

## **Section I. Instructions to Bidders**

### **A. General**

- |  |   |
|--|---|
| <b>1. Scope of Bid</b>                               | <p>1.1 The Employer, as defined in the Bidding Data, invites bids for the Services, as described in the Appendix A to the Contract. The name and identification number of the Contract is provided in the Bidding Data.</p> <p>1.2 The successful Bidder will be expected to complete the performance of the Services by the Intended Completion Date provided in the Bidding Data.</p>   |
| <b>2. Qualification and Experience of the Bidder</b> | <p>2.1 All bidders shall provide in Section III, Forms of Bid and Qualification and Experience Information, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.</p> <p>2.2 If stated in the Bidding Data, all bidders shall include the following information and documents with their bids in Section III:</p> <ul style="list-style-type: none"><li>(a) List of Services performed for each of the last five years;</li><li>(c) Experience in Services of a similar nature for each of the last three years, and details of Services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts;</li><li>(d) Work plan and methodology</li><li>(e) list of major items of equipment proposed to carry out the Contract;</li><li>(f) qualifications and experience of key staff proposed for the Contract;</li><li>(g) any other if listed in the Bidding Data.</li></ul> |
| <b>3. Cost of Bidding</b>                            | <p>3.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Employer will in no case be responsible or liable for those costs.</p>  |
| <b>4. Site Visit</b>                                 | <p>7.1 The Bidder, at the Bidder's own responsibility and risk, is encouraged to visit and examine the Site of required Services and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the Services. The costs of visiting the Site shall be at the Bidder's own expense.</p>  |

## **B. Bidding Documents**

- 5. Content of Bidding Documents**
- 5.1 The set of bidding documents comprises the documents listed below:
- | <b>Volume 1</b> |                         |
|-----------------|-------------------------|
| Section I.      | Instructions to Bidders |
| Section IV      | Conditions of Contract  |
| Section VII     | Forms of Securities     |
- 
- | <b>Volume II</b>   |  |
|--------------------|--|
| Invitation for Bid |  |
| Section II         | Bidding Data                               |
| Section III        | Forms of Bid and Qualification Information |
| Section V          | Contract Data                              |
| Section VI         | Employer's Requirements                    |
| Section VII        | Activity Schedule                          |
- 6. Clarification of Bidding Documents**
- 6.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Employer in writing at the Employer's address indicated in the invitation to bid.

## **C. Preparation of Bids**

- 7. Language of Bid**
- 7.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Employer shall be written in English Language.
- 8. Documents Comprising the Bid**
- 8.1 The Bidder shall submit the Bid under two separately sealed envelopes as follows:
- (a) The first envelope shall be clearly marked "**ENVELOPE 1 – QUALIFICATION AND EXPERIENCE INFORMATION**"; and
  - (b) The second envelope shall be clearly marked "**ENVELOPE 2 – FINANCIAL BID**" and warning "**DO NOT OPEN, EXCEPT IN THE PRESENCE OF THE BIDDERS**".
- 8.2 The Envelope 1, marked as "**QUALIFICATION AND EXPERIENCE INFORMATION**" shall include the originals of the following:
- (i) Volume 1 of the Bidding Document
  - (ii) Bid security if requested;
  - (iii) Duly filled 'A' Schedules, "Qualification and Experience Information";
  - (iv) Other information listed in Bidding Data; and
  - (v) Any other information, bidder may wish to include

8.3 The Envelope 2, marked a “**ORIGINAL OF FINANCIAL BID**” shall include the originals of the following:

- (i) Duly filled and signed Price Bid Submission Form;
- (ii) Duly filled Activity Schedules

8.4 The two covers shall then be sealed in an outer Envelope All inner and outer envelopes/covers shall:

- (a) be addressed to the Employer at the address provided in the Bidding Data;
- (b) bear the name and identification number of the Contract as defined in Bidding Data; and

**9. Bid Prices** 9.1 The Contract shall be for the Services, as described in the Employer’s Requirements, Section VI, based on the priced Activity Schedule submitted by the Bidder.

9.2 The Bidder shall fill in rates and prices for all items of the Services described in the in Employer’s Requirements, Section VI and listed in the Activity Schedule, Section VIII. Items for which no rate or price is entered by the Bidder will not be paid for by the Employer when executed and shall be deemed covered by the other rates and prices in the Activity Schedule.

9.3 All duties, taxes, and other levies payable by the Service Provider under the Contract, or for any other cause, as of the date 28 days prior to the deadline for submission of bids, shall be included in the total Bid price submitted by the Bidder. However VAT shall be included separately.

**10. Currency of Bid and Payment** 10.1 The lump sum price shall be quoted by the Bidder shall be in Sri Lanka Rupees.

**11. Bid Validity** 11.1 Bids shall remain valid for the period specified in the Bidding Data.

11.2 In exceptional circumstances, the Employer may request that the bidders extend the period of validity for a specified additional period. The request and the bidders’ responses shall be made in writing. A Bidder may refuse the request without forfeiting the Bid Security (if submitted). A Bidder agreeing to the request will not be required or permitted to otherwise modify the Bid, but will be required to extend the validity of Bid Security (if submitted) for the period of the extension, and in compliance with Clause 12 in all respects.

**12. Bid Security** 12.1 If indicated in the Bidding Data, the Bidder shall furnish, as part of the Bid, a Bid Security, in the amount specified in the Bidding Data and valid till the date specified in the Bidding Data.

12.2 If a Bid Security is requested under sub-clause 12.1 above, any bid not accompanied by an acceptable Bid Security shall be rejected by the Employer.

- 12.3 The Bid Security of unsuccessful bidders will be returned within 28 days of the end of the Bid validity period specified in Sub-Clause 12.1.
- 12.4 The Bid Security of the successful Bidder will be discharged when the Bidder has signed the Agreement and furnished the required Performance Security (if required).
- 12.5 The Bid Security may be forfeited:
  - (a) if the Bidder withdraws the Bid after Bid opening during the period of Bid validity;
  - (b) if the Bidder does not accept the correction of the Bid price, pursuant to Clause 22; or
  - (c) in the case of a successful Bidder, if the Bidder fails within the specified time limit to:
    - (i) sign the Contract; or
    - (ii) furnish the required Performance Security (if required).

**13. Format and Signing of Bid**

- 13.1 The Bidder shall prepare one original of the documents comprising the Bid as described in Clause 8 of these Instructions to Bidders.
- 13.2 The original of the Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder. All pages of the Bid where entries or amendments have been made shall be initialed by the person or persons signing the Bid.
- 13.3 The Bid shall contain no alterations or additions, except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

**D. Submission of Bids**

**14. Sealing and Marking of Bids**

- 14.1 The outer envelope prepared in accordance with sub-clause 8.4 shall:
  - (a) be addressed to the Employer at the address provided in the Bidding Data;
  - (b) bear the name and identification number of the Contract as defined in the Bidding Data; and
  - (c) provide a warning not to open before the specified time and date for Bid opening as defined in the Bidding Data.
- 14.2 In addition to the identification required in Sub-Clause 14.2, the envelopes shall indicate the name and address of the Bidder to enable the Bid to be returned unopened if required..

- 14.3 If the envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the Bid.
- 15. Deadline for Submission of Bids**
- 15.1 Bids shall be delivered to the Employer at the address specified above no later than the time and date specified in the Bidding Data.
- 15.2 Employer may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Parties previously subject to the original deadline will then be subject to the new deadline.
- 16. Late Bids**
- 16.1 Any Bid received by the Employer after the deadline prescribed in Clause 15 will be returned unopened to the Bidder.

### **E. Bid Opening and Evaluation**

- 17. Bid Opening**
- 17.1 The Employer will open the envelope marked, 'Envelope 1 – Qualification and Experience', in the presence of Bidders' designated representatives who choose to attend, at the time, date, and location stipulated in the Invitation to Bid. The Bidders' representatives who are present shall confirm their attendance by signing the attendance sheet.
- 17.2 The Bidders' names, the presence (or absence) of Bid security, the presence (or absence) of the Financial Bid and any such other details as the Employer may consider appropriate, will be announced by the Employer at the opening.
- 17.2 The envelopes marked 'Envelope 2 – Financial Bid' will be opened after the completing the evaluation of envelope marked 'Envelope 1 – Quality and Experience', in the manner described in Sub-Clause 21.2.
- 18. Clarification of Bids**
- 18.1 To assist in the examination, evaluation, and comparison of bids, the Employer may, at the Employer's discretion, request any Bidder for clarification of the Bidder's Bid, including breakdowns of the prices in the Activity Schedule, and other information that the Employer may require. The request for clarification and the response shall be in writing, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the bids in accordance with Clause 22.
- 19. Examination of Bids and Determination of Responsiveness**
- 19.1 Prior to the detailed evaluation of bids, using the information provided in Envelope 1, , the Employer will determine whether each Bid (a) is accompanied by the required securities (if requested); and (bc) is substantially responsive to the requirements of the bidding documents.
- 19.2 A substantially responsive Bid is one which conforms to all the terms, conditions, and Employer's Requirements of the bidding documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the Services; (b) which limits in any substantial way, inconsistent with the bidding documents, the Employer's rights or

the Bidder's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.

- 19.3 If a Bid is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

**20  
Evaluation of  
Qualification  
and Experience**

- 20.1 The Employer will evaluate and compare only the Bids determined to be substantially responsive in accordance with Clause 19.
- 20.2 A two-stage procedure will be adopted in detailed evaluation of substantial responsive Bids.. The evaluation of qualifications and experience will be completed prior to any financial bid being opened. The Employer evaluates the Envelope 1 – Qualification and Experience on the basis of their responsiveness to the Employer's Requirements, applying the evaluation criteria, and point system specified in Sub-Clause 20.3.
- 20.3 During the evaluation of Envelope 1 for qualification and experience, the Employer will determine whether the Bidders are qualified and whether work plan and methodology are substantially responsive to the requirements set forth in the Bidding Document. In order to reach such a determination, the Employer will examine the information supplied by the Bidders, and other requirements in the Bidding Document, taking into account the factors and point system outlined in the Bidding Data.:
- 20.4 Each substantial responsive bid will be given a score as described under sub-clause 20.3. A Bid shall be rejected at this stage if it does not respond to important aspects of the Employer's Requirements or if it fails to achieve an overall minimum of **70** points together with the minimum given against each criterion.

**21 Evaluation  
of Financial  
Bid**

- 21.1 After the evaluation of Envelope 1 is completed, the Employer shall notify those Bidders whose qualification and experience did not meet the minimum qualifying marks or were considered nonresponsive to the Employer's Requirements, indicating that their envelope marked 'Envelope 2 – Financial Bid' will be returned unopened after completing the selection process. The Employer shall simultaneously notify the Bidders that have secured the minimum qualifying marks, indicating the date and time set for opening the envelope marked 'Envelope 2 - Financial Bid'. The notification may be sent by registered letter, or facsimile,.
- 21.2 The Envelope 2 shall be opened publicly in the presence of the Bidders' representatives who choose to attend. The name of the bidder, the Bid prices together with any discounts offered shall be read aloud and recorded when the envelopes marked 'Envelope 2 – Financial Bid' are opened
- 21.3 Before evaluating the Financial Bid, the Employer will determine whether the Bid is signed properly. If the Bid is not signed properly it will be rejected at this stage.

- 21.4 In evaluating the Financial Bid, the Employer will determine for each Bid the Evaluated Bid Price by adjusting the Bid Price as follows:
- a) excluding Provisional Sums and the provision, if any;
  - b) correcting the arithmetical errors in-pursuant to Clause 22.
  - c) making an appropriate adjustment on sound technical and/or financial grounds for any other quantifiable acceptable variations, deviations or alternative offers.
  - d) applying any discounts offered by the Bidder.
- 21.5 The Employer reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, alternative offers, and other factors that are in excess of the requirements of the Bidding document shall not be taken into account in Bid evaluation.
- 22. Correction of Errors**
- 22.1 Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Arithmetical errors will be rectified by the Employer on the following basis: if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail.
- 22.2 The amount stated in the Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited in accordance with Sub-Clause 12.5.

## **F. Award of Contract**

- 23. Award Criteria**
- 23.1 Subject to Clause 24, the Employer will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated Bid price.
- 24. Employer's Right to Accept any Bid and to Reject any or all Bids**
- 24.1 Notwithstanding Clause 23, the Employer reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Employer's action.
- 25. Notification of Award and Signing of Agreement**
- 25.1 The Bidder whose Bid has been accepted will be notified in writing, of the award by the Employer prior to expiration of the Bid validity period. This letter (hereinafter and in the Conditions of Contract called the "Letter of Acceptance") will state the sum that the Employer will pay the Service Provider in consideration of the Services provided by the Service provider

as prescribed by the Contract (hereinafter and in the Contract called the “Contract Price”).

25.2 The notification of award will constitute the formation of the Contract.

25.3 The Contract, in the form provided in the bidding documents, will incorporate all agreements between the Employer and the successful Bidder.

**26.  
Performance  
Security**

26.1 If requested in the Bidding Data, within 14 days after receipt of the Letter of Acceptance, the successful Bidder shall deliver to the Employer a Performance Security in the amount and in the form (Bank Guarantee and/or Performance Bond) stipulated in the Bidding Data, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the General Conditions of Contract.

**27.  
Advance  
Payment and  
Security**

27.1 The Employer will provide an Advance Payment not exceeding 20% of the Contract Price subject to the Service Provider submitting a guarantee acceptable to the Employer..



## Section II - Bidding Data

(1.1)	<p>The Employer is Secretary, Ministry of Environment</p> <p>The name of the Contract is Selection of Symposium Organizer for Conducting National AFOLU Symposium</p>
(1.2)	<p>The Intended Completion date is the 14<sup>th</sup> day with effect from the date of symposium conducted.</p>
(2.2)	<p>The information required from bidders in Sub-Clause 2.2 is:</p> <ul style="list-style-type: none"> <li>a. List of Services performed for each of the last five years with at least 05 client reference</li> <li>b. Experience in Services of a similar nature for each of the last 05 years, and details of Services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts;</li> <li>c. Work plan and methodology;</li> <li>d. Qualifications and experience of key staff proposed for the Contract;</li> <li>e. Audited accounts of last three years</li> <li>f. Copy of VAT Registration Certificate (if VAT claim)</li> <li>g. Copy of Business Registration</li> <li>h. Original cash receipt of non-refundable fee of Rs. 1000/- issued by the Shroff at the 1<sup>st</sup> Floor, Finance Division of Ministry of Environment.</li> </ul>
(8.4)	<p>The address for submission of Bids is:</p> <p style="padding-left: 40px;">Secretary Ministry of Environment, “Sobadam Piyasa” No.416/C/1, Robert Gunawardana Mawatha, Battaramulla.</p>
(11.1)	<p>The period of Bid validity shall be 77 days with effect from the closing date of bid submission.</p>
(12.1)	<p>The amount of Bid Security shall be LKR. 120,000/=</p> <p>Bid Security should be obtained from any commercial bank approved by the Central Bank of Sri Lanka, which is operating in Sri Lanka. It should be valid for 105 days with effect from the closing date of the bid. Bank Guarantee shall be irrevocable and unconditional, and shall be encashable upon the first written request by the PE.</p>
(14.2)	<p>The Employer’s address for the purpose of Bid submission is</p> <p style="padding-left: 40px;">Climate Change Secretariat, 6<sup>th</sup> Floor, Ministry of Environment, “Sobadam Piyasa” No.416/C/1, Robert Gunawardana Mawatha, Battaramulla.</p> <p>For identification of the bid the envelopes should indicate Contract name as</p>

	<b>”Selection of Symposium Organizer for Conducting National AFOLU Symposium for organizing National AFOLU Symposium”</b>		
(15.1)	1. The deadline for submission of bids shall be at 2.30 p.m. on or before 23rd September, 2025. Duly completed bids with a copy must be placed in the Tender Box kept in the address below or to be reached to the below address by registered post on or before 2.30 p.m. on 23 <sup>rd</sup> September, 2025. The name of the bid should be indicated in the top left corner of the envelope.		
(17.1)	<p>Bids will be opened at immediately after the closing of tender box. (via at 2.35 p.m. on 23<sup>rd</sup> September, 2025 at the following address;</p> <p>Climate Change Secretariat, 6<sup>th</sup> Floor, Ministry of Environment, “Sobadam Piyasa” No.416/C/1, Robert Gunawardana Mawatha, Battaramulla.</p>		
(20.3)	Criteria for Evaluation of Qualification and Experience		
	<b>Criteria</b>	<b>Maximum Points</b>	<b>Minimum Required Points</b>
	a. Experience in similar assignments	45	30
	b. Work plan and Methodology	20	10
	c. Key Staff	15	12
	d. Client Reference	05	05
	e. Financial capability	05	05
	f. Presentation	10	8
	<b>Total</b>	<b>100</b>	<b>70</b>
	<b>Experience in similar assignments:</b> The determination will take into account the Bidder’s involvement in the similar assignments in the recent past.		
	<b>Work plan and Methodology:</b> The determination will take into account the bidder’s proposed approach including the allocation of necessary resources in providing the services.		
	<b>Key Staff:</b> Only the Key staff proposed by the bidder will be evaluated		
	<b>Client ’s Reference:</b> The references made by previous clients about the quality of the Services provided by the bidder will be evaluated.		

	<p><b>Financial Capability</b></p> <p>Minimum Annual Turn Over should be LKR 10Mn. per year. Average Turn Over for the period of last 05 years should be at least LKR 12Mn.</p>
	<p><b>Presentation</b></p> <p>Bidders who are only qualified from preliminary evaluation of technical proposal and scored at least 62 marks for the evaluation criteria “a to e” will be called for presentation.</p>
(26.0)	<p>The Performance Security acceptable to the Employer shall be an unconditional form of guarantee to an amount equal to 5% of the Contract Price.</p>

### Section III. Form of Bid, Qualification Information, Letter of Acceptance, and Contract

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#### Form of Bid

[date]

To: [name and address of Employer]

Having examined the bidding documents, we offer to provide the Services [name and identification number of Contract] in accordance with the Conditions of Contract, Employer's Requirements and activity schedule accompanying this Bid for the Contract Price of [amount in numbers], [amount in words] or any other sum derived in accordance with the said documents.

This Bid and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Bid you receive.

We hereby confirm that this Bid complies with the Bid validity required by the bidding documents and specified in the Bidding Data.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

## Qualification Information

Schedule A –Experience in Similar Assignments in last 05 years				
Period	Employer	Description of Works	Amount	Contractor's Responsibility (%)
		Total		

Signature of the Bidder

Name:

Date

Stamp

Schedule B – Work Plan and Methodology  
(Maximum 05 pages)

Should response to all the  
requirements given in the  
Employer's Requirements,

Signature of the Bidder

Name:

Date

Stamp

Schedule C – Key Staff		
Name	Position	Task

Signature of the Bidder

Name:

Date

Stamp

Schedule D – Client’s Reference
<p>ATTACH THE CERTIFICATES GIVEN BY THE CLIENT’S, MAKING REFERENCES ON THE SERVICES EXECUTED BY BIDDER</p>

Schedule E – Annual Turn-over Information (Last five years)		
Year	Turn-over	Remarks
1		Attach audited reports
2		
3		
4		
5		

Signature of the Bidder

Name:

Date

Stamp



## Form of Contract

This CONTRACT (hereinafter called the “Contract”) is made the *[day]* day of the month of *[month]*, *[year]*, between, on the one hand, *[name of Employer]* (hereinafter called the “Employer”) and, on the other hand, *[name of Service Provider]* (hereinafter called the “Service Provider”).

