

Ministry of Foreign Affairs, Foreign Employment & Tourism



Bidding Document

Sri Lanka Bureau of Foreign Employment (SLBFE)

**Invitation for Application for Engagement of External Legal
Counsels under the National Competitive Bidding Procedures**



Bid No. PR/02/22--04

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

Tel :- 011 - 2887585



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இலங்கை வெளிநாட்டு வேலைவாய்ப்புப் பணியகம்
Sri Lanka Bureau of Foreign Employment

නො. 234, ඩෙන්සිල් කොබ්බෑකඩුව මාවත, කොස්වත්ත, බත්තරමුල්ල, ශ්‍රී ලංකාව.
இல 234, டென்சில் கொப்பேகடுவ மாவத்தை, கொஸ்வத்த, பத்தரமுல்ல, இலங்கை.
No. 234, Denzil Kobbekaduwa Mawatha, Koswatta, Battaramulla, Sri Lanka.



(1985 අංක 21 දරණ පනතින් සංස්කරිතයි)

(1985 ஆம் ஆண்டின் 21 ஆம் இல. சட்டத்தின் கீழ் கூட்டிணைக்கப்பட்டது)

(Incorporated by Act No. 21 of 1985)

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PR/02/22-04

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உங்கள் இல }
Your No. }

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திகதி }
Date } 21.10.2026

The Manager,

Invitation for Engagement of External Legal Counsels

Web Application are hereby invited for a period of 01 Year for the Sri Lanka Bureau of Foreign Employment (SLBFE) until 11.00 a.m.13.11.2026 (TOR & the list of the remaining provinces is attached herewith)

1. Applicants must:

- Be Attorneys-at-Law duly enrolled with the Supreme Court of Sri Lanka;
- Be in active legal practice with 03 years' experience in court litigation;
- Have no pending disciplinary inquiries or adverse findings before the Supreme Court or Bar Association.

2. Applicants shall be verified using records maintained by the Supreme Court of Sri Lanka. Eligible Attorneys-at-Law shall then be listed on a court-wise and region-wise basis, taking into consideration seniority and experience, and case allocation shall be carried out in a transparent, equitable, and non-discriminatory manner.

3. The priority Tasks will be informed by Legal Division of the SLBFE.

4. Payments will be made according to the pricing schedule on TOR.

5. Services should be provided on credit basis as per the bidding price.

6. Payments will be made within 14 working days after receipt of the original invoices for the services.

7. The applicant who have not submitted documentary evidence in relation to the Legal Counsels and customer list for similar assignment will be rejected at the evaluation of the Application.

8. Submit your application on or before **11.00a.m.** on **13.11.2026** using this link.
<https://forms.gle/vUU9FbeVDecUFL69>

9. The selected Eligible Applicant must sign an agreement with the Sri Lanka Bureau of Foreign Employment. (Annex 01)
10. This service is valid for 01 Year from the date of the agreement.
11. The Chairman of the Department Procurement Committee reserves the rights without any question to reject all or any bids or to accept only a portion of a bid.



21/10/26

Manager (Procurement)

Sri Lanka Bureau of Foreign Employment

Tel : 011 - 2887585

mgr_procurement@slbfe.lk

Draft Agreement

AGREEMENT FOR ENGAGEMENT OF EXTERNAL LEGAL COUNSELS – MAGISTRATES' COURT REPRESENTATION

This Agreement is made on this ____ day of _____ 20____, at the Battaramulla

BETWEEN

The Sri Lanka Bureau of Foreign Employment, a statutory body established under the Sri Lanka Bureau of Foreign Employment Act, No. 21 of 1985 (as amended), having its principal office at No. _____ (hereinafter referred to as "SLBFE" or "the Bureau"),

AND

Mr./Ms. _____, Attorney-at-Law of the Supreme Court of Sri Lanka, bearing NIC No. _____, and Registration : on No.....having office at _____ (hereinafter referred to as "the Legal Counsels").

The SLBFE and the Legal Counsels"). shall hereinafter be collectively referred to as "the Parties".

