



## **Sri Lanka CERT (Pvt.) Ltd.**

### **Procurement of an Individual Consultant to Design the Interior Architecture of the Malware Analysis and Threat Hunting Lab for Sri Lanka Cert (Pvt) Ltd [CERT/GOSL/CON/IC/2026/03]**

Sri Lanka CERT is planning to establish a state-of-the-art Malware Analysis and Threat Hunting Lab, dedicated to the proactive detecting of cybersecurity incidents. To achieve this, Sri Lanka CERT has secured a 1,000-square-foot location in Colombo to house the Lab. As the initial step in setting up this facility, Sri Lanka CERT is seeking a qualified and experienced interior designer to create the interior design and layout for the Lab. The duration of the design assignment is 21 days.

Eligible Individual Consultants may submit their responses (CV, proposal and other proof documents) as specified in the Terms of Reference. The response should be submitted electronically to [procurement@cert.gov.lk](mailto:procurement@cert.gov.lk) or by hand delivery or post to the Chief Executive Officer (Actg.), Sri Lanka CERT (Pvt.) Ltd, Room: 4-112, BMICH, Colombo 7, to be received on or before **1500hrs on 30<sup>th</sup> March 2026**. A site visit has been scheduled at **23<sup>rd</sup> March 1400hrs 2026**.

The envelope containing the response should be marked “Individual Consultant to design the interior Architecture of the MATH Lab”. The detailed “Terms of Reference (TOR)” are available on the procurement tab of the <https://www.cert.gov.lk/> website.

Chief Executive Officer (Actg.)

Sri Lanka CERT (Pvt) Ltd

Tel: +94 11 269 1692, Fax: +94 11 269 1064

email: [procurement@cert.gov.lk](mailto:procurement@cert.gov.lk), Web site: [www.cert.gov.lk](http://www.cert.gov.lk)

# Terms of Reference

## Procurement of an Individual Consultant to Design the Interior Architecture of the Malware Analysis and Threat Hunting Lab for Sri Lanka Cert (Pvt) Ltd [CERT/GOSL/CON/IC/2026/03]

### 1. Introduction

Sri Lanka CERT is planning to establish a state-of-the-art Malware Analysis and Threat Hunting Lab, dedicated to the proactive detecting of cybersecurity incidents. To achieve this, Sri Lanka CERT has secured a 1,000-square-foot location in Colombo to house the Lab. As the initial step in setting up this facility, Sri Lanka CERT is seeking a qualified and experienced interior designer to create the interior design and layout for the Lab.

### 2. Objectives

The primary objective of the assignment is to

- Obtain an experienced and qualified consultant to design interior arrangements for the proposed malware analysis and threat hunting lab that maximizes space efficiency and enhances employee productivity.
- To create a cohesive aesthetic that aligns with the organization's requirement of operating state of art 24 x 7 lab.

### 3. Scope of Work

Define the scope of the project, detailing specific tasks and responsibilities.

The interior designer will be responsible for the following tasks:

- Conducting site assessments and consultations to understand the organization's requirements.
- Review designs available on the internet on the Malware Analysis and Threat Hunting Lab.
- Developing design concepts and presenting Sri Lanka CERT for approval.
- Preparing detailed drawings, layouts, cabling, specifications for furniture, fixtures, lighting, and materials.
- Provide supervisory and consultancy services during the construction stage and conduct quality checks.
- Providing ongoing consultation and adjustments as needed.

#### 4. Deliverables and Payment Schedule

List the expected deliverables and their respective deadlines. Duration is 21 days.

Activity and Deliverable	Delivery Date	Payment Schedule
1. Approach	2 days + Contract Award Date	0%
2. Initial Design Concept	7 days + Contract Award Date	10% of the contract price
3. Cabling Layout	8 days + contract award date	0%
4. Detailed Design Plan	14 days + contract award date	50% of the contract price
5. Material and Furniture Specification	16 days + contract award date	10% of the contract price
6. BOQ	21 days + contract award date	20% of the contract price
7. Site visits, and Quality checks during the construction stage	During the construction phase – 5 visits	10% of the contract price

#### 5. Qualifications

Specify the qualifications and experience required from the interior designer.

- Bachelor's Degree in Architecture/ Construction/Built environment or related
- Post-graduate degree in Architecture or interior designing – shall be an added qualification
- Qualification (Certificate/Diploma) in Project Supervision
- Professional qualification in Architects
- At least 5 years of professional experience in interior design, with a portfolio demonstrating relevant work.
- Strong knowledge of sustainable design practices and materials.
- Excellent communication and project management skills.

## **6. Experience**

- Member of Sri Lanka Institute of Architecture
- Demonstrated experience conducting interior design assignments.
- Minimum 10 years of experience
- Completion of a minimum 25 assignments
- Demonstrated experience projects supervisions

## **7. Submission of Requirements**

Interested candidates should submit the following documents:

- A detailed proposal outlining the approach, methodology, and timeline.
- A portfolio showcasing previous work relevant to the project.
- A detailed budget breakdown.
- References from past clients.

## **8. Proposal Submission**

Interested consultants are requested to submit the following documents:

- A cover letter expressing his/her interest in the assignment.
- Detailed curriculum vitae (CV) highlighting relevant experience and qualifications as mentioned in section 5. Fill Annex 1.
- Proposal covering the scope of service as specified in the Terms of Reference.
- Financial proposal (including the consultant's daily rate and total consultancy fee) for the deliverables presented in section 5.

# 1. Annex

## CURRICULUM VITAE (CV) FORMAT

*{Notes shown in brackets { } in italic should not appear on the final document to be submitted}*

<b>Position /Title</b>	
<b>Name of Consultant:</b>	<i>{Insert full name}</i>
<b>Date of Birth:</b>	<i>{day/month/year}</i>
<b>Country of Citizenship/Residence</b>	

**Education:** *{List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}*

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**Certifications:** *{List professional institutes, giving names of certification name, dates acquired}*

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**Professional Memberships/Qualifications:** *{List professional institutes, giving names of certification name, dates acquired}*

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**Record relevant to the assignment:** *{Starting with present position, list in reverse order. Please provide dates, name of employing organization, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}*

<b>Period</b>	<b>Assignments</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>
<i>{e.g., May 2012-present}</i>	<i>{e.g., Ministry of ....., Advisor/Consultant to...  For references: Tel...../e-mail.....; Mr....., Director General}</i>		

<i>{e.g., From Jan 2010 to present}</i>			

**Memberships in Professional Associations and Publications:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Language Skills:**

Language	Excellent	Good	Basic	None
Sinhala				
English				
Tamil				

Note: Please tick in relevant box

**Adequacy for the Assignment**

<b>Detailed Tasks Assigned on Consultant:</b>	<b>Reference to Prior Work/Assignments that Best Illustrate Capability to Handle the Assigned Tasks</b>
Experience as a consultant	
Experience as a consultant in assignments of similar nature	

**Proposal**

*The consultant shall submit a proposal for the assignment covering the areas of the Terms of Reference. Price of the*

**Consultant's contact information:** (e-mail ....., phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

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Name of Consultant

Signature

Date:  
{day/month/year}

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## **Proposal – Technical**

*The consultant shall develop a detailed technical proposal on covering all aspects of the Terms of Reference*

## **Proposal – Financial**

*The total fee of the consultant including daily rate, and additional costs (if any)*