



MINISTRY OF FOREIGN AFFAIRS, FOREIGN EMPLOYMENT & TOURISM

SRILANKA TOURISM DEVELOPMENT AUTHORITY

**PROVIDING MESSENGER SERVICES TO THE HEAD OFFICE PREMISES OF
SLTDA FOR THE YEARS- 2026/2027**

Contract No: SLTDA/HR&PM/S/NS/Messenger/2026/28

INVITATION FOR BIDS (IFB)

National Competitive Bidding (NCB)

1. The Chairman, Departmental Procurement Committee of Sri Lanka Tourism Development Authority invites sealed proposals from the eligible & qualified bidders for **Providing Messenger Services to the Head Office Premises of SLTDA for the Years- 2026/2027**.
2. The successful bidder shall not have been blacklisted and shall have Business Registration and comply with the eligibility criteria mentioned in the in the Bidding Document.
3. A complete set of Bidding Documents in English language will be issued through email submission of written request (on the applicant's letterhead) with Payment Slip of the non-refundable deposit to the email address of sldaprocc@srilanka.travel from **September 08, 2026 to September 22, 2026**.
4. The payment of **non-refundable fee 3,500/=** should be deposited to the Bank **AC No. 7119413 Bank of Ceylon, Corporate Branch, Sri Lanka Tourism Development Authority** (*Note: Please Fill the Depositors Details and Purpose of Deposit in the Deposit Slip as "Non-Refundable Tender Fee" and it is mandatory to submit the aforesaid cash Deposit slip with the Bid. The payment should be made in cash & other payments are not allowed*).
5. Sealed Bids with the duplicates may be dispatched either by register post or hand delivered to Chairman, Departmental Procurement Committee, Procurement Division (4th Floor), Sri Lanka Tourism Development Authority, No.80, Galle Road, Colombo 03 on or before **2.00 p.m. on September 22, 2026**. It should be written as **"Providing Messenger Services to the Head Office Premises of SLTDA for the Years- 2026/2027"** at the left-hand corner of the Envelop.
6. **Late Bids will be rejected** and Bids will be opened soon after closing at the Procurement Division (4th Floor, No.80, Galle Road, Colombo 03 in the presence of Bidder's representative who choose to attend.
7. Bids shall be valid up to **91 days (up to December 22, 2026)** from the date of bid closing.
8. Bids shall be submitted with a Bid guarantee in the form of bank guarantee for a value of **Sri Lankan Rupee One Hundred Thousand (LKR 100,000.00)** with a validity not less than **Twenty-Eight (28)**

Days beyond the date of Bid validity (up to **January 19, 2027**) as mentioned in the Bidding Document.

9. All bids shall be accompanied a certificate of registration of the bidder issued by the registrar of Public Contracts in Sri Lanka according to the Public Contract Act No.03 of 1987 of the government of Sri Lanka and subsequent gazette notifications (**PCA3 form**).
10. Interested bidders may obtain further information from Assistant Director (Procurement) Sri Lanka Tourism Development Authority, Contact No.0112426800 (Ext:303,305,277), Electronic mail address: sltdaproc@srilanka.travel
11. An employee or a firm and/or an individual that has a close family relationship with an employee of the Ministry of Tourism, Sri Lanka Tourism Development Authority and any other institution under the control of the Ministry shall not be eligible for award.
12. The Departmental Procurement Committee decision will be the final decision. Further, SLTDA has the right to accept or reject any Bid without adducing any reasons and SLTDA will not be responsible for any costs or any expenses incurred by the prospective bidders in connection with the preparation or delivery of Bids.

**Chairman,
Department Procurement Committee
Sri Lanka Tourism Development Authority
No. 80, Galle Road,
Colombo 03.**

