



**MINISTRY OF FOREIGN AFFAIRS, FOREIGN EMPLOYMENT & TOURISM**

**SRILANKA TOURISM DEVELOPMENT AUTHORITY**

**Hiring a Service Provider for Network Administration / Server Administration and Overall Computer Hardware support**

**Contract No: SLTDA/ICT/S/NCB/Hardware Support/2025/01**

**INVITATION FOR BIDS (IFB)**

1. The Chairman, Departmental Procurement Committee of Sri Lanka Tourism Development Authority invites sealed proposals from the eligible & qualified Service Provider to carryout **Hiring a Service Provider for Network Administration / Server Administration and Overall Computer Hardware support**.
2. To be eligible for contract award, the successful bidder shall not have been blacklisted and shall have Business Registration in relevant field.
3. The Contract Period is 3 years (Annually Renewable).
4. Bidding will be conducted through National Competitive Bidding Procedure (NCB).
5. Interested bidders may obtain further information from Assistant Director (Procurement), Sri Lanka Tourism Development Authority, No.80, Galle Road, Colombo 03; Telephone / Facsimile No: 0112426800 Ext 305/0112382622, Electronic mail address: [anushas@srilanka.travel](mailto:anushas@srilanka.travel), please visit <https://www.sltlda.gov.lk/en/tender> for inspection purposes of the bidding document.
6. The payment of non-refundable fee **LKR 3,500.00** should be deposited to the Bank **AC No. 7119413**, Bank of Ceylon, Corporate Branch, Sri Lanka Tourism Development Authority (*Note: Please Fill the Depositors Details and Purpose of Deposit in the Cash Deposit Slip as "Non-Refundable Tender Fee" and it is mandatory to submit the aforesaid original cash deposit slip with the Bid. The payment should be made only in cash*)
7. A complete set of Bidding Documents in English language will be issued through email submission of written request (on the applicant's letterhead) with Payment Slip of the non-refundable deposit to the email address of [sltdaproc@srilanka.travel](mailto:sltdaproc@srilanka.travel) / [anushas@srilanka.travel](mailto:anushas@srilanka.travel) from **February 13, 2025** to **March 11, 2025**
5. Bids shall be delivered in duplicate to the address at, Chairman, Departmental Procurement Committee, Sri Lanka Tourism Development Authority, (4<sup>th</sup> Floor) No.80, Galle Road, Colombo 03 on or before **14.00 hrs. on March 12, 2025** **Late bids shall be rejected** and Bids will be opened soon after closing in the presence of the bidders' representatives who choose to attend.
7. Bids shall be valid **119 days** from the date of Bid closing (up to **July 13, 2025**)
8. All bids shall be accompanied by a bid security of **LKR 250,000.00 Bid Security** shall be valid up to **August 12, 2025**
10. An Employee or a firm and/or an individual that has a close family relationship with an employee of the Ministry of Tourism & Lands, Sri Lanka Tourism Development Authority and any other institution under the control of the Ministry shall not be eligible for award the contract.
11. The Departmental Procurement Committee decision will be the final decision. Further, SLTDA has the right to accept or reject any Bid without adducing any reasons and SLTDA will not be responsible for any costs or any expenses incurred by the prospective bidders in connection with the preparation or delivery of Bids.

**Chairman,  
Departmental Procurement Committee  
Sri Lanka Tourism Development Authority**