



**SRI LANKA CERT (PVT) LTD**

**BIDDING DOCUMENT**

**Title of the Procurement**

**PROCUREMENT OF A PROFESSIONAL TAX FIRM TO  
OBTAIN TAX RELATED SERVICES TO SRI LANKA CERT**

**IFQ No: CERT/GOSL/SER/NS/2025/24-R**

**National Shopping (NS)**

**August, 2025**



## Sri Lanka CERT (Pvt.) Ltd

### Invitation for Quotation (IFQ)

#### PROCUREMENT OF A PROFESSIONAL TAX FIRM TO OBTAIN TAX RELATED SERVICES TO SRI LANKA CERT

IFQ No: CERT/GOSL/SER/NS/2025/24 -R

1. The CEO, on behalf of Sri Lanka Computer Emergency Readiness Team (Sri Lanka CERT Private Limited), now invites sealed Quotations from eligible and qualified Bidders for providing the professional tax related services to Sri Lanka CERT.

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, Fax: +94 11 269 1064 or email: [procurement@cert.gov.lk](mailto:procurement@cert.gov.lk). A complete set of Bidding Documents in English Language can be downloaded from “Procurement Tab” of [www.cert.gov.lk](http://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 08, 2025. Late Bids and Bids sent electronically will not be accepted and will be rejected.**
5. Bids shall be valid for a period of 49 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 3).
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](mailto:procurement@cert.gov.lk) , [www.cert.gov.lk](http://www.cert.gov.lk)**

August 29, 2025

## Section I. Instructions to Bidders (ITB)

<b>A: General</b>	
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>B: Contents of Documents</b>	
2. Contents of Documents	2.1. The documents consist of the Sections indicated below. <ul style="list-style-type: none"><li>● Section I. Instructions to Bidders (ITB)</li><li>● Section II. Data Sheet</li><li>● Section III. Schedule of Requirements</li><li><input type="checkbox"/> Section IV. a. Quotation Submission Form(s) b. Price schedule</li><li>● Section V. Payment Schedule</li><li>● Section VI. Credentials and Financial statements</li></ul>
<b>C: Preparation of Quotation</b>	
3. Documents Comprising your Quotation	3.1. The Quotation shall comprise the following: <ul style="list-style-type: none"><li>(a) Quotation Submission Form and the Price Schedule</li><li>(b) Compliance sheet &amp; other relevant technical Documents</li><li>(c) Other Credentials as required by the Purchaser</li></ul>
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	<p>5.1. Unless specifically stated in the Data Sheet, all items must be priced separately in the Price Schedules.</p> <p>5.2. The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.</p> <p>5.3. The applicable VAT shall be indicated separately.</p>
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 Forty Nine (49) 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.
<b>D: Submission and Opening of Quotation</b>	
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>
<b>E: Evaluation and Comparison of Quotation</b>	

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"> <li>(a) the Price as quoted;</li> <li>(b) price adjustment for correction of arithmetical errors;</li> <li>(c) price adjustment due to discounts offered.</li> </ul> <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>
<b>F: Award of Contract</b>	
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><b>Sri Lanka CERT (Pvt.) Ltd</b></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><b>Chief Executive Officer Sri Lanka Computer Emergency Readiness Team, Room: 4-112, BMICH, Colombo 7.</b></p> <p>Deadline for submission of quotations; <b><u>on or before 1500 hours (3.00 P.M) on September 08,2025 to the address given above.</u></b></p> <p>Envelope containing the quotation should be clearly marked “Procurement of a professional tax firm to obtain tax related services to Sri Lanka CERT <b>CERT/GOSL/SER/NS/2025/24-R”</b></p>
13	<p>The quotations shall be opened at the following address:</p> <p><b>Sri Lanka CERT (Pvt.) Ltd, Room: 4-112, BMICH, Colombo 7, Sri Lanka.</b></p> <p>The quotations shall be opened at <b><u>1500 hours (3.00 P.M) on September 08, 2025</u></b></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 3 years as of date of deadline for submission of quotation. Documentary evidence in this regard (<b>i.e. Business Registration Document or proof of previous experience (minimum 2 years)</b>) 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 has identified a backlog in filing corporate income tax returns and related obligations with the Department of Inland Revenue (IRD) from the year of assessment 2016/2017 to 2024/2025. In order to ensure full compliance with the Inland Revenue Act and rectify any outstanding issues, it has become imperative to engage the services of a qualified tax firm. This assignment will support the organization in preparing accurate tax computations, filing all relevant returns, and advising on estimated tax obligations.

