

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

**FILE NO: ETF/PROC/A/2025/042**

**BIDDING DOCUMENT**

**FOR**

**BUILDING SPACE FOR  
RENT OR LEASE AT  
ETF REGIONAL OFFICE  
(RATHNAPURA)**

**Closing date for bids: 10.30 a.m. on 28.08.2025**

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## **EMPLOYEES' TRUST FUND BOARD**

### **BIDS INVITE FOR: BUILDING SPACE AT REGIONAL OFFICE - RATHNAPURA FILE NO. : ETF/PROC/A/2025/042**

#### **CLAUSE 1 - INSTRUCTION TO BIDDERS**

##### **Period of Validity of quotation**

Quotations shall remain valid for the period of sixty (60) days after the quotation submission deadline date.

##### **Format and Signing of Quotation**

The quotation shall be typed or written in indelible ink and shall be signed by the lessor or a person duly authorized to sign on behalf of the lessor.

##### **Submission of Quotation**

- Vendors may submit their quotations by email or by hand in sealed envelopes addressed to the Purchaser bears the specific identification of the contract number.
- 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.

##### **Deadline for Submission of Quotation**

Quotation must be received by the Purchaser at the address set out in "Data Sheet", and no later than the date and time as specified in the Data Sheet.

##### **Late Quotation**

The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations.

##### **Opening of Quotations**

- The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.
- A representative of the bidders may be present and mark its attendance.

##### **Evaluation of quotation**

The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.

##### **Lessee's right to accept any quotation, and to reject any or all quotations**

The lessee 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.

#### **Selection of the property**

The lessee 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.

#### **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

## EMPLOYEES' TRUST FUND BOARD

### BIDS INVITE FOR: BUILDING SPACE AT R/O - RATHNAPURA FILE NO. : ETF/PROC/A/2025/042

#### CLAUSE 2: DATA SHEET

Clause Reference	Description
1.	The lessee is : <b>Employees' Trust Fund Board</b> Address :19 <sup>th</sup> – 23 <sup>rd</sup> floors Mehewara Piyesa, Narahenpita, Colombo 5
2	The bidder is allowed to quote for <b>BUILDING SPACE FOR RENT OR LEASE AT RATHNAPURA FOR ESTABLISH ETF BOARD REGIONAL OFFICE</b>
3	The Address for submission of Quotations is <b>Procurement Section, ETF Board, 23rd Floor, Mehewara Piyesa, Colombo 05.</b>  Deadline for submission of quotations is 10.30 a.m. on <b>28.08.2025</b>
4	<b>Bid submission</b>  Bid shall submit and shall be deposited to the Tender Box_No. <b>01</b> , kept at <b>Procurement Section, 23<sup>rd</sup> Floor, Mehewara Piyesa, Colombo 05 on or before 10.30 a.m. on 28.08.2025 (Thursday)</b>  Bids receives after 10.30 a.m. on 28.08.2025 will not be considered and will be rejected  Therefore, it is responsible of bidders to submit their bids in time.
5	The quotations shall be opened at the following address: <b>Procurement Section, 23<sup>rd</sup> Floor, Mehewara Piyesa, Colombo 05 at 10.30 a.m. on 28.08.2025 (Thursday)</b>
6	Other Terms & conditions to be followed. <ul style="list-style-type: none"><li>▪ All relevant documents (original or copy) shall be submitted when requested by ETF Board</li><li>▪ Both the parties shall enter in to a lease agreement</li><li>▪ Legal clearances shall produce If observed differences between the name of the lesser and name of the owner in the title deed</li></ul>

	<ul style="list-style-type: none"> <li>▪ A Team of Officers of the ETF Board will visit and examine the location</li> <li>▪ Electricity, Water, Telephone, WIFI bills will be borne by the ETF Board</li> <li>▪ ETF Board should have the right to perform interior designing, cubicle construction, additional wiring, cabling etc.</li> <li>▪ The building that the ETF Board will consider, where the location that easy access to general public. Also the building should comply to serve to the general public with most efficient status as well as to maintain the goodwill of the ETF Board</li> <li>▪ The bidder should be submitted the list of repairs categorizing as Major &amp; Minor and who should take the responsibility and the both the parties to be discussed and to take a decision.</li> <li>▪ Both parties should be compelled to follow/bear any rules &amp; regulations implementing by the government time to time</li> <li>▪ Both parties should be compelled to follow/bear any taxes imposed by the government time to time</li> <li>▪ The ETF Board 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.</li> </ul>
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**EMPLOYEES' TRUST FUND BOARD  
BUILDING SPACE FOR RENT OR LEASE AT  
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**CLAUSE 3 – DETAILED BID SUBMISSION FORM**

**A. Details of the lesser**

1	Name of the lessor	
2	Permanent address of the lessor	
3	Contact Telephone numbers	

**B. Details of the proposed building (for rent or lease)**

4	Postal Address of the location	
5	Name of the owner (appeared in the title deed)	
6	Name of Municipal / Pradeshiya sabha area	
7	Telephone numbers (if available)	
8	How old this building (no. of years)	
9	Building designed for a House/Commercial or any other	
10	Current status of the building (whether the possibility for immediate occupy)	
11	Property assessment (Waripanam) No.	
12	Closest main city	
13	Distance to the closest main city (km)	
14	Total numbers of floors in the building	
	Sqft area of each floor	Ground Floor :
		1 <sup>st</sup> Floor :
		2 <sup>nd</sup> Floor :
		3 <sup>rd</sup> Floor :

		4 <sup>th</sup> Floor :	
15	Sqft area and numbers of floors, that proposes <b>for rent or lease</b>	Total	
		Actual usable area for office	
16	Whether portion/s or floor/s of same building are occupied by others		
17	Do you agree that the building lease out for period of 03 years (Yes/No) <i>If no, explain the reason</i>		
18	Do you obtain "Certificate of Conformity" ( CoC ) (Yes/No)		
	If Yes	Issued date	
		Number	

**C. Details of the amenities in the proposed building (for rent or lease)**

19	Parking facilities for how many vehicles	
20	Availability of pipe borne water	
21	Availability of Three phase electricity for entire building	
22	Availability of Lift service	
23	Availability of Stair case	
24	Availability of Pantry area (describe)	
25	Nos. of Toilets /Wash rooms available and where these are located (describe the fittings and sizes <i>sqft area</i> of washrooms)	
26	Nos. of wash basins available and where these are located (describe the places) Nos. of Ceiling Fans available	
27	Nos. 13 AMP Plug outlets are fitted Nos. 15 AMP Plug outlets are fitted Nos. 5 AMP Plug outlets are fitted	
28	Separate water meter should be available	

29	Separate electricity meter should be available	
30	Generator availability	
31	Availability of Air Conditioner (Yes/No)	
	<i>If yes, No of AC Units</i>	
	<i>Capacity of each unit (BTU)</i>	
32	Other facilities available (Please specify)	



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**CLAUSE 4: FINANCIAL CONSIDERATION**

1	Monthly Rental (for first 03 years)	(in figures) Rs.
		(In words) Rupees
2	Total cost for 03 years	(in figures) Rs.
		(In words) Rupees
3	Taxes	
4	Monthly Rental (if any increases after 03 years lease period)	
5	Payment Terms (please specify)	ETF Board prefers, payment of six months rental in advance, therefore, rental would be paid monthly.
6	Any comments	

Name of bidder:

Signature & Date :

**EMPLOYEES' TRUST FUND BOARD**

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**CLAUSE 5: BID 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/ CEO, 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 lease the building situated at .....  
.....  
to locate the ETF Regional Office – Rathnapura.
- c. The total cost for 03 years rentals offered is:  
*[Insert the total quoted price in words and figure];*
- d. Our quotation shall be valid for the period of time specified in Clause 1, from the date fixed for the quotation submission deadline, 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: