



SRI LANKA EXPORT DEVELOPMENT BOARD

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இலங்கை ஏற்றுமதி அபிவிருத்திச் சபை



Ministry of Industry and Entrepreneurship Development

Sri Lanka Export Development Board (EDB)

INVITATION FOR BIDS

Supply of Desktop Computers, Colour & Monochrome Laser Printers, Monochrome Photocopy Machines, Multimedia Projectors and Multimedia Projector Screens

Contract No. EDB/PU/NCB/2026/05

- The Chairman, Department Procurement Committee (DPC), on behalf of Sri Lanka Export Development Board (EDB) now invites sealed bids from bidders for the Procurement of Supply of Desktop Computers, Colour & Monochrome Laser Printers, Monochrome Photocopy Machines, Multimedia Projectors and Multimedia Projector Screens to Sri Lanka Export Development Board (EDB).
- 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 open to all eligible bidders as defined in the Guidelines.
- 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) The Bidding Documents may be inspected by interested parties up to **29th September 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/**.

Qualification Criteria

a) General Experience

- The Bidder shall be a legally registered company in accordance with the applicable laws and regulations of Sri Lanka.
- The Bidder shall have a minimum of ten (10) years' experience in the supply and maintenance of the equipment relevant to the Lot(s) for which the Bid is submitted.

b) Specific Experience

- The Bidder shall have successfully completed at least three (03) contracts during the last three (03) years for the supply and maintenance of equipment similar in nature to the Lot(s) for which the Bid is submitted. Completion of such contracts shall be supported by reference letters or satisfactory completion certificates issued by the respective clients.

c) Financial Capacity

- The Bidder shall submit audited financial statements for the last three (03) consecutive financial years.

- The equipment to be purchased and the values of the bid securities for them are as follows:

Lot	Type	Quantity	Non-Refundable Payment (Rs.)	Bid Security (Rs.)
Lot 1	Desktop Computer	20	3,500.00	60,000.00
Lot 2	Colour Laser Printer Monochrome Laser Printer	01 05	1,500.00	10,500.00
Lot 3	Monochrome Photocopy Machine	09	3,000.00	45,000.00
Lot 4	Multimedia Projectors Multimedia Projector Screens	05 04	2,000.00	36,000.00

- Bidders are allowed to bid for any single Lot, a combination of Lots, or all Lots. Each Lot will be evaluated and awarded separately. Bidders must quote for 100% of the items and quantities specified within a chosen Lot. Incomplete Lots will be rejected.
- 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**.
- 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 7**, upon payment of the applicable non-refundable fee for the respective Lot(s), as specified under **Paragraph 5**. Payment shall be made in accordance with the method specified in the Procurement Documents, and a copy of the relevant payment slip or receipt shall be enclosed with the Bid. Bids submitted without the required proof of payment for the respective Lot(s) shall be rejected.
- 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/2026/05 – Supply of Desktop Computers, Colour & Monochrome Laser Printers, Monochrome Photocopy Machines, Multimedia Projectors and Multimedia Projector Screens (Lot No(s). 1 and/or 2 and/or 3 and/or 4)"
The Bidder shall clearly indicate the applicable Lot Number(s) for which the Bid is submitted. The name and address of the Bidder shall be clearly indicated on the envelope. (Refer to the Bidding Data Sheet, ITB 22.2(c))
- Bids shall be delivered to the address specified in Paragraph 7 at or before **11.00 a.m. on 30th September 2026**. Late Bids shall be rejected. Bids will be opened at **11:15 a.m.** on the same day in the presence of the Bidders' representatives who choose to attend in the 7th floor Mini Conference Room. Each Bid shall be accompanied by a Bid Security in the form of a bank guarantee for the amount specified against the respective Lot(s) in Paragraph 5.
- A Pre-Bid Meeting will be held at 10.00 a.m. on September 22nd, 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.

September 17th 2026