1. APPOINTMENT

1.1 The SLBFE hereby appoints the Legal Counsels as an External Legal Counsels solely for the purpose of representing the Bureau in Magistrates' Courts of the Democratic Socialist Republic of Sri Lanka, as may be assigned by the SLBFE, and the Legal Counsels hereby accepts such appointment subject to the terms and conditions set out herein.

1.2 This appointment is on a non-exclusive, case-by-case basis and shall not create any employer–employee relationship between the Parties.

2. SCOPE OF SERVICES

The Legal Counsels shall:

- (a) Represent the SLBFE exclusively in criminal and related matters before the assigned Magistrates' Courts;
- b) Appear for substantive hearings (trials), non-substantive hearings (mentions/callings), bail applications, and other procedural matters before the relevant Magistrates' Courts;
- c) Provide legal advice to the SLBFE in respect of matters pending before Magistrates' Courts when requested by the Legal Division;

- d) Act strictly in accordance with the instructions issued by the SLBFE Legal Division;
- e) Maintain proper records of cases handled before Magistrates' Courts, including case numbers, hearing dates, and outcomes;
- f) Submit written progress reports and certified copies of court orders, where applicable, to the SLBFE Legal Division within three (03) working days of each court date;
- g) Promptly inform the SLBFE of any significant developments affecting assigned Magistrates' Court cases.
- h) Prepare necessary documents such as written submissions/ notices for computer evidence/ affidavits where necessary.

3. FEES AND PAYMENTS

3.1 Payments shall be made strictly in accordance with the fee structure approved by the Board of SLBFE.

- Rs.5,000.00 per trial (substantive hearing) in Magistrates' courts ;
- Rs.2,500.00 per calling/mention (non - substantive hearing) ;

3.2 No additional payments for travel, accommodation, subsistence, or any other incidental expenses shall be payable unless specifically approved in writing by the SLBFE.

3.3 Payment shall be made upon submission of a duly certified invoice and confirmation of court attendance by the SLBFE.

4. TERM OF AGREEMENT

4.1 This Agreement shall be valid for a period of _____ () year(s) commencing from _____, unless terminated earlier in accordance with this Agreement.

4.2 The SLBFE reserves the right to renew the Agreement subject to satisfactory performance and Board approval.

5. CONFIDENTIALITY

5.1 The Legal Counsels shall maintain strict confidentiality regarding all information, documents, and instructions received in the course of performing duties under this Agreement and after.

5.2 The Legal Counsels shall not disclose any such information to third parties without prior written consent of the SLBFE, except as required by law.

6. PROFESSIONAL CONDUCT

6.1 The Legal Counsels shall perform all duties with due diligence, professional competence, and in accordance with the rules and regulations of the Supreme Court of Sri Lanka.

6.2 The Legal Counsels shall avoid any conflict of interest and shall immediately disclose any potential conflict to the SLBFE.

7. TERMINATION

7.1 The SLBFE may terminate this Agreement at any time by giving fourteen (14) days' written notice.

7.2 The Legal Counsels may terminate this Agreement by giving thirty (30) days' written notice to the SLBFE.

7.3 The SLBFE reserves the right to terminate this Agreement with immediate effect in the event of misconduct, negligence, breach of confidentiality, or unsatisfactory performance.

7.4 The Legal Counsels shall return the brief with immediate effect upon the transmination or expiring of this Agreement.

8. INDEMNITY

The Legal Counsels shall be responsible for any loss or damage caused to the SLBFE due to proven negligence, misconduct, or breach of professional duty.

9. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the Democratic Socialist Republic of Sri Lanka.

10. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the Parties and supersedes all prior discussions, representations, or agreements.

IN WITNESS WHEREOF, the Parties hereto have set their hands on the date first above written.

For and on behalf of Sri Lanka Bureau of Foreign Employment

Name: _____ Designation: _____ Signature: _____
Date: _____

Legal Advisor

Name: _____ Signature: _____ Date: _____

Witness 1: Name: _____ Signature: _____

Witness 2: Name: _____ Signature: _____