

# Ministry of Foreign Affairs, Foreign Employment and Tourism



## Invitation for Bids

### Supplying of Janitorial Services

Procurement No: MFA/AD/Proc/C&JS/2025-26

1. The Secretary of the Ministry of Foreign Affairs, Foreign Employment and Tourism invites sealed bids from eligible and qualified bidders for supplying janitorial services for the premises of the Ministry of Foreign Affairs, Foreign Employment and Tourism for the period of one year.
2. The bidders who provide the janitorial services to the Government or Private sector institutions with having more than 250 employees are eligible to apply.
3. Bidding will be conducted through the National Shopping method.
4. A set of Bidding Documents may be purchased by interested bidders on the submission of a receipt to the General Administration Division (1<sup>st</sup> floor, Old Times Building, Colombo 01) of the Ministry of Foreign Affairs, Foreign Employment and Tourism upon payment of a non-refundable fee of Rs. 2,000.00 to the Accounts Division (10<sup>th</sup> floor, Ceylinco Building, Colombo 01) of the Ministry of Foreign Affairs, Foreign Employment and Tourism during 9.00 a.m. to 3.00 p.m. on working days **until 28 August 2025**.
5. Sealed Bids should be delivered to the Secretary, Ministry of Foreign Affairs, Foreign Employment and Tourism, 1<sup>st</sup> floor, Old Times Building, Colombo 01, **on or before 2.00 p.m. on 29 August 2025**. Late bids will be rejected. Bids will be opened soon after the closing time of bids submission in the presence of the bidders or their representatives at the address above.
6. All bids should be accompanied by a Bid-Security of Rs.50,000.00 (Fifty thousand) as details mentioned in the bidding documents.
7. Interested eligible bidders may obtain further information from Procurement Unit, Ministry of Foreign Affairs, Foreign Employment and Tourism, 1st floor, Old Times Building, Colombo 01, Tel/ 011-7711109

Secretary

Ministry of Foreign Affairs, Foreign Employment and Tourism

Republic Building

Colombo 01.

Date: - 15 August 2025