



INVITATION FOR BIDS (IFB)

Procurement of Janitorial Services

IFB No: DRP/ACC/07/20/2025

1. The Chairman, Department Procurement Committee, on behalf of Department for Registration of Persons invites sealed bids from eligible and qualified Service Providers for **Providing Janitorial Services** for Head Office, 10th Floor, "Suhurupaya", Sri Subhuthipura Road, Battaramulla. & Archive, "Yamuna Building", Nugegoda.
2. The Intended service period from **01st August 2025 to 31st July 2026**
3. Bidding will be conducted through National Competitive Bidding.(NCB)
4. The interested and eligible bidders may obtain further information from Accountant (Procurement), Accounts Branch, Department for Registration of Persons on 0115226172 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 **26.05.2025 to 11.06.2025 and also through the department's web site (www.drp.gov.lk).**
5. 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 **26.05.2025 to 11.06.2025** upon the payment of a non-refundable fee of **LKR 3,500.00** The method of payment will be cash.
6. 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 envelope 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 14.00 hrs at **12.06.2025**. Bids shall be valid up to 77 days (**12.06.2025 - 27.08.2025**) 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.
7. 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 must be accompanied by an unconditional bid Security worth **LKR 150,000.00**. The bid security shall be in form of a bank guarantee issued by a 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 **13.06.2025 to 25.09.2025** or obtaining a Refundable Cash Deposit to the Shroff in DRP.
8. Successful Bidder should commence the service from **01st of August 2025**
9. Take site visit of relevant area for pre bid meeting.

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