SRI LANKA CERT (PVT) LTD

BIDDING DOCUMENT

Title of the Procurement

Procurement of Service of Event Manager for National and Regional Conference on the United Nations Convention Against Cybercrime

IFQ No: CERT/GOSL/SER/NS/2026/26

National Shopping (NS)

November 2026

Sri Lanka CERT (Pvt.) Ltd

INVITATION FOR QUOTATION

IFQ No: CERT/GOSL/SER/NS/2026/26

Procurement of Service of Event Manager for National and Regional Conference on the United Nations Convention Against Cybercrime

The Chairman, Department Procurement Committee, on behalf of Sri Lanka Computer Emergency Readiness Team (Sri Lanka CERT Pvt Ltd), now invites sealed Quotations from eligible and qualified Service providers(Firms) for Event management Services of National and regional conference on the United Nations convention against Cybercrime -South Asia during 15th to 17th December,2026

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

1. **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.

2. Interested Bidders may obtain further information from Project Manager/Procurement, Sri Lanka CERT Pvt Ltd, Room: 4-112, BMICH, Colombo 7 and the Bidding documents could be inspected free of charge during office hours on working days commencing from **09th November 2026,** at the office of Sri Lanka CERT Pvt Ltd 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**.**

3. **Sealed Quotations** must be delivered to Chairman, Department Procurement Committee**,** Sri Lanka CERT Pvt Ltd, Room: 4-112, BMICH, Colombo 7 to be received at or before **1500 Hrs. (3.00 P.M)** on **16th November 2026**. Late Bids and Bids sent electronically will not be accepted and will be rejected.
4. Bids shall be valid for a period of 77 days from the date of deadline for submission of the Bids.
5. 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 2).
6. 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, 2026

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 services 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. • Section I. Instructions to Bidders (ITB) • Section II. Data Sheet • Section III. Schedule of Requirements • Section IV. Technical Specifications & Compliance with Specifications • Section V. Quotation submission Form(s)
C: Preparation of Quotation	
3. Documents Comprising your Quotation	3.1 The Quotation shall comprise the following: (a) Quotation Submission Form and the Price Schedules; (b) Technical Specifications & Compliance with Specifications (c) Any other document required in the Bidding Documents.
4. Quotation Submission Form and Price Schedules	4.1 The Bidder shall submit the Quotation Submission Form using the form furnished in Section V. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled 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 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. 5.4 Prices quoted by the bidder shall be fixed during the supplier's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non-responsive and may be rejected

6 Currency	6.1 The bidder shall quote only in Sri Lanka Rupees.
7 Documents to Establish the Conformity of the Service	7.1 The bidder shall furnish as part of its quotation the documentary evidence that the Services conform to the technical specifications and standards specified in Section IV, "Technical Specifications & Compliance with Specifications". 7.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Services, demonstrating substantial responsiveness of the Services to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given. 7.3 If stated in the Data Sheet the bidder shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Services to supply these Services in Sri Lanka.
8 Period of Validity of quotation	8.1 Quotations shall remain valid for the period of (77) 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 vendor.
D: Submission and Opening of Quotation	
10 10. Submission of Quotation	10.1 Bidder may submit their quotations by mail or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number. 10.2 If the quotation is not sealed in an envelope and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.
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	13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet. 13.2 A representative of the bidders may be present and mark its attendance.

E: Evaluation and Comparison of Quotation	
14 Clarifications	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. 14.2 The Purchaser's request for clarification and the response shall be in writing.
15 Responsiveness of Quotations	15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received. 15.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.
16 Evaluation of quotation	16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive. 16.2 To evaluate a quotation, the Purchaser may consider the following: (a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (c) price adjustment due to discounts offered. 16.3 The Purchaser's evaluation of a quotation may require 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 services.
17 Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	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.
F: Award of Contract	
18 Acceptance of the Quotation	18.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.
19 Notification of acceptance	Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful bidder, in writing, that its quotation has been accepted.

