



SUBMISSION FORM FOR PROPOSAL

“MARINE NIGHTS – AWAKENING COLOMBO”

Provision of Event Management Services

Submitted to: Sri Lanka Tourism Development Authority (SLTDA)

1. General Information

Name of Bidder (Company):

Registered Address:

Telephone:

Email:

Contact Person & Designation:

Business Registration Number:

VAT / Tax Registration Number: .

2. Eligibility & Compliance Information

Please attach copies of supporting documents where applicable.

Requirement	Response	Reference Document Attached
Minimum 5 years' experience in event management	Yes / No	<input type="checkbox"/>
Proven track record in large-scale events	Yes / No	<input type="checkbox"/>
Annual turnover \geq LKR 35 million (last 2 years)	Yes / No	<input type="checkbox"/>
Audited financial statements (last 2 years)	Yes / No	<input type="checkbox"/>
Valid business registration	Yes / No	<input type="checkbox"/>

Tax compliance certificate	Yes / No	<input type="checkbox"/>
Adequate insurance coverage ≥ LKR 10 million	Yes / No	<input type="checkbox"/>
No ongoing legal disputes / blacklisting	Yes / No	<input type="checkbox"/>

3. Technical Proposal

3.1 Company Profile & Experience

- Brief company background (history, services, clients, major projects).
- Relevant case studies/references (attach separately).

3.2 Methodology & Approach

- Event master plan outline.
- Stakeholder coordination approach.
- Risk management plan.
- Safety, sustainability & innovation strategies (solar, AI/VR, eco-friendly design, etc.).

3.3 Team & Resources

- Key staff details (attach CVs).
- Equipment & resources available.

3.4 Innovation & Value Addition

- Unique elements proposed (programming, branding, technology, visitor engagement).

3.5 Compliance & Risk Management

- Approach to permits, safety protocols, waste management, and emergency procedures.

4. Financial Proposal

Provide a clear breakdown of costs.

Cost Item	Description	Amount (LKR)
<ul style="list-style-type: none">• Infrastructure (design, setup, dismantling)• Vendor stall construction & management• Stage setup, lighting & sound• Security & safety arrangements• Entertainment & performances• Utilities (power, water, waste management)• Operational staff & logistics• Miscellaneous / contingency		
<ul style="list-style-type: none">• Total Bid Amount (LKR)		

5. Required Attachments

- Audited financial statements (last 2 years)
- Company registration certificate
- Tax compliance certificate
- Insurance certificate (min. LKR 10 million)
- CVs of key staff
- Similar past project references
- Bid security (LKR 2,500,000 valid for 90 days)

6. Declaration

We hereby declare that:

- All information provided is true and correct.
- We meet all eligibility and compliance requirements.
- We agree to abide by the TOR and the procurement process of SLTDA.

Authorized Signature: _____

Name & Designation: _____

Date: _____

Company Stamp: