SRI LANKA EXPORT DEVELOPMENT BOARD

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இலங்கை ஏற்றுமதி அபிவிருத்திச் சபை

MINISTRY OF INDUSTRY AND ENTREPRENEURSHIP DEVELOPMENT

INVITATION FOR BIDS

Procurement of selecting a Service Provider for Production of a Promotional Video on Creative Industry in Sri Lanka focusing Giftware & Lifestyle and Handicrafts Sector Sri Lanka Export Development Board (EDB)

1. Sri Lanka Export Development Board (SLEDB) which functions under the purview of Ministry of Industry and Entrepreneurship Development, has proposed the development of a high-quality, professional Audio-Visual (AV) presentation that effectively showcases the strengths, capabilities, and potential of the Sri Lankan Creative Industry.
2. The Chairman, Department Procurement Committee (DPC), on behalf of Sri Lanka Export Development Board (SLEDB) now invites sealed Bids from eligible and qualified Bidders for selection of a suitable service provider for Production of a Promotional Video on Creative Sector in the Sri Lanka's giftware, lifestyle products, and handicrafts sector.
3. Bidding will be conducted using the National Competitive Bidding (NCB) procedure as defined in Procurement Guidelines of Democratic Socialist Republic of Sri Lanka (GOSL) and is open to all eligible Bidders that meet the qualification requirements specified in the procurement document.
4. Interested eligible Bidders may obtain further information from Assistant Director/ Procurement Unit, Level 06, NDB - EDB Tower, No.42, Nawam Mawatha, Colombo 02, Telephone: 011-2300702, E-mail: **disna@edb.gov.lk.**
5. Procurement document could be downloaded from the SLEDB website under **"Announcements Section" (https://www.srilankabusiness.com/anouncements)** to consider as an eligible bid, a non-refundable fee of **LKR 1,000.00** should be paid to the bank account details specified in bid document and copy of the payment slip or receipt must be attached to the proposal. Proposal submitted without this payment slip or receipt will not be considered for evaluation.
6. The original of the bid should be enclosed in cover and top left-hand corner shall be marked as - **EDB/PU/NCB/2026/06 bid for "Procurement of service provider for production of a promotional video on Creative Industry in Sri Lanka focusing Giftware & Lifestyle and Handicrafts Sector - Sri Lanka Export Development Board (EDB)".** The name and the firm submitting the bid should appear in the cover. Sealed bids should be put into the Tender Box available at the Procurement Unit, (Level 6) of the Sri Lanka Export Development Board or by registered post addressed to Chairman- Department Procurement Committee, Procurement Unit, 6th Floor, Sri Lanka Export Development Board, No. 42, Nawam Mawatha, Colombo 02, by making the payment specified before **02.00 pm on 19th November 2026**. Late Bids will be rejected. All Bids must be accompanied by a bid security in the form of a Bank Guarantee using the format given in the Procurement Document in the amount of **Sri Lankan Rupees Fifty Thousand (LKR 50,000.00).**
7. The bidders are requested to submit the sealed technical proposal with a copy and copy of the financial proposal separately. The envelopes containing the technical and financial proposals should be placed in to an outer envelope and sealed. The bidders who failed to adhere to these guidelines will not be considered for further evaluation.
8. Bids shall be valid for a period of 77 days from the date of deadline for submission of Bids.
9. Technical Proposals will be closed **at 2.00 pm on 19th November 2026** and opened at **2.15 pm on same day,** in the presence of Bidders or their authorized representatives who choose to attend in person at the office of SLEDB at the address given in Paragraph (4) above. Any representative attending on behalf of a Bidder shall be required to produce a **duly signed Authorization Letter from the respective Bidder/Company,** authorizing him/her to represent the Bidder at the opening of the Technical Proposals.
10. SLEDB will not be responsible for any costs or any expenses incurred by the Bidders in connection with the preparation or delivery of Bids.

CHAIRMAN & CHIEF EXECUTIVE OFFICER

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NDB - EDB Tower, No. 42, Nawam Mawatha, Colombo 02

Website : http://www.srilankabusiness.com