SECTION II: DATA SHEET

ITB Clause Reference	
1.1	The Purchaser is: **Sri Lanka CERT (Pvt.) Ltd**
5.1	Bidder shall quote for all items specified in the section III (Schedule of Requirements)
7	Interested bidders are requested to submit their quotations, including the following details: • **Quotation submission form** signed by the Authorized person with company seal. • **Price schedule** signed by the Authorized person with company seal. • **Power of Attorney / Board Resolution (**Documentary proof authorizing the signatory to legally sign and submit the bid on behalf of the company) • Copy of **business registration Certificate** • Proof of previous experience • Copy of **VAT registration (if applicable)**
11.1	Address for submission of Quotation is: **Chairman** **Department Procurement Committee** **Sri Lanka CERT Pvt Ltd,** **Room: 4-112, BMICH,** **Colombo 7.** Deadline for submission of quotations; **at or before 1500 hours (3.00 P.M) on 16th November ,2026, to the address given above.** Envelope containing the quotation should be clearly marked "**Procurement of Service of Event Manager for National and Regional Conference on the United Nations Convention Against Cybercrime "** **IFQ No: "CERT/GOSL/SER/NS/2026/26"**
13	The quotations shall be opened at the following address: **Sri Lanka CERT (Pvt.) Ltd,** **Room: 4-112, BMICH,** **Colombo 7, Sri Lanka.** The quotations shall be opened immediately after the deadline of submission of quotation **1500 hours (3.00 P.M) on 16th November, 2026**

16.3	If the bidders do not meet the below Minimum Qualification Requirements and documentary evidence in support of the above, as required, are not submitted along with the quotations, such quotations will be treated as non-responsive and may not be considered for further evaluation. Required: 1. **Quotation Submission Form & Price Schedule**: Quotation submission form and Price Schedule signed by the Authorized person with company seal. 2. **Power of Attorney / Board Resolution**: Documentary proof authorizing the signatory to legally sign and submit the bid on behalf of the company. 3. **Business Registration Certificate**: 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 5 years as of date of deadline for submission of quotation. Documentary evidence in this regard (i.e. Business Registration Document and proof of previous experience (minimum 2 years) should be submitted along with the quotation. 4. **VAT Registration Certificate**: Copy of valid VAT registration certificate (if applicable). 5. **Bid Validity period should be complied** 6. **Section III: Schedule Of Requirements and Section IV: Technical Specifications**
17.1	Purchaser reserves the right to increase or decrease the scope of requirement by 20% without any change in the unit price or other terms and condition of the Invitation for quotation.

SECTION III: SCHEDULE OF REQUIREMENTS

DESCRIPTION OF SERVICES:

1. Background

Sri Lanka CERT, under the purview of the Ministry of Digital Economy, is coordinating activities in Sri Lanka relating to the ratification process of the United Nations Convention against Cybercrime. In this connection, Sri Lanka CERT intends to organize a National and Regional Conference for South Asia from 15 to 17 December 2026. The conference is expected to bring together representatives of relevant government institutions, law-enforcement and justice-sector agencies, policy and legal officials, technical experts and other invited stakeholders from Sri Lanka and other countries in the South Asian region.
The estimated attendance for planning and pricing purposes is up to 90 participants, including approximately 30 foreign participants for regional event. The event will run over three days, and the service provider shall provide end-to-end event management services for the above purpose.

2. Objectives of the Assignment

- Plan, coordinate and manage the National and Regional Conference from 15 to 17 December 2026.
- Arrange and manage suitable conference venue, facilities, seating, catering, audiovisual equipment and other event logistics for participants
- Manage registration desk, participant communication, conference materials and on-site delegate support.
- Provide a professional conference compere, photography and video documentation, and a completion report, subject to Sri Lanka CERT's approval and applicable consent and security requirements.

3. Schedule of Requirements

The event will be held from 15 to 17 December 2026 at a venue selected by the Event Manager based on quotations obtained, with the concurrence of Sri Lanka CERT. The venue shall preferably be government-owned and of a standard equivalent to a four-star hotel or above. The selection shall be based on the substantially responsive quotation. The expected participation will be 50 participants on the first day for the National Programme and up to 90 participants on each of the second and third days for the Regional Conference.

