SRI LANKA EXPORT DEVELOPMENT BOARD

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இலங்கை ஏற்றுமதி அபிவிருத்திச் சபை

EDB SRI LANKA

MINISTRY OF INDUSTRY AND ENTREPRENEURSHIP DEVELOPMENT

INVITATION FOR BIDS

PROCUREMENT OF SERVICE PROVIDERS FOR;

BID 1: Provision of an Enterprise Grade Cloud-hosted Business Email Solution

BID 2: Provision of Microsoft Office LTSC Classic Desktop Productivity Apps

01. The Sri Lanka Export Development Board (EDB), functioning under the purview of the Ministry of Industry and Entrepreneurship Development, hereby invites bids from eligible and qualified service providers under the following **two separate bids**; BID 1: Provision of an Enterprise-Grade Cloud-Hosted Business Email Solution and BID 2: Provision of Microsoft Office LTSC Classic Desktop Productivity Apps.

02. **Bid 1 and Bid 2 shall be considered as two independent procurement processes**. Bidders intending to participate in both bids shall submit separate and distinct proposals for each bid, in accordance with the respective requirements and conditions stipulated in each Procurement Document.

Details of each bid:

Item	BID 1: Enterprise Grade Cloud-hosted Business Email Solution	BID 2: Microsoft Office LTSC Classic Desktop Productivity Apps
Procurement ID	EDB/PU/NCB/2026/08	EDB/PU/NCB/2026/10
Non-refundable fee	LKR 2,000.00	LKR 3,000.00
Bid Security	LKR 30,000.00	LKR 100,000.00

03. Interested eligible bidders may obtain further information from Actg. Director/ Information Technology Division, Telephone: 011-2300704, Email**: ssisil@edb.gov.lk** or Assistant/ Director-Procurement Unit, Level 06, NDB - EDB Tower, No 42, Nawam Mawatha, Colombo 02, Telephone: 011-2300702, Email: **disna@edb.gov.lk.**

04. The Procurement Documents of each bid may be downloaded from the EDB website under the "**Announcements**" section **(https://www.srilankabusiness.com/announcements/)**. A non-refundable fee shall be paid separately for each bid to the bank account specified in the respective Procurement Document. A copy of the payment slip or receipt must be attached to the corresponding bid proposal. Any proposal submitted without the relevant proof of payment shall be deemed non-responsive and shall not be considered for evaluation.

05. Each bid proposal shall be enclosed in a separate, sealed envelope. The **Procurement ID and the Name of the respective Bid** shall be clearly indicated on the top left-hand corner of the envelope, while the name and address of the Bidder shall be indicated on the bottom left-hand corner. Sealed bid envelopes shall be deposited in the **Tender Box** located at the **Procurement Unit, 6th Floor, Sri Lanka Export Development Board**, or forwarded by **registered post**, addressed to: **Chairman – Department Procurement Committee, Procurement Unit, 6th Floor, Sri Lanka Export Development Board, No. 42, Nawam Mawatha, Colombo 02**.

06. Each bid submission should be accompanied by a **Bid Security** for the amount specified in the respective Procurement Document, in the form of a Bank Guarantee, duly issued in accordance with the prescribed format and requirements stipulated therein.

07. All bids shall reach the above address at or before **2.00 p.m. on 18th November, 2026**. Bids received after the stipulated closing date and time shall be rejected. Proposals of the **BID 1** will be opened at **2.15 p.m. on same day** and proposals of the **BID 2** will be opened at **2.30 p.m. on same day**, in the presence of bidders or their authorized representatives who choose to attend in person at the office of EDB at the address given in Procurement Document.

08. A Pre-Bid Meeting for the both bids will be held at **11.30 a.m. on 11th November, 2026 at 9th Floor VIP Room of the EDB**. All interested Bidders may participate in the Pre-Bid meeting.

CHAIRMAN DEPARTMENT PROCUREMENT COMMITTEE,
SRI LANKA EXPORT DEVELOPMENT BOARD,
NDB - EDB Tower, No. 42, Nawam Mawatha, Colombo 02.

Website: www.srilankabusiness.com