



PROCUREMENT NOTICE

DEPARTMENT OF GOVERNMENT PRINTING

INVITATION FOR BIDS (IFB)

Provision of Cleaning Services at the Department of Government Printing (DGP)

Bidding documents will be issued from 29th March 2022, under the National Competitive Bidding (NCB) procedure, for a period of one (01) year (2022/2023) only to the recognized, eligible bidders, having fulfilled following requirements, to run and maintain the cleaning services, relevant to proposed venues at the premises of the Department of Government Printing, at No. 118, Dr. Danister de Silva Mawatha, Colombo 08.

Basic qualifications required are as follows:

1. Should have been registered for the above service under the Business Names Registration Ordinance.
2. Should have a minimum of previous 03 years experience in providing cleaning services, to the Govt. Ministries, Departments and reputed institutions and should have been already providing such services to those institutions, at present also (on-going). (N.B.: Certified photocopies of the relevant certificates for qualifications for Nos. 1 and 2 above should be sent attached to the bids.)

Name of the Procurement - Conducting Cleaning Service at the Department of Government Printing.

Closing date of Bids - 12.04.2022

Contract No. - DGP/OS/04/Clean.S./2022-2023

Opening of Bids - at 2.00 p.m. on 12.04.2022

3. Bidding documents could be obtained only by interested bidders up to 2.00 p.m. on the previous day of closing date of bids on submission of a written request on a business letterhead at the Supplier from 9.00 a.m. to 3.00 p.m. on working days of the week from the Other Supplies Division of the Department of Government Printing, upon payment of a non-refundable fee of Rs. 2,500.00, made to the Government Printer, in valid Sri Lankan currency and on production of the receipt thus obtained.
4. Procurement documents could be inspected free of charge, at the Other Supplies Division of the Department from 10.00 a.m. to 3.00 p.m. on working days from 29.03.2022 to 11.04.2022.
5. Duly perfected sealed bids should either be sent by Registered Post to the following address or deposited in the Procurement Box (Bid Box) kept at the Other Supplies Division of the Department to receive on or before the closing time and date. The caption to the effect "Quotations for Cleaning Services at the Department of Government Printing - 2022/2023" should be clearly indicated on the top left-hand corner of the envelope enclosing bids.
6. Invitation for bids will be closed at 2.00 p.m. on 12.04.2022 and bids will be opened at the same time.
7. Pre-bid meeting will be held at 10.00 a.m. on 04.04.2022 at the Auditorium of the Department.
8. Further details could be obtained from the Other Supplies Division of the following address from 8.30 a.m. to 3.30 p.m. on working days of the week.

**Chairman,
Department Procurement Committee**

**Department of Government Printing,
No. 118, Dr. Danister de Silva Mawatha,
Colombo 08.**

Telephone : 0112-673311

Fax : 0112-698653

Website : www.documents.gov.lk

Email : othersupplydgp@gmail.com

29.03.2022