



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

**Procurement of Selection and Engagement of a
Service provider for Printing Services – SRI LANKA
EXPO 2026**

Contract Number EDB/PU/NS/2026/08

**Sri Lanka Export Development Board
NDB EDB Tower,
No. 42 Nawam Mawatha, Colombo 02
Tel: +94 112 300702
E-mail: disna@edb.gov.lk**

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Terms of Reference (TOR)

Procurement of Selection and Engagement of a Service provider for Printing Services – SRI LANKA EXPO 2026

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
- 1.2. The Government of Sri Lanka is taking strategic initiatives to expand the export market. A key component of this strategy is organizing **internationally recognized Sri Lanka Expo 2026**, which will provide a platform for international buyers, investors, and global stakeholders to experience Sri Lankan products firsthand, fostering positive perceptions and stimulating international demand. The event is scheduled to be held from June 18th to 21st, 2026, at the Bandaranaike Memorial International Conference Hall (BMICH), Colombo.
- 1.3. 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.
- 1.4. To achieve these objectives, the Export Development Board (EDB) is issuing this Terms of Reference (TOR) to invite interested and qualified printing service providers to gain a clear understanding of the assignment related to the provision of printing services for Sri Lanka Expo 2026. This includes the printing of promotional materials and stationery items required for the local and international promotion of Sri Lanka Expo 2026.

2. Objective

The overall objective of this assignment is;

To select and engage a qualified and experienced printing service provider to undertake the printing and timely delivery of high-quality promotional materials and stationery items required for the local and international promotion of Sri Lanka Expo 2026. The selected service provider will be responsible for ensuring superior print quality, and adherence to approved specifications, thereby supporting the effective promotion of the event and enhancing its professional presentation to local and international stakeholders.

3. Scope of Work

The selected printing service provider shall be responsible for the printing and timely delivery of high-quality promotional materials and stationery items required for the local and international promotion of Sri Lanka Expo 2026, organized by the Sri Lanka Export Development Board (EDB). The detailed specifications and required quantities to be printed are provided below;

Vehicle Stickers	Sticker 1 - Size 9 inches x 9 inches 4 color, Sticker paper For Three Wheelers	2,500
	Sticker 2 - Size 18 inches x 18 inches 4 color, Sticker paper For buses	2,500
EDB Letterheads	Printing the Letter heads with Expo 2026 logo, theme and tagline: Letter heads (A4 size), Gauge 120gsm, Conqueror Paper, Ivory Colour	2,500
EDB Envelopes	Envelopes: Size 4 inches x 9 inches with EDB and Expo Logo	2,500
Sri Lankan Airlines Promotional Flyer	Printing of Sri Lankan Airlines Promotional Flyers - Size 8 inches x 11 inches, 230gsm, 4colour, Matt, 2 pages, Gauge 160 Art Board	9,000
Buyer Brochure	Printing of Buyer Brochure - Size 19.5 x 19.5 cm, 4colour, Matt, 4 pages, Gauge 160 Art Board	2,000

The draft artwork and the designs of the items above are attached herewith (Annex 01).

The service provider may also be required to accommodate revisions, reprints and urgent print requests from time to time.

The prospective bidders may purchase the procurement documents from Procurement Unit, Sri Lanka Export Development Board, Level 06, NDB-EDB Tower, and No.42, Nawam Mawatha, Colombo 02 at a price of Rs.1000 (One thousand rupees) non-refundable deposit and the copies of the payment slip should be attached when submitting bid. If not, such bids will be considered as rejected. The Procurement documents available in the official website of Sri Lanka Export Development Board (<https://www.srilankabusiness.com/announcements>) are for review purpose only.

4. Deliverables

- High-quality printed materials (promotional materials and stationery items) as per approved designs and specifications
- Delivery of promotional materials and stationery items within 7 days after receiving the purchase order from EDB.

5. Duration of the Assignment

From the confirmation date from EDB Until 21st June 2026

6. Eligibility and Qualifications

The service provider should meet the following minimum requirements:

- Legally registered business entity
- Minimum 03 years of experience in commercial printing services
- Proven experience in printing similar materials
- Ability to meet deadlines and handle bulk orders

7. Proposal Submission Requirements

Interested service providers are required to submit:

- Company profile and company registration details
- Samples of previous printing work
- Price quotations for each item (Vehicle Stickers, EDB Letterheads, EDB Envelopes, Sri Lankan Airlines Promotional Flyers, Buyer Brochures)
- Contact details of two references

8. Evaluation Criteria

Proposals will be evaluated based on:

- Legally registered business entity
- Minimum 03 years of experience in commercial printing services
- Proven experience in printing similar materials
- Quality of previous work and samples
- Cost competitiveness
- Experience and capacity
- Delivery timelines

9. Payment Terms

Payments will be made in milestones upon acceptance by the review committee;

- a. 20% upon confirmation
- b. 80% upon final delivery

10. Compliance and Price schedule (Proposal submission format is attached in Annex 02)

Item	Specification	No of units	Time line	Compliance to the requirements (Yes/ No)	Unit Price	Total Price (LKR) Without VAT	Total price (LKR) with VAT
Vehicle Stickers	Sticker 1 - Size 9 inches x 9 inches 4 color, Sticker paper For Three Wheelers	2, 500	within 7 days after receiving the purchase order from EDB				
	Sticker 2 - Size 18 inches x 18 inches 4 color, Sticker paper For buses	2,500					
EDB Letterheads	Printing the Letter heads with Expo 2026 logo, theme and tagline: Letter heads (A4 size), Gauge 120gsm, Conqueror Paper, Ivory Colour	2,500					
EDB Envelopes	Envelopes: Size 4 inches x 9 inches with EDB and Expo Logo	2,500					
Sri Lankan Airlines Promotional Flyer	Printing of Sri Lankan Airlines Promotional Flyers - Size 8 inches x 11 inches, 230gsm, 4colour, Matt, 2 pages, Gauge 160 Art Board	9,000					
Buyer Brochure	Printing of Buyer Brochure - Size 19.5 x 19.5 cm, 4colour, Matt, 4 pages, Gauge 160 Art Board	2,000					
Total Contract Price							

11. Bid security – Not required

12. Bid closing date & time – 16th February 2026 at 10.00 am at Sri Lanka Export Development Board, Level 06, NDB – EDB Tower, No.42, Nawam Mawatha, Colombo 02

13. Contact Information

Assistant Director-Procurement, Level 06, NDB – EDB Tower, No.42, Nawam Mawatha, Colombo 02, Telephone: 011-2300702 Email: disna@edb.gov.lk

Sri Lanka Expo 2026 Draft Designs of Printed Materials

1. Vehicle Stickers

1. Stickers 1 - Size 9 inches x 9 inches, 4 color, Sticker paper, For Tree Wheelers (Quantity – 2500)



2. Stickers 2 - Size 18 inches x 18 inches, 4 color, Sticker paper, For buses (Quantity- 2500)



18"



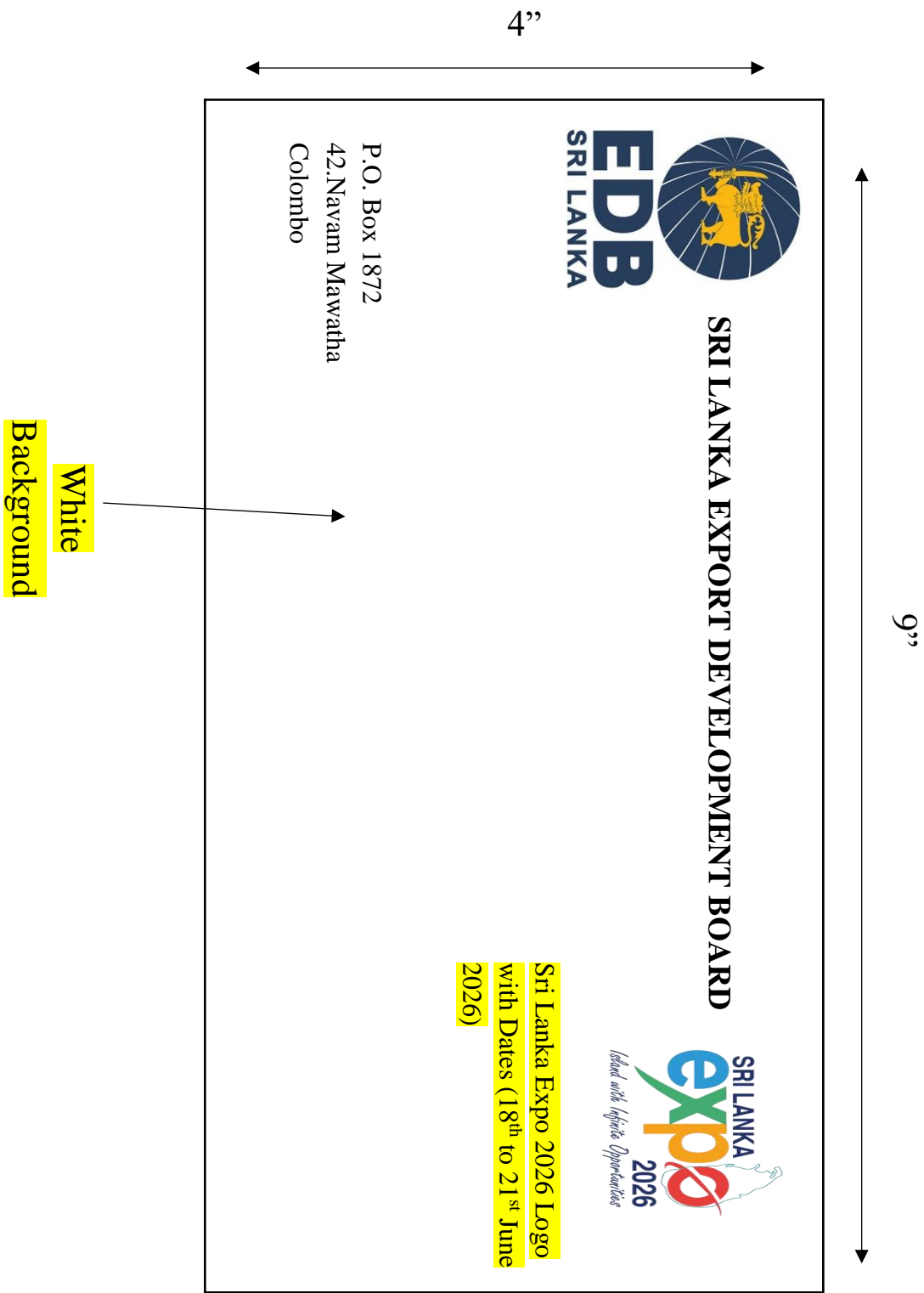
18"

2. **EDB Letterheads** - Printing the Letter heads with Expo 2026 logo, theme and tagline: Letter heads (A4 size Gauge 120gsm, Conqueror Paper, Ivory Colour)

A4

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මගේ අංකය எனது இல. My No.	ඔබේ අංකය உமது இல. Your No.	දිනය திகதி Date
<p>SRI LANKA expo 2026 Island with Infinite Opportunities</p>		
<p>T +9411 2300705-11 F +9411 2300705 E edb@edb.gov.lk W www.srilankabusiness.com "Position Sri Lanka as a Prominent Export Hub for exclusive Products & Services"</p>		
<p>YOUR VITAL ISLAND ISLAND OF INGENUITY SRI LANKA</p>		

3. **EDB Envelopes** - Envelopes : Size 4 inches x 9 inches
(Quantity -2500)



4. **Airline Promotional Flyers** - Printing of Airline Promotional Flyers -
Size 8 inches x 11 inches, 230gsm, 4colour, Matt, 2 pages, Gauge 160
Art Board (Quantity – 9000)



SRI LANKA expo 2026
Island with Infinite Opportunities

Sri Lanka Expo 2026

BMICH, Colombo | 18th – 21st June 2026

Your Gateway to explore Trade, Investments & Cultural Diversity

Be part of Sri Lanka's premier international trade exhibition, designed to connect global buyers, investors, and business leaders with Sri Lanka's most competitive exporters and emerging opportunities.

