SRI LANKA EXPORT DEVELOPMENT BOARD

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EDB SRI LANKA

MINISTRY OF INDUSTRY AND ENTREPRENEURSHIP DEVELOPMENT

SRI LANKA EXPORT DEVELOPMENT BOARD (EDB)

INVITATION FOR BIDS

Procurement of Five Motor Vehicles on an Operational Lease Method

Contract No. EDB/PU/NCB/2026/09

1. 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 the Procurement of Five Motor Vehicles on an Operational Lease Method to Sri Lanka Export Development Board (EDB).

   - **Sedan or SUV Vehicles**

2. Bidding will be conducted through the National Competitive Bidding (NCB – Single Stage One Envelope Bidding Procedure) specified in the National Procurement Guidelines 2024 and are opened to all eligible bidders as defined in the Guidelines. The contract period will be 36 months.

3. To be eligible for contract award, the successful bidder shall not have been blacklisted, suspended, or debarred by any government institution or recognized regulatory authority at the time of submission.

4. The qualification criteria for the eligible bidders shall include the following, (Additional qualification requirements are given in the Procurement Documents)

   Qualification requirements to qualify for contract award include :

   - The Bidder shall be a legally registered company in accordance with the applicable laws and regulations of Sri Lanka.
   - The bidder shall supply vehicles with a mileage of less than 150,000 km at the time of hiring. The year of manufacture of the vehicles shall be 2023 or later.
   - Documentary evidence of experience in supplying motor vehicles under operational leasing method within the last three (03) years.

5. The Bidding Documents may be inspected by interested parties up to **18th November 2026**, from **09.00 hours to 15.00 hours** on working days, at the office of the **Assistant Director – Procurement**, Level 06, NDB–EDB Tower, No. 42, Nawam Mawatha, Colombo 02. The Bidding Documents may also be inspected by accessing the Procurement Document published under the "**Announcements**" section of the **EDB** website at **www.srilankabusiness.com/announcements/.**

6. Interested eligible Bidders may obtain further information from the **Assistant Director – Procurement**, Level 06, NDB–EDB Tower, No. 42, Nawam Mawatha, Colombo 02, from **09.00 hours to 15.00 hours** on working days. Telephone: **011-2300702**; E-mail: **disna@edb.gov.lk**.

7. A complete set of Procurement Documents in English may be obtained by interested eligible Bidders from the Sri Lanka Export Development Board (EDB) at the address specified in Paragraph 6, upon payment of the applicable **non-refundable fee of Rs. 3,500.00**. The method of payment will be in cash only. Original receipt shall be enclosed with the Bid. Bids submitted without the required proof of payment shall be rejected.

8. The Bids must remain valid for a period of seventy-seven (77) calendar days from the closing date for bid submission.

9. The original Bid shall be enclosed in a sealed envelope. The top left-hand corner of the envelope shall be clearly marked: "**EDB/PU/NCB/2026/09 – Procurement of Five Motor Vehicles on an Operational Lease Method".**

10. Sealed Bids must either be delivered to the **Chairperson Procurement Committee, Sri Lanka Export Development Board, Level 06, NDB–EDB Tower, No. 42, Nawam Mawatha, Colombo 02** or deposited in the tender box kept in Procurement Unit, at or before 02.30 p.m on 19th November 2026. 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 One Hundred Thirty Thousand (LKR 130,000.00)**

11. Late bids will be rejected. Bids will be opened at 02.45 p.m on the same day in the 7th Floor Mini Conference Room. in the presence of the bidders / bidders' representative who chooses to attend.

12. A Pre-Bid Meeting will be held at 10.00 a.m. on 12th November 2026 at 9th Floor Board room of EDB. All interested bidders may participate in the Pre-Bid meeting.

Chairman / CEO,
Sri Lanka Export Development Board (EDB),
No. 42, Nawam Mawatha,
Colombo 02.

November 6th 2026