



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

**REQUEST FOR PROPOSALS (RFP) on
Two Envelope System**

**Section VI (Supplementary)
Terms of Reference (TOR) and Appendices
for**

**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 Number EDB/PU/NCB/2026/03

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Volume 02

Volume 2 of this Request for Proposals (RFP) for the **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)** consists of Section VI, which includes two components:

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

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

Section VI

Terms of Reference (TOR) (Schedule of Requirement)

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Description of Services

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 2025 exceeds USD 17.3 Bn. while imports amounted to USD 19.3 Bn, resulting in a trade deficit. Persistent trade deficits adversely impact foreign reserve stability and broader macroeconomic indicators, including employment, economic growth, inflation, and social welfare.
- 1.4. The SLEDB actively implements measures to promote Sri Lanka's exports, including organizing exhibitions such as Sri Lanka Expo 2027, 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 2027 is being organized after a 15 years' 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. But another geo-political unrest occurred due to the Middle East crisis in 2026.
- 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 an **internationally recognized Sri Lanka Expo 2027**, 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. There will be 750+ exhibitors including 100+ new/potential exporters, international technology pavilion and 1500+ buyers/investors and journalists representing important markets all over the world
- 1.8. To achieve these objectives, the Sri Lanka Export Development Board (SLEDB) is issuing this Terms of References (TOR) to invite interested and qualified professional firms in Designing &

Printing and Promotional Material Supply Service disciplines to gain a clear understanding of the assignment related to promoting the Sri Lanka Expo 2027 event. This will enable to respond comprehensively to the Request for Proposals (RFP) for the procurement of Selection and Engagement of a Professional **Designing & Printing Firm and Promotional Material Supply Firm** for Sri Lanka Expo 2027 – Organized by Sri Lanka Export Development Board (SLEDB).

2. The Planned date of Sri Lanka Expo 2027

The event is scheduled to be held **from 14th to 17th January 2027, at the Bandaranaike Memorial International Conference Hall (BMICH), Colombo**

3. Overall Objective

The overall objective of this assignment is;

To select and engage a highly professional and experienced firms to get the Designing & Printing and high-quality Promotional Material for Sri Lanka Expo 2027. The firms will be responsible for providing a high-quality services to maintain international standards of the event.



1 Procurement of Selection and Engagement of a Professional Designing & Printing Services Firm

4. Specific Objectives

To obtain high quality designing and printing of the following;

Design and Print

- Flyers (sectors and parallel events)
- Brochures (in different languages)
- Posters
- Design & print Fair Catalog, Exhibitor catalog, Products catalog
- Design & print invitations with envelopes
- Design & Print letter heads and envelopes

Printing only (Designs will be provided)

- Dockets
- Four Flap Folders and leaflets
- Stickers

Designing only

- Posts and Ads for social media

5. Scope

The selected firm shall be responsible for executing all activities related to Printing and designing of promotional materials for the Sri Lanka Expo 2027, organized by the Sri Lanka Export Development Board (SLEDB).

6. Tasks of the Assignment

Task 01 – Design & Printing Promotional Material

(Some only for printing, some only for designing and rest for both designing and printing)

- All printed materials to be printed on high-quality paper with vibrant graphics.
- Printed versions of brochures, flyers, catalogues, stickers, posters, invitations & envelopes, Dockets, Four Flap Folders, letter heads & envelopes and leaflets.
- Innovative and creative designing

Task 02 -Project Management and Communication.

Guidelines

- Deploy a dedicated single-point-of-contact.
- Maintain timeline tracking, milestone reporting, and coordination with organizing committee.

Task 03 -Monitoring, Reporting, and Handover

- Approval of all designs should be taken from SLEDB prior to finalizing
- Submit all raw designs in the specified formats.
- Submit all printed material on the specified time lines
- Any errors on the side of the designs & printing, service provider should re-do at his own cost
- Hand over all intellectual property, and technical documentation to SLEDB after completion.

7. Appointing a Deployment Team

SLEDB will arrange a deployment team including a team leader and Service Provider to assist the contract management with the selected Services Firm for Sri Lanka Expo 2027. The selected firm will be facilitated to coordinate functions and communication with the deployment team.

8. Source of Funding

LKR 15 million LKR will be allocated from GOSL funds for Procurement of Selection and Employment of a Professional Designing & Printing Firm for Sri Lanka Expo 2027

9. Method of Procurement

According to the Procurement Guidelines 2024 for Goods Works Non-Consultancy Services and Information Systems, published by the National Procurement Commission Sri Lanka. The procurement process shall be carried out using the National Competitive Bidding (NCB) Method through two envelope bidding procedure.

