



# SRI LANKA BUREAU OF FOREIGN EMPLOYMENT

## Quotation for Obtaining An Office Building on Rent or Lease Basis

Open quotations for obtaining a building on lease basis which is closer to the Matugama Office and suitable for a Training Center with 7500 sq. ft. facilities to operate the Western Province Training Centre of Sri Lanka Bureau of Foreign Employment.

### Eligibility Requirements for buildings

#### LECTURE HALLS

- Building should have about 10 classrooms to accommodate about 45 trainees for a one training session.

#### OFFICE PREMISES

- Should have a hall of 500 sq ft for the staff.
- Should have 400 sq ft 05 rooms ( Lab ) for storing training equipment .
- Should have a space near the gate to build the Security Hut inside the office premises.
- Should have parapet wall right round with a gate.
- Should have space to park at least 10-15 vehicles daily .
- Should have about 06 toilets separately for use of staff and external individuals.
- Building should have space facilities to house about 20 customers at a time and get their services.
- Should have a separate water meter with a direct water supply and building should comprise water tank/ tanks
- There should be a separate water meter with direct water pipe connection and a water tank or tanks capable of storing about 2,000 liters of water.
- The building should be located in a commercial area easily accessible by public transport.
- There should be a separate electricity meter with a three-phase power supply. Having at least a generator to use in case of power failure is an additional qualification.
- Having land line facilities is an additional qualification.
- Primary electrical circuit system with main power distribution board should be equipped with fans and other accessories.
- Availability of the building should be within 2 weeks of full completion of the building after notification of selection.
- The building should have a properly arranged sewage and waste water system. Special attention should be drawn to on the capacity of sewage system since the building is used as a Training Center.
- The bureau should be able to arrange room allocations as needed.
- There should be a system and doors for exiting the building in case of emergency.
- Due to maintaining the office, the area where the relevant building is located should be a place where there is no obstruction to the residents, and the office activities should not be disturbed by the nearby residents.
- Building premises should be air-conditioned and uninterrupted water supply.
- Should have facilities to use multimedia facilities, loudspeakers.
- A fire extinguishing system should be installed in the building and should be located in a place that can be easily reached by fire engines and rescue teams in case of emergency.
- The monthly rent applied for by the lessor shall be paid subject to the Government's assessed value. (minimum amount)

### The building owner should submit the copies of the documents mentioned here.

1. Tender document provided by the Bureau along with the bid list.
2. A letter stating the monthly rent amount.
3. Exact address of the property subject to the tax.
4. A certified copy of the building owner rights deed and related papers.
5. A survey plan relating to the property.
6. Certified approved building plan (relevant building plan should be a photocopy of A4 size or reduced to A3 size).
7. Name/Address/National Identity Number of lessee and clear photocopy thereof.
8. Telephone number of building owner.
9. Certificate of Conformity
10. Copies of electricity, telephone, levy, etc. bills received within the last 6 months
11. A record of ownership for the property intended to be leased should be submitted along with the genealogy, and it should be prepared by a lawyer and finally submitted with his recommendation.

Bid Documents must be deposited in the tender box kept at the Sri Lanka Bureau of Foreign Employment, 2nd Floor, Procurement Section, No. 234, Denzil Kobbekaduwa Mawatha, Koswatta, Battaramulla at or before 1.00 p.m. on 26.11.2024. At the top left corner of the envelope containing your application, “**Procurement of Building on Rent Basis/Lease Basis. PR/02/04-01 (86)**” should be mentioned.

The Bureau's Procurement Committee reserves the right to accept or reject any application, and the decision of the Procurement Committee is final. Selections are made subject to the reports of the government assessor. A non-refundable amount of Rs. 1,000.00 shall be paid to the Head Office Cashier, and the receipt obtained shall be submitted to the Manager - Procurement and bid documents may be obtained.

Payments could be made with a written request on the letterhead of the institution. Tender documents will be available from 04.11.2024 to 25.11.2024 during office hours (9.00 a.m. - 3.00 p.m.).

Chairman,  
Department Procurement Committee,  
Sri Lanka Bureau of Foreign Employment,  
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