



**Ministry of Industry and Entrepreneurship Development**  
**Sri Lanka Export Development Board (EDB)**  
**REQUEST FOR PROPOSALS (RFP) on Two Envelope System**  
**for**  
**Procurement of Selection and Engagement of a**  
**Professional Public Relations and Printing Services**  
**Firm for Sri Lanka Expo 2026 – Sri Lanka Export**  
**Development Board (EDB)**

**Contract Number EDB/PU/NCB/2026/01**

**Sri Lanka Export Development Board**  
**9th Floor, NDB –EDB Tower, No. 42 Nawam Mawatha, Colombo 02**  
**Tel. 0112300702 Website [www.srilankabusiness.com](http://www.srilankabusiness.com)**

**February 2026**

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**Ministry of Industry and Entrepreneurship Development  
Sri Lanka Export Development Board (EDB)**

**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 18<sup>th</sup> to 21<sup>st</sup> 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).

<b>Qualification Criteria</b>	<b>Public Relations</b>	<b>Printing</b>
<b>a) General Experiences</b>	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>a) Specific Experience in two contract of similar nature</b>	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
<b>b) Average Turnover</b>	At least LKR 58 million during the past three years.	At least LKR 36 million during the past two years
<b>c) Availability of liquid assets</b>	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](mailto: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) on or before 11.00 a.m. on March 04<sup>th</sup> 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 4<sup>th</sup> 2026. Bid Validity period is 91 days (12<sup>th</sup> 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 wards	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 19<sup>th</sup>, 2026 at 9<sup>th</sup> 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**

**February 10<sup>th</sup> 2026**

# **Section I. Instructions to Bidders**

## A. General

1. Scope of Bid
  - 1.1 The Employer, as defined in the Bidding Data, invites proposals for the service as described in the Section VI including Terms of Reference (TOR). The name and identification number of the Contract is provided in the Bidding Data Sheet.
  - 1.2 The successful bidder (Service Provider) will be expected to complete the Services by the Intended Completion Date provided in the Bidding Data Sheet.
  - 1.3 The Name of the Procurement and Contract number is provided in the Bidding Data Sheet
2. Qualifications and Experience of the Bidders
  - 2.1 All bidders (Service Providers) shall provide duly Perfected Forms of Bid furnishing information regarding qualifications, experience (as per outlined in TOR) and preliminary descriptions on the proposed service, including method, strategies and time schedule etc.
  - 2.2 If stated in the Bidding Data, all bidders shall include the following information and documents with their bids as in Section III of Volume II
    - a) List of Services performed for each of the last ten years for Public Relations and last 5 years for printing;
    - b) Qualification information
    - c) Experience in services of a similar nature projects (at least two) during last five years, and details of services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts;
    - d) Methodology of service providing
    - e) Any other, Technical proposal submission forms listed in the Bidding Data Sheet 8.2.
3. Cost of Bidding
  - 3.1 The bidder (Service Provider) shall bear all costs associated with the preparation and submission of the proposal, and the Employer will in no case be responsible or liable for those costs.
4. Travelling etc.
  - 4.1 The bidder (Service Provider), at the bidder's own responsibility and risk, is encouraged to visit and examine the sites of required services and its surroundings and obtain all information that may be necessary for preparing the proposal and entering into a contract for the Services. The costs of travelling etc. shall be at the bidder's (Service Provider) own expense.

## B. Bidding Documents

5. Content of Bidding Documents
  - 5.1 The set of bidding documents comprises the documents listed below:

**Volume 1**

Section I.	Instructions to Bidders
Section IV	Conditions of Contract
Section VII	Contract Forms

**Volume 11**

Section II	Bidding Data Sheet
Section III	Forms of Bid and Qualification Information
Section V	Contract Data
Section VI	Employer's Requirements including TOR

6. Clarification of Bidding Documents 6.1 A prospective bidder (Service Provider) requiring any clarification of the bidding documents may notify the Employer in writing at the Employer's address indicated in the invitation to bid.

### C. Preparation of Proposal

7. Language of the proposal 7.1 The proposal prepared by the bidder (Service Provider), as well as all correspondence and documents relating to the proposal exchanged by the bidder (Service Provider) and the Employer shall be in English Language.

### D. Submission of Proposal

8. Documents Comprising the Bid 8.1 The Bid shall comprise the following:
- a) Proposal Submission Form and the applicable Price Schedules, in accordance with ITB;
  - b) Schedule of Providing the benefit in accordance with section VI;
  - c) Bid Security, in accordance with ITB Clause 12;
  - d) Schedules in accordance with ITB 2;
  - e) Any other forms listed in BDS 8.2
  - f) any other document required in the BDS
- 8.2 The proposal shall be submitted in two envelopes **separately for printing and for Public Relations**. Envelop one for technical forms. Envelop two for financial proposal. Proposal shall be submitted as per the criteria outlined in BDS
9. Bid Prices 9.1 The Contract shall be for the Services, as described in the Employer's Requirements - Section VI, based on the price Schedule submitted by the Bidder.
10. Currency of Bid and Payment 10.1 The lump sum price quoted by the bidder (Service Provider) shall be in Sri Lanka Rupees.
11. Validity of the proposal 11.1 Proposal shall remain valid for the period specified in the Bidding Data Sheet.
- 11.2 In exceptional circumstances, the Employer may request the bidder's (Service Provider) to extend the period of validity for a specified additional period. The request and the bidder's (Service Provider) responses shall be in writing. A bidder (Service Provider) may refuse the request without extending the Bid security (Proposal Guarantee). An bidder (Service Provider) agreeing to the request will not be required or permitted or otherwise to modify the Proposal, but will be required to extend the validity of Bid security (proposal guarantee) for the period of the extension, and in compliance with Clause 12 in all respects.
12. Bid Security (Proposal Guarantee) 12.1 The bidder shall furnish, as part of the proposal, a Bid Security (Proposal Guarantee), in the amount specified in the Bidding Data and valid till the date specified in the Bidding Data Sheet.
- 12.2 If the Proposal is not accompanied by an acceptable Bid Security (Proposal Guarantee) as requested under sub-clause 12.1 above, the Proposal shall be rejected by the Employer.



- 12.3 The bid security (Proposal Guarantee) of unsuccessful bidder's (Service Provider) will be returned within 28 days of the end of the Proposal validity period specified in the Bidding Data Sheet.
- 12.4 The bid security (Proposal Guarantee) of the successful bidder (Service Provider) will be discharged within 14 days after the bidder (Service Provider) has signed the Agreement and furnished the required Performance Security
- 12.5 The Proposal Guarantee may be forfeited:
  - (a) if the bidder (Service Provider) withdraws the Proposal after opening of the Proposal during the period of Proposal validity;
  - (b) if the bidder (Service Provider) does not accept the correction of the price of the Proposal, pursuant to Clause 22; or
  - (c) in the case of a successful bidder (Service Provider), if the bidder (Service Provider) fails within the specified time limit to:
    - (i) Sign the Contract; or
    - (ii) Furnish the required Performance Security

### 13. Format and Signing of Bid

- 13.1 The bidder (Service Provider) shall prepare one original set of documents comprising the proposal as described in Clause 8 of the Instructions to Bidders.
- 13.2 The original of the proposal shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the bidder (Service Provider). All pages of the proposal where entries or amendments have been made shall be initialed by the person or persons signing the document.
- 13.3 The proposal shall contain no alterations or additions, except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the bidder (Service Provider), in which case such corrections shall be initialed by the person or persons signing the documents.
- 13.4 The Service Provider shall submit a signed and complete Proposal comprising the documents and forms in accordance with ITB 8 (Documents Comprising the Bid). Service Providers shall mark as "CONFIDENTIAL" information in their Proposals which is confidential to their business. This may include proprietary information, trade secrets or commercial or financially sensitive information. The submission can be done by mail or by hand. If specified in the **Data Sheet**, the Service Provider has the option of submitting its Proposals electronically.
- 13.5 An authorized representative of the Service Provider shall initial all the pages of the original Technical and Financial Proposals and shall initial all pages of both. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The sign Technical and Financial Proposal shall be marked "ORIGINAL"
- 13.6 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.

