



**SRI LANKA
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SRI LANKA CERT (PVT) LTD

BIDDING DOCUMENT

Title of the Procurement

**PROCUREMENT OF EVENT MANAGEMENT SERVICES FOR
THE LAUNCH OF THE NATIONAL CYBER SECURITY
STRATEGY AND THE NATIONAL CYBER SECURITY
OPERATION CENTER.**

IFQ No: CERT/GOSL/SER/NS/2025/26

National Shopping (NS)

August 2025



Sri Lanka CERT (Pvt.) Ltd

Invitation for Quotation (IFQ)

Procurement of Event Management Services for the Launch of the National Cyber Security Strategy and the National Cyber Security Operation Center

IFQ No: CERT/GOSL/SER/NS/2025/26

1. The CEO, 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 Launch of the National Cyber Security Strategy and the National Cyber Security Operation Center that is to be held in Colombo in September, 2025.
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 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 August 29, 2025 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. **Sealed Quotations** must be delivered to 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 **September 8, 2025**. Late Bids and Bids sent electronically will not be accepted and will be rejected.
5. Bids shall be valid for a period of 60 days from the date of deadline for submission of the Bids.
6. 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 4).
7. 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.

Chief Executive Officer

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

August 29, 2025

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 Ninety (90) 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>

16. Evaluation of quotation	<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>
17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	<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>
F: Award of Contract	
18. Acceptance of the Quotation	<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>
19. Letter of acceptance	<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>
20. No Breach of Obligations	<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>Chief Executive Officer, 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 September 8, 2025, to the address given above.</u></p> <p>Envelope containing the quotation should be clearly marked “Procurement of Event Management Services for the Launch of the National Cyber Security Strategy and the National Cyber Security Operation Center CERT/GOSL/SER/ NS/2025/26”</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 September 08, 2025</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, under the guidance of the Ministry of Digital Economy, has successfully introduced the Cabinet of Minister's approved National Cyber Security Strategy (NCSS) 2025–2029 to strengthen the country's cyber resilience and safeguard critical infrastructure. In parallel, the National Cybersecurity Operation Center (NCSOC) has been established to provide real-time monitoring, incident response, and threat intelligence sharing to protect national digital assets.

To mark these significant milestones, it is proposed to organize an official launch event bringing together key stakeholders, including government officials, industry leaders, law enforcement agencies, academia, and international partners. This event will serve as a platform to unveil the new strategy and showcase the operational readiness of the NCSOC.

2. OBJECTIVES OF THE ASSIGNMENT:

Obtain the service of an event manager to;

- Arrange and organize the Launch of the National Cyber Security Strategy and the National Cyber Security Operation Centre.
- Provide and manage the logistics.

3. SCHEDULE OF REQUIREMENTS

Sri Lanka CERT has planned to Launch the National Cyber Security Strategy and the National Cyber Security Operation Centre will be held **on 10th of September 2025 at Lotus Room, 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: Equipment & Services required for the Event

ITEM	DESCRIPTION	QUANTITY REQUIRED Units/Nos
Launch of the National Cyber Security Strategy and the National Cyber Security Operation Centre (200 pax) – 10th September 2025		
1. Stage Setup	<ul style="list-style-type: none">• 20ft x 12ft x 1ft platform for the presentations with decorations.• Arrange lighting setup (including spotlight/s for presentations) for stage.• Oil Lamp with decorations	Unit
2. 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">• 20ft X 10ft IP 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 200 audiences.• 2 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 event theme	1
d. Lighting setup	<ul style="list-style-type: none">• Lighting arrangement should setup according to the event venue, event theme; for stage, audience, presenters and walls.• Spotlight for podium and presenters	Unit
3. Professional Photography and video services	<ul style="list-style-type: none">• 200 units of photographs (selected) of the event	Unit
	<ul style="list-style-type: none">• Video coverage of the entire event and live streaming for Lotus Hall digital wall (chief guest arrival, launch of National SoC in BMICH).	Unit
4. Compere	<ul style="list-style-type: none">• Professional 1 compere to be hired for the entire duration of the conference (4hrs).• He/she should be fluent in English & Sinhala.	2
5. Power Backup	<ul style="list-style-type: none">• Provide & ensure power availability throughout the event (4hrs) and Power Backup solution	Unit

4. TERMS AND CONDITIONS

1. All coordination has to be conducted only with the Sri Lanka CERT focal point.
2. Information, instructions and consultation will be provided by the Sri Lanka CERT team whenever needed.
3. 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.
4. Due to the nature of the project, it would be required to work on short deadlines.
5. 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
Launch of the National Cyber Security Strategy and the National Cyber Security Operation Centre (200 pax) – 10th September 2025			
1. Stage Setup	<ul style="list-style-type: none"> • 20ft x 12ft x 1ft platform for the presentations with decorations. • Arrange lighting setup (including spotlight/s for presentations) for stage. • Oil Lamp with decorations 	Unit	
2. 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"> • 20ft X 10ft IP 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 200 audiences. • 2 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 event theme 	1	
d. Lighting setup	<ul style="list-style-type: none"> • Lighting arrangement should setup according to the event venue, event theme; for stage, audience, presenters and walls. • Spotlight for podium and presenters 	Unit	
3. Professional Photography and video services	<ul style="list-style-type: none"> • 200 units of photographs (selected) of the event 	Unit	
	<ul style="list-style-type: none"> • Video coverage of the entire event and live streaming for Lotus Hall digital wall (chief guest arrival, launch of National SoC in BMICH). 	Unit	
4. Compere	<ul style="list-style-type: none"> • Professional 1 compere to be hired for the entire duration of the conference. • He/she should be fluent in English & Sinhala. 	2	
5. Power Backup	<ul style="list-style-type: none"> • Provide & ensure power availability throughout the event (4hrs) and Power Backup solution 	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: **Chief Executive Officer
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**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)
Launch the National Cyber Security Strategy and the National Cyber Security Operation Centre (200pax) – 10th September 2025				
1. Stage Setup	<ul style="list-style-type: none"> • 20ft x 12ft x 1ft platform for the presentations with decorations. • Arrange lighting setup (including spotlight/s for presentations) for stage. • Oil Lamp with decorations 	Unit		
2. 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"> • 20ft X 10ft IP 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 200 audiences. • 2 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 event theme 	1		
d. Lighting setup	<ul style="list-style-type: none"> • Lighting arrangement should setup according to the event venue, event theme; for stage, audience, presenters and walls. • Spotlight for podium and presenters 	Unit		
3. Professional Photography and video services	<ul style="list-style-type: none"> • 200 units of photographs (selected) of the event 	Unit		
	<ul style="list-style-type: none"> • Video coverage of the entire event and live streaming for Lotus Hall digital wall (chief guest arrival, launch of National SoC in BMICH). 	Unit		
4. Compere	<ul style="list-style-type: none"> • Professional 1 compere to be hired for the entire duration of the conference. • He/she should be fluent in English & Sinhala. 	2		
5. Power Backup	<ul style="list-style-type: none"> • Provide & ensure power availability throughout the event (4hrs) and Power Backup solution 	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	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	After Completion of event and submitting final completion note including (photos, videos, content and logistics etc.)	100% 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 Two years				
Period	Employer	Description of Services	Amount	Bidder Responsibility (%)
		Total		

* 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.