



INVITATION FOR BIDS (IFB)

Procurement of Janitorial Services

IFB No : DRP/ACC/07/21/2023

01. The Chairman, Department Procurement Committee, Department for Registration of Persons invites sealed bids from eligible and qualified Service Providers for **Providing Janitorial Services**.
02. Bidding will be conducted through National Competitive Bidding. (NCB)
03. The interested and eligible bidders may obtain further information from Accountant (Procurement), Accounts Branch, Department for Registration of Persons on **011-5226172** during working days, from **9.00 a.m. to 3.00 p.m.** Bid documents can be inspected free of charge at the Accountant (Procurement), Accounts branch, "C" Wing, 12th Floor, Department for Registration of Persons, "Suhurupaya", Subhuthipura Road, Battaramulla, from **24.04.2023 to 15.05.2023 also through the department's web site (www.drp.lk)**.
04. A complete set of Bidding Document in English language may be purchased by interested bidders on a submission of a written application to the Accountant (Procurement), "C" Wing, 12th Floor, Department for Registration of Person, "Suhurupaya", Subhuthipura Road, Battaramulla, **during working days between 9.00 a.m. and 3.00 p.m.** from **24.04.2023 to 15.05.2023** upon the payment of a non-refundable fee of **LKR 3,500.00**. The method of payment will be cash.
05. Bidders submitting bids by hands shall enclose the original and the copy of the bid in separate sealed envelopes duly marked as "**Original**" and "**Duplicate Copy**". Both these envelopes (Original and Copy) shall be enclosed in one single envelop to the address indicated in Para 3 and shall be deposited in the tender box placed at the **Accounts Branch, C Wing, 12th Floor, Department for Registration of Persons, "Suhurupaya", Subhuthipura Road, Battaramulla, Sri Lanka, on or before 2.00 p.m. at 16.05.2023** Bid shall be **valid up to 77 days** from the deadline of bids submission or any extended date stipulated by the purchaser. Late bids will be rejected. Bids will be opened soon after closing of bids, in the presence of the bidders or their representatives who choose to attend.
06. Pre Bid Meeting will be held on **04.05.2023, 2.00 p.m.** at Auditorium, "C" Wing, 13th Floor, Department for Registration of Persons, "Suhurupaya", Subhuthipura Road, Battaramulla.
07. The Name of the Contract and the IFB Number shall be stated on top left hand corner of the envelope of the bid. All bids shall be accompanied by a bid Security of **LKR 150,000.00** issued by any licensed commercial bank operating in Sri Lanka.
08. Successful Bidder should be commence the service from **1st of June 2023**.

Chairman,
Department Procurement Committee,
Department for Registration of Persons,
12th Floor, "Suhurupaya", Sri Subhuthipura Road,
Battaramulla.