,500.00 and for Public Relations – LKR 3,500.00; bidders applying for both shall pay a total non-refundable fee of LKR 7,000.00. Procurement documents could be downloaded from the SLEDB website under “Announcement Section” <https://www.srilankabusiness.com/announcements> (for viewing purposes). Payment shall be made in accordance with the method specified in the Procurement Documents, and copies of the relevant payment slip(s) or receipt(s) must be attached to the proposal. Proposals submitted without the required proof of payment for the respective activity or activities will not be considered for evaluation.
8. The original of the bids should enclosed in separate envelopes (for printing and for Public Relations), in outer cover top left-hand corner shall be marked as :
 - EDB/PU/NCB/2026/01 – bid for **“Procurement of Selection and Engagement of a Professional Public Relations and Printing Services Firm for Sri Lanka Expo 2026 – Printing”**
 - EDB/PU/NCB/2026/01 – bid for **“Procurement of Selection and Engagement of a Professional Public Relations and Printing Services Firm for Sri Lanka Expo 2026 – Public Relations”**

The name and the firm submitting the bid should appear in the cover (Refer Bidding Data Sheet 8.2).

9. Bids must be delivered to the address (above para 6) separately (for Printing and Public Relations) at or before **11.00 a.m. on March 4th, 2026**. Late bids will be rejected. Bids will be opened soon after the bid closing in the presence of the bidders’ representatives, who choose to attend at 11.00 a.m. on March 4th, 2026. Bid validity period is 91days (12th May 2026). All bids must be accompanied by a Bid Security in the form of Bank Guarantee and the table below indicates the Bid Security value for each system.

Contract	Proposal Security	
	In Words	In Figure LKR
01. Public Relations Services	LKR Two Hundred and Ninety Thousand	290,000.00
02. Printing Services	LKR Two Hundred and Forty Five Thousand	245,000.00

10. A Pre-Bid Meeting will be held at 10.00 a.m. on February 19th, 2026 in the 9th Floor VIP room of EDB. All interested Bidders may participate to the Pre-bid meeting.

Chairman & CEO
Sri Lanka Export Development Board (EDB)
No. 42, Nawam Mawatha,
Colombo 02.