



**MINISTRY OF FINANCE, PLANNING AND ECONOMIC
DEVELOPMENT**

EMPLOYEES' TRUST FUND BOARD

**BUILDING SPACE FOR RENT OR LEASE AT
ETF REGIONAL OFFICE - NUWARA ELIYA FOR THREE YEARS PERIOD
(Approximate - Sq. Feet 3000 – 3500)**

PROCUREMENT NO: ETF/PROC/A/2026/026

National Competitive Bidding Procedure

Chairman
Employees' Trust Fund Board
19 - 23 Floor,
Mehewara Piyesa
Colombo 05

June 2026

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EMPLOYEES' TRUST FUNDBOARD

**BIDS INVITE FOR: BUILDING SPACE AT
REGIONAL OFFICE – NUWARA ELIYA
FOR THREE YEARS PERIOD
(Approximate - Sq. Feet 3000-3500)
PROCUREMENT NO. : **ETF/PROC/A/2026/026****

CLAUSE 1 - INSTRUCTION TO BIDDERS

1. The Chairman of Department Procurement Committee (Major) on behalf of the Employees' Trust Fund Board now invites sealed Bids from eligible and qualified bidders for Rent or Lease at ETF Regional Office (Nuwara Eliya) for three years period. Contract No. - **ETF/PROC/A/2026/026** up to **10.30 a.m. on 16th June 2026**.
2. Bidding will be conducted through National Competitive Bidding Procedure.
3. Bids shall be valid up to **1st September 2026** (77 days).
4. 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.

5. Interested parties can obtain Bidding Document free of charge from Employees' Trust Fund Board, from **2nd June to 15th June 2026** at the working hours of 9:00 a.m to 3:00 p.m. or **available at the website of www.etfb.lk**
6. Bidders shall submit completed Bid Security Declaration Form with bid as per format attached "Annexure II".
7. Sealed Bids must be delivered to the Tender Box – 05 at **Employees' Trust Fund Board, Procurement Section, 23rd Floor, Mehewara Piyesa, Colombo 05** before **10.30 a.m. on 16th June 2026**. Late bids shall be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend in person or virtual address to **Procurement Section, Employees' Trust Fund Board, 23rd Floor, Mehewara Piyesa, Colombo 05** before **10.30 a.m. on 16th June 2026**. Bids will be opened immediately after closing of Bids at **10.30 a.m. on 16th June 2026**. Bids received after 10.30 a.m. on 16.06.2026 will not be considered and will be rejected.

The inner and outer envelopes shall bear the following identification mark:

The caption "Providing Office Space on Rental Basis – Nuwara Eliya" Should be

mentioned on the left hand top corner of the envelope containing the Bid

8. Evaluation of quotation

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

9. **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.

10. **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

11. Interested eligible bidders may obtain further information **Tel: 0112 –806198,**
During 9.00 a.m. to 3.00 p.m. from 02.06.2026 to 16.06.2026

12. The Department Procurement Committee, Employees' Trust Fund Board reserves the right to accept, award or reject any bids submitted.

13. The bidder shall be submitted duly signed and stamped bid submission form and non-collusion affidavit attached to the Procurement Document with the bid.

14. ETFB will not be responsible for any costs or expenses incurred by Bidders in connection with the preparation or delivery of the Bids.

15. In accordance with the Procurement Guidelines 2024, unsuccessful bidders can submit an appeal against the award of the contract after a non-refundable payment of Rs.10,000.00 has been made.

Chairman
Department Procurement Committee
Employees' Trust Fund Board
19-23 Floors,
Mehewara Piyesa
Colombo 05

EMPLOYEES' TRUST FUNDBOARD

BIDS INVITE FOR: BUILDING SPACE AT R/O – NUWARA ELIYA FOR THREE YEARS PERIOD

Contract NO :ETF/PROC/A/2026/026

CLAUSE 2: DATA SHEET

Clause Reference	Description
1.	The lessee is : Employees' Trust Fund Board Address :19 th – 23 rd floors Mehewara Piyesa, Narahenpita, Colombo 5
2	The bidder is allowed to quote for BUILDING SPACE FOR RENT OR LEASE AT NUWARA ELIYA FOR ESTABLISH ETF BOARD REGIONAL OFFICE
3	The Address for submission of Quotations is Procurement Section, ETF Board, 23rd Floor, Mehewara Piyesa, Colombo 05. Deadline for submission of quotations is 10.30 a.m. on 16.06.2026
4	Bid submission Bid shall submit and shall be deposited to the Tender BoxNo. 05 , kept at Procurement Section, 23rd Floor, Mehewara Piyesa, Colombo 05 on or before 10.30 a.m. on 16.06.2026 (Tuesday) Bids receives after 10.30 a.m. on 16.06.2026 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: Procurement Section, 23rd Floor, Mehewara Piyesa, Colombo 05 at 10.30 a.m. on 16.06.2026 (Tuesday)
6	Other Terms & conditions to be followed. <ul style="list-style-type: none">▪ All relevant documents (original or copy) shall be submitted when requested by ETF Board▪ Both the parties shall enter in to a lease agreement▪ Legal clearances shall produce If observed differences between the name of the lesser and name of the owner in the title deed