10. Submission of Cost Breakdown

Service provider is required to submit detailed cost breakdowns for each item specified under the key deliverables. Each cost element should be clearly itemized, providing transparency and ensuring that the proposed solution meet the specific requirements outlined in this TOR.

11. Confidentiality of Data

The selected Service Provider shall sign a **Non-Disclosure Agreement** with the Chairman & CEO of SLEDB to maintain the confidentiality of the specific information, findings and data used by the Service Providers 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 SLEDB's strategic objectives.

Schedule of Payments and Reporting Requirements

12. Terms of Payment

Payment	Amount	Payment Release on
Mobilization Advance	Mobilization Advance	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.
Payment on work done	Amount of each task/deliverables based on the price schedule	Upon completion of the corresponding assignment described in TOR, a 90% of the corresponding amount shall be paid and rest 10% shall be paid within one month after the event is over.

13. Key Deliverables and Timelines

The deliverables are outlined below with expected output under each scope for the Printing services Firm. The firm shall submit the following deliverables in accordance with the approved work plan and timelines. All deliverables shall be submitted in both hard copy and digital formats, and each output shall be subject to review and approval by the Sri Export Development Board (SLEDB).

1. Deliverable Part 1 General Contract administration			
No.	Deliverable	Description / Key Contents	Timeline
D1	Design & Printing	Delivery of designed and printed Promotional material within 6 months of contract signing	Throughout, from two weeks of contract signing till 1 st week of January 2027.
D2	Printing only	Delivery of printed material within 3 weeks of contract signing	By mid-August 2026
D3	Designing only	Delivery of designed material throughout (Social Media Posts and Ads)	Throughout, from two weeks of contract signing till 1 st week of January 2027.

*	ITEM	DESCRIPTION	No. of Units	Unit Price	Total (Rs.)	Time line
Designing & Printing						
1	Designing & Printing of Brochures and Flyers	Printing of Buyer Brochure indifferent Languages Size 19.5 x 19.5 cm, 4 colour, Matt, 4 pages, 230 GSM Art Board English 1000 German 100 Russian 100 Arabic 300 Italy 100 French 200 Korean 100 Spanish 100	2000			From 2 nd week of Contract signing till end of 2 nd Month.
2	Brochures and Flyers	Designing & Printing of Event brochure (for event day – Buyers/ visitors) Size 19.5 x 19.5 cm, 4 colour, Matt, 8 pages, 230 GSM Art Board	3000			From 2 nd week of Contract signing till end of 2 nd Month.
3		Designing & Printing of Investment Forum brochure (for event day). Softcopy and print versions. Size 19.5 x 19.5 cm, 4 colour, Matt, 8 pages, 230 GSM Art Board	1000			From 2 nd week of Contract signing till end of 2 nd Month.
4		Flyers – Buyer Flyer 1 for Investment Forum Size A5, 4 colour, Matt, 2 pages, Gauge 120 Art Paper	2000			In 9 weeks after contract signing
5		Flyers – Buyer Flyer 2 on side events Size A5, 4 colour, Matt, 2 pages, Gauge 120 Art Paper	2000			In 12 weeks after contract signing
6	Layout Plan	Expo Layout Plan size 50cm x 75 cm 4 colour, Gloss Double side, 1 page Gauge 80 Art Paper	3000			In 2 weeks after contract signing
7	Fair Catalogue	Designing & Printing of a fair catalogue of the event Soft copy is required for circulation. Page size: 19.5cm x 19.5cm No. of pages : 200, 4 Colour Cover page Matt Art Board, Gauge 230 Inner pages Gloss, Art paper, Gauge 70	250			In 12 weeks after contract signing