#### **2. Objectives**

The primary objectives of this assignment are to:

- Ensure that all corporate income tax returns from 2016/2017 to 2024/2025 are prepared, reviewed, and filed accurately and in compliance with prevailing tax laws.
- Establish a regular mechanism for estimating and advising on quarterly tax payments.
- Provide ongoing guidance and knowledge transfer to management and staff regarding tax regulations and changes.
- Maintain communication with the Department of Inland Revenue for all relevant submissions and clarifications.

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

The scope is expected to perform the following tasks:

- **Tax Computations:**
  - Preparation and/or review of Corporate Income Tax (CIT) computations for each year from 2016/2017 to 2024/2025.
- **Return Filing:**
  - File all pending Income Tax Returns for the above-mentioned years with the Department of Inland Revenue.
- **Estimated Tax Payments:**
  - Prepare/review Estimated Income Tax calculations.
  - Issue quarterly advice via email on estimated tax payable.
  - File the Statement of Estimated Tax Payable with IRD.



□ **Advisory Services:**

- Provide responses to tax-related queries arising from business operations.
- Engage with IRD on behalf of Sri Lanka CERT as needed to clarify issues.

□ **Tax Law Updates:**

- Regularly update Sri Lanka CERT on any changes to income tax legislation and its implications.
- Conduct awareness sessions with relevant staff members to build internal tax compliance capacity.

#### **4. Transfer of Knowledge**

The Firm shall facilitate knowledge transfer to Sri Lanka CERT staff throughout the engagement by:

- Conducting at least one (01) knowledge-sharing sessions or briefings during the assignment.
- Sharing templates, tools, and documentation used in the tax computation and filing process.

#### **5. Deliverables and Timeline**

<b>Year of Assessment</b>	<b>Deliverable</b>	<b>Timeline</b>
2016/2017	Preparation and/or review of Corporate Income Tax (CIT) computations. File Income Tax Return with the Department of Inland Revenue.	Awarded date + 4 week
2017/2018	Preparation and/or review of Corporate Income Tax (CIT) computations. File Income Tax Return with the Department of Inland Revenue.	Awarded date + 6 week
2018/2019	Preparation and/or review of Corporate Income Tax (CIT) computations. File Income Tax Return with the Department of Inland Revenue.	Awarded date + 8 week
2019/2020	Preparation and/or review of Corporate Income Tax (CIT) computations. File Income Tax Return with the Department of Inland Revenue.	Awarded date + 10 week
2020/2021	Preparation and/or review of Corporate Income Tax (CIT) computations. File Income Tax Return with the Department of Inland Revenue.	Awarded date + 11 week
2021/2022	Preparation and/or review of Corporate Income Tax (CIT) computations.	Awarded date + 13 week

	File Income Tax Return with the Department of Inland Revenue.	
2022/2023	Preparation and/or review of Corporate Income Tax (CIT) computations. File Income Tax Return with the Department of Inland Revenue.	Awarded date + 14 week
2023/2024	Preparation and/or review of Corporate Income Tax (CIT) computations. File Income Tax Return with the Department of Inland Revenue.	Awarded date + 15 week
2024/2025	Preparation and/or review of Corporate Income Tax (CIT) computations. File Income Tax Return with the Department of Inland Revenue.	Awarded date + 16 week
	Conducting one (01) knowledge-sharing sessions or briefings during the assignment (Within the contract period)	

**Total Duration of the Assignment:** 4 months (with provision for extension if required)

## 6. Support Provided by Sri Lanka CERT

The following support and resources will be made available by Sri Lanka CERT:

- ☐ Access to all relevant financial records and documents.
- ☐ Coordination with internal finance and HR teams.
- ☐ Office space for discussions or review meetings, if necessary.
- ☐ Timely feedback and clarification on any information requests.

## 7. Institutional Arrangements

- ☐ The firm will report directly to the Manager Finance of Sri Lanka CERT.
- ☐ All communication and coordination will be facilitated through the Finance Division.
- ☐ Periodic review meetings will be conducted to track progress and address any bottlenecks.

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.

### (b). Staff Requirement Compliance

The firm is free to propose the number and structure of experts appropriate to his implementation approach, provided that the team properly covers the above-mentioned functions. The minimum number of staff qualifications and experience required for this assignment is presented in the table below. The proposed staff must remain with the contracted firm until the closure of the engagement. Any exceptions will require prior approval from Sri Lanka CERT.

