



**SRI LANKA
CERT | CC**

SRI LANKA CERT (PVT) LTD

BIDDING DOCUMENT

Title of the Procurement

**SELECTION OF AN EVENT MANAGER FOR THE 16TH
ANNUAL NATIONAL CONFERENCE ON CYBER SECURITY**

IFQ No: CERT/GOSL/SER/NS/2024/35

National Shopping (NS)

November, 2024



Sri Lanka CERT (Pvt.) Ltd

Invitation for Quotation (IFQ)

Selection of an Event Manager for the 16th Annual National Conference on Cyber Security

IFQ No: CERT/GOSL/SER/NS/2024/35

1. The Chairman, Department Procurement Committee (DPC), on behalf of Sri Lanka Computer Emergency Readiness Team (Sri Lanka CERT), now invites sealed Quotations from eligible and qualified Bidders for providing the required event management services for the 16th Annual National Conference on Cyber Security that is to be held in Colombo in December, 2024.

Detailed description of schedule of requirements is given in the Bidding Document.

2. **Bidding will be conducted using the National Shopping (NS)** procurement method and is open to all eligible and qualified bidders as defined in Procurement Guidelines of Democratic Socialist Republic of Sri Lanka (GoSL) that meet the eligibility and qualification requirements given in the Bidding Documents.
3. Interested Bidders may obtain further information from Head of HR and Admin, Sri Lanka CERT, Room: 4-112, BMICH, Colombo 7 and the Bidding documents is free of charge, and can be obtained during office hours on working days commencing from November 01, 2024 at the office of Sri Lanka CERT at the above address. Telephone: +94 11 269 1692/269 5749/267 9888, Fax: +94 11 269 1064 or email: procurement@cert.gov.lk. A complete set of Bidding Documents in English Language can be downloaded from “Procurement Tab” of www.cert.gov.lk website.
4. A pre-bid meeting which potential Bidders may attend will be held at **1400 Hrs. (2.00 P.M)** on **November 05, 2024**, at the office of Sri Lanka CERT at the above address.
5. **Sealed Quotations** must be delivered to Head of HR and Admin, C/o Chief Executive Officer, Sri Lanka CERT, Room: 4-112, BMICH, Colombo 7 to be received on or before **1500 Hrs. (3.00 P.M)** on **November 11, 2024**. Late Bids and Bids sent electronically will not be accepted and will be rejected.
6. Bids shall be valid for a period of 60 days from the date of deadline for submission of the Bids.

7. Bids will be opened immediately after the deadline for submission of bids, in the presence of Bidders or their authorized representatives who choose to attend in person at the address stated above (in Para 5).
8. Sri Lanka CERT will not be responsible for any costs or any expenses incurred by the Bidders in connection with the preparation or delivery of Bids.

Chairman

Department Procurement Committee

Sri Lanka CERT (Pvt.) Ltd,

Room: 4-112, BMICH, Colombo 7, Sri Lanka.

Phone: +94112691692, Fax: +94112691064

E-Mail: procurement@cert.gov.lk , www.cert.gov.lk

November 01, 2024

Section I. Instructions to Bidders (ITB)

A: General	
1. Scope of Bid	1.1. The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Non Consultancy as specified in Section III Schedule of Requirements. Upon receipt of this invitation, you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation. The Purchaser may not consider you for inviting quotations in the future, if you failed to acknowledge the receipt of this invitation or not submitting a quotation after expressing the intention as above.
B: Contents of Documents	
2. Contents of Documents	2.1. The documents consist of the Sections indicated below. <ul style="list-style-type: none">● Section I. Instructions to Bidders (ITB)● Section II. Data Sheet● Section III. Schedule of Requirements● Section IV. a. Quotation Submission Form(s) b. Price schedule● Section V. Payment Schedule
C: Preparation of Quotation	
3. Documents Comprising your Quotation	3.1. The Quotation shall comprise the following: <ul style="list-style-type: none">(a) Quotation Submission Form and the Price Schedule(b) Compliance sheet & other relevant technical Documents(c) Other Credentials as required by the Purchaser
4. Quotation Submission Form and Price Schedule	4.1. The Bidder shall submit the Quotation Submission Form using the form furnished in Section IV (a). This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested. 4.2. Alternative offers shall not be considered; The Bidders are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.
5. Prices and Discounts	5.1. Unless specifically stated in the Data Sheet, all items must be priced separately in the Price Schedules. 5.2. The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered. 5.3. The applicable VAT shall be indicated separately.