7.1		Comment : (Indicate the unit price for additional 4-page blocks)	item		N/A	
8	Product Catalogue	Designing & Printing of a Product catalogue of the event. Soft copy is required for circulation. Page size : 19.5cm x 19.5 cm No. of pages : 150, 4 Colour Cover page Matt Art Board, Gauge 230 Inner pages Gloss, Art paper, Gauge 100	500			In 12 weeks after contract signing
8.1		Comment : (Indicate the unit price for additional 4 page blocks)	item		N/A	
9	Exhibitor Catalogue	Designing & Printing of Exhibitor Catalogue. Soft copy is required for circulation. Page size : 19.5cm x 19.5 cm No. of pages : 10, 4 Colour Cover page Matt Art Board, Gauge 230 Inner pages Gloss art paper, Gauge 70	200			In 4 weeks after contract signing
10	Invitations and Envelopes	Designing & Printing of Invitations and envelopes for the Inauguration day. <u>Invitation Card</u> Size : 19.5 x 19.5 cm, Paper : 280 GSM Matt Art Board 4 color and Gold color print with both sides printed incorporating Expo Logo, SLEDB Logo and Government Emblem and sponsor logos. <u>Envelope</u> Size : to accommodate the above invitation card (should be able to insert the invitation without any hassle) Paper : 120 GSM 4 color with Expo Logo	3000			In 16 weeks after contract signing
11	Posters	Design & Print a Poster Size 45cm x 60 cm, 4 Colour 60 GSM	10000			In 16 weeks after contract signing
12	Letter heads	Designing & Printing the Letter heads with Expo logo, theme and tagline: Letter heads (A4 size), Gauge 80gsm, Bank Paper	2500			In 2 weeks after contract signing
12.1	Envelopes	Designing & Printing Envelopes : Size 4 inches x 9 inches with SLEDB and Expo Logo	2500			In 2 weeks after contract signing

Printing Only						
13	Docket	Docket Print docket for event promotion incorporating Expo Logo, SLEDB Logo and Government Emblem Dimensions : W : 9.5 “, H : 12.5” , G : 0.5” Paper: Art Board, Matt, Gauge 200 GSM (A4 papers should be easily put in to the folder)	3000			In 3 weeks after contract signing
14	Four Flap Folders	Four Flap Folders Print a four flap folder where 18 leaflets could be carried inside. Size: (Dimensions: W: 6.5” x H: 9.0” G : 0.5” 4 Colour Paper Gauge: 200 GSM Matt Art Board	2500			In 3 weeks after contract signing
15	-	Leaflets Size: W: 6” x H: 8.5” Paper: 160 GSM, Art Paper in 4 Colour, Matt	45000			In 3 weeks after contract signing
16	Stickers - Busses	For busses 4 colour sticker paper (water proof PVC) 45 cm X 30 cm	2500			In 12 weeks after contract signing
17	Stickers – Three Wheelers	For Three wheelers 4 colour sticker paper (water proof PVC) 36 cm X 15 cm	2500			In 12 weeks after contract signing
Designing only of the following						
18	Social Media Posts	Posts and Ads for social media (Targeting 6 months) Dimensions : 1080 X 1080 pixel 1200 X 627 pixel	100			
		TOTAL				
		VAT				
		TOTAL WITH VAT				

14. Key Personnel & Qualification Criteria

To be eligible for consideration, the prospective Firm (hereinafter referred to as the “Service Provider”) shall meet the following qualification criteria. The Service Provider 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 Service Provider 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 Service Provider must confirm that they are not blacklisted or debarred by any government, semi-government, or international organization.
- v. The Service Provider 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 Service Provider shall demonstrate sound financial standing, supported by audited financial statements for the last **three consecutive financial years (2022/2023, 2023/2024 and 2024/2025)**.
- ii. The Service Provider (or lead partner in case of a JV/Consortium) shall have an annual average turnover of at least LKR 12 million (or equivalent in foreign currency) during the past three years (2023, 2024 & 2025).
- iii. The Service Provider 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 3 million, net of the Bidder’s other commitments for this project.

c) Experience and Technical Capacity

- i. The Service Provider must have at least **5 years of proven experience** in Providing Designing & Printing services.
- ii. The Service Provider should have successfully completed **at least two (02) large-scale** Design & Printing jobs. Value of each contract must not be less than Sri Lankan Rupees (LKR) 2 million, and the contract must have been completed or operational **within last five (05) years** prior to the bid submission deadline.
- iii. Demonstrated experience in working with government agencies, private sector and media will be an added advantage.
- iv. The Service Provider must have the necessary technical expertise and logistical capacity, in the requested areas.

d) Key Personnel Requirements

The Service Provider shall propose a single contact point suitable for the assignment.

Key Professional Staff	Qualification	Minimum Experiences	Key Roles and Responsibilities
Manager/Director (single contact point)	<ul style="list-style-type: none">Degree/ Diploma in relevant field	<ul style="list-style-type: none">Minimum 03 years of project coordination experienceStrong communication skills	Coordinate daily project activities, ensure timelines, manage resources, and serve as the main contact with SLEDB.
Designers 2 nos.	<ul style="list-style-type: none">Degree or Diploma in graphic designing	<ul style="list-style-type: none">Minimum 03 years of experience in graphic designing	Creative and innovative content creation for promotional campaigns

15. Services and Facilities Provided by the Employer

Facilities provided by the SLEDB

The Sri Lanka Export Development Board (SLEDB) will provide the following facilities and support to the selected Service Provider to ensure the effective and timely implementation of the assignment:

Details and a guidance on designing will be provided by SLEDB. Creative content writing and designing will have to be by the service provider.

