



**MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT  
EMPLOYEES' TRUST FUND BOARD**

**FILE NO: ETF/PROC/A/2025/039**

**NATIONAL SHOPPING BIDDING DOCUMENT**

**FOR**

**JANITORIAL SERVICES FOR ETF  
REGIONAL OFFICE**

**Closing date for bids: 10.30 a.m. on 27.06.2025**

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ஊழியர் நம்பிக்கைப் பொறுப்பு நிதியச் சபை  
**EMPLOYEES' TRUST FUND BOARD**  
1 වන මහල, කම්කරු මහලේකම් කාර්යාලය, තැ.පෙ. 807, කොළඹ 05.  
1 மாடி, தொழிற் செயலகம் அலுவலகம், தபால் பெட்டி இலக்கம் 807, கொழும்பு 05.  
1st Floor, Labour Secretariat, P.O. Box. 807, Colombo 05.

20.06.2025

IFB NO: ETF/PROC/A/2025/039

To: Manager,

Dear Sir,

**BIDS INVITE FOR: CLEANING SERVICES FOR ETF BOARD REGIONAL OFFICE**

We are pleased to invite bids for the above and the bid document with all the details is submitted herewith.

Therefore, you are requested to submit the bids to reach the Manager (Procurement), Procurement Section, 23<sup>rd</sup> Floor, "MehewaraPiyesa", Narahenpita, Colombo 5.

Bids shall be deposited to Tender Box No. 8, kept at Procurement Section, Procurement Section, 23<sup>rd</sup> Floor, "MehewaraPiyesa", Narahenpita, Colombo 5.

The deadline for bid submission is **at 10.30 a.m. on 27.06.2025 (Friday)** and the bid opening shall take place immediately afterward of the bid closing.

For further information, please contact; Manager (Procurement) – 011-7747236 / 011 2806198 and email; [mgrproc@etfb.lk](mailto:mgrproc@etfb.lk)

**Please Note: Bidders are advised to examine the locations before quoting rates during office hours on weekdays.**

Thank you,

M.M.D. Kumara  
Procurement Officer  
Tel : 011 2 806 198 /email; [mgrproc@etfb.lk](mailto:mgrproc@etfb.lk)

## Section I. Instructions to Vendors (ITV)

<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 Goods 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 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.  Section I. Instructions to Vendors (ITV) Section II. Data Sheet Section III. Schedule of Requirements Section IV. Financial Consideration Section V. Quotation submission Form(s)
<b>C: Preparation of Quotation</b>	
3. Documents Comprising your Quotation	3.1: The Quotation shall comprise the  (a) Quotation Submission Form (b) Financial Consideration
4. Quotation Submission Form and Price Schedules	4.1: The vendor 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 in with the information requested.  4.2: Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.  4.3: Bidders shall allowed to quote one or more regional office or all regional

	office and evaluation of bids and award of contract shall be made on the basis of single Regional office.
5. Prices and Discounts	<p>5.1: Unless specifically stated in 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> <p>5.4: Prices quoted by the vendor shall be fixed during the vendor'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.</p>
6. Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Goods	<p>7.1 The vendor shall furnish as part of its quotation the documentary evidence.</p> <p>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 Goods, demonstrating substantial Responsiveness of the Goods to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.</p> <p>7.3 If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Sri Lanka.</p>
8. Period of Validity of quotation	8.1 Quotations shall remain valid for the period of sixty (60) days after the quotation submission deadline date.
9. Format and Signing of Quotation	9.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor.
<b>D: Submission and Opening of Quotation</b>	

10. Submission of Quotation	<p>10.1 Vendors may submit their quotations by mail or by hand 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 ITV 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 vendor for a clarification of its quotation. Any clarification submitted by a vendor 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 adjustments due to discount 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 Goods.</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 vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.</p>
19. Notification of acceptance	<p>19.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that its quotation has been accepted.</p>

