



**Ministry of Foreign Affairs,
Foreign Employment and Tourism**

INVITATION FOR BIDS

**Renting Office Space for the Ministry of Foreign
Affairs, Foreign Employment and Tourism**
Regional Consular Office - Matara

Contract No: FA/AD/proc/Rent R.Con.Matara

Secretary
Ministry of Foreign Affairs, Foreign Employment and Tourism
9th Floor, Ceylinco Building
Colombo 01

Invitation for Bidders

1. The Ministry of Foreign Affairs, Foreign Employment and Tourism intends to Renting office space in Matara. The Rent duration will be for a period of **one (01) year or three (03) years**, renewable thereafter based on mutually agreed terms and conditions.
2. Bidding will be conducted through the **National Competitive Bidding (NCB)** Procedure specified in the Government Procurement Guidelines.
3. Sealed bids should be submitted **by post or by hand** in two copies: an **Original** and a **Duplicate**, placed in separate sealed envelopes and clearly marked as "ORIGINAL" and "DUPLICATE." These two envelopes should then be enclosed in a single outer envelope.
4. All bids should be delivered to the **General Administration Division, Ministry of Foreign Affairs, Foreign Employment and Tourism, 9th Floor, Ceylinco Building, Colombo 01** at 2.00p.m. on 07.04.2025 or before. Late quotation submitted will be rejected.
5. **Quotations will be opened in the presence of the bidders' representatives, who choose to attend at the address above at 2.00p.m. on 07.04.2025.**
6. The outer envelope should be clearly marked at the **top left corner** with:
"Bids for Renting Office Space for the Ministry of Foreign Affairs, Foreign Employment and Tourism/Regional Consular Office - Matara."
7. For further details, please contact **011-24845739 / 011-7711109** on working days from **9:00 a.m. to 4:00 p.m.**

Secretary

**Ministry of Foreign Affairs, Foreign Employment and Tourism
9th Floor, Ceylinco Building
Colombo 01**

Date: 2025.03.18

INSTRUCTIONS TO BIDDERS

1. GENERAL INSTRUCTIONS

1.1 SCOPE

The Secretary, Ministry of Foreign Affairs, Foreign Employment and Tourism, 9th Floor, Ceylinco Building, Colombo 01 or his/her authorized agent invites separate Bids for the rental of a building in Colombo.

All Bids should be completed and submitted to the Ministry in accordance with these "Instructions to Bidders".

1.2 ELIGIBILITY OF BIDDERS

Bidders should prove proof that they are duly authorized to enter into a lease agreement with a third party. Bidders should submit evidence to authority to enter in to lease agreement for the premises and in addition, provide the building plan/layout of the premises indicating the useable space.

1.3 COST OF BIDDING

The successful Bidder shall bear all costs associated with the preparation and submission of the Bid, and the purchaser shall in no case be responsible or liable for such costs.

2. FORMAL PROCEDURE

2.1 The Bidder can quote for the proposed Lease Agreement and the Bid must contain the name and address of the owner and be signed and sealed by the Bidder.

3. THE BIDDING DOCUMENTS

3.1 The bid document is available for free download on the Ministry's website (www.mfa.gov.lk).

3.2 **CONTENTS OF THE BIDDING DOCUMENTS:** The facilities required and bidding procedures are prescribed in the Bidding Documents. In addition to the invitation to Bid, the bidding documents include:

- i. Terms and Conditions - Annex – 1
- ii. Bidding Data Form - Annex – 2

The bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all information

required in the Bidding document or submission of a bid not substantially responsive to the Bidding Documents in every respect on the date and time of closing bids will result in the rejection of the bid.

- 3.3 **AMENDMENT OF BIDDING DOCUMENTS:** At any time prior to the deadline for submission of bids, the Procumbent Entity (PE) may decide to modify or clarify any part of the Bid Document.

Information pertaining to such modifications will be issued in the form of an Addendum and will become part of the bid. Copies of the Addendum will be sent by registered post to all those who have obtained the Bid Documents and will be binding on them. The bidder shall enclose the signed Addendum along with the bid.

- 3.4 **REQUESTS FOR CLARIFICATIONS:** Any prospective bidder requiring any clarifications or further requirements of the Bidding Documents may notify the Procumbent Entity in writing at the mailing address indicated in the Invitation for Bids. The Procumbent Entity will respond in writing to any request for clarification or for information of the Bidding Documents, which it revives no later than fourteen (14) days prior to the deadline for submission of Bids prescribed by the Secretary.