Part I: Professional Event Management Services

Item	Description of services
1. Event planning and coordination	Prepare a detailed work plan and timeline for the events scheduled for 15, 16 and 17 December 2026, in consultation with Sri Lanka CERT, to ensure that all activities, timelines and arrangements are properly coordinated. Conduct planning meetings, maintain an action list and risk mitigation and contingency plan, coordinate suppliers, and provide a dedicated event manager and on-site team to manage the events.
2. Venue, Catering and Logistics Management	Obtain comparable, itemized quotations from suitable venues, preferably government-owned venues of a standard equivalent to a four-star hotel or above, taking into consideration the experience expected by visiting foreign delegates. The venue shall be selected based on the evaluation of substantially responsive quotations, taking into account the suitability of the venue, the

	facilities and services offered, and cost-effectiveness, in consultation with Sri Lanka CERT The expected participation will be 50 participants on the first day for the National Programme and up to 90 participants on each of the second and third days for the Regional Conference. Experience of visiting foreign delegates. Agree venue selection criteria with Sri Lanka CERT and negotiate competitive rates. Arrange plenary space, a registration area, a holding area for speakers and organizers, and any breakout rooms, subject to Sri Lanka CERT's prior approval.
3. Delegate registration and communications	Coordinate invitations, RSVP tracking, registration list, confirmation emails and reminders using information and platforms approved by Sri Lanka CERT; operate an on-site registration desk; prepare attendance records and delegate lists; handle personal data only for the purposes of the event and return/delete it as instructed.
4. Conference materials and branding	Design and produce approved name badges, backdrop/lectern branding and other essential materials. All designs and proofs must be approved before production.
5. 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.
6. Catering and hospitality	Arrange approved refreshments, lunch and drinking water for each conference days. Obtain menus and prices for approval and cater for dietary requirements notified by Sri Lanka CERT.
7 Audio-visual and technical support	Provide and operate suitable sound, microphones, projection/display, presentation laptop/clicker, internet and technical support for the room size and programme. Test all equipment before each day's programme and provide backup arrangements.
8 On-site event management	Set up and inspect the venue before each day; manage registration, seating, speakers' movements, timing, catering and supplier coordination; promptly address operational issues and follow instructions of the Sri Lanka CERT focal point.
8. Photography and documentation	Provide event photography and, if approved, video recording. Deliver edited digital photographs and agreed video files to Sri Lanka CERT. No recording or publication of restricted discussions or delegate information without approval.
9. Close-out and reporting	Submit a completion report within 7 days after the event, including attendance, supplier details, copies of invoices/receipts, photographs, agreed video files, final programme, issues encountered and recommendations.
10.Conference compere / Master of Ceremonies (MC)	Provide a professional compere for three days (English -Sinhala) With the concurrence of CERT to introduce speakers, announce sessions, guide conference proceedings and facilitate transitions between programme items throughout the event.

Part II: Equipment and Services Required

The quantities below are indicative for quotation purposes. Bidders shall quote unit rates where applicable and identify any assumptions. Final quantities shall be confirmed in writing by Sri Lanka CERT before commitments are made.

Item	Description	Minimum specification / scope	Indicative quantity
1	Event management personnel	Event manager and adequate on-site support staff for setup, registration, supplier coordination and event delivery	1 team × 3 days, including reasonable setup time
2.	Conference venue and room facilities	• Conference Room for Three days; Participant capacity: Fist Day 50 participants, Second and third days up to 90 participants • Conference Type and Round table seating arrangements with table, chairs decorations and hall decorations. • Flower arrangements on table deco + podium. • Oil lamp and deco	3 days 1 package
3	Catering package	• Welcome Drink • Buffet type Mid-Morning Snacks (minimum three items) with Tea & Coffee • Buffet Lunch • Buffet type Evening Snacks (minimum three items) with Tea & Coffee Water throughout the event	Three days; Participant capacity: Fist Day 50 participants, Second and third days up to 90 participants
4	Stage/lectern and room branding	Lectern or speaker table, modest head table/platform (for 8 people), approved backdrop (10x8 feet), digital title slide,	1 package (3 days)
5	Following Audio Visual equipment with staff	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.	-
	Digital Wall	• 10ft X 08ft P 3 indoor LED Walls with appropriate digital theme design and decorations.	1 unit on Day 1 and 2 units for Days 2 and 3
	PA System	• Professional sound system with necessary facilities for 90 audiences. • 2 Wireless Mikes (FM) • 2 Clip on Mikes	Unit

