



Ministry of Foreign Affairs, Foreign Employment
and Tourism

Sri Lanka Bureau of Foreign Employment



PROCUREMENT NOTICE

CALL FOR BIDS TO OPERATE THE HEAD OFFICE CANTEEN
PR/02/01-01

The Chairman of the Departmental Procurement Committee of the Sri Lanka Bureau of Foreign Employment (SLBFE), invites sealed bids from eligible and qualified bidders for operate the Cafeteria located at the Sri Lanka Bureau of Foreign Employment.

1. Interested 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 07.09.2026 until 28.09.2026 between 9.00 am and 3.00 p.m. Telephone: 011-2887585 email: mgr_procurement@slbfe.lk.
2. Interested Bidders can inspect the bidding documents free of charge during office hours on working days, from 07.09.2026 to 28.09.2026 at the Procurement Division located at the above address.
3. Interested bidders may obtain a complete set of bidding documents upon submission of a written request on the company's letterhead addressed to the, Manager (Procurement) Sri Lanka Bureau of Foreign Employment, (SLBFE) during office hours from 9.00 a.m. to 3.00 p.m. on working days, upon payment of a non-refundable fee of Sri Lankan Rupees Five Thousand (LKR 5,000.00). Payment shall be made in cash only.
4. A certified copy and the original of the BRC shall be submitted together with the request to purchase the bidding document. The original BRC will be returned after verification. Additionally, the submission of Good Manufacturing Practice for food safety issued by the Sri Lanka Standards Institution will be considered as a special qualification.
5. The Bidder/Bidders shall meet the minimum qualification requirements stipulated in the bidding documents to be eligible for this procurement.
6. The Sealed envelope containing the Bid should be marked as **“Operate the Head Office Cafeteria” PR/02/01-01** on the top left hand corner of the envelope, It should be place in the Tender Box (No. 01) located at the Procurement Division in the Second Floor. The tender box will be closed at 10.00 a.m. on 29.09.2026 and Bids will be opened immediately thereafter, Bidders or their authorized representatives may be present at the bid opening and late bids will not be accepted.
7. All Bids shall be accompanied by a ‘Bid Security’ of Sri Lankan Rupees fifty thousand (50,000/-). Valid for 119 days from the bid closing date, and submitted together with the bid.
8. The Chairman of the Departmental Procurement Committee reserves the right to accept or reject any bid without assigning any reason; The Committee shall not be liable for any expenses incurred, by bidders in the preparation or submission of bids

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

Telephone/Fax: 011-2887585 / 2880564
Email: mgr_procurement@slbfe.lk