



## **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).

