



## INVITATION FOR BIDS (IFB)

### Procurement of Service & Maintenance Agreement for PABX System with 652 nos IP phones in DRP for One Year.

**IFB No: DRP/ACC/07/36/2024**

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 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 - 5 226 172** 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, 12<sup>th</sup> Floor, "Suhurupaya", Sri Subhuthipura Road, Battaramulla, from 24.07.2025 to 07.08.2025** also through the department's web site ([www.drp.gov.lk](http://www.drp.gov.lk)).
4. 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), Department for Registration of Persons, C Wing, 12<sup>th</sup> Floor, "Suhurupaya", Sri Subhuthipura Road, Battaramulla, during working days between **9.00 a.m. and 3.00 p.m. from 24.07.2025 to 07.08.2025** upon the payment of a non-refundable fee of **LKR Three Thousand & Five Hundred (3,500/=)**. The method of payment will be 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, C Wing, 12<sup>th</sup> Floor, "Suhurupaya", Sri Subhuthipura Road, Battaramulla, on or before 11.08.2025 at 2.00 p.m.** The Bid shall be valid up to **seventy seven (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.
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 Sixty Thousand (60,000/=) 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 12.08.2025 to 24.11.2025** or obtaining a Refundable Cash Deposit to the shroff in DRP.
7. Successful Bidder should be commence the service from **09.10.2025.**

**Chairman,  
Department Procurement Committee,  
Department for Registration of Persons,  
12<sup>th</sup> Floor, "Suhurupaya",  
Sri Subhuthipura Road,  
Battaramulla.**