6. Currency	6.1. The Bidders shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Non Consultancy	7.1. The documentary evidence may be in the form of literature, data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Non Consultancy, demonstrating substantial responsiveness of the Non Consultancy to the technical specifications.
8. Period of Validity of quotation	8.1. Quotations shall remain valid for the period of Sixty (60) days after the quotation submission deadline date.
9. Format and Signing of Quotation	9.1. The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.
D: Submission and Opening of Quotation	
10. Submission of Quotation	<p>10.1. Bidders may submit their quotations by hand or Registered Post in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number.</p> <p>10.2. If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.</p>
11. Deadline for Submission of Quotation	11.1. Quotation must be received by the Purchaser at the address set out in Section II, "Data Sheet", and no later than the date and time as specified in the Data Sheet.
12. Late Quotation	12.1. The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITB Clause 11.1 above.
13. Opening of Quotations	<p>13.1. The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>13.2. A representative of the bidders may be present and mark its attendance.</p>
E: Evaluation and Comparison of Quotation	
14. Clarifications	<p>14.1. To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any Bidder for a clarification of its quotation. Any clarification submitted by a Bidder in respect to its quotation which is not in response to a request by the Purchaser shall not be considered.</p> <p>14.2. The Purchaser's request for clarification and the response shall be in writing.</p>
15. Responsiveness of Quotations	<p>15.1. The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>15.2. If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>

<p>16. Evaluation of quotation</p>	<p>16.1. The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>16.2. To evaluate a quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"> (a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (c) price adjustment due to discounts offered. <p>16.3. The Purchaser's evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Non Consultancy.</p>
<p>17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations</p>	<p>17.1. The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.</p>
<p>F: Award of Contract</p>	
<p>18. Acceptance of the Quotation</p>	<p>18.1. The Purchaser will accept the quotation of the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.</p>
<p>19. Letter of acceptance</p>	<p>19.1. Prior to the expiration of the period of validity of quotation, the Purchaser will advise the successful Bidder, in writing, that its quotation has been accepted and execute the delivery of services.</p>
<p>20. No Breach of Obligations</p>	<p>20.1. The failure of a Party to fulfil any of its obligations under the Letter of acceptance 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 is affected by such an event.</p> <p>20.2. (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this delivery of services, and</p> <p>20.3. (b) has informed the other Party as soon as possible about the occurrence of such an event.</p>

Section II: Data Sheet

ITB Clause Reference	
1.1	<p>The Purchaser is:</p> <p>Sri Lanka CERT (Pvt.) Ltd</p>
5.1	<p>Bidder shall quote for all items specified in the section III (Schedule of Requirements)</p>
11.1	<p>Address for submission of Quotation is:</p> <p>Head of HR and Admin, Sri Lanka Computer Emergency Readiness Team, Room: 4-112, BMICH, Colombo 7.</p> <p>Deadline for submission of quotations; <u>on or before 1500 hours (3.00 P.M) on November 11, 2024 to the address given above.</u></p> <p>Envelope containing the quotation should be clearly marked “Selection of an Event Manager for the 16th Annual National Conference on Cyber Security CERT/GOSL/SER/ NS/2024/35”</p>
13	<p>The quotations shall be opened at the following address:</p> <p>Sri Lanka CERT (Pvt.) Ltd, Room: 4-112, BMICH, Colombo 7, Sri Lanka.</p> <p>The quotations shall be opened at <u>1500 hours (3.00 P.M) on November 11, 2024</u></p>
16.3	<p>16.3.1 The bidder should be a registered business who is in the business of providing services similar to the services specified in the schedule of requirement as part of the business and should have been in operation during the last 2 years as of date of deadline for submission of quotation. Documentary evidence in this regard (i.e. Company Registration Document and proof of previous experience (minimum 2 years)) should be submitted along with the quotation.</p> <p>16.3.2 If the bidders do not meet the above Minimum Qualification Requirements and documentary evidence in support of the above, as required are not submitted along with the quotations, such quotations may not be considered for evaluation.</p>
17	<p>Purchaser reserves the right to increase or decrease the scope by 20% without any change in the unit price or other terms of the contract.</p>

Section III: Schedule of Requirements

DESCRIPTION OF SERVICES:

1. BACKGROUND:

Sri Lanka CERT, an Agency under the purview of the Ministry of Education, Science and Technology, having the mandate to protect the cyberspace of the nation, has planned to host the National Conference on Cyber Security – 2024 for the 16th consecutive year.