Sri Lanka Expo 2026 offers a unique platform to:

- Source premium Sri Lankan products
- Explore investment-ready projects
- Build long-term strategic partnerships

Discover New Business Opportunities with 750+ Exhibitors across key product Sectors

Register with Sri Lanka Expo 2026

www.srilankaexpo.lk



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Sri Lanka Export Development Board



Ministry of Industry & Entrepreneurship Development



Product Sectors

Industrial Sector	Agriculture Sector
<ul style="list-style-type: none">• Apparel, Textile & Fashion• Gems & Jewellery• Boat & Ship Building• Engineering & Auto Components• Rubber & Polymer Products• Electrical & Electronics• Lifestyle & Handicrafts• Pharmaceuticals• Minerals & Mineral-based Products	<ul style="list-style-type: none">• Tea• Spices & Concentrates• Coconut-based Products• Fisheries Products• Processed Foods & Beverages• Ayurveda & Herbal Products• Cut Flowers & Foliage• Ornamental Fish• Fruits & Vegetables

Export Services

- ICT / BPM
- Marine & Offshore Services
- Logistics
- Construction & Renewable Energy
- Wellness & Healthcare
- Other Services

Thematic Pavilions

- Sustainability and Green Solution
- Culture, Heritage & Craftsmanship
- Innovation & Technology
- Global Partnerships
- Future Export Leaders

Parallel Events

- Investor forum
- Industry specific sessions
- B2B meetings programme
- Fashion show
- Culinary show
- Cultural shows

Services for Buyers / Investors

- **Hosted Buyer Programme**
Complimentary accommodation at a star-class hotel for selected buyers with other benefits (T&C apply)
- **Other qualified international buyers**
Discounted accommodation packages with other benefits
- **Business opportunities & common Benefits**
 - Scheduled B2B meetings
 - Invitations to Investment forum and Industry sessions
 - Invitations to fashion, culinary, and cultural shows
 - Shuttle service from Airport to designated Hotels
 - Shuttle services between Designated hotels to Expo venue (BMICH)
 - VIP Lounge Access at BMICH
 - Service of EXPO Help Desk at the Airport (BIA)

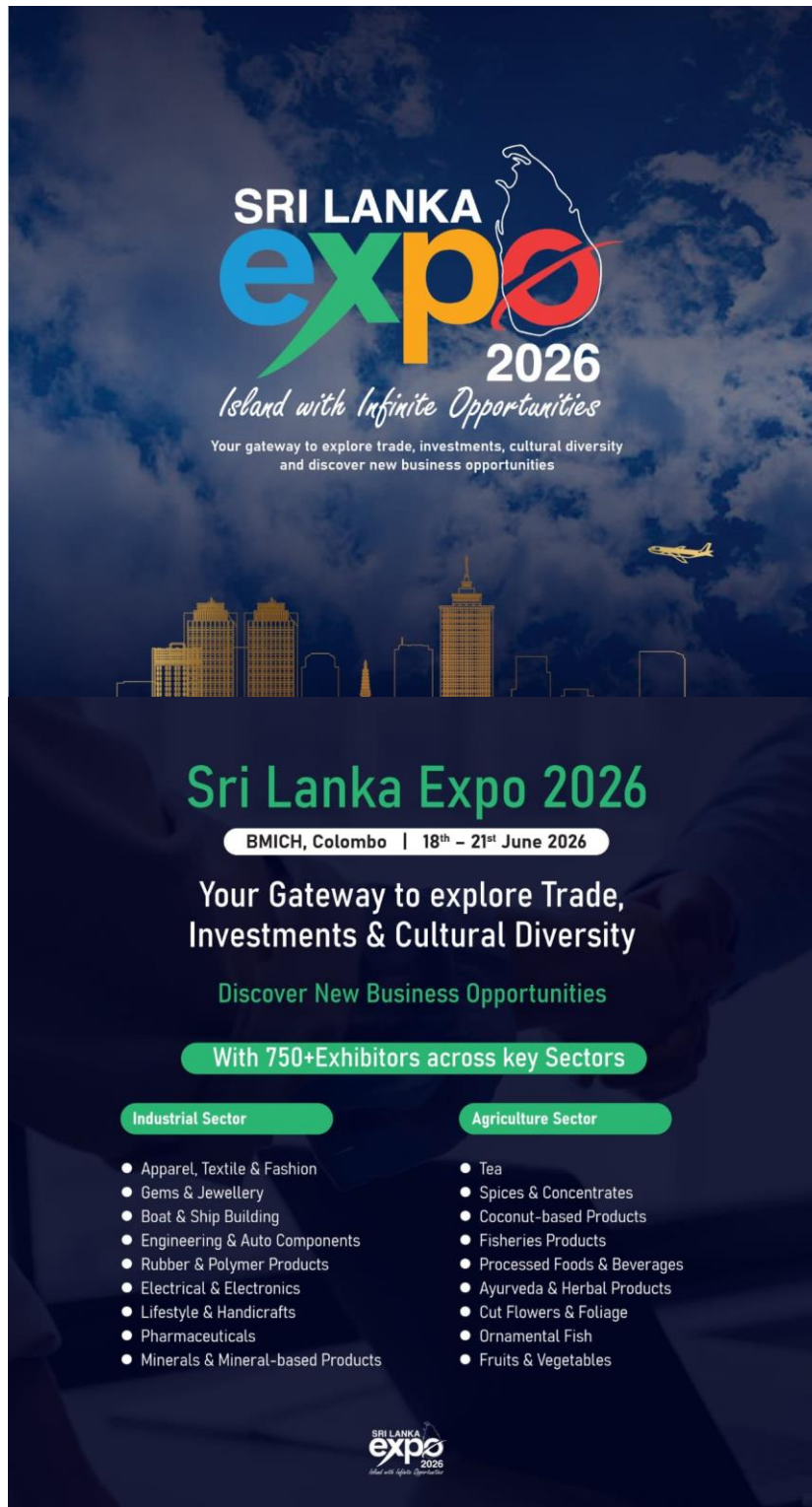
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SRI LANKA expo 2026
Island with Infinite Opportunities