Procurement of Selection and Engagement of a Professional Promotional Material Supply Firm

4. Specific Objectives

To obtain high quality Promotional Material branded with Sri Lanka Expo logo for the Sri Lanka Expo 2027;

- A gift pack including a Notebook and a pen
- Tea Shirts
- Promotional Bags (Cloth and paper bags)
- Sri Lanka Flag (to be pinned to attire)
- Sri Lanka Expo Logo (to be pinned to attire)
- Souvenir

5. Scope

The selected firm shall be responsible for executing all activities related to **designing and producing** the given promotional material for the Sri Lanka Expo 2027.

6. Tasks of the Assignment

Task 01 – Design & Producing the Promotional Material with high quality

Task 02 -Project Management and Communication.

- Deploy a dedicated single-point-of-contact.
- Maintain timeline tracking, milestone reporting, and coordination with organizing committee.

Task 03 -Monitoring, Reporting, and Handover

- Approval of all designs should be taken from SLEDB prior to finalizing
- Submit all material on the specified time lines
- Any errors on the side of the designs & production of the service provider should re-do at his own cost

7. Appointing a Deployment Team

SLEDB will arrange a deployment team including a team leader and Service Provider to assist the contract management with the selected Services Firm for Sri Lanka Expo. The selected firm will be facilitated to coordinate functions and communication with the deployment team.

8. Source of Funding

LKR 15 million LKR will be allocated from GOSL funds for Procurement of Selection and Employment of a Professional Promotional Material Supply Firm for Sri Lanka Expo

9. Method of Procurement

According to the Procurement Guidelines 2024 for Goods Works Non-Consultancy Services and Information Systems, published by the National Procurement Commission Sri Lanka. The procurement process shall be carried out using the National Competitive Bidding (NCB) Method through two envelope bidding procedure.

10. Submission of Cost Breakdown

Service provider is required to submit detailed cost breakdowns for each item specified under the key deliverables. Each cost element should be clearly itemized, providing transparency and ensuring that the proposed solution meet the specific requirements outlined in this TOR.

Note: This TOR is subject to adjustments and refinements as necessary to ensure clarity, comprehensiveness, and alignment with SLEDB's strategic objectives

11. Confidentiality of Data

The selected Service Provider shall sign a **Non-Disclosure Agreement** with the Chairman & CEO of SLEDB to maintain the confidentiality of the specific information, findings and data used by the Service Providers 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 SLEDB's strategic objectives.

Schedule of Payments and Reporting Requirements





12. Terms of Payment

Payment	Amount	Payment Release on
Mobilization Advance	Mobilization Advance	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.
Payment on work done	Amount of each task/deliverables based on the price schedule	Upon completion of the corresponding assignment described in TOR, a 90% of the corresponding amount shall be paid and rest 10% shall be paid within one month after the event is over.

13. Key Deliverables and Timelines

The deliverables are outlined below with expected output under each scope for the Promotional Material Supply Firm. The firm shall submit the following deliverables in accordance with the approved work plan and timelines. All deliverables shall be subject to review and approval by the Sri Lanka Export Development Board (SLEDB).

1. Deliverable Part 1 General Contract administration			
No.	Deliverable	Description / Key Contents	Timeline
D1	Design, Printing & Packing	Delivery of designed, printed & packed Promotional material within 3 months of contract signing	Throughout, from two weeks of contract signing till end September 2026.

	Item	Description	Qty	Unit Price (Rs.)	Total Price (Rs.)	Time line
1	Promotional Material 	A gift pack including a Notebook and a pen: Note Book : Branded with Expo logs and Printing • Spiral bind Size: A5 No. of pages : 120 Paper type: Cover page : Matt Art Board, Gauge 200 GSM in 4 Colour with Expo Logo, SLEDB Logo Inner pages: Gauge : 80 GSM normal paper with lines Branded Plastic Quality Pen with Expo Logo printed	3000			12 Weeks after contract signing
2	T-shirts	T-shirts Spec: Cotton material in different sizes, Colour – (based on theme), with collar, raglan sleeve and with event logo embroidered	500			12 Weeks after contract signing
3	Promotional Bags 	Promotional Bags Gray Cloth bag with handle, (Dimensions : W : 17.5 “, H : 14” , G : 4”) Design printed as per the Expo theme in 4 colour with relevant logos (Expo logos, Your Vital Island logo & SLEDB logo)	3000			12 Weeks after contract signing
4		Brown colour Paper Bags with handle (Eco friendly brown kraft paper board) (Dimensions : W : 13”, H : 15”, G : 4” Paper guage : 230 gsm Design printed as per the Expo theme in 4 colour with Expo logo, Your Vital Island logo & SLEDB logo.	2000			12 Weeks after contract signing
5	Sri Lanka Flag 	Sri Lanka Flag to be pinned to attire, Metal non corrosive. Size 3.5cm x 2.5 cm, 4Colour	200			12 Weeks after contract signing
6	Expo Logo	Expo Logo to be pinned to attire, Metal non corrosive. Size 3.5cm x 3.5 cm, 4 Colour	1000			12 Weeks after contract signing