Key Staff	Minimum Academic Qualification	Minimum Experience	Minimum Number of Similar Assignments Conducted	Compliance
Engagement Partner	Fellow/Associate Member of CA Sri Lanka or equivalent (e.g., ACCA)	At least 15 years of experience in tax advisory and compliance.	At least 5 similar assignments	
Team Leader/Tax Manger	Associate/Fellow member of CA Sri Lanka or equivalent.	At least 6 years of experience in tax consultancy or public accounting.	At least 5 similar assignments	
Tax Associates	Part-qualified accountants (CA Sri Lanka/ACCA) or degree holders in Accounting, Finance, or Taxation.	2 years of direct experience in corporate tax assignments.	At least 5 similar assignments	
Support Staff	Basic administrative qualifications and familiarity with document handling.  Ability to maintain confidentiality and accuracy in records.	2 years of direct experience in corporate tax assignments.	At least 5 similar assignments	

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Signature

Confirmed by Authorized Officer:

## 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 [insert ***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**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QUANTITY REQUIRED Units/Nos</b>	<b>UNIT PRICE (LKR) Excluding VAT</b>	<b>Total Price (LKR) Excluding VAT</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)=(3)x(4)</b>
2016/2017	Preparation and review of Corporate Income Tax (CIT) computations. File Income Tax Return with the Department of Inland Revenue.	<b>1</b>		
2017/2018	Preparation and review of Corporate Income Tax (CIT) computations. File Income Tax Return with the Department of Inland Revenue.	<b>1</b>		
2018/2019	Preparation and review of Corporate Income Tax (CIT) computations. File Income Tax Return with the Department of Inland Revenue.	<b>1</b>		
2019/2020	Preparation and review of Corporate Income Tax (CIT) computations. File Income Tax Return with the Department of Inland Revenue.	<b>1</b>		
2020/2021	Preparation and review of Corporate Income Tax (CIT) computations. File Income Tax Return with the Department of Inland Revenue.	<b>1</b>		
2021/2022	Preparation and review of Corporate Income Tax (CIT) computations. File Income Tax Return with the Department of Inland Revenue.	<b>1</b>		
2022/2023	Preparation and review of Corporate Income Tax (CIT) computations. File Income Tax Return with the Department of Inland Revenue.	<b>1</b>		
2023/2024	Preparation and review of Corporate Income Tax (CIT) computations. File Income Tax Return with the Department of Inland Revenue.	<b>1</b>		
2024/2025	Preparation and review of Corporate Income Tax (CIT) computations. File Income Tax Return with the Department of Inland Revenue.	<b>1</b>		
	Conducting one (01) knowledge-sharing sessions or briefings during the assignment	<b>1</b>		
	<b>Total (Excluding VAT)</b>			

**Price Schedule (Summary)**

<b>No</b> <b>(1)</b>	<b>Description</b> <b>(2)</b>	<b>Total Price Excluding VAT (LKR)</b> <b>(3)</b>	<b>VAT (LKR)</b> <b>(4)</b>	<b>Total Price Including VAT (LKR)</b> <b>(5) = (3) + (4)</b>
I	Professional Tax services			

## Section V: PAYMENT SCHEDULE

Payment will be made upon satisfactory completion of services mentioned in **Price Schedule** and receipt of invoice:

<b>Year of Assessment</b>	<b>Deliverable</b>
2016/2017	Preparation and review of Corporate Income Tax (CIT) computations. File Income Tax Return with the Department of Inland Revenue.
2017/2018	Preparation and review of Corporate Income Tax (CIT) computations. File Income Tax Return with the Department of Inland Revenue.
2018/2019	Preparation and review of Corporate Income Tax (CIT) computations. File Income Tax Return with the Department of Inland Revenue.
2019/2020	Preparation and review of Corporate Income Tax (CIT) computations. File Income Tax Return with the Department of Inland Revenue.
2020/2021	Preparation and review of Corporate Income Tax (CIT) computations. File Income Tax Return with the Department of Inland Revenue.
2021/2022	Preparation and review of Corporate Income Tax (CIT) computations. File Income Tax Return with the Department of Inland Revenue.
2022/2023	Preparation and review of Corporate Income Tax (CIT) computations. File Income Tax Return with the Department of Inland Revenue.
2023/2024	Preparation and review of Corporate Income Tax (CIT) computations. File Income Tax Return with the Department of Inland Revenue.
2024/2025	Preparation and review of Corporate Income Tax (CIT) computations. File Income Tax Return with the Department of Inland Revenue.
	Conducting one (01) knowledge-sharing sessions or briefings during the assignment

## 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.