The 16th Annual National Conference is organized around the theme of ***“Building a Cyber-Resilient Nation: Policy, Practice, and Preparedness”***, reflecting the urgent need for a comprehensive strategy to protect our digital landscape.

This conference will bring together leaders from government, industry, and academia to explore the creation of adaptive policies, the implementation of robust cybersecurity practices, and the importance of preparedness through effective incident response and resilience infrastructure. By fostering collaboration and sharing insights, the conference aims to strengthen our collective efforts in building a secure digital environment that supports national security, economic growth and public trust.

Sri Lanka CERT expects 350+ conference attendees and the audience will include Information and cyber security professionals, cyber security solution and service providers, academia, government officials, universities, vocational institutes, K12 education students, teachers and officials, officials in military/defense, media, NGOs, ambassadors and public etc.

2. OBJECTIVES OF THE ASSIGNMENT:

Obtain the service of an event manager to;

- Arrange and organize the National Conference on Cyber Security.
- Provide and manage the logistics of national conference.
- Arrange and provide logistics for international speakers.

3. SCHEDULE OF REQUIREMENTS

Sri Lanka CERT has planned to host the National Conference on Cyber Security for the 16th Consecutive year and its associated events during the month of December 2024.

The Conference, which is the main event, will be held on **10th December at Sirimavo Bandaranaike Memorial Exhibition Centre, BMICH, Colombo 07.**

Sri Lanka CERT intends to procure the services of an event manager to organize, provide and handle the logistics of this event by providing the following requirements.

Part I: Professional Event Management Services

	ITEM	DESCRIPTION
1.	Event Planning	Preparation of a work schedule for the conference including a timeline, should involve discussions and planning with Sri Lanka CERT to ensure all activities, timelines, and arrangements are properly organized.
2.	Venue selection, layout & arrangements	Contracting: negotiating the best prices and defining selection criteria in consultation with Sri Lanka CERT. Meal arrangements: selecting the menu in consultation with Sri Lanka CERT, determining mealtimes with Sri Lanka CERT, planning the venue layout, signage, decorations, and arrangements with the assistance of third-party suppliers (subject to approval by Sri Lanka CERT)
3.	Event promotion & Registration	Liaising with an advertising agency to promote and market the event to local participants, engaging and coordinating electronic and printed media activities with selected partners. Processing registration, maintaining a database, issuing receipts, and accepting payments (an online registration platform will be provided by Sri Lanka CERT). Coordinating branding activities during the event, providing onsite registration, distributing gifts, invitations, and collecting/distributing sponsor materials. All activities must be carried out in consultation with and approved by Sri Lanka CERT.
5.	On site event management	Managing on-site event activities during the event, including handling arrangements related to the opening ceremony and arranging cashiering services for cash and cheque collections, as well as issuing receipts. All activities should be carried out in accordance with Sri Lanka CERT guidance, consultation, instructions, and approval.
6.	Equipment & Services required for the Event	As mentioned in Part II - Equipment & Services required for the Event should be provided, organized and managed according to the Sri Lanka CERT guidance, consultation, instructions and approval.

Part II: Equipment & Services required for the Event

ITEM	DESCRIPTION	QUANTITY REQUIRED Units/Nos
Part II: Annual National Conference (300 pax) – 10th December 2024		
Location and Meal: Full day		
4.1 Conference Venue	<ul style="list-style-type: none"> • Conference venue at Sirimavo Bandaranaike Memorial Exhibition Centre (Hall B), BMICH, Colombo 07, for 300 persons. • Round table seating arrangements with table, chairs decorations and hall decorations. • Wall curtains decoration. • Flower arrangements on table deco + podium. • Wi-Fi capacity for 300 concurrent users. • Venue arrangements should be ready by 6am on event day. • The client has reserved this place, and the service provider should be contracting (best price negotiation, menu negotiation etc.) and do all payments and necessary arrangements according to the following requirement. 	Unit
4.2 Conference Meal Package	<ul style="list-style-type: none"> • Welcome Drink • Buffet type Mid-Morning Snacks with Tea & Coffee (BMICH Seminar Package – Menu 2) • Buffet Lunch (BMICH Seminar Package – Menu 2) • Buffet type Evening Snacks with Tea & Coffee (BMICH Seminar Package – Menu 2) • Water throughout the event 	300
4.3 Stage Setup	<ul style="list-style-type: none"> • 40ft x 12ft x 1ft platform for the presentations and panel discussions with seating arrangements and decorations. • Arrange lighting setup (including spotlight/s for presentations + panel discussion) for stage. 	Unit
Audio, Visual & Light Arrangements: Full day		
4.4 Following Audio Visual equipment with staff	<ul style="list-style-type: none"> • To be rented for the entire duration of the event. The supplier shall be obliged to provide the relevant number of personnel to operate and manage the said equipment. 	-
a. Digital Wall	<ul style="list-style-type: none"> • 48ft X 10ft P 3 indoor LED Wall ; presentation material to be provided by the client. 	Unit
b. PA System	<ul style="list-style-type: none"> • Professional sound system with necessary facilities for 300 audiences. • 6 Wireless Mikes (FM) • 2 Clip on Mikes 	Unit
c. Podium Microphone with stand	<ul style="list-style-type: none"> • Podium should decorate according to the conference theme 	1
d. Presentation Monitor/TV	<ul style="list-style-type: none"> • Presentations Monitor/TV should setup on stage for presenters 	2
e. Presentation Laser Pointers	<ul style="list-style-type: none"> • Presentation laser pointers for presenters should arrange and available throughout the event 	2