	Podium Microphone with stand	Podium should decorated	1
	Presentation Monitor/TV	Presentations Monitors /TVs should setup on stage for presenters	1
	Presentation Laser Pointers	Presentation laser pointers for presenters should arrange and available throughout the event	1
6	Internet and connectivity	Reliable Wi-Fi for participants and presenters, with sufficient capacity for expected use; state any limitations and backup option Wi-Fi capacity for 90 concurrent users.	1 package × 3 days
7	Gift Packs for Participants & Printed Materials	• Journal Book (Portable A5 size,160 blank, acid-free pages, Durable, long-lasting journal) + writing Pen with branding (with a paper bag) • logos and texts will be provided by the client • Name badge with lanyards	Up to 100 sets Quate Unit rates
8	Registration desk	Desk, stationery and staffing for registration/check-in throughout scheduled arrival periods	1 package × 3 days
9	Photography	Professional event photography, with delivery of edited digital photographs (minimum 150 photographs per day)	1 service × 3 days
10	Video recording (optional, price separately)	Video coverage or selected session recording only if specifically approved by Sri Lanka CERT; clarify equipment, editing and delivery format	Optional item
11	Conference compere / MC services	Professional compere (English) to introduce speakers, announce sessions, guide proceedings and manage transitions between programme items throughout the conference.	1 service × 3 days

4. Terms and Conditions

1. All arrangements, suppliers, venue selection, menus, designs, bookings and expenditure must receive prior approval from the designated Sri Lanka CERT focal point.
2. The service provider shall obtain and submit itemised quotations and disclose any service fees, commissions, taxes, cancellation charges and other costs. No unapproved expenditure shall be reimbursed.
3. All prices shall be quoted in Sri Lankan Rupees, with taxes and VAT clearly identified separately. The bidder shall state the validity period of its quotation.
4. Quantities are estimates for bid comparison. Payment for variable items such as meals shall be based on quantities approved in writing and actually supplied, subject to the contract and procurement rules.
5. The final venue, number of participants, number of international delegates, requirements will be confirmed by Sri Lanka CERT. Bidders must state their assumptions and quote unit rates for variable items.
6. The service provider shall coordinate only through the designated Sri Lanka CERT focal point and follow all approved instructions and deadlines.
7. All public-facing materials, designs, photographs selected for publication, social-media content and press communications require prior written approval from Sri Lanka CERT. The service provider shall not publish event-related content independently.
8. All event-specific materials, photographs, videos, designs and deliverables produced under the contract shall be provided to Sri Lanka CERT and may not be reused or published by the service provider without prior written permission, subject to applicable third-party rights.
9. The service provider shall protect personal information and delegate details, use them only for approved event purposes, restrict access to authorised personnel and securely return or delete them as instructed by Sri Lanka CERT.
10. The gift pack for participants should not exceed Rs. 1,000 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.
11. The service provider shall comply with venue safety requirements, applicable laws, and reasonable security and confidentiality instructions. Photography/recording in restricted sessions is prohibited unless specifically authorised.
12. The service provider shall provide a named event manager, contact details and an adequate on-site team. A responsible representative must be available throughout the programme and during setup.
13. Original supplier invoices, receipts and supporting documents shall be submitted with the final invoice for reimbursable or pass-through costs. Any management fee must be separately identified.
14. Deliverables shall be reviewed by Sri Lanka CERT. Payments shall be made only for satisfactorily completed and accepted services in accordance with the agreed contract and applicable procurement procedures.
15. The service provider shall submit a completion report within seven days after the conference, unless another period is agreed in writing.

5. Deliverables and Indicative Payment Milestones

The following is a proposed structure and should be aligned with the applicable procurement documents and approved contract:

Deliverable	Evidence	Proposed payment
Approved event plan and confirmed arrangements	Work plan, supplier quotations, approved venue/menu, programme logistics and delegate arrangements	20% of total contract price
Successful delivery of the three-day conference	Confirmation of services delivered and attendance/operations records	60% of the total contract price
Final report and handover	Final report, digital photographs/videos if applicable, final programme, original invoices and receipts	20% of the total contract price upon acceptance of all deliverables and receipt of valid invoice

SECTION IV: TECHNICAL SPECIFICATIONS AND COMPLIANCE

Bidders shall complete the Technical Compliance Schedule below by indicating whether their proposed services, equipment and arrangements comply with each requirement specified in Part II of Section III – Schedule of Requirements. Bidders shall provide sufficient details to demonstrate compliance and identify any deviation, qualification or alternative proposed.

A general statement of compliance without sufficient supporting details shall not be accepted where specific technical information is required. Any material deviation from a mandatory requirement shall be clearly disclosed and explained. Undisclosed material deviations may result in the bid being considered non-responsive, subject to the applicable procurement requirements.

