



Democratic Socialist Republic of Sri Lanka

Ministry of Digital Economy
DEPARTMENT FOR REGISTRATION
OF PERSONS



INVITATION FOR BIDS (IFB)

Procurement of Service & Maintenance
Agreement for
PABX System with 652 Nos. IP Phones in
DRP Head Office, Provincial Offices and
DRP Units at DS Offices for One Year

IFB No: DRP/ACC/07/38/2026

1. The Chairman, Department Procurement Committee, Department for Registration of Persons invites sealed bids from eligible and qualified bidders for **Procurement of Service & Maintenance Agreement for PABX System with 652 Nos. IP phones in DRP Head Office, Provincial Offices and DRP Units at DS Offices for One Year.**
2. Bidding will be conducted through National Competitive Bidding. (NCB)
3. The interested and eligible bidders may obtain further information from the Accountant (Procurement), Department for Registration of Persons, "Suhurupaya", Battaramulla on 011- 5226172 **during working days, from 9.00 a.m. to 3.00 p.m.** The Bid documents can be inspected free of charge at the Accounts Division, Department for Registration of Persons, Wing C, 12th Floor, "Suhurupaya", Sri Subhuthipura Road, Battaramulla, from **24.08.2026 to 07.09.2026** also through the Department's web site (www.drp.gov.lk).
4. A complete set of Bidding Documents in English language may be purchased by interested bidders on submission of a written application to the Accountant (Procurement), Department for Registration of Persons, Wing C, 12th Floor, "Suhurupaya", Sri Subhuthipura Road, Battaramulla, during **working days between 9.00 a.m. and 3.00 p.m. from 24.08.2026 to 07.09.2026** upon the payment of a non-refundable fee of **LKR Three Thousand & Five Hundred (3,500/=)**. The method of payment will be by cash.
5. Bids shall be delivered in duplicate marked as "Original" and "Copy", in one sealed cover to the address indicated in Para 3 or shall be deposited in the tender box placed at the **Accounts Division, Department for Registration of Persons, Wing C, 12th Floor, "Suhurupaya", Sri Subhuthipura Road, Battaramulla, on or before 08.09.2026 at 2.00 p.m.** The Bid shall be **valid for Seventy Seven (77) days** from the deadline for bid 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.
6. 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 One Hundred Thirty Five Thousand (135,000/=)** issued by any licensed commercial bank operating in Sri Lanka and approved by the Central Bank of Sri Lanka and it shall be encashable on first demand written in favor of the Commission General. Bid security should be valid from 08.09.2026 to 24.11.2026 or obtaining a Refundable Cash Deposit to the Shroff in DRP.
7. Successful bidder should commence the service from 12.10.2026.

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