



PROCUREMENT NOTICE

Department of Government Printing

N-05

Contract No. DGP/OS/04/Clean.s/2023-2024

OBTAINING CLEANING SERVICES

Bids are invited under National Competitive Bidding Procedure for a period of one year (2023 / 2024) only from reputed suppliers who have fulfilled undermentioned requirements for maintaining the cleaning services relevant to the proposed places in the premises of Department of Government Printing at No. 118, Dr. Danister de Silva Mawatha, Colombo 08.

Basic requirements that should be fulfilled are as follows:

1. Should have been registered for the above service under the Business Names Registration Ordinance.
2. Should have experience in the provision of Cleaning Services to the Government Ministries, Departments and reputed institutions at least in the preceding three (03) years.
(**Note** – Certified photo copies of relevant certificates showing the qualifications mentioned in 1, 2 above should be attached to the application and submitted.)
3. A written request addressed to the Government Printer of the Department of Government Printing should be submitted to obtain bid documents. Bid documents may be obtained from the Other Supplies Division of the Department of Government Printing at the address given below between 9.00 a.m. and 3.00 p.m. on working hours of the week from 10.05.2023 until 30.05.2023 on submission of the receipt obtained from the Shroff of the Department of Government Printing upon payment of the nonrefundable fee of Rs. 2,500.00 after submission of the above letter of request and the bid documents may be inspected free of charge.
4. Bidder should submit a bid security / bank guarantee with the bid to the value of Rs. 100,000.00 drawn in favour of the “Government Printer” of the Department of Government Printing issued by a commercial bank registered with the Central Bank of Sri Lanka or the said amount may be paid to the Shroff Counter of the Accounts Division of the Department of Government Printing and the receipt obtained should be submitted with the bid.
5. Duly perfected bids should be inserted in an envelope and may either be sent by registered post or deposited in the Procurement Box in the Other Supplies Division of the Department to receive before 2.00 p.m. on 31.05.2023. The caption “Bids for the Provision of Cleaning Services to the Department of Government Printing – 2023/2024” should be mentioned on the top left corner of the envelope containing the bid. Bids will be closed at **2.00 p.m.** on **31.05.2023** and will be opened immediately thereafter. Bidder or his representative may be present at the time of opening of bids.
6. Pre-bid meeting will be held at **10.00 a.m.** on **24.05.2023** at the Auditorium of the Department.
7. Further details may be obtained from the Other Supplies Division of this office at the address given below between 8.30 a.m. and 3.30 p.m. on working days of the week.

Chairman

Departmental Procurement Committee

Department of Government Printing

No. 118, Dr. Danister de Silva Mawatha, Colombo 08

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Email : othersupplydgp@gmail.com

10.05.2023