Item No.	Technical Requirement	Bidder's Offer / Technical Details	Compliance (Yes / No / Partial)
1	**Event Management Personnel**	Provide a dedicated event manager and adequate on-site support staff for planning, coordination, setup, registration, supplier coordination and delivery of the three-day event, including reasonable setup time.	
2	**Conference Venue and Facilities**	Provide a suitable conference venue for three days, with capacity for 50 participants on the first day and up to participants on each of the second and third days, subject to final confirmation by Sri Lanka CERT. The venue shall, round-table seating arrangements, tables, chairs and necessary hall facilities. Venue options and itemised quotations shall be submitted for prior approval by Sri Lanka CERT.	
3	**Catering Services**	Provide welcome drinks, buffet mid-morning refreshments comprising a minimum of three items with tea and coffee, buffet lunch, buffet evening refreshments comprising a minimum of three items with tea and coffee, and drinking water throughout each event day. Submit menus and prices for approval and accommodate dietary requirements notified by Sri Lanka CERT.	
4	**Stage, Lectern and Room Branding**	Provide a lectern or speaker table, a modest head table/platform accommodating eight persons, an approved backdrop measuring 10 ft × 8 ft, a digital title slide, wall curtains and decorations, flower arrangements for tables and the podium, and an oil lamp with decoration, as specified in Part II. Designs shall be submitted for approval before production or installation.	
5	**Indoor LED Wall**	Provide one indoor P3 LED wall measuring 10 ft × 8 ft, with an appropriate digital theme design and decorations, suitable for displaying presentations and other approved conference content.	
6	**Public Address (PA) System**	Provide a professional sound system with the necessary facilities for an audience of up to 90 participants, including two wireless microphones (FM) and two clip-on microphones.	
7	**Podium Microphone**	Provide one podium microphone with a stand. The podium shall be decorated in accordance with the approved conference theme.	
8	**Presentation Monitor/TV**	Provide one presentation monitor or television, suitably installed on the stage for presenters.	
9	**Presentation Laser Pointers**	Provide presentation laser pointers for presenters and ensure their availability throughout the event.	

Item No.	Technical Requirement	Bidder's Offer / Technical Details	Compliance (Yes / No / Partial)
10	**Internet and Connectivity**	Provide reliable Wi-Fi connectivity for participants and presenters, with sufficient capacity for up to 90 concurrent users, for all three days. Specify the available capacity, any limitations and backup arrangements.	
11	**Participant Gift Packs & Printed Materials**	Provide participant gift packs comprising an A5 portable journal with 160 blank acid-free pages, a writing pen with branding, and a paper bag. Logos and text will be provided by Sri Lanka CERT. Quote unit rates for quantities of up to 100 sets. Provide name badges with lanyards	
12	**Registration Desk**	Provide the necessary desk, stationery and staffing for registration and check-in during scheduled arrival periods throughout the three-day event.	
13	**Photography**	Provide professional event photography throughout all three days and deliver edited digital photographs, with a minimum of 150 photographs per day. Photography and any publication or use of images shall be subject to Sri Lanka CERT's approval and applicable consent and security requirements.	
14	**Video Recording (Optional)**	Where offered and specifically approved by Sri Lanka CERT, provide video coverage or recording of selected sessions. Separately specify the equipment, editing arrangements, deliverables and delivery format, together with the applicable price.	
15	**Conference Compere / Master of Ceremonies (MC)**	Provide a professional conference compere for all three days to introduce speakers, announce sessions, guide proceedings and facilitate transitions between programme items. Specify the proposed compere's qualifications and language capabilities.	
16	**Technical Operation and Support**	Provide the personnel necessary to install, test, operate and manage the audio-visual equipment and other technical facilities throughout the event, including appropriate testing before each day's programme and backup arrangements where applicable.	
17	**Event Completion and Handover**	Submit a completion report within seven days after the event, including attendance records, supplier details, copies of invoices and receipts, photographs, approved video files where applicable, the final programmed, issues encountered and recommendations.	
18	**Confidentiality and Protection of Participant Information**	Confirm arrangements for protecting participant information and delegate details, restricting access to authorized personnel, using information only for approved event purposes, and securely returning or deleting such information as instructed by Sri Lanka CERT. Confirm compliance with applicable security, confidentiality and venue safety requirements.	
19	**Itemized Quotation and Cost Disclosure**	Provide itemized quotations identifying unit rates and quantities, applicable taxes and VAT, management fees, supplier charges, commissions, cancellation charges and other costs, as applicable. Quote all prices in Sri Lankan Rupees, with taxes and VAT identified separately. State the	

Item No.	Technical Requirement	Bidder's Offer / Technical Details	Compliance (Yes / No / Partial)
		quotation validity period and any assumptions affecting the offer.	