### WHEREAS

- (a) the Employer has requested the Service Provider to provide certain Services as defined in the Conditions of Contract and Contract Data attached to this Contract (hereinafter called the “Services”);
- (b) the Service Provider, having represented to the Employer that they have the required skills, and personnel and resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of.....;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

- (a) The Conditions of Contract;
- (b) The Contract Data;
- (c) The Form of Bid
- (d) The Priced Activity Schedule
- (e) The Employer’s Requirements
- (f) The following Appendices: [**Note:** *If any of these Appendices are not used, the words “Not Used” should be inserted below next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.*]
  - Appendix A: Description of the Services
  - Appendix B: Schedule of Payments
  - Appendix C: Key Personnel
  - Appendix D: Breakdown of Contract Price
  - Appendix E: Services and Facilities Provided by the Employer

2. The mutual rights and obligations of the Employer and the Service Provider shall be as set forth in the Contract, in particular:

- (a) The Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
- (b) the Employer shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *[name of Employer]*

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*[Authorized Representative]*

For and on behalf of *[name of Service Provider]*

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*[Authorized Representative]*

## **Section IV. Conditions of Contract**

### **1. General Provisions**

#### **1.1 Definitions**

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) “Activity Schedule” is the priced and completed list of items of Services to be performed by the Service Provider forming part of his Bid;
- (d) “Completion Date” means the date of completion of the Services by the Service Provider as certified by the Employer
- (c) “Contract” means the Contract signed by the Parties, to which these Conditions of Contract (CC) are attached, together with all the documents listed in Clause 1 of such signed Contract;
- (d) “Contract Price” means the price to be paid for the performance of the Services, in accordance with Clause 6;
- (e) “Employer” means the party who employs the Service Provider
- (f) “Party” means the Employer or the Service Provider, as the case may be, and “Parties” means both of them;
- (g) “Personnel” means persons hired by the Service Provider as employees and assigned to the performance of the Services or any part thereof;
- (h) “Service Provider” is a person or corporate body whose Bid to provide the Services has been accepted by the Employer;
- (i) “Service Provider’s Bid” means the completed bidding document submitted by the Service Provider to the Employer
- (j) “Employer’s Requirements” means the Employer’s Requirements of the service included in the bidding document submitted by the Service Provider to the Employer
- (k) “Services” means the work to be performed by the Service Provider pursuant to this Contract, as described in Appendix A; and in the Employer’s Requirements and Schedule of Activities included in the Service Provider’s Bid.

#### **1.2 Applicable Law**

The Contract shall be interpreted in accordance with the laws of the Socialist Democratic Republic of Sri Lanka.

- 1.3 Language** This Contract has been executed in English Language
- 1.4 Notices** Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, to such Party at the address specified in the Contract Data.
- 1.5 Location** The Services shall be performed at such locations as are specified in Appendix A, in the Employer's Requirements and, where the location of a particular task is not so specified, at such locations, as the Employer may approve.
- 1.6 Authorized Representatives** Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Employer or the Service Provider may be taken or executed by the officials specified in the Contract Data.

## **2. Commencement, Completion, Modification, and Termination of Contract**

- 2.1 Effectiveness of Contract** This Contract shall come into effect on the date the Contract is signed by either parties or such other later date as may be stated in the Contract Data.
- 2.2 Starting Date** The Service Provider shall start carrying out the Services seven (07) days after the date the Contract becomes effective, or at such other date as may be specified in the Contract Data.
- 2.3 Intended Completion Date** Unless terminated earlier pursuant to Clause 2.6, the Service Provider shall complete the activities by the Intended Completion Date, as is specified in the Contract Data. If the Service Provider does not complete the activities by the Intended Completion Date, it shall be liable to pay liquidated damage as per Sub-Clause 3.8. In this case, the Completion Date will be the date of completion of all activities.
- 2.5 Force Majeure**
- 2.5.1 Definition** For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.
- 2.5.2 No Breach of Contract** The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

**2.5.3 Extension of Time** Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

**2.5.4 Payments** During the period of their inability to perform the Services as a result of an event of Force Majeure, the Service Provider shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

## **2.6 Termination**

**2.6.1 By the Employer** The Employer may terminate this Contract, by not less than thirty (14) days' written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause 2.6.1 and sixty (28) days' in the case of the event referred to in (f):

- (a) if the Service Providers do not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the Employer may have subsequently approved in writing;
- (b) if the Service Provider become insolvent or bankrupt;
- (c) if, as the result of Force Majeure, the Service Provider/s are unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- (d) if the Service Provider does not maintain a Performance Security in accordance with Clause 3.9;
- (e) if the Service Provider has delayed the completion of the Services by the number of days for which the maximum amount of liquidated damages can be paid in accordance with Sub-Clause 3.8.1 and the Contract Data.;
- (f) if the Employer, in its sole discretion, decides to terminate this Contract.

**2.6.2 By the Service Provider** The Service Provider may terminate this Contract, by not less than thirty (30) days' written notice to the Employer, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Clause 2.6.2:

- (a) if the Employer fails to pay any monies due to the Service Provider pursuant to this Contract and not subject to dispute pursuant to Clause 7 within forty-two (42) days after receiving written notice from the Service Provider that such payment is overdue; or

- (b) if, as the result of Force Majeure, the Service Providers are unable to perform a material portion of the Services for a period of not less than fifty six (56) days.

**2.6.3 Payment upon Termination** Upon termination of this Contract pursuant to Clauses 2.6.1 or 2.6.2, the Employer shall make the following payments to the Service Provider:

- (a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to paragraphs (a), (b), (d), (e) of Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract.

### **3. Obligations of the Service Provider**

#### **3.1 General**

The Service Providers shall perform the Services in accordance with the Employer's Requirements and the Activity Schedule, and carry out their obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Service Providers shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Employer, and shall at all times support and safeguard the Employer's legitimate interests in any dealings with Subcontractors or third parties.

#### **3.3 Confidentiality**

The Service Providers, their Subcontractors, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Employer's business or operations without the prior written consent of the Employer.

#### **3.5 Service Providers' Actions Requiring Employer's Prior Approval**

The Service Providers shall obtain the Employer's prior approval in writing before taking any of the following actions:

- (a) entering into a subcontract for the performance of any part of the Services,
- (b) appointing such members of the Personnel not listed by name in Appendix C ("Key Personnel and Subcontractors"),
- (c) changing the Program of activities; and
- (d) any other action that may be specified in the Contract Data.

#### **3.6 Reporting Obligations**

The Service Providers shall submit to the Employer the reports and documents specified in Appendix B in the form, in the numbers, and within the periods set forth in the said Appendix.

- 3.7 Documents Prepared by the Service Providers to Be the Property of the Employer** All plans, drawings, Employer's Requirements, designs, reports, and other documents and software submitted by the Service Providers in accordance with Clause 3.6 shall become and remain the property of the Employer, and the Service Providers shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Employer, together with a detailed inventory thereof. The Service Providers may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the Contract Data.
- 3.8 Liquidated Damages**
- 3.8.1 Payments of Liquidated Damages** The Service Provider shall pay liquidated damages to the Employer at the rate per day stated in the Contract Data for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the Contract Data. The Employer may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's liabilities.
- 3.8.2 Correction for Overpayment** If the Intended Completion Date is extended after liquidated damages have been paid, the Employer shall correct any overpayment of liquidated damages by the Service Provider by adjusting the next payment certificate. The Service Provider shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in Clause 6.5
- 3.9 Performance Security** The Service Provider shall provide the Performance Security to the Employer no later than the date specified in the Letter of acceptance. The Performance Security shall be issued in an amount and form and by a bank or surety acceptable to the Employer. The performance Security shall be valid until a date 28 days from the Completion Date of the Contract.

#### **4. Service Provider's Personnel**

- 4.1 Description of Personnel** The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider's Key Personnel are described in Appendix C. The Key Personnel and Subcontractors listed by title as well as by name in Appendix C are hereby approved by the Employer.
- 4.2 Removal and/or Replacement of Personnel**
- (a) Except as the Employer may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as a replacement a person of equivalent or better qualifications.
- (b) If the Employer finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a

criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at the Employer's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Employer.

- (c) The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

## **5. Obligations of the Employer**

- |   |   |
|---|---|
| <b>5.1 Assistance and Exemptions</b>    | The Employer shall use its best efforts to ensure that the Government shall provide the Service Provider such assistance and exemptions as specified in the SCC.  |
| <b>5.2 Change in the Applicable Law</b> | If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provider, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Clauses 6.2 (a) or (b), as the case may be. |
| <b>5.3 Services and Facilities</b>      | The Employer shall make available to the Service Provider the Services and Facilities listed under Appendix F.  |

## **6. Payments to the Service Provider**

- |  |   |
|--|---|
| <b>6.1 Lump-Sum Remuneration</b>   | The Service Provider's remuneration shall not exceed the Contract Price and shall be a fixed lump-sum including all Subcontractors' costs, and all other costs incurred by the Service Providers in carrying out the Services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments in accordance with Clauses 2.4 and 6.3 . |
| <b>6.2 Contract Price</b>  | The Contract Price is set forth in the Contract Data.   |
| <b>6.3 Payment for Additional Services, and Performance Incentive Compensation</b> | 6.3.1 For the purpose of determining the remuneration due for additional Services as may be agreed under Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D.   |
| <b>6.4 Terms and Conditions of Payment</b>   | Payments will be made to the Service Provider and according to the payment schedule stated in the Contract Data. Unless otherwise stated in, the Contract Data, first payment shall be made against the provision by the Service Provider of a bank guarantee for the same amount, and shall be valid for the period stated in the Contract Data. Any other payment shall be made after   |

the conditions listed in the SCC for such payment have been met, and the Service Provider have submitted an invoice to the Employer specifying the amount due.

**6.5 Interest on Delayed Payments**

If the Employer has delayed payments beyond fifteen (28) days after the due date stated in the Contract Data, interest shall be paid to the Service Provider for each day of delay at the rate stated in the Contract Data.

## **7. Quality Control**

**7.1 Identifying Defects**

The Employer shall check the Service Provider's performance and notify him of any Defects that are found. Such checking shall not affect the Service Provider's responsibilities.

**7.2 Correction of Defects, and Lack of Performance Penalty**

- (a) The Employer shall give notice to the Service Provider of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.
- (b) Every time notice a Defect is given, the Service Provider shall correct the notified Defect within the length of time specified by the Employer's notice.
- (c) If the Service Provider has not corrected a Defect within the time specified in the Employer's notice, the Employer will assess the cost of having the Defect corrected, the Service Provider will pay this amount, and a Penalty for Lack of Performance calculated as described in clause 3.8.

## **8. Settlement of Disputes**

**8.1 Amicable Settlement**

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

**8.2 Dispute Settlement**

- 8.2.1 Any dispute arises between the Employer and the Service Provider in connection with, or arising out of, the Contract or the provision of the Services, whether during carrying out the Services or after their completion, which was not settled amicably in as with sub clause 8.2.1 above, shall be finally settled by arbitration in accordance with Arbitration Act No 11 of 1995.
- 8.2.2 The arbitral tribunal shall consist of a sole arbitrator, who shall be appointed in the manner provided under sub clause 8.2.3.
- 8.2.3 The Party desiring arbitration shall nominate three arbitrators out of which one to be selected by the other Party within 21 Days of the receipt of such nomination. If the other Party does not select one to serve as Arbitrator within the stipulated period, then the Arbitrator shall be appointed in accordance with Arbitration Act No 11 of 1995, or any other amendments thereof.