	<ul style="list-style-type: none">▪ A Team of Officers of the ETF Board will visit and examine the location▪ Electricity, Water, Telephone, WIFI bills will be borne by the ETF Board▪ ETF Board should have the right to perform interior designing, cubicle construction, additional wiring, cabling etc.▪ 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▪ The bidder should be submitted the list of repairs categorizing as Major & Minor and who should take the responsibility and the both the parties to be discussed and to take a decision.▪ Both parties should be compelled to follow/bear any rules & regulations implementing by the government time to time▪ Both parties should be compelled to follow/bear any taxes imposed by the government time to time▪ 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.
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**EMPLOYEES' TRUST FUNDBOARD
BUILDING SPACE FOR RENT OR LEASE AT R/O NUWARA ELIYA
FOR THREE YEARS PERIOD
PROCUREMENT NO :ETF/PROC/A/2026/026
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	Location Requirement: The offered premises should be situated within three (03) kilometers of the Nuwara Eliya City Bus Stand to ensure convenient accessibility for office staff, stakeholders and the general public.	
14	Total numbers of floors in the building	
	Sqft area of each floor	Ground Floor :
		1 st Floor :
		2 nd Floor :
		3 rd Floor :

		4 th Floor :	
15	Sqft area and numbers of floors, that proposes for rent or lease	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	Bidder shall submit “Certificate of Conformity ” (CoC) (Please attaché copy of CoC with the bid	Issued date	
		Number	

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

19	Parking facilities minimum 02 vehicles	
20	Availability of pipe borne water	
21	Availability of Three phase electricity for entire building	
22	Lift Facility Requirement: For premises offered above the second (2nd) floor, a functional lift facility shall be provided and maintained in good operating condition throughout the lease period.	
23	Availability of Stair case	
24	Availability of Pantry area (describe)	
25	Minimum 02 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)	

27	Nos. of Ceiling Fans available	
28	Nos. 13 AMP Plug outlets are fitted Nos. 15 AMP Plug outlets are fitted Nos. 5 AMP Plug outlets are fitted	
29	Separate water meter should be available	
30	Separate electricity meter should be available	
31	Generator availability	
32	Availability of Air Conditioner (Yes/No)	
	<i>If yes, No of AC Units</i>	
	<i>Capacity of each unit (BTU)</i>	
33	Other facilities available (Please specify)	

EMPLOYEES' TRUST FUNDBOARD
BIDS INVITE FOR: BUILDING SPACE AT
R/O NUWARA ELIYA FOR THREE YEARS
PERIOD
FILE NO. :ETF/PROC/A/2026/026

CLAUSE 4: FINANCIAL CONSIDERATION

1	Monthly Rental (for 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 FUNDBOARD
BIDS INVITE FOR: BUILDING SPACE AT
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PERIOD
FILE NO. :ETF/PROC/A/2026/026

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
– Nuwara Eliya for three years period.
- c. The total cost for 03 years rentals offered:
[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:

(Bidder should be submitted with bid)

Annexure I

Non-collusion Affidavit

The undersigned bidder or agent, hereby solemnly, sincerely, and truly declares and affirms/makes an oath and states as follows;

- a) That he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership representing him/her, entered into any combination, collusion, or similar agreement with any person in connection with the price to be bid;
- b) That he/she or anyone representing him/her has not taken any step whatsoever to prevent any person from bidding, nor to induce anyone to refrain from bidding; and
- c) That this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to this bid.

He/she further states that no person, firm, or corporation has received or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value in connection with the submission of this bid.

The bidder accepts full responsibility for ensuring the absence of collusion and hereby pledges to abide by fair and ethical competition practices throughout the procurement process and fully comply with the applicable Procurement Guidelines.

I hereby affirm, under the penalties for perjury, that all statements made by me in this affidavit are true and correct.

The foregoing Affidavit having been
duly read over and explained by me to
the Affirmant above named and he/she
having understood the contents therein
and admitted to be correct, affirmed
and set his/her signature hereto before
me) on this... day of..... ... at.....

BEFORE ME, JUSTICE OF THE PEACE/COMMISSIONER OF OATHS

(Shall be filled by bidder)

Annexure II

Bid Security Declaration

Date: _____

[insert date by bidder]

Name of contract Procurement of Building Space Rent or Lease at ETF Regional Office – Nuwara Eliya for three years period.

Invitation for Bid No.: **ETF/PROC/A/2026/026**

To: Chairman / CEO

Employees' Trust Fund Board,
19-23 Floors,
Mehewara Piyesa
Colombo 05.

We, the undersigned, declare that:

1. We understand that, according to instructions to bidders (hereinafter “the ITB”), bids must be supported by a bid-securing declaration;
2. We accept that we shall be suspended from being eligible for contract award in any contract where bids have been invited by any of the Procuring Entity as defined in the Procurement Guidelines published by the National Procurement Commission, for the period of three (03) years starting on the latest date set for the closing of bids of this bid, if we:
 - (a) Withdraw our bid during the period of the bid validity period specified; or
 - (b) do not accept the correction of errors in accordance with the instructions to bidders of the bidding documents; or
 - (c) having been notified of the acceptance of our bid by you, during the period of bid validity,
 - i. fail or refuse to execute the Contract Form, if required, or
 - ii. fail or refuse to furnish the performance security, in accordance with the ITB.
3. We understand this bid securing shall expire if we are not the successful bidder, upon the earlier of,
 - (i) our receipt of a copy of your notification to the Bidder that the bidder was unsuccessful; or
 - (ii) twenty-eight days after the expiration of our bid.
4. We understand that if we are a JV, the Bid Securing Declaration must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed [Insert signature(s) of authorized representative] In the capacity of [Insert title]

Name [Insert printed or typed name]

Duly authorized to sign the bid for and on behalf of [Insert authorizing entity]

Dated on [insert day] day of [Insert month], [Insert year]