



INVITATION FOR BIDS (IFB)

Procurement of Janitorial Services

IFB No: DRP/ACC/07/60/2026

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 February 2027 to 31st January 2028.
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 **30.09.2026 to 14.10.2026 and also through the Department's web site (www.drp.gov.lk).**
5. A complete set of Bidding Documents 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 30.09.2026 to 14.10.2026** upon the payment of a non-refundable fee of **LKR Three Thousand & Five Hundred (3,500/-)**. The method of payment will be by cash.
6. Bidders submitting bids by hand shall enclose the original and the copy of the bid in separate sealed envelopes duly marked as "Original" and "Duplicate". 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 **15.10.2026 at 2.30 p.m.** Bids shall be **valid for 77 days (15.10.2026 - 31.12.2026)** 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.
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 of **LKR 150,000.00**. The bid security shall be in the 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 Commissioner General; Bid security should be valid from **15.10.2026 to 28.01.2027** or obtaining a Refundable Cash Deposit to the Shroff in DRP.
8. Successful bidder should commence the service from **01st of February 2027.**
9. A Pre-bid meeting will be held on 06.10.2026 at 10.30 a.m at the Auditorium, Department for Registration of Persons, 13th Floor, "Suhurupaya", Sri Subhuthipura Road, Battaramulla.

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