**Section II: Data Sheet**

ITV Clause Reference	Description
	<b>IFB NO.: ETF/PROC/A/2025/039</b> <b>Title of the contract :</b> <ul style="list-style-type: none"><li>• <b>Cleaning Services for ETF Board Regional Office</b></li></ul>

	<b>Contract period – one year</b> <b>Nature of the job – Cleaning office premises</b>
1.1	The Purchaser is <b>Employees’ Trust Fund Board</b> Address : <b>Procurement Section, 23<sup>rd</sup> Floor, “MehewaraPiyesa”, Narahenpita, Colombo 5</b>
5.1	Bidder shall quote for Workers, Materials and other charges related to the project
7.3	<b>Manufacture’s Authorization is NOT required</b>
11.1	Address for submission of Quotations is <b>ETF Board Procurement Section, 23<sup>rd</sup> Floor, “MehewaraPiyesa”, Narahenpita, Colombo 5</b>  <b>Tender Box No. 08</b>  Deadline for submission of quotations is :on or before : <b>10.30 a.m. on 27.06.2025 (Friday)</b>
11.2	Bid validity shall be for 60 days
13	The quotations shall be opened at the following address immediately after closing of the bids: <b>ETF Board Procurement Section, 23<sup>rd</sup> Floor, “MehewaraPiyesa”, Narahenpita, Colombo 5</b>
16	Other factors other than cost that will be considered for evaluation are:  <u><b>Bidder’s eligibility;</b></u> <ul style="list-style-type: none"> <li>• The bidder shall have the experience in the related field for 5 years or more</li> <li>• The bidder shall have the average financial turnover is LKR 10 million or more for last 03 years (2022, 2023, 2024)</li> <li>• The bidder who have not blacklisted for last 05 years</li> <li>• The bidder makes EPF/ETF payment on behalf of workers who deploy for the service for the continuous last 05 years</li> </ul> <u><b>Documents to be submitted</b></u>  Submitting these documents are compulsory and appropriate marks will be given for such documents under the evaluation criteria for the non-cost factor; weighting 80: 20 for non - cost factor: cost factor  i. Business Registration copy (registration date shall be 2016 or older) ii. Audited financial statements for year 2022, 2023 & 2024 (Annual average turnover shall be recorded as LKR 10 million or more) iii. Certifying that the bidder hasn’t been blacklisted within the last 05 years



	iv. Proof evidence that the bidder makes EPF/ETF payments for the workers who have been deployed for the cleaning services v. List of Clientele, including at least 03 firms having more than 200 office staff occupied vi. VAT Registration Certificate vii. Income Tax Certificate  <u><b>Other</b></u>  viii. Ensuring providing Uniforms for the workers who are on duty ix. Work schedule (Daily and Weekly)
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**EMPLOYEES' TRUST FUND BOARD**  
**CLEANING SERVICES FOR ETF BOARD REGIONAL OFFICE**  
**TENDER NO: ETF/PROC/A/2025/039**

**SECTION iii – SHEDULE OF REQUIREMENT**

**DAILY**

1. Workers should be report to the duty at 7.45 a.m.
2. Entire Office premises, pantry should be kept tidy, clean before commencing the office duties, most probably before 8.00 a.m.
3. All the wastepaper, garbage should be removed from the office premises before 8.00 a.m. also the disposal material should be dumped to the relevant bins.

4. All the Office Tables, Chairs, Cabinets need to wipe in the morning.

#### **WEEKLY**

1. Entire office floor area needs to be moped using suitable chemicals and thereafter needs to make it dry.
2. All the places are to be cleaned using Vacuum Cleaners, cleaning cobwebs, and ensuring dust-free areas.
3. All the Table Fans, PC Monitors, Printers, Photocopiers, etc. to be wiped.