## Section V. Contract Data

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1(e)	The contract name is Selection of Symposium Organizer for Conducting National AFOLU Symposium.
1.1(h)	The Employer is Secretary, Ministry of Environment.
1.1(m)	Not applicable
1.1(p)	The Service Provider is [ insert name]
1.4	<p>The addresses are:  Employer:  Attention: Leel Randeni  Director (Climate Change)</p> <p>Tele No.: 0112034192 Fax No: 0112879978  e-mail: dircc@env.gov.lk</p> <p>Service Provider:  Attention :Name.....  Capacity.....  Tele No.:  e-mail:</p>
1.6	<p>The Authorized Representatives are:  For the Employer:</p> <p>Leel Randeni  Director (Climate Change)  Tele No.: 0112034192 Fax No: 0112879978  e-mail: dircc@env.gov.lk</p> <p>For the Service Provider:  Name.....  Capacity.....  Tel:  E-mail:</p>
2.1	The date on which this Contract shall come into effect is the date of signing the agreement
2.2.1	The Starting date for the commencement of Services is the date of signing the agreement

2.3	The Intended Completion Date is the 14 <sup>th</sup> day with effect from the date of symposium conducted.
3.5. (d)	Not applicable
3.8.	The liquidated damages rate is 0.005% of Contract price per day. The maximum amount of liquidated damages for the whole contract is 5% of the final Contract Price without taxes.
5.1	Any assistance or exemptions that the Employer may provide under Clause 5.1. i. Specifications for gift items/tokens/profile Video/banners will be provided.
6.2. (a)	The amount is [insert amount].
6.4.	<p>Schedule of Payment:</p> <p><b><u>6.4.1 For Symposium Organizer</u></b></p> <p>a. An advance payment of 30% of the contract price shall be paid within 14 days against the submission of a bank guarantee for the same.</p> <p>b. Payments on contract shall be made 02 installments in according to the following schedule:</p> <ul style="list-style-type: none"> <li>• 70% from the contract price will be made after successful completion of the symposium.</li> <li>• 30% after handing over the post-event deliverables successfully,</li> </ul> <p><b><u>6.4.2. For procurement of goods/hall charges and refreshment</u></b></p> <p>Actual cost will be paid to the relevant suppliers/service providers After successfully completion of the each activity on receipt of the Invoices.</p> <p><b><u>6.4.3 The advance payment</u></b></p> <p>The advance payment will be fully set off from the 1<sup>st</sup> installment and the advance bank guarantee shall be released after the fully set off the advance payment.</p>
6.5.	Payment shall be made within 21 days of receipt of the invoices and the relevant documents specified in Clause 6.4. The interest rate is not applicable.

## **Section VI**

### **Employer's Requirement**

#### **1. Background**

The Climate Change Secretariat (CCS) of the Ministry of Environment (MOE) is organizing a National Symposium on Agriculture, Forestry and Other Land Use (AFOLU) to bring together key stakeholders including policymakers, researchers, private sector actors, NGOs, and development partners to discuss pressing issues and innovative approaches in the AFOLU sector. The symposium aims to foster collaboration, share research findings, and promote sustainable land use strategies.

#### **2. Objective of the Assignment**

The objective of this assignment is to engage a professional and experienced event management firm or Academic Institution such as Universities (hereinafter called service provider) to plan, coordinate, and execute all logistical and technical aspects of the National AFOLU Symposium in close collaboration with the CCS of the MOE.

#### **3. Scope of Work**

The selected service provider will be responsible for providing the following services:

##### **a. Pre-Event Planning**

- Venue identification and booking (Should be in Colombo or Colombo Surberss)
- Develop a detailed event plan and schedule in consultation with the CCS.
- Manage guest invitations and RSVP tracking.
- Coordinate with speakers and panelists regarding logistics and presentation requirements.
- Create emails for symposium
- Design and produce event branding materials (banners, backdrops, delegate kits, signage, proceedings, brochures, ID cards, certificates for presenters, etc.).
- Design and procure goody bags

##### **b. Call for Participation and Papers**

- Develop flyers and circulate for awareness.
- Develop and circulate call for papers/ abstracts. (Better to request full papers ,even we are publishing abstracts)
- Create registration forms (online)
- Publicize the event through emails, flyers, website, and social media
- Manage participant registration and confirmations
- Upgrade the existing web cckr.gov.lk for the symposium
- Define the process (eg: CMT) for paper collection.

**c. Speaker and Content Coordination**

- Confirm keynote speakers, panelists, and session chairs
- Request and collect presentations, profiles and keynote speech or message to proceedings.
- Prepare speaker guidelines and session formats
- Schedule rehearsals (for virtual events)

**d. Communication and Logistics**

- Coordinate with media/communications team
- Develop event program booklet or schedule
- Procure conference materials (stationery, folders, bags etc.,)
- Arrange poster sessions

**e Technical and IT Setup**

- Setup of presentation systems, projectors, microphones
- Ensure internet connectivity and IT support
- Prepare online platforms (Zoom/MS Teams/Webex)
- Setup online registration and feedback forms

**f. On-Site Event Management**

- Manage Registration desk setup and staffing.
- Manage stage setup, seating arrangements, and exhibition booths (if any).
- Manage welcome remarks and inauguration
- Facilitate keynote sessions, technical sessions and panel discussions
- Facilitate conducting parallel sessions
- Manage timekeeping and speaker transitions
- Provide audio-visual equipment and technical support (projectors, FM and other microphones, lighting, livestreaming, etc.).
- Provide catering services for all event days (tea/coffee, meals, refreshments) and networking opportunities.
- Arrange for media coverage and social media updates
- Ensure health, safety, other requisite guidelines are followed.

#### **g. Documentation and Reporting**

- Take photos of each presenter and **videos** during the event
- Collect presentations
- Document key discussion points and recommendations
- Record attendance and feedback

#### **h. Post-Event Services**

- Provide photographs and video coverage of the event.
- Submit a post-event report with feedback summary, attendance sheets, and media documentation, recordings and other materials
- Assist in dissemination of symposium materials to participants.
- Send thank-you notes to speakers and participants
- Publish proceedings or summery report
- Evaluate the event with organizing team for future improvements

i. All necessary equipment which will be needed for conducting the symposium should be provided by the service provider.

j. It is compulsory to use eco-friendly material to all productions

#### **4. Theme colour**

Theme colour for all art works are Blue and Green

#### **5. Timeline**

The event is expected to take place on 28<sup>th</sup> Novmber,2025 The selected service provider will commence work upon signing of the contract and must complete all deliverables not later than 14<sup>th</sup> day with effect from the date of symposium.

#### **6. Eligibility Criteria**

Service Provider should have at least 5 years of experience in professional event management.

#### **6. Team Composition**

Team should be included with experienced professional staff inclusive Event Planner, Master of Ceremony, Videographers & Photographers etc.,

## 7. Evaluation Criteria

Quotations will be evaluated based on following criteria;

Criteria	Maximum Points	Minimum Required
a. Experience in similar assignments and past performance	45	30
b. Quality and feasibility of the Work plan and Methodology	20	10
c. Key Staff	15	12
d. Client Reference	05	05
e. Financial capability	05	05
f. Presentation of work plan and methodology with company profile	10	8
<b>Total</b>	<b>100</b>	<b>70</b>

Bidders who are only qualified from preliminary technical proposal evaluation and scored at least 62 marks for the evaluation criteria “a to e” will be called for presentation.