f. Lighting setup	<ul style="list-style-type: none"> • Lighting arrangement should setup according to the conference venue, conference theme; for stage, audience, presenters, panel discussions and walls. • Spotlight for podium and presenters 	Unit
Designing, Printing and production		
4.5 Invitation and sponsor passes designing, Printing & postage	<ul style="list-style-type: none"> • Designing, printing and post invitations and sponsor passes (The digital version should be available to share with all invitees) • Two folds of Size A4, printed in 04 process colours on both sides of a 120-gsm gloss art paper and postage within Colombo 	50
4.6 Conference Brochure, Agenda & Speakers' Profiles	<ul style="list-style-type: none"> • Designing, printing and distribute Conference Brochure, Agenda & Speakers' Profiles, with Invitation. • A4 Size, 4 pages, printed in 04 process colours on both sides of a 120-gsm gloss art paper 	100
4.7 X Banners with Stands	<ul style="list-style-type: none"> • Designing, printing and setup of X Banners • 3ft X 6ft, 4 colour, Digital Print 	8
4.8 Name badges (including the pouch & the cord)	<ul style="list-style-type: none"> • Designing and printing name badges • 4inch X 5inch, 4 colour, Digital Print, 230 gsm 	300
4.9 Gift Pack for Participants	<ul style="list-style-type: none"> • Gift Box containing following (4 colour printed and branding). • 1pc 500ml Black Stainless Steel Creative Smart Thermos Bottle Temperature Display + Ceramic Mug with branding • logos and texts will be provided by the client 	300
Designing, Marketing & Promotion		
4.10 Designing, Marketing and Promotion	<ul style="list-style-type: none"> • Service provider can hire a third-party advertising agency or deliver by service provider including designing of conference materials and related workshops publicity. 	-
	<ul style="list-style-type: none"> • Design, compiling all videos, advertisements, etc. with consultation of Sri Lanka CERT. 	-
	<ul style="list-style-type: none"> • 30 seconds video clip to promote event with voice 	1
	<ul style="list-style-type: none"> • 1 Minute video clip for conference 	1
	<ul style="list-style-type: none"> • Design & post social media content on client's social media accounts (50 Posts, 3 video clips, 5 web articles) 	Unit
	<ul style="list-style-type: none"> • Design and update event website (Sri Lanka CERT will be providing the dedicated website for the conference and service provider should redesign and update website according to the conference theme) 	Unit
	<ul style="list-style-type: none"> • Event promotion (social media and web campaign) 	Unit
Other		
4.11 Participants registration and coordination	<ul style="list-style-type: none"> • Preparing list of participants together with Sri Lanka CERT • Manage online platform for registrations – Sri Lanka CERT will be providing online registration platform and service provider should be manage the platform under guidance of Sri Lanka CERT. • Ensure that all invitation has delivered to participants and follow-up, Sending event reminders and call rounds. • Get confirmations from participants and ensure all attendance prior to the events. 	Unit

4.12 Welcome Dancers & Drummers	<ul style="list-style-type: none"> • 5 Nos of Dancers and 2 Nos of Drummers to welcome the Chief guest and for the oil lamp ceremony. 	Unit
4.13 Professional Photography and video services	<ul style="list-style-type: none"> • 300 units of photographs (selected) of the National Conference 	Unit
	<ul style="list-style-type: none"> • Video coverage at the national conference. 	Unit
4.14 Compere	<ul style="list-style-type: none"> • Professional 2 comperes to be hired for the entire duration of the conference. • He/she should be fluent in English & Sinhala. 	2
4.15 Stall Setup	<ul style="list-style-type: none"> • 3m x 3m stall setups 	4
4.16 Logistics Coordination for international speakers	<ul style="list-style-type: none"> • Arrangement of air ticket, accommodation, and on-site services for international speaker. • Speaker from one of these countries (Australia, New Zealand or UK) • Four-star class hotel room within Colombo city limits for three nights 	Unit