BIDDER'S DECLARATION

We confirm that the information provided in this Technical Compliance Schedule accurately represents our proposed services, equipment and arrangements. All deviations, qualifications and assumptions have been disclosed in the relevant entries above.

Name of Bidder: _____

Name of Authorized Signatory: _____

Designation: _____

Signature and Company Seal: _____

Date: _____

SECTION V: 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 be accepted.]

Date:
To: **Chairman,**
Department Procurement Committee
Sri Lanka CERT Pvt Ltd
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];…… ……... Excluding VAT***

(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 (LKR)

Bidders shall complete all relevant fields. State whether each price is fixed, per person, per room/night, per vehicle/transfer, or a provisional amount. Do not include unapproved contingencies in the fixed price.

Item No	Description (1)	ITEM (2)	UNIT (3)	Unit price Excluding VAT (LKR) (4)	Total Price Excluding VAT (LKR) (5)	VAT (LKR) (6)	Total Price Including VAT (LKR) (7) = (5) + (6)
1	Event management personnel	Event manager and adequate on-site support staff for setup, registration, supplier coordination and event delivery	1 team × 3 days, including reasonable setup time				
2.	Conference venue and room facilities	• Conference Room for Three days; Participant capacity: Fist Day 50 participants, Second and third days up to 90 participants • Conference Type and Round table seating arrangements with table, chairs decorations and hall decorations. • Flower arrangements on table deco + podium. • Oil lamp and deco	3 days 1 package				
3	Catering package	• Welcome Drink • Buffet type Mid-Morning Snacks (minimum three items) with Tea & Coffee • Buffet Lunch	Three days; Participant capacity: Fist Day 50 participants, Second and				

		• Buffet type Evening Snacks (minimum three items) with Tea & Coffee Water throughout the event	third days up to 90 participants				
4	Stage/lectern and room branding	Lectern or speaker table, modest head table/platform (for 8 people), approved backdrop (10x8 feet), digital title slide,	1 package(3 Days)				
5	Following Audio Visual equipment with staff	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.	-				
	Digital Wall	10ft X 08ft P 3 indoor LED Walls with appropriate digital theme design and decorations.	1 Unit for day one and 2 units for day 2nd & 3rd				
	PA System	• Professional sound system with necessary facilities for 90 audiences. • 2 Wireless Mikes (FM) 2 Clip on Mikes	Unit				
	Podium Microphone with stand	Podium should decorated	1				
	Presentation Monitor/TV	Presentations Monitors /TVs should setup on stage for presenters	1				
6	Presentation Laser Pointers	Presentation laser pointers for presenters should arrange and available throughout the event	1				
7	Internet and connectivity	Reliable Wi-Fi for participants and presenters, with sufficient capacity for expected use; state any limitations and backup option Wi-Fi capacity for 90 concurrent users.	1 package × 3 days				

8	Gift Packs for Participants & Printed Materials	• Journal Book (Portable A5 size,160 blank, acid-free pages, Durable, long-lasting journal) + writing Pen with branding (with a paper bag) • logos and texts will be provided by the client • Name badge with lanyards	Up to 100 sets Quate Unit rates				
9	Registration desk	Desk, stationery and staffing for registration/check-in throughout scheduled arrival periods	1 package × 3 days				
10	Photography	Professional event photography, with delivery of edited digital photographs (minimum 150 photographs per day)	1 service × 3 days				
11	Conference compere / Master of Ceremonies (MC) services	Per day / 3 days					
Total							

All taxes and fees other than VAT are to be borne by the supplier and are considered as part of the Supplier costs.

Signature of authorized officer of the bidder: .....

Name of authorized officer of the bidder: .....

Bidder's/Company's name: .....

Address: .....

Contact details: Tel ……..... email: …….

Date: .....

C. Bidder Credentials

Provide details of at least two relevant event-management assignments completed during the last two years, including client, dates, scope, contract value and contact/reference details where permitted. Attach business registration documents and any financial or other evidence required by the issued procurement document.

Period	Client	Description of services	Contract value (LKR)	Bidder's role / reference