



MINISTRY OF LABOUR AND
FOREIGN EMPLOYMENT



SRI LANKA BUREAU OF FOREIGN EMPLOYMENT

PROCUREMENT NOTICE

**PROCUREMENT OF UNIFORMS /
UNIFORM MATERIALS FOR THE STAFF OF
SRI LANKA BUREAU OF FOREIGN EMPLOYMENT
(SLBFE)**

(Bid) No. - PR/02/11-1(2)

The Chairman of Department Procurement Committee, Sri Lanka Bureau of Foreign Employment that functions under the purview of Ministry of Labour and Foreign Employment, invites sealed bids from eligible and qualified manufacturers / suppliers for the supply of uniforms and uniform materials for the staff of SLBFE. Detailed description of schedule of requirements is given in the Bidding Document. Design, colour and material of the sarees, shirts and trouser materials should be suitable for office attire in line with the specification given in the Bid documents and saree design should be provided by the supplier.

	Description	Required Quantity
1.	Trouser Material	2215 metres
2.	Shirts - Long Sleeve	1704
3.	Shirts - Short Sleeve	954
4.	Sarees	3480

- Bidding will be conducted using the National Competitive Bidding (NCB) procedure and is open to all eligible and qualified bidders as defined in Procurement Guidelines of Democratic Socialist Republic of Sri Lanka (GOSL) that meet the qualification requirements given in the Bidding Documents.
- Interested eligible Bidders may obtain further information from Manager -Procurement, SLBFE, 2nd Floor, No. 234, Denzil Kobbekaduwa Mawatha, Koswatta, Battaramulla, and inspect the bidding documents free of charge during office hours on working days commencing from **13.11.2023 to 04.12.2023** at the office of SLBFE at the above address. Telephone: **011-2887585** Email: **mgr_procurement@slbfe.lk**.
- Bids shall be submitted in the forms obtainable from the Procurement Division of SLBFE from **13.11.2023 until 04.12.2023 between 9.00 a.m. and 3.00 p.m.** on payment of a non refundable fee of **Rs 12,500.00** to cashier by producing a written request from the bidding organization together with a certified photocopy of the Business Registration Certificate of the bidding organization.
- The Bidders should also furnish a Bid Security in the form of unconditional on demand guarantee to the value of **Rs. 500,000.00** valid for **119 days** from the opening of the bid and the successful bidder should furnish a Performance Guarantee equivalent to **10%** of the total bid value. Both Bid Security and Performance Guarantee should be issued from a licensed commercial bank operating in Sri Lanka in favor of "Chairman - Sri Lanka Bureau of Foreign Employment".
- Sealed envelope which includes Bidding Documents should be marked "**Supply of Uniforms /Uniform Materials for the SLBFE Staff - PR/02/11-(2)**" on the top left hand corner of the envelope and be placed in the tender box No. (01) kept at the Procurement Division, 2nd floor Sri Lanka Bureau of Foreign Employment" **before 10.00 a.m on 04.12.2023**. Bids sent through electronically will be rejected. Late submission of bids will not be accepted. All Bids received will be opened soon after the closing of the Bid at the same address and Bidders or their authorized representative may be present at the opening.

Pre-bid meeting which is scheduled to be held at the Mini Conference Room at SLBFE on **24.11.2023 at 10.00 a.m.**

The Chairman of Department Procurement Committee reserves the right to reject any bid without assigning any reason thereof and will not be liable to refund any expenses incurred directly or indirectly in connection with the preparation or submission of any bid document.

The Chairman

**Sri Lanka Bureau of Foreign Employment,
No. 234, Denzil Kobbekaduwa Mawatha,
Koswatta, Battaramulla.**

**Telephone / Fax: 011-2880550/ 2880564 /2887585
E mail - mgr_procurement@slbfe.lk**



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