4. TERMS AND CONDITIONS

1. The service provider needs to obtain all quotations from places/venues that client has reserved.
2. The service provider needs to handle all payments and necessary arrangements for the places/venues that the client has reserved. Additionally, the original bills must be submitted to Sri Lanka CERT along with the final invoices.
3. All marketing and promotional activities should be carried out for one month from the date of contract signed.
4. The service provider can provide the conference package meal menu with best price negotiation and adding or removing items will be final decision of the client.
5. All coordination has to be conducted only with the Sri Lanka CERT focal point.
6. Information, instructions and consultation will be provided by the Sri Lanka CERT team whenever needed.
7. The gift pack for participants should not exceed Rs. 4,000 per gift pack, and any changes or removals of gift pack details will be at the final discretion of CERT with the selected service provider.
8. A draft of all content to be published should be sent and verified by CERT before publishing.
9. Sri Lanka CERT has ownership of all the content creates, photos, videos, designs developed and published by service provider and shall not use elsewhere without prior permission of Sri Lanka CERT.
10. Due to the nature of the project, it would be required to work on short deadlines.
11. All deliverables will be reviewed by a team designated by Sri Lanka CERT and payments will be released according to the Sri Lanka CERT.

*The service provider should be confirmed and agreed to provide, organize and manage all above listed items according to the requirement of Sri Lanka CERT.

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Signature

Confirmed by Authorized Officer

5. COMPLIANCE SHEET

ITEM	DESCRIPTION	QUANTITY REQUIRED Units/Nos	Complied (Y/N), If not complied provide Bidder's offer
Part II : Annual National Conference (300 pax) – 10th December 2024			
Location and Meal: Full day			
4.1 Conference Venue	<ul style="list-style-type: none"> • Conference venue at Sirimavo Bandaranaike Memorial Exhibition Centre (Hall B), BMICH, Colombo 07, for 300 persons. • Round table seating arrangements with table, chairs decorations and hall decorations. • Wall curtains decoration. • Flower arrangements on table deco + podium. • Wi-Fi capacity for 300 concurrent users. • Venue arrangements should be ready by 6am on the event day. • The client has reserved this place, and the service provider should be contracting (best price negotiation, menu negotiation etc.) and do all payments and necessary arrangements according to the following requirement. 	Unit	
4.2 Conference Meal Package	<ul style="list-style-type: none"> • Welcome Drink • Buffet type Mid-Morning Snacks with Tea & Coffee (BMICH Seminar Package – Menu 2) • Buffet Lunch (BMICH Seminar Package – Menu 2) • Buffet type Evening Snacks with Tea & Coffee (BMICH Seminar Package – Menu 2) • Water throughout the event 	300	
4.3 Stage Setup	<ul style="list-style-type: none"> • 40ft x 12ft x 1ft platform for the presentations and panel discussions with seating arrangements and decorations. • Arrange lighting setup (including spotlight/s for presentations + panel discussion) for stage. 	Unit	
Audio, Visual & Light Arrangements: Full day			
4.4 Following Audio Visual equipment with staff	<ul style="list-style-type: none"> • To be rented for the entire duration of the event. The supplier shall be obliged to provide the relevant number of personnel to operate and manage the said equipment. 	-	
a. Digital Wall	<ul style="list-style-type: none"> • 48ft X 10ft P 3 indoor LED Wall ; presentation material to be provided by the client. 	Unit	
b. PA System	<ul style="list-style-type: none"> • Professional sound system with necessary facilities for 300 audiences. • 6 Wireless Mikes (FM) • 2 Clip on Mikes 	Unit	
c. Podium Microphone with stand	<ul style="list-style-type: none"> • Podium should decorate according to the conference theme 	1	
d. Presentation Monitor/TV	<ul style="list-style-type: none"> • Presentations Monitor/TV should setup on stage for presenters 	2	

