



SRI LANKA
BUREAU OF FOREIGN EMPLOYMENT
MINISTRY OF FOREIGN AFFAIRS,
FOREIGN EMPLOYMENT & TOURISM
PROCUREMENT NOTICE



PROCUREMENT OF UNIFORMS / UNIFORM MATERIALS
FOR THE STAFF OF SRI LANKA BUREAU OF FOREIGN EMPLOYMENT

Bid No – PR/02/11- 03

The Chairman of the Departmental Procurement Committee of the Sri Lanka Bureau of Foreign Employment (SLBFE), under the Ministry of Foreign Affairs, Foreign Employment and Tourism, invites sealed bids from eligible and qualified bidders for the supply of uniforms and uniform materials for SLBFE staff.

A detailed description of the requirements and material specifications is provided in the Bidding Document

| | Item Description | Required Quantity |
|----|--|-------------------|
| 1. | Trouser Material (three staff categories) | 2125 meters |
| 2. | Shirt – Long Sleeve (two staff categories) | 1662 |
| 3. | Shirt – Short Sleeve (one staff category) | 888 |
| 4. | Saree with blouse piece (three staff categories) | 3384 |

Scope of Work :

Supply the uniform materials and ready to wear uniforms in accordance with the Schedule of Requirements and the Specifications outlined in the bidding documents.

01. Bidding will be conducted in accordance with the National Competitive Bidding (NCB) procedure
02. The successful Bidder/Bidders should complete the procurement within 120 days
03. Bids shall be valid up to one hundred and twenty (120) calendar days from the date of closing of the Bid.
04. The Bidder/Bidders shall meet the following minimum qualifications to be eligible for awarding the contract. Additional details are provided in the Bidding Document.
 - a) The Bidder/Bidders shall be a company registered in Sri Lanka for a period of 6 years or more. The Bidder shall not have been blacklisted by any government organization. (Locally or internationally).
 - b) The Bidder/Bidders shall have an experience of successfully executed / executing at least 2 similar projects during last 05 years (2019-2024). The minimum value of one number of such project shall be not less than LKR 15 million. (Evidence should be provided with the Bid Document)
 - c) The Bidder/Bidders shall have a minimum average annual/turnover of at least Sri Lankan Rupees Two Hundred Million (LKR 200 million) or above for the last 5 years. (Evidence should be provided with the Bid Document)
 - d) The Bidder/Bidders shall have ability to submit Product Manufacturer or their Local Agent Authorization Letters. (Sample letter format attached to the Bid Document)
05. Eligible bidders may obtain further information from the Manager – Procurement, Sri Lanka Bureau of Foreign Employment (SLBFE), 2nd Floor, No. 234, Denzil Kobbekaduwa Mawatha, Koswatta, Battaramulla from 14.07.2025 until 03.08.2025 between 9.00am and 3.00pm. Bidders can inspect the bidding documents free of charge during office hours on working days, from 14.07.2025 to 03.08.2025, at the Procurement Division located at the above address.
Telephone: 011-2887585 email : mgr_procurement@slbfe.lk
06. The complete set of Bidding documents in English language may be purchased by interested Bidder/Bidders on the submission of a written request in the company letterhead to The Chairman, Sri Lanka Bureau of Foreign Employment, Procurement Division, 2nd Floor, No. 234, Denzil Kobbekaduwa Mawatha, Koswatta, Battaramulla, from 14.07.2025 until 03.08.2025 between 9.00am and 3.00pm, during office working days upon a payment of a non-refundable fee of Sri Lankan Rupees Thirty Thousand (LKR 30,000/). The method of payment will be in cash only.
The Bidder/Bidders should attach the original Business Registration Certificate (BRC) along with a copy of the BRC with their request. The original BRC will be returned after verification on the same day.
07. Bid will be closed at **2.00 p.m. on 04.08.2025** and Bid will be opened immediately after closing of Bid. Bidder or his/her representative will be permitted to be present at the time of opening of Tenders.
08. All Bids shall be accompanied by a 'Bid Security' of the value of Sri Lankan Rupees Seven Hundred Thousand (LKR 700,000/) along with the Bid which should be valid for 148 days (14.07.2025-08.12.2025) and be attached with the Bid document.
09. Bid Security and the Performance Guarantee should be issued by a commercial bank operating in Sri Lanka approved by the Central Bank of Sri Lanka in the form of unconditional and en-cashable on demand guarantees payable to the Chairman, Sri Lanka Bureau of Foreign Employment.
The Chairman of the Departmental Procurement Committee reserves the right to reject any bid without providing a reason. Additionally, the Committee will not be liable for the reimbursement of 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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