



## Invitation for Bids

Higher Education Division, Ministry of Education

Invitation for Bids (IFB)

Supply of Janitorial Services 2024/2025

HE/PR/NCB/2024/Janitorial

1. The Chairman, Ministry Procurement Committee (MPC), on behalf of Higher Education Division, Ministry of Education invites sealed bids from eligible and qualified bidders to supply of Janitorial service for Higher Education Division. Detailed description of the Requirements is given in the bidding document.
2. Bidding will be conducted through National Competitive Bidding Process.
3. A complete set of bidding documents in English Language can be purchased by interested bidders by submission of a written application and upon payment of a non-refundable fee of Sri Lankan Rupees Three Thousand Five Hundred (3,500.00) effective from July 08, 2024, during the office hours on working days from the office of the Higher Education Division, No 18, Ward Place, Colombo 07. The method of payment will be by cash. Further details can be obtained by calling Director (Infrastructure Development) on T.P. No. 0112 685139/ 0112 677120 / 0114849123
4. All bidders except government Institutions should submit a refundable bid security (bid bond) for Rs. 50,000.00 obtained from recognized commercial bank operating in Sri Lanka and approved by the Central Bank of Sri Lanka.
5. Accordingly, parties who are interested in supplying of janitorial service should submit tenders including all details of janitorial service. When submitting bids, two copies of the tender should be prepared as the “**original**” and the “**copy**” and should be enclosed in separate sealed envelopes and should mention “original” and the “copy” on those envelopes. Both envelopes should be included in a single envelope, sealed, and submitted. “**Supplying of Janitorial Services 2024/2025**” should be stated on the top left-hand corner of the envelop that carrying the bid.
6. Bids must be delivered to Director (Infrastructure Development), Higher Education Division, No 18, Ward Place, Colombo 07 on or before. 29<sup>th</sup> July 2024 at 10.30 a.m., Late Bids and Bids sent electronically will not be accepted and will be rejected. Bids will be opened immediately after the closing time at the Director (Infrastructure Development) Office, Higher Education Division, No. 18, Ward Place, Colombo 07 and the bidder or his authorized representative can be present at this occasion.
7. Higher Education Division of Ministry of Education will not be responsible for any costs, or any expenses incurred by the Bidders in connection with the preparation or delivery of Bids.

Chairman

Ministry Procurement Committee

Ministry of Education,

Higher Education Division,

No 18, Ward Place,

Colombo 07