7	Souvenir	Souvenir – A Coaster with Logo lazer-cut, in light weight wooden material packed in box. Branded with Expo logo.	3000			12 Weeks after contract signing
		TOTAL				
		VAT				
		TOTAL WITH VAT				

Appendix C

14. Key Personnel & Qualification Criteria

To be eligible for consideration, the prospective Firm (hereinafter referred to as the “Service Provider”) shall meet the following qualification criteria. The Service Provider 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 Service Provider 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 Service Provider must confirm that they are not blacklisted or debarred by any government, semi-government, or international organization.
- v. The Service Provider 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 Service Provider shall demonstrate sound financial standing, supported by audited financial statements for the last **three consecutive financial years (2022/2023, 2023/2024, and 2024/2025)**.
- ii. The Service Provider (or lead partner in case of a JV/Consortium) shall have an annual average turnover of at least LKR 12 million (or equivalent in foreign currency) during the past three years (2023, 2024 & 2025).
- iii. The Service Provider 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 3 million, net of the Bidder's other commitments for this project.

c) Experience and Technical Capacity

- i. The Service Provider must have at least **5 years of proven experience** in Providing event management services / promotional material supply/ design & printing of promotional material.
- ii. The Service Provider should have successfully completed **at least two (02) large-scale** similar jobs. Value of each contract must not be less than Sri Lankan Rupees (LKR) 2 million, and the contract must have been completed or operational **within last five (05) years** prior to the bid submission deadline.
- iii. Demonstrated experience in working with government agencies, private sector and media will be an added advantage.
- iv. The Service Provider must have the necessary technical expertise and logistical capacity, in the requested areas.

d) Key Personnel Requirements

The Service Provider shall propose a Manager suitable for the assignment.

Key Professional Staff	Minimum Experiences	Key Roles and Responsibilities
Manager	<ul style="list-style-type: none">• Minimum 03 years of project coordination experience• Strong communication skills	<ul style="list-style-type: none">• Coordinate project activities, ensure timelines, manage resources, and serve as the main contact with SLEDB.

15. Services and Facilities Provided by the Employer

Facilities provided by the SLEDB

The Sri Lanka Export Development Board (SLEDB) will provide the following facilities and support to the selected Service Provider to ensure the effective and timely implementation of the assignment:

- Details and a guidance on the requirements will be provided by SLEDB.

Section VI

2. Compliance Sheet

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

1. Compliance Sheet – Designing & Printing

Line Item	Area/key milestone	Expected Deliverables	Yes/No
1	Understanding of the Assignment	Understanding the timely delivery of the assignment, and risk management plan.	
2	Coordination with Other Service Providers	Effective coordination with SLEDB's appointed firms handling related areas to ensure consistency and alignment.	
3	Qualified and Experienced Key Personnel	Deployment of key professionals to work with SLEDB	
4	Compliance with SLEDB Branding Guidelines	Use of official Expo promotional theme, logo, and materials provided by the SLEDB.	
5	Timely Delivery of Outputs	Completion of all deliverables within the approved schedule and as per agreed milestones.	

2. Compliance Sheet – Promotional Material

Line Item	Area/key milestone	Expected Deliverables	Yes/No
1	Understanding of the Assignment	Understanding the timely delivery of the assignment, and risk management plan.	
2	Coordination with Other Service Providers	Effective coordination with SLEDB's appointed firms handling related areas to ensure consistency and alignment.	
3	Qualified and Experienced Key Personnel	Deployment of key professionals to work with SLEDB	
4	Compliance with SLEDB Branding Guidelines	Use of official Expo promotional theme, logo, and materials provided by the SLEDB.	
5	Timely Delivery of Outputs	Completion of all deliverables within the approved schedule and as per agreed milestones.	

EoD.