5. Buyer Brochure - Printing of Buyer Brochure - Size 19.5 x 19.5 cm, 4colour, Matt, 4 pages, Gauge 160 Art Board (Quantity- 2000)



Export Services

- ICT / BPM
- Marine & Offshore Services
- Logistics
- Construction & Renewable Energy
- Wellness & Healthcare
- Other Services

Thematic Pavilions

- Sustainability and Green Solution
- Culture, Heritage & Craftsmanship
- Innovation & Technology
- Global Partnerships
- Future Export Leaders

Exclusive Benefits for Buyers and Investors

- Complimentary accommodation at a star-class hotel for selected buyers on a first-come, first-served basis (T&C apply).
- Attractive accommodation packages specially arranged for other qualified international buyers.
- Pre-arranged B2B meetings with leading Sri Lankan exporters.
- Invitations for Investment forum and Industry sessions.
- Invitations for fashion, culinary, and cultural shows.

Registration Buyers and Investors



www.srilankaexpo.lk

Be a part of the prestigious Sri Lanka Expo 2026.
Your gateway to Source Sri Lanka's Premium Products and find investment opportunities to build lasting partnerships.

Contact us for your further information :

Ms. Udeni Wijekoon : udeni@edb.gov.lk : +94 71 836 5005

Ms. Erandi Shyamali : erandi@edb.gov.lk : +94 77 723 8299



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Sri Lanka
Export Development Board



Ministry of Industry &
Entrepreneurship Development

Proposal Submission Format
For Procurement of Selection and Engagement of a Service provider for
Printing Services – SRI LANKA EXPO 2026

Please complete the following sections. All sections are mandatory.

Section 1: Company Profile & Contact Details

Registered Company Name	
Address	
Contact Person Name	
Designation	
Phone Number	
Email Address	
Company Website (if any)	
Years in Operation	
TIN Number	

Section 2: Relevant Experience (List minimum 5 most relevant jobs)

Client	Description	Value of the Assignment (LKR with VAT)	Year

Section 3: Price schedule

Item	Specification	No of units	Time line	Compliance to the requirements (Yes/ No)	Unit Price	Total Price (LKR) Without VAT	Total price (LKR) with VAT
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Total Contract Price							

Attachments:

- ☐ Company profile
- ☐ Copy of the Company Registration
- ☐ Proven experience in printing similar materials (samples)

Section 4: Declaration

We hereby certify that the information provided above is true and correct to the best of our knowledge. We agree to adhere to the scope and requirements outlined in the Terms of Reference.

Authorized Signatory :

Name :

Designation :

Date :

Signature :

Company Seal :

Submission Contact:

Submit the completed proposal with all supporting documents via email and hardcopy to:

Contact Person: Ms. Disna Priyangika

Designation: Assistant Director - Procurement

Institution: Sri Lanka Export Development Board

Address: Level 6, No: 42, Nawam Mawatha, Colombo 02

Email: disna@edb.gov.lk

Phone: 0112 300 702 / 112 300 705 – 11 Ext: 365