

BID SUBMISSION FORM FOR RFP

Tender Title: Invitation for Bids for Event Management Services for "Marine Nights - Colombo Coastal Awakening"

Submitted to: The Chairman, Departmental Procurement Committee, Sri Lanka Tourism Development Authority (SLTDA), No. 64, Galle Road, Colombo 03, Sri Lanka

Submission Date: _____

Submitted by: _____

Contact Person: Name _____
Position _____
Phone _____ Email] _____

Company Registration No.: _____ [Required]

Address: [Full Address] _____

Declaration: I/We, the undersigned, declare that:

- We have read and understood the RFP/Tender Document, including Scope of Work.
- We meet all eligibility criteria (e.g., 5+ years experience, LKR 35M+ turnover, no blacklisting).
- We confirm no conflict of interest and compliance with Sri Lankan laws.
- We agree to the terms, including SLTDA's right to reject bids without reason.
- This bid is valid for [90 days or as specified].

Signature: _____ Name: _____
_____ Position: _____

Date: _____

Envelope 1: Technical Proposal (Non-Financial) [Submit in a separate sealed envelope marked "Technical Proposal". Include 3 hard copies + USB.]

1. Company Profile and Eligibility

- Legal structure, years in operation (min. 5 years in large-scale events).
- Audited financial statements (at least last 3 years, min. LKR 35M turnover).
- Portfolio of at least 3 relevant projects (e.g., night markets, urban events; include references).
- Copies of business registration, tax compliance, insurance (min. LKR 10M liability).
- Declaration of no litigation/blacklisting.

2. Detailed Methodology and Approach

- Plan for overall coordination, infrastructure setup/maintenance/dismantling (e.g., 42 stalls, lighting, electrical/water systems).
- Vendor management (categories: 14 F&B, 6 Crafts, etc.).
- Entertainment programming (stages, local acts, Movable Train Stage).
- Security, safety, waste management, and seating (capacity 1,000).
- Coordination with stakeholders (UDA, RDA, MOD, SLR, CMC and other stakeholders).
- Innovation/sustainability measures (e.g., solar lighting, eco-friendly waste).
- Risk management plan.

3. Proposed Team Structure and Qualifications

- Organizational chart.
- CVs of key personnel (e.g., project manager, coordinators; min. relevant experience).

4. Timeline

- Setup, operations (Fridays/Saturdays, 7:30 PM–2:00 AM), dismantling schedule.

Envelope 2: Financial Proposal [Submit in a separate sealed envelope marked "Financial Proposal". Include 3 hard copies + USB.]

1. Itemized Cost Breakdown

Item	Description	Unit Cost (LKR)	Quantity	Total (LKR)
Overall Coordination	Stakeholder liaison, permits	[Amount]	N/A	[Total]
Infrastructure	Stalls, stages, fencing, lighting	[Amount]	[e.g., 42 stalls]	[Total]
Vendor Management	Setup, compliance	[Amount]	N/A	[Total]
Entertainment	Programming, sound systems	[Amount]	N/A	[Total]
Utilities	Electrical, water, generators	[Amount]	N/A	[Total]
Security & Waste	Fencing, bins, personnel	[Amount]	N/A	[Total]
Seating & Other	Tables, benches	[Amount]	[e.g., for 1,000 people]	[Total]
Contingencies	[10% of total]	N/A	N/A	[Total]

Grand Total (Inclusive of Taxes): [LKR Amount]

2. Payment Terms

- Proposed schedule (e.g., 20% advance, milestone-based, 10% retention).

Bid Security:

- Amount: LKR 2,500,000 (valid for 90 days).
- Form: Bank guarantee/bid bond from recognized bank (attach original).

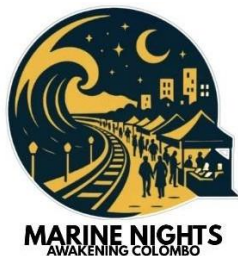
Attachments (in Technical Envelope):

- All eligibility documents.
- Methodology/supporting evidence.

Submission Instructions:

- Submit both envelopes in one outer sealed envelope marked with Tender Reference.
- Deliver to Tender Box, Procurement Division, SLTDA by deadline (e.g., October 14, 2025, 2:00 PM).
- Attend pre-bid meeting (e.g., October 2, 2025).





EXPRESSION OF INTEREST (EOI) SUBMISSION FORM

Title : Marine Nights - Awakening Colombo
Submitted to : The Chairman – Sri Lanka Tourism Development Authority,
Procurement Division
Sri Lanka Tourism Development Authority (SLTDA)
No. 80, Galle Road
Colombo 03.

Submission Date: ____/____/____

Submitted by: _____

Contact Person:

Name	_____
Position	_____
Phone	_____
Email	_____

Company Registration No.: [If applicable]

Address: _____

Declaration: I/We, the undersigned, declare that:

- I/We have read and understood the EOI requirements as published by SLTDA/SLTPB.
- I/We meet the eligibility criteria, including relevant experience in high-end events.
- I/We confirm no conflict of interest, no blacklisting, and compliance with Sri Lankan laws.
- I/We agree that SLTDA/SLTPB reserves the right to accept or reject this EOI without reason, and costs incurred are our responsibility.

Signature: _____
Name: _____
Position: _____
Date: _____

Section 1: Brief Company Profile [Provide a concise overview of your company/individual, including:

- Legal structure (e.g., registered company, sole proprietor).
- Years in operation.
- Key services/products offered.
- Annual turnover (last 3 years, if applicable).
- Any certifications (e.g., tax compliance, business registration). Limit to 1-2 pages.]

Section 2: Relevant Experience [Describe experience in similar high-end events, night markets, or tourism-related activities. Include:

- At least 3 past projects (name, location, date, description, client references).
- Role in the event (e.g., vendor, entertainment provider, sponsor).
- Evidence of quality standards and alignment with upscale themes (e.g., photos, testimonials). Limit to 2-3 pages. Attach supporting documents if needed.]

Section 3: Confirmation of Interest in Categories [Indicate your interest in one or more categories below by checking the box and providing a brief justification

- ☐ Food & Beverage Stalls (e.g., Sri Lankan/international cuisines, fusion street food, seafood, cocktails, desserts, plant-based dishes, food trucks). Justification: [Brief description].
- ☐ Crafts & Artisanal Stalls (e.g., handicrafts, textiles, pottery, eco-friendly products, artisanal food). Justification: [Brief description].
- ☐ Fashion & Merchandise (e.g., traditional clothing, jewelry, beachwear, footwear, accessories). Justification: [Brief description].
- ☐ Games & Entertainment (e.g., ring toss, balloon darts, lucky draws). Justification: [Brief description].
- ☐ Travel Counter (e.g., tours, cultural experiences, shuttle services). Justification: [Brief description].
- ☐ AI-Based VR Experience (e.g., immersive tourism technology). Justification: [Brief description].
- ☐ Gem & Jewelry Stalls (e.g., precious/semi-precious gems, handcrafted jewelry). Justification: [Brief description].
- ☐ Additional Stalls (e.g., wellness & spa, tech & innovation, art experiences, exclusive brand pop-ups, entertainment providers like singers/dance groups, sponsors). Justification: [Brief description].

Attachments:

- Copies of business registration, tax compliance certificates (if applicable)
- Portfolio or evidence of past events.
- Any other supporting documents (e.g., CVs for individuals).

Submission Instructions:

- Submit in a sealed envelope marked “EOI for Vendors – Marine Nights – Awakening Colombo”.
- Deliver to the address above by the closing date (e.g., 13th October 2025, before 15:00 hrs, as per attached documents).
- No bid security required at EOI stage.

