



# SRI LANKA EXPORT DEVELOPMENT BOARD

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**MINISTRY OF INDUSTRY AND  
ENTREPRENEURSHIP DEVELOPMENT**

## **REQUEST FOR PROPOSALS (RFP)**

### **Procurement of a Service Provider for Website Revamp & Digital Marketing Campaign to Enhance Global Visibility of Sri Lanka's ICT Sector - 2026 Sri Lanka Export Development Board (EDB)**

**Contract No. EDB/PU/NCB/2026/04**

1. Sri Lanka Export Development Board (SLEDB) which functions under the purview of Ministry of Industry & Entrepreneurship Development, has planned to select a Company for Website Revamp & Digital Marketing Campaign to Enhance Global Visibility of Sri Lanka's ICT Sector - 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 service providing firms (Bidders) for the Procurement of a Service Provider for Website Revamp & Digital Marketing Campaign to Enhance Global Visibility of Sri Lanka's ICT Sector - 2026
3. 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 open to all eligible bidders as defined in the Guidelines.
4. 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)

#### **a) General Experiences**

The Service Provider must have a minimum of 3 years of experience in providing website development & digital marketing solutions, including at least one (01) year international project experience.

#### **b) Specific Experience in contract of similar nature**

The Service Provider must have a minimum of 2 similar Projects for website development, content enhancement, maintenance and 2 similar digital-marketing projects [within last 5 years].

#### **c) Financial Capacity**

The Service Provider must provide Certified Copy of the business registration, Audited Financial reports for the last three (03) years.

5. 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).
6. Procurement documents could be downloaded from the SLEDB website <https://www.srilankabusiness.com/> announcements. Printed version of Bid Documents could be obtained at the address in para 05 above. To consider as an eligible bid, a non-refundable fee of LKR 1000.00 should be paid to the bank account, details specified in bid document, and the original of the payment slip/ EDB receipt must be attached to the bid. Bids submitted without this payment slip will not be considered for evaluation. Additionally, a scanned copy of the payment slip could be emailed to the email address provided in para 5 before the bid submission.
7. The original of the bid should be enclosed in cover and top left-hand corner shall be marked as "EDB/PU/NCB/2026/04" - bid for "Procurement of a Service Provider for Website Revamp & Digital Marketing Campaign to Enhance Global Visibility of Sri Lanka's ICT Sector - 2026". The name and the firm submitting the bid should appear in the cover.
8. Bids must be delivered to the address (above para 5) on or before 2.00 p.m. on September 29, 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 2.15 p.m. on September 29, 2026 on the 7<sup>th</sup> Floor Mini Conference Room. All bids must be accompanied by a Bid Security in the form of bank guarantee of not less than Sri Lankan Rupees Fifty Thousand (LKR 50,000.00).
9. A Pre-Bid Meeting will be held at 10.00 a.m. on September 21, 2026 in the 9<sup>th</sup> Floor Board Room of EDB. All interested Bidders may participate in the Pre-Bid meeting.

**CHAIRMAN & CHIEF EXECUTIVE OFFICER  
SRI LANKA EXPORT DEVELOPMENT BOARD  
NDB - EDB Tower, No. 42, Nawam Mawatha, Colombo 02  
Website : <http://www.srilankabusiness.com>**

September 15, 2026