## 8. Deliverables

The service provider should submit following deliverables on time as given timeline;

#	Deliverables	Time line
1	Pre-event plan, timelines and budget	within 07 days with effect from the date of signing the agreement
2	Detailed event plan	within 14 days after approval of pre-event plan
3	Checklist and weekly updates	Weekly
4	Branding and print materials.	Day before the event day.
5	Logistics and AV setup	on event day(s).
6	a. Post-event documentation, media files, photographs. b. Final expenditure report. c. All other reports and items denoted under various events of the Terms of Reference	Within 14 days after the Symposium

#### **09. Method of Payment:**

- a. An advance payment of 30% of the contract price shall be paid within 14 days against the submission of a bank guarantee for the same.
- b. Payments on contract shall be made 02 installments in according to the following schedule:
  - 70% form the contract price will be made after successful completion of the symposium.
  - 30% after handing over the post-event deliverables successfully,

#### **10. Facilities/assistance provided by the Employer**

1. Contents for invitations/artworks/posters etc will be provided by the Employer.

**\*\* All artworks prior to finalize has to be approved by the Ministry of Environment**

Section VII

[date]

To: [name and address of Employer]

**Form of Financial BID**

Having examined the bidding documents, we offer to provide the Services [name and identification number of Contract] in accordance with the Conditions of Contract, Employer's Requirements and activity schedule accompanying this Bid for the Contract Price of [amount in numbers], [amount in words] or any other sum derived in accordance with the said documents.

This Bid and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Bid you receive.

We hereby confirm that this Bid complies with the Bid validity required by the bidding documents and specified in the Bidding Data.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_



### Financial bid

Main Activity	Description	Bid price - LKR
AS - 2	Media, Marketing & Branding Photograph printing, backdrops, paper supplements	
AS - 3	Editing, Printing & Documentation Proceedings, booklets, letters, and certificates	
AS - 4	Main Session Accessories and dancing events	
AS - 5	Parallel Sessions Podium hiring and required accessories, Poster Presentation	
AS - 6	Pre-conference work shop Gifts and tokens for key note speakers	
AS - 7	Tokens & Conference Bag Gifts and tokens for key note speakers, goodie bags	
AS - 8	Refreshment Breakfast, lunch, and evening tea for VIP and participants	
AS - 9	Miscellaneous Other unforeseen events	
	Total bid price	
	Add: Taxes	
	Total bid price inclusive taxes	

Signature of the Bidder

Name:

Date

Official Stamp

### Activity Schedule & Cost Break Down of Media, Marketing & Branding

#	Element Description	Remarks	Bidder's responses	Number of Units Required	Cost Per Unit (LKR)	Total Cost (LKR)
1	Marketing and Publicity Materials	Flyers & media development and share in social media pages	-			
2	Printed photographs	Paper presenters, Poster presenter, Parallel session chairs/ reviewers, Keynote speakers (both main and pre conference) / Conference committee		100		
3	Photography coverage (Camara equipment not provided by the Employer)	For main event and all parallel sessions				
4	Videography (equipment not provided by the Employer)	Live broadcasting the main session on social media.				
		Main Symposium Profile Video of 05 minutes (Production) and Loop video to launch the conference proceeding book				
5	Newspaper Supplements	To publish a Newsletter in the newspaper				
6	Backdrops					
7	X-Banners	design and supply X - Banners (Flex Only, Organizers will have the stands) : <i>Type 1 - for each parallel session location including the paper details in the track  </i> <i>Type 2 - Parallel session locations</i>				
8	Symposium Flags (Print Symposium Flags )					
9	Podium Banners with symposium logo (Print podium banners)	18*30 inches - Flag designing				

**Total Costs carried to AS -1**

Signature

## Cost Break Down of Editing, Printing & Documentation

#	Element Description		Bidder's responses	Number of Units Required	Cost Per Unit (LKR)	Total Cost (LKR)
1	Symposium Booklets	The e-copy can be shared with all participants.		160		
2	Parallel session booklets (B5 Size)	Including the parallel session details		160		
3	Invitation pes	Invitation designing and Printing		180		
4	Certificates	Paper presenters, Parallel session chairs & co-chairs , Best Presenter		150		
5	Tags for the lanyards			160		
6	Thanking Letter	Reviewers , Symposium committee, Parallel session chairs & co-chairs , Volunteer students , Compere's		150		
<b>Total Costs carried to AS -1</b>						-

Signature of the Bidder

Name:

Date

Stamp

## Activity Schedule & Cost Break Down of Main Session

No. of participants -160

#	Element Description	Bidder's Responses	Number of Units	Cost Per Unit (LKR)	Total Cost (LKR)
1	Registration Table				
2	Welcoming Accessories				
3	Oil lamp deco & equipment				
4	Dancing Items		01		
5	Compering				
6	Sounds & Audio Visuals at the auditorium				
7	Backstage & Seating Arrangements				
8	Decorations with fresh flowers- Entrance, Registration Table, Auditorium Podium and Stage edge				
8	Backdrop and Summary X-banner				
9	Keynote Tokens				
10	Printed Proceedings & Digital Proceedings				
11	Water Bottles (Glass)				
12	Symposium Profile Video				
13	Live Streaming				
<b>Total Costs carried to AS -1</b>					

Signature of the Bidder

Name:

Date

Stamp

## Activity Schedule & Cost Break Down of Parallel Sessions

**No. of participants 150**

#	Element Description	Bidder's Reponses	Number of Units	Cost Per Unit (LKR)	Total Cost (LKR)
1	Podiums (Hired)				
2	Bells				
3	Accessories (Paper files, pens, A4 Sheets)				
4	Backdrop and X- banners				
5	Parallel Session Chair/Reviewer Tokens & Certificates				
6	Paper presenter certificate and Dockets				
7	Water Bottles (Glass)				
8	Name Boards (Session Chair + Co-chair)				
9	Comperes				
10	Photography				
<b>Total Costs carried to AS -1</b>					

Signature of the Bidder

Name:

Date

Stamp

## Activity Schedule & Cost Break Down of Poster Presentations

#	Element Description	Bidder's Reponses	Number of Units	Cost Per Unit (LKR)	Total Cost (LKR)
1	Posters & pins				
2	Poster Pin Board				
3	Poster Presentation Judges Tokens & Certificates				
4	Poster presenter certificate and Dockets				
5	Accessories (Paper files, pens, A4 Sheets) for Judges				
6	Water Bottles + Glasses + Dispensers				
<b>Total Costs carried to AS -1</b>					

Signature of the Bidder

Name:

Date

Stamp

**Pre-conference work shop Gifts and tokens for key note speakers**

#	Element Description	Bidder's Reponses	Number of Units	Cost Per Unit (LKR)	Total Cost (LKR)
1	Book GBR				
2	Invitation and Logistics				
3	Main Backdrop Design				
4	Gifts and Tokens for Key Note Speakers				
5	Thanking Letter the keynote speaker				
6	Compering				
7	Refreshments				
8	Keynote speaker cash price				
<b>Total Costs carried to AS -1</b>					

Signature of the Bidder

Name:

Date

Official Stamp

AS - 08

## Tokens &amp; Conference Bag Gifts and tokens for key note speakers, goodie bags

#	Element Description	Bidder's Responses	Number of Units	Cost Per Unit (LKR)	Total Cost (LKR)
1	Symposium Bag (Presenters + Chair + Co-chair + Pre-conference keynote + main OC + TOP Management )				
2	Gift				
3	Lanyard with Hook Printed with Logo without the year (Presenters + Session Chairs)				
4	Docket / Certificate Holder (in the form of cardboard)				
5	Pen Driver – 64 GB				
6	Cardboard file to include the parallel session booklet & A4 Papers				
7	Keynote speaker Token				
8	Token of appreciations for session chairs/co-chairs				
9	Pre-Symposium speaker cash price				
Total Costs carried to AS -1					

Signature of the Bidder

Name:

Date

Official Stamp



## Activity Schedule & Cost Break Down of Refreshments

Event	Menu	Bidder's Responses	No. of units	Unit price LKR	Total Price LKR
Breakfast (Buffet)	03 items with milk Tea & coffee	(pl. specify the menu)	175		
Tea	<b>Cake or light snack with milk Tea &amp; coffee</b>	(pl. specify the menu)			
Lunch l buffet)	Soup & other starters / Main Course	(pl. specify the menu)	175		
	Dessert - Fruits/Wattalappum/Pudding/Ice Cream				
<b>Evening Tea</b>	02 items with milk Tea & coffee	(pl. specify the menu)	175		
<b>Conclusion ceremony cake</b>					
<b>Total Costs carried to AS -1</b>					

Signature of the Bidder

Name:

Date

Official Stamp

		<b>Cost Break Down of Miscellaneous Activities</b>			
<b>Count</b>	<b>Element Description</b>	<b>Bidder's Responses</b>	<b>Number of Units Required</b>	<b>Cost Per Unit (LKR)</b>	<b>Total Cost (LKR)</b>
1					
2					
3					
4					
5					
6					
7					
8					
		<b>Total Costs carried to AS -1</b>			

Signature of the Bidder

Name:

Date

Official Stamp

## Section VIII. Security Forms

### Annex A Form: Bid Security (Bank Guarantee)

Whereas, *[name of Bidder]* (hereinafter called “the Bidder”) has submitted his Bid dated *[date]* for providing Services for *[name of Contract]* (hereinafter called “the Bid”).

Know all people by these presents that We *[name of Agency]* having our registered office at *[address]* (hereinafter called “the Bank”) are bound unto name of Employer] (hereinafter called “the Employer”) in the sum of *[The Bidder should insert the amount of the Guarantee in words and figures]* for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Bank this *[day]* day of *[month]*, *[year]*.

The conditions of this obligation are:

- (1) If, after Bid opening, the Bidder withdraws his Bid during the period of Bid validity specified in the Form of Bid; or
- (2) If the Bidder having been notified of the acceptance of his Bid by the Employer during the period of Bid validity:
  - (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
  - (b) fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders; or
  - (c) does not accept the correction of the Bid Price pursuant to Clause 22,

we undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer’s having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or any of the three conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date *[Usually 28 days after the end of the validity period of the Bid.]* days after the deadline for submission of bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

Date \_\_\_\_\_ Signature of the Bank \_\_\_\_\_

Witness \_\_\_\_\_ Seal \_\_\_\_\_

\_\_\_\_\_  
*[signature, name, and address]*

### **Annex B Form: Performance Bank Guarantee (Unconditional)**

To: *[name and address of Employer]*

Whereas *[name and address of Service Provider]* (hereinafter called “the Service Provider”) has undertaken, in pursuance of Contract No. *[number]* dated *[date]* to execute *[name of Contract and brief description of Services]* (hereinafter called “the Contract”);

And whereas it has been stipulated by you in the said Contract that the Service Provider shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

And whereas we have agreed to give the Service Provider such a Bank Guarantee;

Now therefore we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Service Provider, up to a total of *[amount of Guarantee]* *[amount in words]*, such sum being payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of Guarantee]* as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Services to be performed there under or of any of the Contract documents which may be made between you and the Service Provider shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall be valid until a date 28 days from the date of issue of the Certificate of Completion.

Signature and seal of the Guarantor \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

### Annex C Form: Bank Guarantee for Advance Payment

To: *[name and address of Employer]*

*[name of Contract]*

Gentlemen:

In accordance with the provisions of the Conditions of Contract, Clause 51 (“Advance Payment”) of the above-mentioned Contract, *[name and address of Service Provider]* (hereinafter called “the Service Provider”) shall deposit with *[name of Employer]* a Bank Guarantee to guarantee his proper and faithful performance under the said Clause of the Contract in an amount of *[amount of Guarantee]* *[amount in words]*

We, the *[Bank or Financial Institution]*, as instructed by the Service Provider, agree unconditionally and irrevocably to guarantee as primary obligator and not as Surety merely, the payment to *[name of Employer]* on his first demand without whatsoever right of objection on our part and without his first claim to the Service Provider, in the amount not exceeding *[amount of Guarantee]* *[amount in words]*

We further agree that no change or addition to or other modification of the terms of the Contract or of Services to be performed there under or of any of the Contract documents which may be made between *[name of Employer]* and the Service Provider, shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall remain valid and in full effect from the date of the advance payment under the Contract until *[name of Employer]* receives full repayment of the same amount from the Service Provider.

Yours truly,

Signature and seal: \_\_\_\_\_

Name of Bank/Financial Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_