



SRI LANKA EXPORT DEVELOPMENT BOARD

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இலங்கை ஏற்றுமதி அபிவிருத்திச் சபை



MINISTRY OF INDUSTRY & ENTREPRENEURSHIP DEVELOPMENT

INVITATION FOR BIDS (IFB)

Procurement of Selection and Engagement of a Professional Public Relations Services Firm for the Promotion of Sri Lanka's Marine and Offshore Services (M&OS) Sector Globally - Sri Lanka Export Development Board (EDB)

Contract No. EDB/PU/NCB/2026/02

1. Sri Lanka Export Development Board (SLEDB) which functions under the purview of Ministry of Industry & Entrepreneurship Development, is the apex state organization responsible for the development and promotion of exports. SLEDB has identified the Marine & Offshore Services (M&OS) Sector as a high-potential export sector with the capacity to make a significant contribution to foreign exchange earnings.
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 Selection and Engagement of a Professional Public Relations Services Firm for the Promotion of Sri Lanka's Marine and Offshore Services Sector Globally - Sri Lanka Export Development Board (EDB).
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 opened to all eligible bidders as defined in the Guidelines.
4. 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. The qualification criteria for the eligible bidders shall include the following.
(Additional qualification requirements are given in the Procurement Documents).

Qualification Criteria:

a) General Experiences

- Must be a legally registered company in accordance with the applicable laws and regulations of Sri Lanka.
- Must have a minimum of ten (10) years of demonstrated experience in public relations, communications, digital marketing, or related fields.

b) Specific Experience in contract of similar nature

- Must have proven experience in successfully designing and implementing at least two international PR and/or global marketing campaigns of a similar nature within the past five (05) years, preferably related to export promotion, investment promotion, or comparable sectors.

c) Financial Capacity

- The Service Provider (or lead partner in case of a JV/Consortium) shall have an annual average turnover of at least LKR 10 million over the last three (03) years.
- The Service Provider must demonstrate access to financial resources, such as liquid assets, credit facilities, or other financial means, sufficient to meet a minimum cash flow requirement of LKR 02 million, net of other commitments related to this project.

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.
6. A complete set of Procurement Documents in English may be purchased by interested bidders from the Sri Lanka Export Development Board (SLEDB) at the address stated in Paragraph 5, upon payment of a non-refundable fee of LKR 1,000.00. The Procurement Documents may also be downloaded for reference purposes from the SLEDB website under the "Announcements" section at www.srilankabusiness.com/announcements. Payment shall be made in accordance with the method specified in the Procurement Documents, and copies of the relevant payment slip or original receipt must be attached to the proposal. Proposals submitted without the required proof of payment for the respective activity or activities will not be considered for evaluation.
7. The original of the bid should be enclosed in cover and top left-hand corner shall be marked as "EDB/PU/NCB/2026/02" - bid for "Procurement of Selection and Engagement of a Professional Public Relations Services Firm for the Promotion of Sri Lanka's Marine and Offshore Services Sector Globally - Sri Lanka Export Development Board (EDB)". The name and the firm submitting the bid should appear in the cover (Refer Bidding Data Sheet 8.2).
8. Bids must be delivered to the address (above para 5) on or before **2.00 p.m. on October 16th 2026**. Late bids will be rejected. Bids will be opened in the presence of bidders' representatives, who choose to attend at **2.30 p.m. on October 16th 2026**. All bids must be accompanied by a Bid Security in the form of a bank guarantee of not less than Sri Lankan Rupees Fifty Thousand. (LKR 50,000.00).
9. A Pre-Bid Meeting will be held at **11.00 a.m. on October 07th, 2026** at 9th Floor VIP 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 30, 2026