A response in writing, including an explanation of the query, will be sent to all prospective bidders who have obtained the bidding documents. Oral clarifications, instructions, or modifications will not be binding on the Secretary.

- 3.5 **CONSIDERATION OF BID:** No tender will be considered unless all conditions stipulated in the contract have been strictly accepted in writing, by signing, at the end of the conditions of the contract document.

4. PREPARATION OF BIDS

- 4.1 **DOCUMENTS COMPRISING THE BID:** The Bid prepared by the Bidder shall comprise the following components;
- a) Bidding Data Form duly completed and signed;
 - b) Documentary evidence to establish, in accordance with Section 1.2 that the bidder is eligible to bid;
 - c) Proof of ownership
- 4.2 **BID FORM:** The Bidder shall complete the Original and Duplicate of the Bidding Data Form in the Bidding Documents in compliance with the Terms and Conditions.

4.3 CORRECTIONS AND ALTERATION BIDS: Erroneous figures must be struck off by a single line and the correct figure must be written clearly and initialled. All alterations and erasures must be authenticated; otherwise, the bids are liable to be treated as invalid and rejected. Ink or correction fluid should not be used for corrections.

5. LATE BIDS

Any bid received after the deadline prescribed for submission of bids will be declared "LATE BIDS".

6. MODIFICATION AND WITHDRAWAL OF BIDS

The bidder may modify or withdraw his bid after the submission of the bid provided that written notice of the modification or withdrawal is received by Secretary prior to the deadline prescribed for the submission of bids.

The bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of clause. A withdrawal notice may also be sent by fax but must be received by the Secretary prior to the deadline prescribed for the submission of the bids. Such withdrawal notice must be followed by signed confirmation copy. Bids so withdrawn will be returned unopened.

No Bid shall be modified subsequent to the deadline for submission of Bids.

No Bid shall be withdrawn in the interval between opening of the Bids and expiration of the period of validity on the Bid Form.

7. CLASSIFICATION OF BIDS

To assist in the examination, evaluation, and comparison of bids, the Secretary may, at the Secretary's discretion, request any Bidder for clarification of the Bidder's Bid and other information that the Secretary may require.

The request for clarification and the response shall be in writing but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of any arithmetical errors discovered by the Secretary in the evaluation of the bids.

8. PRELIMINARY EXAMINATION

The Bid Evaluation Committee (BEC) will examine the bids to determine whether they are complete in every respect pertaining to the requirements of the bid. These include the submission of documentary evidence where necessary, whether any computational errors have been duly signed, and whether the Bids are

generally in order. If there is a discrepancy between the amount in words and figures, the amount in words shall prevail.

9. REJECTION OF OFFERS

A bid determined as not substantially responsive will be rejected and may not subsequently be made responsive by the bidder by correction of the nonconformity. A substantially responsive bid is one, which conforms to all terms and conditions of the bidding procedure without significant deviation as determined by the Bid Evaluation Committee.

Bids will be rejected if they:

- I. Fail to conform to tender procedure outlined herein;
- II. Fall short of requirement of Secretary;
- III. Contain errors and / or omissions;
- IV. Contain any part that is illegible;
- V. Contain unacceptable conditions stipulated by the bidder;

10. EVALUATION AND COMPARISON OF BIDS

The evaluation of the bid will be done taking into account of the following:

- Before evaluation determine whether bid is signed properly.
- Substantially responsive bidder will be determined considering the facilities offered and other condition mentioned previously.

11. CONTACTING THE PURCHASER

Subject to Clause 7, no bidder shall contact the Secretary on any matter relating to his bid from the time of bid opening to the time the Contract is awarded.

Any effort by the bidder to influence the Secretary on matter in respect of bid evaluation, bid comparison or Contract award will result in the rejection of the bidder's bid.

12. SECRETARY'S RIGHTS

The Procurement Entity (PE) reserves the right to accept any bid or reject any bid, to waive any informality, minor deviation or omission, and to annul bidding process and reject all or any bid at any time prior to award of Contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidder or bidders of the grounds for the PE action.