- 13.7 The signed Proposal shall be marked “ORIGINAL”, and its copies marked “COPY” as appropriate. The number of copies is indicated in the **Data Sheet**. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.
- 13.8 The original and all the copies of the Technical Proposal shall be placed inside a sealed envelope clearly marked “**TECHNICAL PROPOSAL**”,
- **Technical Proposal** "Procurement of Selection and Engagement of a Professional Public Relations and Printing Services Firm for Sri Lanka Expo 2026 - **Printing**", Contract No: **EDB/PU/NCB/2026/01**, [name and address of the Service Provider], and with a warning “**DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE].**”
  - **Technical Proposal** "Procurement of Selection and Engagement of a Professional Public Relations and Printing Services Firm for Sri Lanka Expo 2026 - **Public Relations**", Contract No: **EDB/PU/NCB/2026/01**, [name and address of the Service Provider], and with a warning “**DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE].**”
- 13.9 Similarly, the original Financial Proposal (if required for the applicable selection method) and its copies shall be placed inside of a separate sealed envelope clearly marked.
- 13.10 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope.
- 13.11 The bidder shall submit a soft copy of the original bid together with the hard copy of the original bid

#### 14. Sealing and Marking of Bids

- 14.1 The Bid prepared in accordance with clause 8 shall:
- a) Be addressed to the Employer at the address provided in the Bidding Data;
  - b) Bear the name and identification number of the Contract as defined in the Bidding Data; and
  - c) Provide a warning not to open before the specified time and date for opening of the Proposals as defined in clause 8.4
- 14.2 In addition to the identification required in Sub-Clause 14.1, the envelopes shall indicate the name and address of the bidder (Service Provider) to enable the Proposal to be returned unopened, if required.
- 14.3 If the envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the Proposal.
- 15.1 Proposals shall be delivered to the Employer at the specified address no later than the time and date mentioned in the Bidding Data Sheet

- |                                     |   |
|-------------------------------------|---|
| 15. Deadline for Submission of Bids | <p>15.2 Employer may extend the deadline for submission of proposals by issuing an amendment, in which case all rights and obligations of the parties previously subject to the original deadline will then be subject to the new deadline.</p> <p>15.3 Employer may extend the deadline for submission of proposals by issuing an amendment, in which case all rights and obligations of the parties previously subject to the original deadline will then be subject to the new deadline.</p> |
| 16. Late Bids                       | 16.1 Any Proposal received by the Employer after the deadline prescribed in Clause 15 will be returned unopened to the bidder (Service Provider).   |

## **E. Bid Opening and Evaluation**

- |   |   |
|---|---|
| 17. Bid Opening   | 17.1 The Purchaser shall conduct the bid opening in public at the address, date and time specified in the BDS.  |
| 18. Clarification of Bids                                   | 18.1 To assist in the examination, evaluation, and comparison of proposals, the Employer may, at the Employer's discretion, request any bidder (Service Provider) for clarification of their Proposal including the premium price and other relevant information that the Employer may require. The request for clarification and the response shall be in writing, but no change in the price or substance of the Proposal shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the proposals in accordance with Clause 22.  |
| 19. Examination of Bids and Determination of Responsiveness | <p>19.1 Prior to the detailed evaluation of proposals, using the information provided in BID, the Employer will determine whether each Proposal</p> <ul style="list-style-type: none"> <li>a) is accompanied by the required securities; and</li> <li>b) is substantially responsive to the requirements of the bidding documents</li> </ul> <p>19.2 If a Proposal is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.</p> <p>19.3 A substantially responsive Proposal is one which conforms to all the terms, conditions, and Employer's Requirements of the bidding documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, or performance of the Services; (b) which limits in any substantial way, inconsistent with the bidding documents, the Employer's rights or the bidder's (Service Provider) obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other bidders (Service Provider) presenting substantially responsive Proposals.</p> |
| 20. Evaluation of Bids                                      | 20.1 The Employer will evaluate and compare only the Proposals determined to be substantially responsive in accordance with Clause 19. The evaluation criteria outlined in the Bidding Data Sheet (BDS)   |

20.2 During the evaluation of Bid, the Employer will determine whether the bidder's (Service Provider) are qualified and whether work plan and methodology are substantially responsive to the requirements set forth in the Bidding Document.

21. Correction of Errors      21.1 Proposals determined to be substantially responsive will be checked by the Employer for any arithmetical errors. Arithmetical errors will be rectified by the Employer on the following basis: if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail.

## **F. Award of Contract**

22. Award Criteria      22.1 Subject to Clause 24, the Employer will award the Contract to the bidder (Service Provider) whose Proposal has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated Proposal.

23. Employer's Right to Accept any Bid and to Reject any or all Bids      23.2 Notwithstanding Clause 23, the Employer reserves the right to accept or reject any Proposal, and to cancel the bidding process and reject all Proposals, at any time prior to the award of Contract, without thereby incurring any liability to the affected bidder (Service Provider) or bidders (Service Providers) or any obligation to inform the affected bidder (Service Provider) or bidders (Service Providers) of the grounds for the Employer's action.

24. Notification of Award and Signing of Agreement      24.1 The bidder (Service Provider) whose Proposal has been accepted will be notified in writing, of the award by the Employer prior to expiration of the validity period of the Proposal. This letter (hereinafter and in the Conditions of Contract called the "Letter of Acceptance") will state the sum that the Employer will pay the Service Provider in consideration of the Services provided by the Service provider as prescribed by the Contractor (hereinafter and in the Contract called the "Contract Price")

24.2 The notification of award will constitute the formation of the Contract.

24.3 The Contract, in the form provided in the bidding documents, will incorporate all agreements between the Employer and the successful bidder (Service Provider).

25. Performance Security      25.1 If requested in the Bidding Data, within 14 days after receipt of the Letter of Acceptance, the successful bidder (Service Provider) shall deliver to the Employer a Performance Security in the amount and in the form (Bank Guarantee and/or Performance Bond) stipulated in the Bidding Data, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the General Conditions of Contract.

## **Section II. Bidding Data Sheet**

## Bidding Data Sheet

No.	Details
1.1	<p>The Employer is;</p> <p><b>Chairman/ CEO</b>  <b>Sri Lanka Export Development Board (EDB)</b>  <b>9th Floor,</b>  <b>NDB –EDB Tower,</b>  <b>No. 42 Nawam Mawatha,</b>  <b>Colombo 02</b></p>
1.3	<p>The Name and Identification Number of the Contract are</p> <p><b>Procurement of Selection and Engagement of a Professional Public Relations and Printing Services Firm for Sri Lanka Expo 2026 – Sri Lanka Export Development Board (SLEDB)</b></p> <p><b>Bidders are allowed to submit proposals for Printing and/or Public Relations contracts</b></p> <p>Contract Number : <b>EDB/PU/NCB/2026/01</b></p>
1.2	<p>The intended service period is 04 months from date of issuing the contract</p>
6.1	<p>For Clarification of bid purposes only, the Employer's address is:</p> <p>Attention: <b>Head of Procurement</b></p> <p>Address: <b>Sri Lanka Export Development Board (EDB)</b>  <b>6th Floor,</b>  <b>NDB EDB Tower,</b>  <b>No. 42 Nawam Mawatha,</b>  <b>Colombo 02</b></p> <p>Telephone: <b>0112300702</b></p> <p><b>The deadline for the submission of clarification is 10 days prior to the bid submission.</b></p>
8.4	<p>Address for submission of proposal is;</p> <p><b>The Chairman,</b>  <b>Sri Lanka Export Development Board (EDB)</b>  <b>6th Floor, Procurement Unit</b>  <b>NDB EDB Tower,</b>  <b>No. 42 Nawam Mawatha,</b>  <b>Colombo 02</b></p> <p><b>The deadline for submission of proposals shall be on or before <u>11.00 a.m. on 3<sup>rd</sup> March 2026.</u></b></p>
8.1	<p>The bidder shall <u>submit the following additional documents with the bid</u></p> <ul style="list-style-type: none"> <li>i. Certified copy of the Business Registration</li> <li>ii. The written confirmation of authorization to sign on behalf of the Bidder shall consist of: <ul style="list-style-type: none"> <li>a. Bids submitted by a limited liability Company or a Corporation: A notarized Power of Attorney; or a Board resolution certified by a Company Secretary.</li> </ul> </li> </ul>

- b. Bids submitted by a single Proprietor: Signature of the Proprietor or notarized Power of Attorney.
  - c. Bids submitted by a Partnership: Notarized Power of Attorney. A Copy of the partnership agreement shall be submitted with the power of Attorney.
- iii. (a) **Last (03) years** audited financial reports for **Public Relations**,  
 (b) **Last two (02) years** audited financial reports for **Printing**.

**These documents should be included in first envelop (Technical Proposal)**

The Proposal shall comprise the following:

**For FULL TECHNICAL PROPOSAL (FTP):**

**1<sup>st</sup> Inner Envelope with the Technical Proposal for Printing**

FORM	DESCRIPTION
TECH-1	Technical Proposal Submission Form.
TECH -2	Bidders Information Sheet
TECH -3	Proposal Security (Bid Security)
Power of Attorney	No pre-set format/form. Bidder must be submitted Notarized Power of Attorney in standard format
TECH-4	Non-collusion Declaration
TECH-5	Service providing firm's experience.
TECH-5A	A. Bidder's Organization
TECH-5B	B. Bidder's Experiences
TECH-6	Work Schedule and Planning for deliverables
TECH-9	Proposal of service will be provided as per TOR

The top left corner of the first envelope shall be clearly marked as '*Technical Proposal – Procurement of Selection and Engagement of a Professional Public Relations and Printing Services Firm for Sri Lanka Expo 2026 – Printing*' Do not Open'

8.2

**1<sup>st</sup> Inner Envelope with the Technical Proposal for Public Relation**

FORM	DESCRIPTION
TECH-1	Technical Proposal Submission Form.
TECH -2	Bidders Information Sheet
TECH -3	Proposal Security (Bid Security)
Power of Attorney	No pre-set format/form. Bidder must be submitted Notarized Power of Attorney in standard format
TECH-4	Non-collusion Declaration
TECH-5	Service providing firm's experience.
TECH-5A	A. Bidder's Organization
TECH-5B	B. Bidder's Experiences
TECH-6	Work Schedule and Planning for deliverables
TECH-7	Team composition, assignments and professional staff inputs, Curriculum vitae
TECH-8	Staffing Schedule
TECH-9	Proposal of service will be provided as per TOR

The top left corner of the first envelope shall be clearly marked as '*Technical Proposal – Procurement of Selection and Engagement of a Professional Public Relations and Printing Services Firm for Sri Lanka Expo 2026 – Public Relation – Do not Open*'

**2<sup>nd</sup> Inner Envelope with the Financial Proposal for Printing:**

FORM	DESCRIPTION
FIN-1	Financial Proposal Submission Form.
FIN-2	Price Schedule for Printing Works

The top left corner of the second (2<sup>nd</sup>) envelope shall be clearly marked as ***‘Financial Proposal – Procurement of Selection and Engagement of a Professional Public Relations and Printing Services Firm for Sri Lanka Expo 2026 – Printing - Do not Open’***

**2<sup>nd</sup> Inner Envelope with the Financial Proposal for Public Relation:**

FORM	DESCRIPTION
FIN-1	Financial Proposal Submission Form.
FIN-3	Price Schedule for Promotional Works

The top left corner of the second (2<sup>nd</sup>) envelope shall be clearly marked as ***‘Financial Proposal – Procurement of Selection and Engagement of a Professional Public Relations and Printing Services Firm for Sri Lanka Expo 2026 – Public Relation - Do not Open’***

**Both the Technical Proposal and Financial Proposal must be enclosed in a single outer envelope as below.**

**Printing:**

The top left corner of this outer envelope shall be marked as **‘Selection of Service provider for Selection and Engagement of a Professional Public Relations and Printing Services Firm-Sri Lanka Expo 2026 - Printing’**.

**Public Relation:**

The top left corner of this outer envelope shall be marked as **‘Selection of Service provider for Selection and Engagement of a Professional Public Relations and Printing Services Firm-Sri Lanka Expo 2026 – Public Relation’**.

**Failure to submit the Technical and Financial Proposals in separate envelopes, as instructed above, may result in the rejection of the proposal.**

**Note:**

**The bidder shall submit a ‘Soft Copy’ of the original bid together with the hard copy of the original bid**

10 Currency of Bid & Payments: Sri Lanka Rupees

10.2 Non-Refundable payment  
Account details for non-refundable payment are as follows  
A non- refundable payment, for Printing Rs. 3,500.00, and for Public Relation Rs. 3,500.00 could be paid at EDB or to the following Bank account.

Name : Sri Lanka Export Development Board  
Account No : 306605  
Bank : Bank of Ceylon  
Branch : Lake View Branch

Email : [disna@edb.gov.lk](mailto:disna@edb.gov.lk)



11.1	The period of <b>Bid validity: May 12<sup>th</sup>, 2026</b>														
12.	<p>a. Bid shall include a Bid Security and Bid Security Guarantee shall be;</p> <p>i. An unconditional on demand bank guarantee</p> <p>ii. Issued by any Commercial Bank operating in Sri Lanka and approved by the Central Bank of Sri Lanka.</p> <p>iii. In favor of The Chairman/CEO, Sri Lanka Export Development Board (The name of beneficiary)</p> <p>iv. In the form included in Section IV of the bidding documents</p> <p>v. The amount of the Bid Security shall be</p> <table><tr><td></td><td colspan="2">Proposal Security</td></tr><tr><td>Contract</td><td>Inwards</td><td>In figure LKR</td></tr><tr><td>01. Public Relations Services</td><td>LKR Two hundred and ninety thousand</td><td>290,000.00</td></tr><tr><td>02. Printing Services</td><td>LKR Two hundred and forty five thousand</td><td>245,000.00</td></tr></table> <p>The validity period of the bid security shall be from <b>March 4<sup>th</sup> 2026 until July 6<sup>th</sup> 2026</b></p>				Proposal Security		Contract	Inwards	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
	Proposal Security														
Contract	Inwards	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													
14.1	<p>The Employers address for the purpose of Proposal submission is;</p> <p><b>Chairman &amp; CEO</b> <b>Sri Lanka Export Development Board (EDB)</b> <b>6th Floor, NDB – EDB Tower</b> <b>No. 42 Nawam Mawatha,</b> <b>Colombo 02</b></p>														
15	<p>Dead line for submission of Proposals to the address given at 14.1 is on or before Date: March 3<sup>rd</sup>, 2026 Time: <b>11.00 a.m</b> <b>The Pre Bid Meeting will be held on February 19<sup>th</sup> 2026 10.00 a.m. at the VIP Room, 9<sup>th</sup> Floor of EDB</b></p>														
20.1	<p>The following factors and methodology will be used for the evaluation of proposals:</p> <p><b>1. Evaluation of the First Envelope (Technical Proposal)</b> The Technical Proposal will be evaluated on a “Pass” or “Fail” basis according to the following criteria:</p> <p>i. Completeness of contractual requirements as outlined in the Invitation for Bids (IFB) and the Terms of Reference (TOR).</p> <p>ii. Completeness of submission of bidding forms and all required supporting documents.</p> <p>iii. Compliance with the required key personnel, academic, and professional qualification criteria specified in the TOR.</p>														

	<p>iv. Compliance with the required experience and organizational capacity as described in the TOR.</p> <p>v. Adequacy of the Technical Proposal in addressing the scope, tasks, and deliverables outlined in the TOR.</p> <p><b>2. Evaluation of the Second Envelope (Financial Proposal)</b>  Only the financial proposals of technically qualified bidders (those who obtain a “Pass” rating in the technical evaluation) will be opened and evaluated.  Proposals that fail to meet the technical requirements will be disqualified and returned unopened.</p> <p><b>3. Opening of Financial Proposals</b>  The date, time, and venue of the financial proposal opening will be officially communicated to all technically qualified service providers.  Financial proposals will be opened in the presence of the bidders or their duly authorized representatives.</p> <p><b>4. Final Selection</b>  The lowest evaluated, technically qualified bidder will be invited for contract negotiations and award</p>
25	<p>A Performance Security, which is 10% of the contract price (without VAT) shall be submitted. The Performance Security should be paid in cash or by an unconditional Bank Guarantee from a bank approved by the Central Bank of Sri Lanka, valid until a date 28 days from the Completion Date of the Contract.</p>

