

Invitation for Bids (IFB)



Democratic Socialist Republic of Sri Lanka
Ministry of Public Security

Cleaning and Sanitary Services for Suhurupaya Building 2024/2025

PS/03/PB/PR/03/41/23

- Chairman, Ministry Procurement Committee, Ministry of Public Security, 18th Floor, "Suhurupaya", Sri Subhuthipura Road, Battaramulla invites sealed bids from eligible & qualified bidders to provide Cleaning and Sanitary Services for Suhurupaya Building for the year 2024-2025.
- Bidding will be conducted through the National Competitive Bidding Procedure.
- Proposals and Quotations should be submitted for the provision of Cleaning Services and Sanitary Services in the premises of the Main Building consisting of 20 storeys and two other buildings situated at the Sri Subhuthipura Road, Battaramulla. This is a building constructed as per the environment friendly concept. Tables, chairs, windows, staircases, stair handrails, walls and electric fans in the floors mentioned should be cleaned daily. The bidder will be allowed to inspect the premises. For that purpose, the visiting representatives should submit a written permission of the bidder and should be informed by the telephone numbers mentioned in Paragraph no. 12 before coming.
- Eligible bidders interested in this regard can inspect the bid documents free of charge from Chief Accountant **from 22.03.2024 to 16.04.2024 between 9.00 am to 3.00 pm** on weekdays except public and bank holidays at the address mentioned in Paragraph no. 12.
- For this purpose, only the organizations that meet the qualifications mentioned below should submit quotations.
 - Should be registered as a sole proprietorship, partnership or limited company. (Preference is given to institutions with ISO quality certificates.)
 - Should be an organization that performs service payments, tax payments etc. in accordance with Government rules and regulations. (Certificates should be presented)
 - Should be an institution providing relevant services for more than 03 years. (Certificates should be presented)
 - Should be submit a list of institutions that received services during the last 03 years. (The relevant documents should be submitted as preference will be given to organizations currently providing services to Ministries, Departments and 05-star hotels.)
 - There must be procedures to be followed to combat the Covid-19 virus.
 - Machinery used for cleaning should be of latest technology and suitable for this building.
 - As it would not be allowed to revise the prices during the contracted period under any circumstance quotations should be submitted accordingly.
 - Only the skilled staff should be deployed in service.
 - Should be able to deploy in service only the employees to whom continuous contributions have been made with regard to employees Trust Fund (ETF) and Employee Provident Fund (EPF) for last five (05) years including year 2023.
 - Welfare activities should have been provided to the staff.
 - Should be able to deploy employees for cleaning at emergencies.
 - As males are required as per the nature of the building, should be able to deploy them.
 - Minimum number of employees that should be deployed for the cleaning of the building should be 27.
- If the value of the bid submitted by you is more than 5 million, the organization should be registered under Public Contract Act No. 3 of 1987. Failure to submit this registration certificate with the bid will be grounds for rejection of the bid. The name of the bidder should not have been blacklisted.
- Interested bidders should submit a written application to the address mentioned in para 12 and pay a nonrefundable fee of **Rs. 4,700/- (Four Thousand and Seven Hundred Rupees)** from **22.03.2024 to 16.04.2024 between 9.00 a.m. to 3.00 p.m.** on working days in order to obtain the bidding documents. Only one bid form will be issued per bid per organization.
- Bids should be sent in duplicate and can be deposited in the tender box kept at the **Finance Division of Ministry of Public Security, 17th Floor, "Suhurupaya", Sri Subhuthipura Road, Battaramulla on or before 2.00 pm on 17.04.2024** or at the time of bid opening or can be sent via registered post to reach before the above deadline. The bid number should be clearly marked on the top left corner of the envelope. Bids received late will be rejected. And the relevant bids will be opened on **17.04.2024 at 2.00 pm at the Finance Division, 17th Floor, "Suhurupaya", Sri Subhuthipura Road, Battaramulla** in the presence of the bidders or their representatives who wish to be present in person. The representatives of the participating bidders must bring a written consent of the bidder to open the bids. Any representative who fails to present the written consent of the bidder shall not be present at the opening of bids.
- The bid validity period should be from **17.04.2024 to 03.07.2024**.
- All bids should be submitted along with a bid security for the value of **Rs. 190,000.00 (One Hundred Ninety Thousand Rupees)** drawn in favour of the Secretary, Ministry of Public Security valid from **17.04.2024 to 31.07.2024** and the bid security should be obtained from an institution registered as a finance institution with the Central Bank. Bid security shall be as per the form included in the bid documents.
- The procurement committee can make the necessary amendments related to the monetary regulations and treasury instruction circulars that change from time to time during each procurement process, and the decision of the ministry procurement committee should be considered as the final decision.
- Further inquiries in this regard can be made through the following address or telephone numbers.

Address

Chief Accountant,
17th Floor, "Suhurupaya",
Sri Subhuthipura Road,
Battaramulla.

Telephone No

Direct No : 011-2887328
General No : 011-2887307
Fax No : 011-2887916

Chairman,
Ministry Procurement Committee,
Ministry of Public Security,
18th Floor, "Suhurupaya",
Sri Subhuthipura Road, Battaramulla.
2024.03.22

03/03/2024