#### **RESPONSIBILITIES**

1. Offices premises shall be well maintained and make the area well attractive among the Office Staff as well the general public who visits for their needs.
2. All detergents, Chemicals, Hand wash, or gels which are used for cleaning purposes should be complied with national standards and be strictly prohibited from using chemicals that affect the human body.
3. A special Dress code/ Uniform to be provided for the workers
4. Discipline should be strictly maintained.
5. The workers need to be advised that when they are on duty not to obstruct the free movement of the staff as well as of the customers

#### **PAYMENT TERMS**

1. Billing period shall be one calendar month
2. The relevant Service Provider shall submit their invoices on or before the 10th of next month to the AGM (A & HR), A & HR Division, 23rd Floor, "MehewaraPiyesa", Colombo 5.

#### **OTHER TERMS AND CONDITIONS**

1. The successful bidder shall need to enter into a Contract Agreement for one year
2. The bidder shall contribute EPF/ETF for the workers and salaries /wages for the workers shall abide by the Government rules and regulations
3. In case the ETF Board observed that the service quality of the service provider is poor or unsatisfied, action will be taken to suspend the service by giving 30 days prior notice
4. ETF Board has the sole right to take decisions

Name of Bidder

Signature of Bidder

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**EMPLOYEES' TRUST FUND BOARD****FINANCIAL CONSIDERATION****Quotation No: ETF/ PROC/A/2025/039****Quotation For: CLEANING SERVICES AT ETF BOARD REGIONAL OFFICE****SECTION IV**

Description							
Nos.	Regional office	Nos. of workers	Cost per month				
			Cost per worker (Rs.)	Total cost for workers	Cost for materials (Rs.)	Taxes (if any) (Rs.)	Total cost per month (Rs.)
01	Regional office - Gampaha	01					
02	Regional office - Kalutara	01					
03	Regional office - Kandy	01					
04	Regional office – Nuwara Eliya	01					
05	Regional office - Badulla	02					
06	Regional office - Ampara	01					
07	Regional office - Trincomalee	01					
08	Regional office - Anuradhapura	01					
09	Regional office - Vauniya	01					
10	Regional office - Jaffna	01					
11	Regional office - Galle	01					
12	Regional office - Matara	02					
13	Regional office - Hambantota	02					
14	Regional office - Kegalle	01					
15	Regional office - Ratnapura	01					
16	Regional office - Kurunegala	01					

	<b>Total</b>	<b>19</b>					
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Name of the bidder :

Contact person :

Email :

Signature : Rubber Stamp

## Section V

### Quotation Submission Form

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

Date:

To: Chairman – Procurement Committee  
Employees' Trust Fund Board

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;
- (b) 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 Goods  
*[Insert a brief description of the Goods];*
- (c) The total price of our quotation including any discounts offered is:  
*[Insert the total quoted price in words and figure];*
- (d) Our quotation shall be valid for the period of time specified in ITV Sub-Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITVSub-Clause 11.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (f) 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]

Dated:

Rubber seal

## CHECK LIST

The bidder shall make sure the following documents have submitted fulfilling the bidding obligations.

	Name of Document	Submitted Yes/No	If “NO”, reason
1	Full set of Bidding Document Including duly filled <ul style="list-style-type: none"> <li>• Section V – Quotation submission form</li> <li>• Financial consideration</li> </ul> <i>With Signature, Date &amp; Rubber Stamp</i>		
2	Business Registration copy (registration date shall be 2018 or older)		
3	Audited financial statements for year 2022, 2023 & 2024 (Annual average turnover shall be recorded as LKR 10 million or more)		
4	Certifying that the bidder hasn't blacklisted for last 05 years		
5	Proof evidence that bidder makes EPF/ETF payments for the workers who have been deployed for the cleaning services		
6	List of Clientele, including at least 03 firms having more than 200 office staff occupied		
7	VAT Registration Certificate		
8	Income Tax Certificate		
9	Ensuring providing Uniforms for the workers who are on duty		
10	Work schedule (Daily and Weekly)		