## **Section III Bidding Forms**

## Technical Proposal – Standard Forms for Printing

### CHECKLIST OF REQUIRED FORMS FOR PRINTING

FORM	DESCRIPTION	
TECH-1	Technical Proposal Submission Form.	
TECH -2	Bidders Information Sheet	
TECH -3	Proposal Security (Bid Security)	
Power of Attorney	No pre-set format/form. Bidder must be submitted Notarized Power of Attorney in standard format	
TECH-4	Non-collusion Declaration	
TECH-5	Service providing firm's experience.	
TECH-5A	A. Bidder's Organization	
TECH-5B	B. Bidder's experiences	
TECH-6	Work Schedule and Planning for deliverables	
TECH-9	Proposal of service will be provided as per TOR	

#### Note 01

**These forms shall be completed properly and place them in the envelop marked ‘*Technical Proposal – Procurement of Selection and Engagement of a Professional Public Relations and Printing Services Firm for Sri Lanka Expo 2026 – Printing*’**

#### Note 02

**All pages of the original Technical and Financial Proposal shall be initialed by the same authorized representative of the Bidder who signs the Proposal**

## Technical Proposal – Standard Forms for Public Relations

### CHECKLIST OF REQUIRED FORMS FOR PUBLIC RELATIONS

FORM	DESCRIPTION	
TECH-1	Technical Proposal Submission Form.	
TECH -2	Bidders Information Sheet	
TECH -3	Proposal Security (Bid Security)	
Power of Attorney	No pre-set format/form. Bidder must be submitted Notarized Power of Attorney in standard format	
TECH-4	Non-collusion Declaration	
TECH-5	Service providing firm's experience.	
TECH-5A	A. Bidder's Organization	
TECH-5B	B. Bidder's Experiences	
TECH-6	Work Schedule and Planning for deliverables	
TECH-7	Team composition, assignments and professional staff inputs, Curriculum vitae	
TECH-8	Staffing Schedule	
TECH-9	Proposal of service will be provided as per TOR	

#### Note 01

**These forms shall be completed properly and place them in the envelop marked *'Technical Proposal – Procurement of Selection and Engagement of a Professional Public Relations and Printing Services Firm for Sri Lanka Expo 2026 – Public Relation'***

#### Note 02

**All pages of the original Technical and Financial Proposal shall be initialed by the same authorized representative of the Bidder who signs the Proposal**

**FORM TECH -1**  
**TECHNICAL PROPOSAL SUBMISSION FORM**

---

.....2025

**The Chairman**  
**Sri Lanka Export Development Board (EDB)**  
**9th Floor,**  
**NDB EDB Tower,**  
**42 Nawam Mawatha,**  
**Colombo 02.**

We, the undersigned, offer to provide the consulting services for **Procurement of Selection and Engagement of a Professional Public Relations and Printing Services Firm for Sri Lanka Expo 2026 – Sri Lanka Export Development Board (EDB) Contract Number EDB/PU/NCB/2026/01** in accordance with your Request for Proposal dated ..... 2026. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate envelopes.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the action plan. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the contract Agreement.

We understand you are not bound to accept any Proposal you receive.

Authorized Signature: .....

Name of the Title of Signatory: .....

Name of Consultancy Organization: .....

Address: .....

.....

## FORM TECH 2

### Bidders Information Sheet

All Bidders whether they be individual firms, each partner of a Joint Venture, and a named, Sub-contractor(s) for highly specialized components of the Software, Products and/or Services, which are RFP, must complete the information in this form. All Bidders that complete this sheet should also complete the further Qualification Forms provided in this section.

#### Bidder's Information Sheet

<b>Bidder's legal name</b>	
<b>In case of JV, legal name of each partner</b>	
<b>Bidder's actual or intended country of registration</b>	
<b>Bidder's year of registration</b>	
<b>Bidder's legal address in country of registration</b>	
<b>Bidder's authorized representative</b> (name, address, telephone numbers, fax numbers, e-mail address)	
<b>In case of joint ventures each partner must submit information sheet</b> <b>Attached herewith are copies of the following documents:</b> (a) Joint Venture Agreement (b) Power of Attorney or Board Resolution authorizing the signing of proposals and the contract (a) (c) Certificate(s) of Business Registration	

### FORM TECH -3

#### Format for Bid Security

[This bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

----- [Insert issuing agency's name and address of issuing branch or office]

**Beneficiary:** Sri Lanka Export Development Board

**Date:** ----- [Insert (by issuing agency) date]

**BID GUARANTEE No.:** ----- [Insert (issuing agency) number]

We have been informed that ----- [Insert (issuing agency) name of the bidder; if a Joint Venture, list complete legal names of partners] (hereinafter called "the bidder") has submitted to you its bid dated ----- [Insert (issuing agency) date] (hereinafter called "the bid") for the execution/supply [select appropriately] of [Insert name of contract] under invitation for bids No. EDB/PU/NCB/2026/01 ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we ----- [Insert name of issuing agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of **LKR (Insert Value in figur) [Sri Lankan Rupees in wards]** upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder,

(a) has withdrawn its Bid during the period of bid validity specified; or  
(b) does not accept the correction of errors in accordance with the instructions to Bidders (herein after "the **ITB**") of the **IFB**; or  
(c) having been notified of the acceptance of its Bid by the Employer/Purchaser during the period of bid validity, (i) fails or refuses to execute the contract form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the **ITB**.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to April 11, 2026

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date

-----.

[signature(s) authorized representative(s)]



## **FORM TECH -04**

### **Non-collusion Declaration**

I, the undersigned bidder/ bidder's representative/ bidder's agent, honestly, truthfully and solemnly declare that;

(a) I, nor any other member, agent or representative of the firm/ company/ corporation/ partnership/ sole proprietorship that I represent, have entered into any combination, collusion or similar agreement with any person in connection with the prices to be submitted by any person with respect to the invitation for bid;

(b) I, nor any person who represents me have acted to prevent any person from submitting a bid or to induce any person to refrain from submitting a bid in connection with the intention for bid (Bid No. ....);

(c) This bid is not submitted in collusion with any other bid and is not made pursuant to any agreement, understanding or association with any other person in relation to such bid.

I declare that, I have not received and will not accept any discount, fee, reward, commission or anything of value, directly or indirectly, from any person, company or corporation in connection with the submission of this bid.

I further declare that, I have not given and will not give any discount, fee, reward, commission or anything of value, directly or indirectly, to any person, company or corporation in connection with the submission of this bid.

I, taking full responsibility for ensuring the absence of collusion, hereby pledge to abide by fair and ethical competitive practices throughout the entire procurement process and to fully comply with the relevant Procurement Guidelines issued by the National Procurement Commission.

I hereby declare that all the statements made by me above are true and correct.

.....

Signature of the Declarant

## **FORM TECH -05**

### **BIDDER'S ORGANIZATION AND EXPERIENCE**

---

Form TECH-05: a brief description of the Bidder's organization and an outline of the recent experience of the Bidder that is most relevant to the assignment

#### **A - Bidder' Organization**

Provide here a brief description of the background and organization of your firm/entity and each associate for this assignment.

## B - Bidder's Experience

1. List only previous Engagement of a Professional Public Relations and Printing Services assignments
2. Using the format below, provide information on each assignment for which your firm for carrying out Public Relations or/and Printing Services similar to the ones requested under this assignment. **Use maximum of 20 pages.**
3. The Letters of Acceptance and Letters of contract completion shall be attached for each assignment

Assignment Name:	Approx. value of the contract (in LKR):
Country; Location within country;	Duration of the assignment (months)
Name of Client:	Total Number of staff-months of assignment:
Address;	Approximate value of services provided by your firm under the contract (LKR):
Start date (month/year) Completion date (month/year)	Number of professional staff-months provided by associated Bidders:
Name of associated Key personal, if any:	Names of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/ Coordinator, Team Leader)
Narrative description of Service:	
Description of actual services provided by your staff within the assignment:	

Firm's Name:.....

**FORM TECH-6**  
**WORK SCHEDULE AND PLANNING FOR DELIVERABLES**

No	Deliverables <sup>1</sup> (Weeks)								
		1	2	3	4	5	6	7	TOTAL
Printing Works refer Terms of References									
D1	Printed and Promotional Material								
D2	X-Pennants								
D3	Pull- ups								
D4	Fair Catalogue								
D5	Product Catalogue								
D6	Exhibitor Manual								
D7	Invitations								
D8	Dockets								
D9	Promotional Material								
D 10	Posters								
Promotional Services refer Terms of Reference									
D1	Inception Report								
D2	Implementation of Public Relations and Promotional Campaigns								
D3	Event-Time Publicity and Media Coordination								
D4	Post-Event Report and Impact Analysis								
D5	Inception Report								

<sup>1</sup>Indicate all main activities of the assignment, including delivery reports (e.g. inception, interim, and final report), and other benchmarks such as Clients approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase. Duration of activities shall be indicated in a form of a bar chart.

**FORM TECH -7**

**TEAM COMPOSITION, ASSIGNMENT, AND PROFFESIONAL STAFF' INPUTS**

[illegible]

## FORM TECH 7 (CONTINUED)

### CURRICULUM VITAE (CV)

<b>Position Title and No.</b>	
<b>Name of Firm:</b>	
<b>Name of Expert:</b>	
<b>Date of Birth:</b>	
<b>Nationality:</b>	

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained. The copy of certificates of education shall be attached

---

**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.} Copy of service letters shall be attached.

<b>Period</b>	<b>Employing organization and your title/position. Contact information for references</b>	<b>Summary of activities performed relevant to the Assignment</b>
[e.g., May 2005-present]	Name of assignment or project Location Client Contact details of the Client Main features of the project Position held	

**Membership in Professional Associations and Publications:**

---

**Language Skills (indicate only languages in which you can work):** \_\_\_\_\_

---

**Expert’s contact information:** (e-mail....., phone .....)

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{ day/month/year }

---

Name of Expert  
Date

Signature

{ day/month/year }

---

Name of authorized

Signature  
Representative of the Bidder (the  
same who signs the Proposal)

Date

## FORM TECH-08 STAFFING SCHEDULE

N°	Name of staff	Staff input <sup>1</sup> ( in the form of a bar chart)												Total time-input (in Months)		
		Position		D/M-1		D-2		D-3	.....		D-...			Office	Field	Total
1																
2																
3																
n																
<b>Subtotal</b>																

<sup>1</sup> Duration of activities shall be indicated in a form of a bar chart.



## **TECH-09**

### **Proposal of service will be provided as per TOR**

*The Service Provider (Bidder) is required to submit a comprehensive description demonstrating its approach to successfully performing the contract in line with the objectives, scope, tasks, and deliverables specified in the Terms of Reference.*

# Financial Proposals Forms

## FIN 01 - Financial Proposal Submission Form

---

**The Chairman / CEO**  
**Sri Lanka Export Development Board (EDB)**  
**9th Floor, NDB EDB Tower**  
**42 Nawam Mawatha,**  
**Colombo 02**

We, the undersigned, offer to provide the consulting services for **Procurement of Selection and Engagement of a Professional Public Relations and/or Printing Services Firm for Sri Lanka Expo 2026 – Sri Lanka Export Development Board (EDB)** in accordance with your Request for Proposal dated ..... **2026** and our Technical Proposal. Our attached Financial Proposal is for the sum of

.....  
..... excluding VAT [*Insert amount (s) in words and figures in LKR*].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal

We understand you are not bound to accept any Proposal you receive.

Authorized Signature [*In full and initials*] : .....

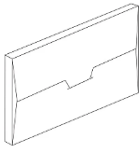



Name and Title of Signatory: .....

Name of Firm: .....  
.....

Address: .....  
.....

FIN 02 - Price Schedule for Printing Works					
	ITEM	DESCRIPTION	# OF UNITS	Unit Price	Total Price
1	Printing of Brochures and Flyers	Printing of <b>Brochures</b> - Event brochure 1 (for circulation) Size: 19.5 x 19.5 cm, 4 Colour, Matt, 8 pages, Gauge 160 Art Board	3000		
		Printing of <b>Brochures</b> - Event brochure 2 (for event day) Size 19.5 x 19.5 cm, 4 colour, Matt, 8 pages, Gauge 160 Art Board	3000		
		<b>Flyers</b> – Exhibitor Flyer 1 Size A5, 4 colour, Matt, 2 pages, Gauge 120 Art Paper	1000		
		<b>Flyers</b> – Exhibitor Flyer 2 Size A5, 4 colour, Matt, 2 pages, Gauge 120 Art Paper	500		
		<b>Flyers</b> – Buyer Flyer 1 Size A5, 4 colour, Matt, 2 pages, Gauge 120 Art Paper	2000		
		<b>Flyers</b> – Buyer Flyer 2 Size A5, 4 colour, Matt, 2 pages, Gauge 120 Art Paper	500		
		<b>Flyers</b> – Buyer Flyer 3 Size A5, 4 colour, Matt, 2 pages, Gauge 120 Art Paper	250		
		<b>Expo Layout Plan (Map)</b> size 50cm x 75 cm 4 colour, Gloss Double side, 1 page Gauge 80 Art Paper	4000		
2	X-Pennants	Print 6 ft X 3 ft X Pennants in flex material with portable X stands including casing for embassies in 4 Colour (In English 50, Chinese. 10, Arabic 15, German 05, French 12, Russian 03, Japanese 05)	100		
3	Pull- ups	Custom Printable Easy Pull-up Banners Printed on Flex with Metal Roller Stand & casing for easy mobility. 4 Colour & Size: 6 ft X 3 ft	50		

4	Fair Catalogue	Printing of a fair catalogue of the event Page size: 19.5cm x 19.5cm No. of pages : 400, 4 Colour Cover page Matt Art Board, Gauge 160 Inner pages Gloss, Art paper, Gauge 70	500		
		Comment : (Indicate the unit price for additional 4-page blocks)			N/A
5	Product Catalogue	Printing of a Product catalogue of the event Page size : 19.5cm x 19.5 cm No. of pages : 150, 4 Colour Cover page Matt Art Board, Gauge 120 Inner pages Gloss, Art paper, Gauge 100	500		
		Comment : (Indicate the unit price for additional 4 page blocks)			N/A
6	Exhibitor Manual	Printing of Exhibitor Catalogue Page size : 19.5cm x 19.5 cm No. of pages : 10, 4 Colour Cover page Matt Art Board, Gauge 120 Inner pages Gloss art paper, Gauge 70	200		
7	Invitations	Printing of Invitations and envelopes for the day one Inauguration. <b>Invitation Card</b> 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, EDB Logo and Government Emblem <b>Envelope</b> Size : to be suited for the above invitation card, Paper : 120 GSM 4 color and gold color print	3000		

8	Dockets	<b>Docket</b> Print docket for event promotion incorporating Expo Logo, EDB Logo and Government Emblem Size: A4 size (Dimensions : W : 9.5 “, H : 12.5”, G : 0.5’’) Paper: Art Board, Matt, Gauge 200 GSM <i>(A4 papers should be easily put in to the folder)</i>	2500		
		<b>Four Flap Folders</b> Print a four flap folder where 18 leaflets could be carried inside. Size: (Dimensions: W: 6.5” x H: 9.0” 4 Colour Paper Gauge: 200 GSM Matt Art Board	2500		
9		<b>Leaflets</b> Size: W: 6” x H: 8.5” Paper:160 GSM, Art Paper in 4 Colour, Matt	45000		
10	Promotional Material	<b>A gift pack including a Notebook and a pen:</b> <b>Note Book</b> 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, EDB Logo Inner pages: Gauge : 80 GSM normal paper with lines <b>Branded Plastic Quality Pen with Expo Logo printed</b>	3000		
	   (above images are samples only)	<b>T-shirts</b> Spec: Cotton material in different sizes, Colour – (based on theme), with collar, raglan sleeve and with event logo	500		
		<b>Promotional Bags</b> Gray Cloth bag with handle, (Dimensions : W : 17.5 “, H : 14”, G : 4’’) Design printed as per the	3000		

		Expo theme in 4 colour with relevant logos (Expo logos, Your Vital Island & EDB logo)			
		<b>Sri Lanka Flag</b> to be pinned to attire, Metal non corrosive. Size 3.5cm x 2.5 cm, 4Colour	200		
		<b>Expo Logo</b> to be pinned to attire, Metal non corrosive. Size 3.5cm x 3.5 cm, 4 Colour	1000		
		<b>Souvenir</b> – A Coaster with Logo lazer-cut, in light weight wooden material	3000		
<b>11</b>	Posters	Poster Size 45cm x 60 cm, 4 Colour 60 GSM	25000		
	<b>Total Cost</b>				
	<b>VAT 18%</b>				
	<b>Total Cost with VAT</b>				

<b>Fin 3 Public Relations Campaign (Promotional &amp; Marketing Campaign)</b>					
	<b>ITEM</b>	<b>DESCRIPTION</b>	<b># OF UNITS</b>	<b>Unit Price</b>	<b>Total Price (Rs.)</b>
<b>1</b>	Press Conference	Backdrop Print in flex and fix with Frame, Size 12 ft x 9 ft (Design will be provided), 4 Colour, Matt	2		
<b>2</b>	Videos Production & Videography	Main Event launch (June 2026): · Launch event videos – 02 min.	1		
		Promotional videos: · Main event promotional videos - 2 minutes	2		
		Promotional videos: · Short teaser videos - 2 nos (30 & 60 seconds)	4		
		Promotional videos: · Video interviews/ Testimonial with key stakeholders, industry leaders, exporters & celebrities - 45 sec.	10		
		Promotional videos: · Sector-specific videos - 30 second videos	16		
<b>3</b>	Printing of Outdoor Banners	Printing & Fixing of still banners (for selected locations within colombo eg: Hotels), in flex material with iron frame. 4 Colour, Size 8 ft X 4 ft	6		
<b>4</b>	Conduct Digital Marketing Campaigns	<b>Content translation</b> services into Chinese, Arabic, Spanish, French, German, Russian & Japanese (Posts and Ads) - 5 of each	Item		



		<b>International Campaign.</b> Targeted Social Media Campaigns for selected 45 markets focusing the business community (International Trade). Target markets attached. Search Engine Marketing (SEM), digital ad campaigns (Google, Meta, LinkedIn Ads, etc.) Provide detailed campaign information.	Item		
		<b>Local Campaign</b> · Social Media Campaign (Facebook, YouTube, TikTok, Instagram) Targeting 9 provinces	Item		
		Publicity and Media Coordination during the event days. <ul style="list-style-type: none"> <li>• Management of on-site press operations and media representatives</li> <li>• Facilitation of live coverage, interviews, and special features</li> <li>• Daily media monitoring and event-related updates</li> </ul>	Item		
		TV Commercials Publishing in Rupavahini (30 Sec, Prime Time)	7		
		TV Commercials *Publishing in ITN (30 Sec, Prime Time)	7		
		· Print Media (newspapers, trade magazines) Daily FT – Quarter page, Full Colour, Business Page	2		
		Print Media (newspapers, trade magazines) *Lankadeepa – Quarter page, Full Colour, Inner Pages	2		

		Print Media (newspapers, trade magazines) *Thinakaran - Quarter page, Full Colour, Inner pages	2		
5	Hoardings	Printing and Fixing at given locations: <b>for 4 months</b>	NA	NA	NA
		Location 1 – Katunayake near Air Port	1		
		Location 2 – Airport Highway	1		
		Location 4 - Jaffna	1		
		Location 5 – Galle	1		
6	Display at Digital Boards ( <b>for 4 months</b> )	Location 1 – Galle Road, Colombo 6 10 Seconds ad, 25 times per day	Item		
		Location 2 - Inside BIA 10 Seconds ad, 25 times per day	Item		
		Location 3 - Kandy 10 Seconds ad, 25 times per day	Item		
		Poster Dissemination (Pasting on prominent advertising slots- Printed posters will be provided)	Item		
	<b>Total Cost</b>				
	<b>VAT 18%</b>				
	<b>Total Cost with VAT</b>				

## **Section IV. Conditions of Contract**

## **1. General Provisions:**

1.1 Definitions unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) “Activity Schedule” is the priced and completed list of items of Services to be performed by the Service Provider forming part of his Bid;
- (b) “Completion Date” means the date of completion of the Services by the Service Provider as certified by the Employer
- (c) “Contract” means the Contract signed by the Parties, to which these Conditions of Contract (CC) are attached, together with all the documents listed in Clause 1 of such signed Contract;
- (d) “Contract Price” means the price to be paid for the performance of the Services, in accordance with Clause 6;
- (e) “Employer” means the party who employs the Service Provider
- (f) “Party” means the Employer or the Service Provider, as the case may be, and “Parties” means both of them;
- (g) “Personnel” means persons hired by the Service Provider as employees and assigned to the performance of the Services or any part thereof;
- (h) “Service Provider” is a person or corporate body who’s Bid to provide the Services has been accepted by the Employer;
- (i) “Service Provider’s Bid” means the completed bidding document submitted by the Service Provider to the Employer
- (j) “Employer’s Requirements” means the Employer’s Requirements of the service included in the bidding document submitted by the Service Provider to the Employer
- (k) “Services” means the work to be performed by the Service Provider pursuant to this Contract, as described in Appendix A; and in the Employer’s Requirements and Schedule of Activities included in the Service Provider’s Bid.

## **1.2 Applicable Law:**

The Contract shall be interpreted in accordance with the laws of the Socialist Democratic Republic of Sri Lanka.

### **1.3 Language**

This Contract has been executed in English Language

### **1.4 Notices**

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, to such Party at the address specified in the Contract Data.

### **1.5 Location**

The Services shall be performed at such locations as are specified in Appendix A, in the Employer's Requirements and, where the location of a particular task is not so specified, at such locations, as the Employer may approve.

### **1.6 Authorized Representatives**

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Employer or the Service Provider may be taken or executed by the officials specified in the Contract Data.

## **2. Commencement, Completion, Modification, and Termination of Contract**

### **2.1 Effectiveness of Contract**

This Contract shall come into effect on the date the Contract is signed by either parties or such other later date as may be stated in the Contract Data.

### **2.2 Starting Date**

the Service Provider shall start carrying out the Services seven (07) days after the date the Contract becomes effective, or at such other date as may be specified in the Contract Data.

### **2.3 Intended Completion Date**

Unless terminated earlier pursuant to Clause 2.6, the Service Provider shall complete the activities by the Intended Completion Date, as is specified in the Contract Data. If the Service Provider does not complete the activities by the Intended Completion Date, it shall be liable to

pay liquidated damage as per Sub-Clause 3.8. In this case, the Completion Date will be the date of completion of all activities.

## **2.4 Addition of Services and Future Modifications**

The Additional Services and Future Modifications set forth in Contract Data.

## **2.5 Force Majeure**

2.5.1 Definition For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

### **2.5.2 No Breach of Contract**

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

### **2.5.3 Extension of Time**

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such act ion as a result of Force Majeure.

### **2.5.4 Payments**

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Service Provider shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

## **2.6 Termination**

### **2.6.1 By the Employer**

The Employer may terminate this Contract, by not less than Fourteen (14) days' written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause 2.6.1 and twenty (28) days' in the case of the event referred to in (f):

(a) if the Service Providers do not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the Employer may have subsequently approved in writing;

(b) if the Service Provider become insolvent or bankrupt;

(c) if, as the result of Force Majeure, the Service Provider/s are unable to perform a material portion of the Services for a period of not less than sixty (60) days; or

(d) If the Service Provider does not maintain a Performance Security in accordance with Clause 3.7;

(e) if the Service Provider has delayed the completion of the Services by the number of days for which the maximum amount of liquidated damages can be paid in accordance with Sub-Clause 3.6.1 and the Contract Data.;

(f) if the Employer, in its sole discretion, decides to terminate this Contract.

### **2.6.2 By the Service Provider**

The Service Provider may terminate this Contract, by not less than thirty (30) days' written notice to the Employer, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Clause 2.6.2:

(a) if the Employer fails to pay any monies due to the Service Provider pursuant to this Contract and not subject to dispute pursuant to Clause 7 within forty-two (42) days after receiving written notice from the Service Provider that such payment is overdue; or

(b) if, as the result of Force Majeure, the Service Providers are unable to perform a material portion of the Services for a period of not less than fifty-six (56) days.

### **2.6.3 Payment upon Termination**

Upon termination of this Contract pursuant to Clauses 2.6.1 or 2.6.2, the Employer shall make the following payments to the Service Provider:

- (a) Remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;
- (b) Except in the case of termination pursuant to paragraphs (a), (b), (d),
- (e) Of Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract.

## **3. Obligations of the Service Provider**

### **3.1 General**

The Service Providers shall perform the Services in accordance with the Employer's Requirements and the Activity Schedule, and carry out their obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Service Providers shall always act, in respect of any matter relating to this Contractor to the Services, as faithful advisers to the Employer, and shall at all times support and safeguard the Employer's legitimate interests in any dealings with Subcontractors or third parties.

### **3.2 Confidentiality**

The Service Providers, their Subcontractors, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Employer's business or operations without the prior written consent of the Employer.

### **3.3 Service Providers' Actions Requiring Employer's Prior Approval**

The Service Providers shall obtain the Employer's prior approval in writing before taking any of the following actions:

- (a) Entering into a sub Contract for the performance of any part of the Services,



- (b) Appointing such members of the Personnel not listed by name in Appendix C (“Key Personnel and Subcontractors”),
- (c) Changing the Program of activities; and
- (d) Any other action that may be specified in the Contract Data.

### **3.4 Reporting Obligations**

The Service Providers shall submit to the Employer the reports and documents specified in Appendix B (for Public Relations only) in the form, in the numbers, and within the periods set forth in the said Appendix.

### **3.5 Documents Prepared by the Service Providers to Be the Property of the Employer**

All plans, drawings, Employer’s Requirements, designs, reports, and other documents and software submitted by the Service Providers in accordance with Clause 3.4 shall become and remain the property of the Employer, and the Service Providers shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Employer, together with a detailed inventory thereof. The Service Providers may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the Contract Data.

### **3.6 Liquidated Damages**

#### **3.6.1 Payments of Liquidated Damages**

The Service Provider shall pay liquidated damages to the Employer at the rate per day stated in the Contract Data for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the Contract Data. The Employer may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider’s liabilities.

#### **3.6.2 Correction for Overpayment**

If the Intended Completion Date is extended after liquidated damages have been paid, the Employer shall correct any overpayment of liquidated damages by the Service Provider by adjust in the next payment certificate. The Service Provider shall be paid interest on the

overpayment, calculated from the date of payment to the date of repayment, at the rates specified in Clause 6.5

### **3.7 Performance Security**

The Service Provider shall provide the Performance Security to the Employer no later than the date specified in the Letter of acceptance. The Performance Security shall be issued in an amount and form and by a bank or surety acceptable to the Employer. The performance Security shall be valid until a date 28 days from the Completion Date of the Contract. The Amount of Performance Security is specified in Contract Data

## **4. Service Provider's Personnel**

### **4.1 Description of Personnel**

The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider's Key Personnel are described in Appendix C. The Key Personnel and Subcontractors listed by title as well as by name in Appendix C are hereby approved by the Employer.

### **4.2 Removal and/or Replacement of Personnel**

(a) Except as the Employer may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as a replacement a person of equivalent or better qualifications.

(b) If the Employer finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal act ion, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at the Employer's writ ten request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Employer.

(c) The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

## **5. Obligations of the Employer**

### **5.1 Assistance and Exemptions**

The Employer shall use its best efforts to ensure that the Government shall provide the Service Provider such assistance and exemptions as specified in the Contract data.

### **5.2 Change in the Applicable Law**

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provider, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Clauses 6.2 as the case may be.

### **5.3 Services and Facilities**

The Employer shall make available to the Service Provider the Services and Facilities listed under Appendix D

## **6. Payments to the Service Provider**

### **6.1 Lump-Sum Remuneration**

The Service Provider's remuneration shall not exceed the Contract Price and shall be a fixed lump-sum including all Subcontractors' costs, and all other costs incurred by the Service Providers in carrying out the Services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments in accordance with Clauses 2.4 and 6.3, 6.2 Contract Price the Contract Price is set forth in the Contract Data.

### **6.2 Contract Price**

The Contract Price is set forth in the Contract Data.

### **6.3 Payment for Additional Services, and Performance Incentive Compensation**

6.3.1 For the purpose of determining the remuneration due for additional Services as may be agreed under Clause 2.4 a breakdown of the lump-sum price is provided in Price schedule.

## **6.4 Terms and Conditions of Payment**

Payments will be made to the Service Provider and according to the payment schedule stated in the Contract Data. Unless otherwise stated in, the Contract Data, first payment shall be made against the provision by the Service Provider of a bank guarantee for the same amount, and shall be valid for the period stated in the Contract Data. Any other payment shall be made after the conditions listed in the SCC for such payment have been met , and the Service Provider have submit ted an invoice to the Employer specifying the amount due.

## **6.5 Interest on Delayed Payments**

If the Employer has delayed payments beyond sixty (60) days after the due date stated in the Contract Data, interest shall be paid to the Service Provider for each day of delay at the rate stated in the Contract Data.

## **7. Quality Control**

### **7.1 Identifying Defects**

The Employer shall check the Service Provider's performance and notify him of any Defects that are found. Such checking shall not affect the Service Provider's responsibilities.

### **7.2 Correction of Defects, and Lack of Performance Penalty**

(a) The Employer shall give notice to the Service Provider of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

(b) Every time notice a Defect is given, the Service Provider shall correct the notified Defect within the length of time specified by the Employer's notice.

(c) If the Service Provider has not corrected a Defect within the time specified in the Employer's notice, the Employer will assess the cost of having the Defect corrected, the Service Provider will pay this amount, and a Penalty for Lack of Performance calculated as described in clause 3.6

## **8. Settlement of Disputes**

### **8.1 Amicable Settlement**

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

### **8.2 Dispute Settlement**

8.2.1 Any dispute arises between the Employer and the Service Provider in connection with, or arising out of, the Contract or the provision of the Services, whether during carrying out the Services or after their completion, which was not settled amicably in as with sub clause 8.2.1 above, shall be finally settled by arbitration in accordance with Arbitration Act No 11 of 1995.

8.2.2 The arbitral tribunal shall consist of a sole arbitrator, who shall be appointed in the manner provided under sub clause 8.2.3.

8.2.3 The Party desiring arbitration shall nominate three arbitrators out of which one to be selected by the other Party within 21 Days of the receipt of such nomination. If the other Party does not select one to serve as Arbitrator within the stipulated period, then the Arbitrator shall be appointed in accordance with Arbitration Act No 11 of 1995, or any other amendments thereof.