e. Presentation Laser Pointers	<ul style="list-style-type: none"> • Presentation laser pointers for presenters should arrange and available throughout the event 	2	
f. Lighting setup	<ul style="list-style-type: none"> • Lighting arrangement should setup according to the conference venue, conference theme; for stage, audience, presenters, panel discussions and walls. • Spotlight for podium and presenters 	Unit	
Designing, Printing and production			
4.5 Invitation and sponsor passes designing, Printing & postage	<ul style="list-style-type: none"> • Designing, printing and post invitations and sponsor passes (The digital version should be available to share with all invitees) • Two folds of Size A4, printed in 04 process colours on both sides of a 120-gsm gloss art paper and postage within Colombo 	50	
4.6 Conference Brochure, Agenda & Speakers' Profiles	<ul style="list-style-type: none"> • Designing, printing and distribute Conference Brochure, Agenda & Speakers' Profiles, with Invitation. • A4 Size, 4 pages, printed in 04 process colours on both sides of a 120-gsm gloss art paper 	100	
4.7 X Banners with Stands	<ul style="list-style-type: none"> • Designing, printing and setup of X Banners • 3ft X 6ft, 4 colour, Digital Print 	8	
4.8 Name badges (including the pouch & the cord)	<ul style="list-style-type: none"> • Designing and printing name badges • 4inch X 5inch, 4 colour, Digital Print, 230 gsm 	300	
4.9 Gift Pack for Participants	<ul style="list-style-type: none"> • Gift Box containing following (4 colour printed and branding). • 1pc 500ml Black Stainless Steel Creative Smart Thermos Bottle Temperature Display + Ceramic Mug with branding • logos and texts will be provided by the client 	300	
Designing, Marketing & Promotion			
4.10 Designing, Marketing and Promotion	<ul style="list-style-type: none"> • Service provider can hire a third-party advertising agency or deliver by service provider including designing of conference materials and related workshops publicity. 	-	-
	<ul style="list-style-type: none"> • Design, compiling all videos, advertisements, etc. with consultation of Sri Lanka CERT. 	-	-
	<ul style="list-style-type: none"> • 30 seconds video clip to promote event with voice 	1	
	<ul style="list-style-type: none"> • 1 Minute video clip for conference 	1	
	<ul style="list-style-type: none"> • Design & post social media content on client's social media accounts (50 Posts, 3 video clips, 5 web articles) 	Unit	
	<ul style="list-style-type: none"> • Design and update event website (Sri Lanka CERT will be providing the dedicated website for the conference and service provider should redesign and update website according to the conference theme) 	Unit	
	<ul style="list-style-type: none"> • Event promotion (social media and web campaign) 	Unit	
Other			
4.11 Participants registration and coordination	<ul style="list-style-type: none"> • Preparing list of participants together with Sri Lanka CERT • Manage online platform for registrations – Sri Lanka CERT will be providing online registration platform and 	Unit	

	<p>service provider should be manage the platform under guidance of Sri Lanka CERT.</p> <ul style="list-style-type: none"> • Ensure that all invitation has delivered to participants and follow-up, Sending event reminders and call rounds. • Get confirmations from participants and ensure all attendance prior to the events. 		
4.12 Welcome Dancers & Drummers	<ul style="list-style-type: none"> • 5 Nos of Dancers and 2 Nos of Drummers to welcome the Chief guest and for the oil lamp ceremony. 	Unit	
4.13 Professional Photography and video services	<ul style="list-style-type: none"> • 300 units of photographs (selected) of the National Conference. 	Unit	
	<ul style="list-style-type: none"> • Video coverage at the national conference. 	Unit	
4.16 Compere	<ul style="list-style-type: none"> • Professional 2 comperes to be hired for the entire duration of the conference. • He/she should be fluent in English & Sinhala. 	2	
4.17 Stall setup	<ul style="list-style-type: none"> • 3m x 3m stall setups. 	4	
4.18 Logistics Coordination for international speakers	<ul style="list-style-type: none"> • Arrangement of air ticket, accommodation, and on-site services for international speaker. • Speaker from one of these countries (Australia, New Zealand or UK). • Four-star class hotel room within Colombo city limits for three nights. 	Unit	

SECTION IV: QUOTATION SUBMISSION FORM AND PRICE SCHEDULE

a. QUOTATION SUBMISSION FORM

[The Bidder shall fill in this Form in accordance with the instructions indicated No Alterations to its format shall be permitted and no substitutions will accepted.]

Date:

To: **Chairman**
Department Procurement Committee
Sri Lanka Computer Emergency Readiness Team,
Room: 4-112, BMICH,
Colombo 7.

