



Invitation for Bids

Procurement an Office Premises on Lease

Ministry of Trade, Commerce and Food Security

1. Sealed bids are hereby invited from eligible and qualified bidders to **"procure an office premises on lease"** for the Ministry of Trade, Commerce and Food Security for 3 years period.
2. Bidding will be conducted through the **National Competitive Bidding** procedure.
3. Following minimum requirements are required:
 - **Location:** Preferably within Colombo city area or Battaramulla, Rajagiriya area on a main road or approximately 300 m or less distance away from the main road.
 - **Required Space:** Usable floor area of fully tiled or terrazzo flooring to an extent between 40,000 sq.ft - 45,000 sq.ft with air conditioning facilities and other requisite facilities as detailed in the bidding document.
 - **Parking Space:** The parking space inside the building premises should accommodate around 30 - 40 office vehicles.
4. Bidding Documents could be obtained from the **"M" Floor, Finance Division, Ministry of Trade, Commerce and Food Security, No. 492, R.A. De Mel Mawatha, Colombo 03** upon payment of a **non-refundable fee of Rs, 20,000 in cash**. Bidding Documents will be issued from **29th January 2024 to 15th February 2024** on working days, between **9.00 a.m. and 3.00 p.m.** and will be available in the www.trade.gov.lk
(Downloads → Ministry Notifications)
5. All bids must be accompanied by a **Bid Securing Declaration** included in Section IV of bidding form.
6. Duly Completed bids in 02 copies indicating **"Original"** and **"Duplicate"** should be delivered by registered post to the below mentioned address or deposited in the Tender Box kept at the **Ministry of Trade, Commerce and Food Security, "M" Floor** on or before **3.00 p.m. on 16th February 2024**. Late bids will be rejected. The top left-hand corner of the envelope enclosing the bidding documents should be marked as **"Procurement an office premises on Lease"**. Bids will be opened immediately after the bid closing time in the presence of Bidders or their authorized representatives.
7. A Pre-Bid meeting will be held on **06th February 2024 at 10.00 a.m. at "M" Floor, Ministry of Trade, Commerce and Food Security** and interested bidders are invited to participate at the pre-bid meeting.
8. The decision of the Ministry Procurement Committee will be the final.
9. Please contact Chief Accountant on 011-2110577 for further information.

**Chairman,
Ministry Procurement Committee,
Ministry of Trade, Commerce and Food Security,
No. 492, R.A. De Mel Mawatha,
Colombo 03.**