



Information and Communication Technology Agency of Sri Lanka

Invitation for Bids (IFB)

Procurement of Event Management Services for Cyber Security Week 2018

IFB No: ICTA/GOSL/SER/NCB/SLCERT/2018/14

1. The Chairman, Department Procurement Committee (DPC), on behalf of Information and Communication Technology Agency of Sri Lanka (ICTA), now invites sealed Bids from eligible and qualified Bidders for providing the required event management services for 11th Annual Awareness Campaign known as Cyber Security Week 2018 (CSW-2018) that is to be held in Colombo in October and November, 2018.

Detailed description of schedule of requirements is given in the Bidding Document.

2. Bidding will be conducted using the National Competitive Bidding (NCB) procurement method and is open to all eligible and qualified bidders as defined in Procurement Guidelines of Democratic Socialist Republic of Sri Lanka (GoSL) that meet the eligibility and qualification requirements given in the Bidding Documents.
3. Interested Bidders may obtain further information from Mr. Gamini Karunaratne, Director/ Procurement, ICTA, 160/24, 2nd Floor, Kirimandala Mawatha, Colombo 05 and inspect the Bidding documents free of charge during office hours on working days commencing from **July 10, 2018** at the office of ICTA at the above address. Telephone: 2369099, Facsimile: 2369091 email: procurement@icta.lk. Bidding documents are also available on ICTA website <https://www.icta.lk/procurement> only for inspection purposes.
4. A complete set of Bidding Documents in English Language may be purchased by interested Bidders on submission of a written application and upon payment of a non-refundable fee of Sri Lankan Rupees Three Thousand Five Hundred (LKR 3,500.00) effective from **July 10, 2018** during office hours on working days from the office of the ICTA at 160/24, 2nd floor, Kirimandala Mawatha, Colombo 05. The method of payment will be by cash.
5. A pre-bid meeting which potential Bidders may attend will be held at **1400 Hrs (2.00 P.M)** on **July 18, 2018** at the office of ICTA at the above address.
6. Bids must be delivered to Director/Procurement, C/o Chairman, Information and Communication Technology Agency of Sri Lanka (ICTA), 160/24, 2nd Floor, Kirimandala Mawatha , Colombo 05

to be received at or before **1500 Hrs (3.00 P.M) on August 02, 2018**. Late Bids and Bids sent electronically will not be accepted and will be rejected.

7. All Bids must be accompanied by Bid Securities in the form of a Bank Guarantee using the format given with the Bidding Documents in the amount of Sri Lankan Rupees One Hundred and Fifty Thousand (LKR 150,000.00).
8. Bids shall be valid for a period of 90 days from the date of deadline for submission of the Bids.
9. Bids will be opened immediately after the deadline for submission of bids, in the presence of Bidders or their authorized representatives who choose to attend in person at the address stated above (in Para 6).
10. ICTA will not be responsible for any costs or any expenses incurred by the Bidders in connection with the preparation or delivery of Bids.

Chairman
Department Procurement Committee
Information and Communication Agency of Sri Lanka
160/24, 2nd Floor, Kirimandala Mawatha, Colombo 05

July 06, 2018