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;

We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Non Consultancy of Providing ***Title and reference number of the procurement***

- (b) The total price of our quotation including any discounts offered is: ***[insert the total quoted price in words and figure in Rupees]***;
- (c) Our quotation shall be valid for the period of time specified in ITB Sub-Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITB Sub-Clause 11.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) We understand that this quotation, together with your written letter of acceptance, shall constitute a binding contract between us.
- (e) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

Signed: ***[insert signature of person whose name and capacity are shown]***

Name: ***[insert complete name of person signing the Bid Submission Form]***

Company Seal: ***[company/owner's seal to be stamped]***

Dated:

b. PRICE SCHEDULE (IN LKR)

The Price schedule should cover all points and items in the compliance sheet.

Price Schedule

ITEM (1)	DESCRIPTION (2)	Total Price (LKR) Excluding VAT (3)
Part I	Professional Event Management Services	

Part II: Equipment & Services required for the Event

ITEM (1)	DESCRIPTION (2)	QUANTITY REQUIRED Units/Nos (3)	UNIT PRICE (LKR) Excluding VAT (4)	Total Price (LKR) Excluding VAT (5)=(3)x(4)
Part II : Annual National Conference (300 pax) – 10th December 2024				
Location and Meal: Full day				
4.1 Conference Venue	<ul style="list-style-type: none"> • Conference venue at Sirimavo Bandaranaike Memorial Exhibition Centre (Hall B), BMICH, Colombo 07, for 300 persons. • Round table seating arrangements with table, chairs decorations and hall decorations. • Wall curtains decoration. • Flower arrangements on table deco + podium. • Wi-Fi capacity for 300 concurrent users. • Venue arrangements should be ready by 6am on the event day. • The client has reserved this place, and the service provider should be contracting (best price negotiation, menu negotiation etc.) and do all payments and necessary arrangements according to the following requirement. 	Unit		
4.2 Conference Meal Package	<ul style="list-style-type: none"> • Welcome Drink • Buffet type Mid-Morning Snacks with Tea & Coffee (BMICH Seminar Package – Menu 2) • Buffet Lunch (BMICH Seminar Package – Menu 2) • Buffet type Evening Snacks with Tea & Coffee (BMICH Seminar Package – Menu 2) • Water throughout the event 	300		
4.3 Stage Setup	<ul style="list-style-type: none"> • 40ft x 12ft x 1ft platform for the presentations and panel discussions with seating arrangements and decorations. 	Unit		

	<ul style="list-style-type: none"> • Arrange lighting setup (including spotlight/s for presentations + panel discussion) for stage. 			
Audio, Visual & Light Arrangements: Full day				
4.4 Following Audio Visual equipment with staff :	<ul style="list-style-type: none"> • To be rented for the entire duration of the event. The supplier shall be obliged to provide the relevant number of personnel to operate and manage the said equipment. 	-	-	-
a. Digital Wall	<ul style="list-style-type: none"> • 48ft X 10ft P 3 indoor LED Wall ; presentation material to be provided by the client. 	Unit		
b. PA System	<ul style="list-style-type: none"> • Professional sound system with necessary facilities for 300 audiences. • 6 Wireless Mikes (FM) • 2 Clip on Mikes 	Unit		
c. Podium Microphone with stand	<ul style="list-style-type: none"> • Podium should decorate according to the conference theme 	1		
d. Presentation Monitor/TV	<ul style="list-style-type: none"> • Presentations Monitor/TV should setup on stage for presenters 	2		
e. Presentation Laser Pointers	<ul style="list-style-type: none"> • Presentation laser pointers for presenters should arrange and available throughout the event 	2		
f. Lighting setup	<ul style="list-style-type: none"> • Lighting arrangement should setup according to the conference venue, conference theme; for stage, audience, presenters, panel discussions and walls. • Spotlight for podium and presenters 	Unit		
Designing, Printing and production				
4.5 Invitation and sponsor passes designing, Printing & postage	<ul style="list-style-type: none"> • Designing, printing and post invitations and sponsor passes (The digital version should be available to share with all invitees) • Two folds of Size A4, printed in 04 process colours on both sides of a 120-gsm gloss art paper and postage within Colombo 	50		
4.6 Conference Brochure, Agenda & Speakers' Profiles	<ul style="list-style-type: none"> • Designing, printing and distribute Conference Brochure, Agenda & Speakers' Profiles, with Invitation. • A4 Size, 4 pages, printed in 04 process colours on both sides of a 120-gsm gloss art paper 	100		
4.7 X Banners with Stands	<ul style="list-style-type: none"> • Designing, printing and setup of X Banners • 3ft X 6ft, 4 colour, Digital Print 	8		
4.8 Name badges (including the pouch & the cord)	<ul style="list-style-type: none"> • Designing and printing name badges • 4inch X 5inch, 4 colour, Digital Print, 230 gsm 	300		