13. AWARD OF CONTRACT

The contract will be awarded to the successful bidder, whose bid has been determined to be the most responsive bid, meeting the standard and capabilities in the stated requirements.

14. NOTIFICATION OF AWARD

The Secretary will notify the successful Bidder in writing by registered letter to the bidder's address given in the bid documents or to any other address notified, that his bid has been accepted.

The notification of award will constitute the information of Contract until a formal contract is signed by both parties.

On the receipt of notification of award and before the signing of contract, the successful bidder shall initiate the preparation.

15. CONTRACT AND SURETY

15.1 The successful bidder will be required to execute a formal Contract incorporating all agreements between the parties

The Contract will be entered into with the least possible delay after the notification of award (letter of intent

15.2 At any time up to the signing formal Contract, the Secretary reserves the right to vary the requirements after necessary negotiations and amendment to the total bid price.

15.3 The successful bidder shall complete delivery make the premises available within three (3) days of signing the agreement and will be required to pay to the Ministry, damages for any delay in delivery.

16. AUTHORITY TO SIGN THE AGREEMENT

The contract shall be entered into between the successful bidder and the Secretary, Ministry of Foreign Affairs, Foreign Employment and Tourism. The designation "Secretary" shall mean and include the officer for the time being holding such office and his successors in office for the time being of the Ministry of Foreign Affairs, Foreign Employment and Tourism. The successful tender applicant must produce at his expense, stamps to be affixed to the contract in payment of a stamp duty (if applicable)

17. CONTRACT PERIOD

The contract is awarded for a period of one or three years from the date of commencement, unless renewed in writing with the agreement of both parties. The effective date shall be decided at the time of signing the contract by both parties but shall not be more than seven (07) days beyond the date of finalization of the contract.

Terms and Conditions

1. The office space required by the Ministry of Foreign Affairs, Foreign Employment and Tourism should be **1000 square feet**
2. The Office space will be partitioned into counters, working areas, a pantry / dining area for staff, etc.
3. The office space should be available approximately within 4km radius of Matara town.
4. **Public transport access should be available within close proximity (approximately within 500m) of the premises.**
5. Parking space at least for Two vehicles (Ex.Car) should be available.
6. The electricity should be available from the national grid and a **standby generator is preferable.**
7. The premises should be **fully air conditioned**, either through a centralized system or individual units.
8. Pipe borne water should be available in the building, and an **underground water sump is preferable.**
9. Separate washroom facilities for **ladies and gentlemen** should be available for staff, along with dedicated facilities for officers.
10. **A lift/escalator is preferable** if the office space is located on an upper floor (**to ensure accessibility for people with special needs**).
11. The surrounding environment is preferable if it includes banks,ATM, government offices, or other similar establishments.
12. **Bidders may submit bids separately for the office spaces required in Matara.**
13. No additional charges will be required for the collection of bid documents, which are freely available on the Ministry website (www.mfa.gov.lk).

Bidding Data Form

1. **Full Name of the Bidder:**
2. **National Identity Card (NIC) Number (If an individual):**
3. **Address of the Bidder:**
4. **Contact Number(s) of the Bidder:**
5. **Address of the Location:**
6. **Total Floor Area (in square feet):**
7. **Price per Square Foot (LKR) – Figures:**
8. **Price per Square Foot (LKR) – Words:**
9. **Proposed Monthly Rental (LKR):**
10. **Proposed Annual Rental (LKR):**
11. **Proximity to Public Transport (Specify the distance to the nearest bus stop and train station):**
12. **Availability of Parking (Number of car spaces available):**
13. **Nature of the Space (e.g., Single-unit building, floors or wings of a multi-story building):**
14. **Availability of Lift/Escalators (Yes/No):**
 - a. **Access for People with Special Needs (Yes/No):**
15. **Availability of Electricity and Standby Generator (Please specify details):**
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16. **Type of Air Conditioning (Centralized or Individual units):**
17. **Availability of Water Supply (Specify the source):**
18. **Number of Toilets Available:**
19. **Availability of Nearby Facilities (Banks, ATMs, government offices, etc.):**
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20. **Documents to be Submitted:**
 - a. Title Report or a copy of the property deed
 - b. Building plan/ layout, sketch, or diagram
 - c. Copy of the municipal assessment tax (Varipanam)
 - d. Recent electricity or water bill as proof of ownership

