



## ***INVITATION FOR BIDS (IFB)***

**MINISTRY OF FOREIGN AFFAIRS**

**FA/AD/Proc/C/Sound System**

**SUPPLY, INSTALLATION, CONFIGURATION AND MAINTENANCE OF A NEW CONFERENCE SYSTEM  
AND INTERIOR REDESIGNING TO MATCH THE ACOUSTIC PROPERTIES OF THE MAIN  
CONFERENCE HALL OF THE MINISTRY OF FOREIGN AFFAIRS – COLOMBO 01**

1. The Chairman, Procurement Committee of the Ministry of Foreign Affairs (MPC), invites sealed bids from eligible and qualified bidders for the **“SUPPLY, INSTALLATION, CONFIGURATION AND MAINTENANCE OF A NEW CONFERENCE SYSTEM AND INTERIOR REDESIGNING TO MATCH THE ACOUSTIC PROPERTIES OF THE MAIN CONFERENCE HALL OF THE MINISTRY OF FOREIGN AFFAIRS – COLOMBO 01”** as described below.
2. Bidder should have at least 10 years’ experience in the relevant field in Sri Lanka.
3. Bidding will be conducted through the National Competitive Bidding (NCB) procedure.
4. The Time for Completion for the whole of the Works shall be **60 days**.
5. Interested eligible bidders may obtain further information from Director General (Administration), Ministry of Foreign Affairs, 9th Floor, Ceylinco Building, Colombo 01 (Tel.: 0114845716 or 0117711109) and visit ministry website <http://www.mfa.gov.lk> to inspect the bidding documents from **19/02/2024**.
6. To be eligible for contract award, the successful bidder shall not have been blacklisted and the average of the annual volume of similar work performed in the last ten years shall be at least Sri Lankan Rupees Thirty Million (30 Million). The minimum amount of liquid assets and/or credit facilities (after setting apart for other contractual commitments) and exclusive of any advance payments which may be made under this contract shall be not less than Rs. 30 Million.
7. A complete set of bidding documents in English may be purchased by interested bidders on submission of a written application to the Deputy Director (Procurement), General Administration Division, Ministry of Foreign Affairs and upon payment of a **non-refundable fee of Rupees 3,500/-** to the Finance Division of Ministry of Foreign Affairs. The documents may be purchased until 3.00 p.m. from **19.02.2024 to 11.03.2024**
8. Bids must be delivered in duplicate to the address below, on or before **2.00 p.m. on 12/03/2024**.

Please indicate the **Procurement Name and the number** Specified on top of the left corner of the envelop (Visit Ministry website <http://www.mfa.gov.lk> to inspect the document)

10. Sealed bids should be deposited in duplicate in the Tender Box made available at the office **General Administration Division, Ministry of Foreign Affairs, 9<sup>th</sup> Floor, Ceylinco Building, Colombo 01** or sent by registered post addressed to the Ministry Procurement Committee, General Administration Division, Ministry of Foreign Affairs, 9<sup>th</sup> floor, Ceylinco Building Colombo 01 at the above address to reach on or before **2.00 p.m** on **12/03/2024**. Late Bids will be rejected. Bids will be opened soon after closing in the presence of the bidders or their authorized representatives who choose to attend the bid opening.
11. Bids shall be valid up to **11/06/2024**
12. All bids should be accompanied by an **unconditional on demand Bid Security of Sri Lankan Rupees Three Hundred Seventy Thousand only (Rs. 300,000.00)** obtained from a **commercial bank** licensed by the Central Bank of Sri Lanka or from Construction Guarantee Fund in favour of the **“Secretary, Ministry of Foreign Affairs, Republic Building, Colombo 01”** and shall be valid up to **09/07/2024**
13. Pre-Bid meeting will be held at **02.00 p.m. 29/02/2024** at the **Mini Conference Hall of Ministry of Foreign Affairs, Republic Building, Colombo 01**.

**The Chairman**

**Ministry Procurement Committee (MPC)**

**Ministry of Foreign Affairs**

**Republic Building**

**Colombo 01**

**2024.02.18**