4.9 Gift Pack for Participants	<ul style="list-style-type: none"> • Gift Box containing following (4 colour printed and branding). • 1pc 500ml Black Stainless Steel Creative Smart Thermos Bottle Temperature Display + Ceramic Mug with branding • logos and texts will be provided by the client 	300		
Designing, Marketing & Promotion				
4.10 Designing, Marketing and Promotion	<ul style="list-style-type: none"> • Service provider can hire a third-party advertising agency or deliver by service provider including designing of conference materials and related workshops publicity. 	-	-	-
	<ul style="list-style-type: none"> • Design, compiling all videos, advertisements, etc. with consultation of Sri Lanka CERT. 	-	-	-
	<ul style="list-style-type: none"> • 30 seconds video clip to promote event with voice 	1		
	<ul style="list-style-type: none"> • 1 Minute video clip for conference 	1		
	<ul style="list-style-type: none"> • Design & post social media content on client's social media accounts (50 Posts, 3 video clips, 5 web articles) 	Unit		
	<ul style="list-style-type: none"> • Design and update event website (Sri Lanka CERT will be providing the dedicated website for the conference and service provider should redesign and update website according to the conference theme) 	Unit		
	<ul style="list-style-type: none"> • Event promotion (social media and web campaign) 	Unit		
	<ul style="list-style-type: none"> • Service provider can hire a third-party advertising agency or deliver by service provider including designing of conference materials and related workshops publicity. 	-		
Other				
4.11 Participants registration and coordination	<ul style="list-style-type: none"> • Preparing list of participants together with Sri Lanka CERT • Manage online platform for registrations – Sri Lanka CERT will be providing online registration platform and service provider should be manage the platform under guidance of Sri Lanka CERT. • Ensure that all invitation has delivered to participants and follow-up, Sending event reminders and call rounds. • Get confirmations from participants and ensure all attendance prior to the events. 	Unit		
4.12 Welcome Dancers & Drummers	<ul style="list-style-type: none"> • 5 Nos of Dancers and 2 Nos of Drummers to welcome the Chief guest and for the oil lamp ceremony. 	Unit		
4.13 Professional Photography	<ul style="list-style-type: none"> • 300 units of photographs (selected) of the National Conference. 	Unit		

and video services	<ul style="list-style-type: none"> • Video coverage at the national conference. 	Unit		
4.16 Compere	<ul style="list-style-type: none"> • Professional 2 comperes to be hired for the entire duration of the conference. • He/she should be fluent in English & Sinhala. 	2		
4.17 Stall setup	<ul style="list-style-type: none"> • 3m x 3m stall setups. 	4		
4.18 Logistics Coordination for international speakers	<ul style="list-style-type: none"> • Arrangement of air ticket, accommodation, and on-site services for international speaker. • Speaker from one of these countries (Australia, New Zealand or UK). • Four-star class hotel room within Colombo city limits for three nights. 	Unit		
Total				

Price Schedule (Summary)

No (1)	Description (2)	Total Price Excluding VAT (LKR) (3)	VAT (LKR) (4)	Total Price Including VAT (LKR) (5) = (3) + (4)
Part I	Professional Event Management Services			
Part II	Equipment & Services required for the Event			
Total				

Section V: PAYMENT SCHEDULE

Payment will be made upon satisfactory completion of services mentioned in **Price Schedule** and receipt of invoice along with and acceptance certificate according to the following schedule:

	Deliverable	Payment
1	Before the Conference (Advance Payment), Preparation of a work schedule for the conference including a timeline.	20 % of the Total Contract Price will be paid upon submission of invoices
2	After Completion of Conference and submitting all completion documents related the conference including final report (photos, videos, content and logistics etc.)	80% of the Total Contract Price will be paid upon submission of invoices and Completion Certificate issued by the Sri Lanka CERT

Section VI: CREDENTIALS & FINANCIAL STATEMENTS

Schedule A – Experience in similar Assignments last three years				
Period	Employer	Description of Services	Amount	Bidder Responsibility (%)
		Total		

Annual Turnover Information (Last Two Years)		
Year	Turnover	Remarks
1		Attach Audited Reports
2		

* The bidder should be a registered business who is in the business of providing services similar to the services specified in the schedule of requirement as part of the business and should have been in operation during the last two years as of date of deadline for submission of proposal. Documentary evidence should be submitted in this regard.