



# SRI LANKA EXPORT DEVELOPMENT BOARD

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இலங்கை ஏற்றுமதி அபிவிருத்திச் சபை



Ministry Of Industry And Entrepreneurship Development

## INVITATION FOR PROPOSALS (IFP)

### Procurement of Selection and Engagement of a Professional Designing & Printing Services Firm & A Promotional Material Supply Firm for Sri Lanka Expo 2027 Organized by Sri Lanka Export Development Board (SLEDB)

Contract No. EDB/PU/NCB/2026/03

- Sri Lanka Export Development Board (SLEDB) which functions under the purview of Ministry of Industry & Entrepreneurship Development, has planned to host “Sri Lanka Expo 2027” an International Exhibition from 14<sup>th</sup> to 17<sup>th</sup> January 2027.
- The Chairman, Department Procurement Committee (DPC), on behalf of Sri Lanka Export Development Board (SLEDB) now invites sealed bids from eligible and professional Designing and Printing Services Firms and promotional material supply firms for “Sri Lanka Expo 2027” organized by Sri Lanka Export Development Board (SLEDB).
- Qualified bidders may submit proposals for **Designing & Printing and/or Promotional Material Supply Contracts**.
- Bidding will be conducted through the National Competitive Bidding (NCB - Single Stage Two Envelopes Bidding Procedure) specified in the National Procurement Guidelines 2024 and are opened to all eligible bidders as defined in the Guidelines.
- 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	Designing & Printing	Promotional Material Supply
a) <b>General Experiences</b>	The Service Provider must have at least 05 (Five) years of proven experience in Design & Printing services on large-scale international or national exhibitions, trade fairs, conferences	The Service Provider must have at least 05 (Five) years of proven experience in Providing Similar services.
b) <b>Specific Experience in 02 (Two) contracts of similar nature</b>	at least 02 (Two) large-scale Designing & Printing contracts of similar nature and each contract value must be not less than LKR 02 (Two) million during the last 05 (Five) years	at least 02 (Two) contracts and each contract value must be not less than LKR 02 (Two) million during the last 05 (Five) years
c) <b>Average Turnover</b>	At least LKR 12 (Twelve) million during the past 03 (Three) years.	At least LKR 12 (Twelve) million during the past 03 (Three) years
d) <b>Availability of liquid assets</b>	Service Provider must demonstrate not less than LKR 03 (Three) million.	Service Provider must demonstrate not less than LKR 03 (Three) million

- Interested eligible Bidders may obtain further information from Assistant Director-Procurement Unit, Level 06, NDB - EDB Tower, No.42, Nawam Mawatha, Colombo 02, Telephone: 011-2300702, email: [disna@edb.gov.lk](mailto:disna@edb.gov.lk).
- 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 (Three thousand Five Hundred) per procurement activity is applicable, namely for Designing & Printing - LKR 3,500 (Three thousand Five Hundred) and for Promotional Material Supply - LKR 3,500 (Three thousand Five Hundred); bidders applying for both shall pay a total non-refundable fee of LKR 7,000 (Seven Thousand). Procurement documents could be downloaded from the SLEDB website under “Announcement” section <https://www.srilankabusiness.com/announcements> (for viewing purposes only). 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.
- The original of the proposals should enclosed in separate envelopes (for Designing & Printing and for Promotional Material Supply), in outer envelope top left-hand corner shall be marked as;
  - EDB/PU/NCB/2026/03 - bid for “Procurement of Selection and Engagement of a Professional Designing & Printing Services firm and a Promotional Material Supply Firm for Sri Lanka Expo 2027 - Designing & Printing Services”
  - EDB/PU/NCB/2026/03 - bid for “Procurement of Selection and Engagement of a Professional Designing & Printing Services firm and a Promotional Material Supply Firm for Sri Lanka Expo 2027 - Promotional Material Supply”

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

- Bids must be delivered (to the address above in para 06) separately (for Designing & Printing and Promotional Material Supply) at on or before 11.00 a.m. on 23<sup>rd</sup> June 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 23<sup>rd</sup> June 2026. Bid Validity period is 91 days (08.09.2026). 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 Contract.

Contract	Proposal Security	
	Inwards	In figure LKR
01. Designing & Printing	LKR One hundred and fifty thousand	150,000.00
02. Promotional Material Supply	LKR One hundred and fifty thousand	150,000.00

- A Pre-proposal Meeting will be held at 10.00 a.m. on 16<sup>th</sup> June, 2026 in the 9th Floor VIP room of EDB. All interested Bidders may participate to the Pre-proposal meeting.

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

**June 09<sup>th</sup> 2026**