## **Section V Contract Data**

GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1 (e)	The contract Name is <b>Engagement of a Professional Public Relations and Printing Services Firm for Sri Lanka Expo 2026 – Sri Lanka Export Development Board (EDB)</b>
1.1 (h)	The Employer is <b>Chairman / CEO Sri Lanka Export Development Board (EDB) 9th Floor, NDB EDB Tower No. 42 Nawam Mawatha, Colombo 02</b>
1.1 (m)	<i>The Member in Charge is [name of Member Leader of the Joint Venture].</i>
1.1 (p)	<i>The Service Provider is [ insert name]</i>
1.4	Address are  i. <b>Employer</b>  <b>Sri Lanka Export Development Board (EDB)</b> <b>9th Floor,</b> <b>NDB EDB Tower</b> <b>No. 42 Nawam Mawatha,</b> <b>Colombo 02</b>  ii. <b>Service Provider</b> ..... .....
1.6 Authorized Representatives	The Authorized Representatives are:  i.      For the Employer:  <b>Director General</b> <b>Sri Lanka Export Development Board (EDB)</b> <b>9th Floor,</b> <b>NDB EDB Tower</b> <b>No. 42 Nawam Mawatha,</b> <b>Colombo 02</b>  <b>TP: 94 011 2300675</b>  <b>Email: dg@edb.gov.lk</b>

	<p>ii. For the Service Provider</p> <p>.....</p> <p>.....</p> <p>.....</p>
<b>2.1</b>	This Contract shall come into effect on the date of issuing Letter of Acceptance
<b>2.2</b>	<p><b>Starting Date</b></p> <p>The Service Provider shall start carrying out the Services the date issuing the letter of acceptance, or at such other date as may be specified in the Contract Data.</p>
<b>2.3</b>	<p><b>Intended Completion Date</b></p> <p>As per the TOR.</p>
<b>2.4</b>	<p><b>The Additional Services and Future Modifications</b></p> <ul style="list-style-type: none"> <li>i) The Client (EDB) reserves the right, at any stage during the contract period, to request the Consultant to provide additional services, undertake expanded scope of work, or make modifications to the existing services, if such services are deemed necessary for the successful planning, implementation, and completion of Sri Lanka Expo 2026.</li> <li>ii) Any additional or modified services shall be formally communicated in writing by the Client, specifying the nature of the new requirement, expected deliverables, timelines, and performance standards.</li> <li>iii) The Consultant shall review the Client's request and submit a proposal within the stipulated time, outlining the methodology, resource allocation, timeline adjustments, and any financial implications associated with the additional services.</li> <li>iv) No additional or modified services shall be carried out by the Consultant without the prior written approval of the Client. All approved variations shall be executed through a Contract Amendment or Addendum, duly signed by both parties.</li> <li>v) The financial adjustments (if any) arising from additional services or modifications shall be agreed upon mutually and incorporated</li> </ul>



	<p>into the contract using transparent and justifiable pricing methods, consistent with government procurement regulations.</p> <p>vi) The Consultant shall ensure that the addition of services does not adversely affect the quality or timelines of the originally contracted tasks unless otherwise agreed by both parties</p>
<b>3.6.1</b>	<p>The liquidated damages rate is 0.2% per day</p> <p>The maximum amount of liquidated damages for the whole contract is 10% of Lack of performance Penalty/(ies) is the contract value of the relevant service.</p>
<b>3.7</b>	<p><b>Performance Security.</b></p> <p>A Performance Security, which is 10% of the contract price (without VAT) shall be submitted. The Performance Security should be paid in cash or by an unconditional Bank Grantee from a bank approved by the Central Bank of Sri Lanka, valid until a date 28 days from the Completion Date of the Contract</p>
<b>6.4</b>	<p>The payment will be made on as per the TOR</p>

## **SECTION VI – TERMES OF REFERENCE AND APPENDICES**

**Refer Supplementary of Volume 02 for  
TOR**

## **Appendix A- Description of the Services.**

### **Note:**

**Refer Section Volume 02, Section VI TOR**

## **Appendix B—Schedule of Payments and Reporting Requirements**

### **Note:**

**Refer Volume 02, Section VI TOR**

- a) Expected Key deliverables and Time line**
- b) Terms of Payment**

## **Appendix C—Key Personnel.**

### **Note:**

**Refer TOR Key Personal Requirement**

## **Appendix D—Services and Facilities Provided by the Employer.**

### **Note:**

**Refer TOR, ‘Facilities provided by the EDB’**

## **Section VII – Contract Forms**

# Contract Agreement

THIS CONTRACT AGREEMENT is made

The ..... Day of....., 2025.

BETWEEN

- (1) Chairman, Export Development Boards. (hereinafter called “the Purchaser”), and
- (2) **[insert name of Supplier]**, a company incorporated under the laws of Sri Lanka and having its principal place of business at [ insert: address of Supplier] (hereinafter called “the Bidder”).

WHEREAS the Purchaser **Accepted a Bid by the Bidder Invitation for Bids for Procurement of Selection and Engagement of a Professional Public Relations and Printing Services Firm for Sri Lanka Expo 2026 – Export Development Board (EDB)**

Accepted a Bid by the Bidder for the Insurance as given in the price schedule (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:
  - (a) This Contract Agreement
  - (b) Request for Proposal
  - (c) Contract Data
  - (d) Conditions of Contract
  - (e) Terms of Reference (TOR)/ Schedule of Requirements
  - (f) The Supplier’s Bid
  - (g) The Purchaser’s Notification of Award
3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

In consideration of the payments to be made by the Purchaser to the Bidder as hereinafter mentioned, the Bidder here by covenants with the .....
4. And to remedy defects therein in conformity in all respects with the provisions of the Contract.

The Purchaser hereby covenants to pay the Bidder in consideration of the .....
5. And the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.



IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Democratic Socialist Republic of Sri Lanka on the day, month and year indicated above.

For and on behalf of the Purchaser:

Signed:

Designation:

Company Seal:

in the presence of [insert identification of official witness]

1.....	.....
(Name/Designation/ID)	(Signature)
2.....	.....
(Name/Designation/ID)	(Signature)

For and on behalf of the Service Provider

Signed:

Designation:

Company Seal:

in the presence of [ insert identification of official witness]

1.....	.....
(Name/Designation/ID)	(Signature)
2.....	.....
(Name/Designation/ID)	(Signature)

## Performance Security

*[Note: the purchaser is required to fill the information marked as “\*” and delete this note prior to selling of the bidding document]*

*[The issuing agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]*

----- [Issuing Agency's Name, and Address of Issuing Branch or Office] -----

\* Beneficiary: .....

Date: -----

PERFORMANCE GUARANTEE No.: -----

We have been informed that ----- [name of Supplier] (hereinafter called "the Supplier") has entered into Contract No. PR/02/24-1 dated ----- with you, for the **Procurement of Selection and Engagement of a Professional Public Relations and Printing Services Firm for Sri Lanka Expo 2026 – Export Development Board (EDB)** (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we ----- [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of -----[amount in figures] (-----) [amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the .... day of ....., 20.... [insert date, 28 days beyond the scheduled completion date including the warranty period] and any demand for payment under it must be received by us at this office on or before that date.

---

[Signature(s)]

# 1. Letter of Acceptance/ Notice of Contract Award

*[On Client's Letterhead]*

Letter of Acceptance / Notice of Contract Award

To:

*[Name and Address of the Selected Consultant]*

*Date: [Issuing Date]*

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

**Subject: Procurement of Selection and Engagement of a Professional Public Relations and Printing Services Firm for Sri Lanka Expo 2026 – Export Development Board (EDB)**

*Dear Sir/Madam,*

We are pleased to inform you that your Proposal dated *[Insert Proposal Date]* for the above-mentioned consultancy, for a contract price of Sri Lankan Rupees *[Insert amount in figures and words]*, exclusive of VAT, has been accepted.

Accordingly, you are instructed to proceed with the execution of the Contract in accordance with the terms and conditions outlined in the Request for Proposals (RFP). The signing of the formal agreement shall take place at the Sri Lanka Export Development Board, 9th Floor, NDB EDB Tower, No. 42 Nawam Mawatha, Colombo 02, on or before *[Insert Date as per RFP]*.

**Please be present at the above-mentioned venue on *[Insert Date]*, together with two witnesses and your company seal, for the execution of the Contract.**

Failure to attend and sign the agreement by the stipulated date, or failure to submit the required documents, may result in action being taken in accordance with the Government Procurement Guidelines.

Should you require any further clarification, please contact the Procurement Officer, Sri Lanka Export Development Board, 9th Floor, NDB EDB Tower, No. 42 Nawam Mawatha, Colombo 02.

Telephone: *[Insert Telephone Number]*

Sincerely,

Chairman

Sri Lanka Export Development Board