MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

EMPLOYEES' TRUST FUND BOARD

IFB NO: ETF/PROC/A/2026/102

NATIONAL SHOPPING BIDDING DOCUMENT

FOR

JANITORIAL SERVICES FOR ETF BOARD HEAD OFFICE

Closing date for bids: 10.30 a.m. on 04.11.2026

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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.

21 .10.2026

IFB NO: ETF/PROC/A/2026/102

To: Manager,

Dear Sir,

BIDS INVITE FOR: CLEANING SERVICES FOR ETF BOARD HEAD 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 AGM (Procurement), Procurement Section, 23rd Floor, "Mehewara Piyesa", Narahenpita, Colombo 5.

Bids shall be deposited to Tender Box No. 1, kept at Procurement Section, Procurement Section, 23rd Floor, "Mehewara Piyesa", Narahenpita, Colombo 5.

The deadline for bid submission is **at 10.30 a.m. on 04.11.2026 (Wednesday)** and the bid opening shall take place immediately afterward of the bid closing.

For further information, please contact; **Procurement Officer – 011-7747236 / 011 2806198 and email; mgrproc@etfb.lk**

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

Thank you,

AGM (Procurement)
Employees' Trust Fund Board
Tel: 011 2 806 198 /Email agmproc@etfb.lk

Section I. Instructions to Vendors (ITV)

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 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: Contents of Documents	
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)
C: Preparation of Quotation	
3. Documents Comprising your Quotation	3.1: The Quotation shall comprise the (a) Quotation Submission Form and the Price Schedules; (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.
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 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.
6. Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Goods	7.1 The vendor shall furnish as part of its quotation the documentary evidence. 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. 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.
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.
D: **Submission and Opening of Quotation**	

10. Submission of Quotation	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. 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.
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	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 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. 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 adjustments due to discount offered 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. .
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	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.

Section II: Data Sheet

ITV Clause Reference	Description
	IFB NO.: ETF/PROC/A/2026/102 **Title of the contract:** • **Cleaning Services for ETF Board, Head Office, Narahenpita, Colombo 5** • **Cleaning Services for ETF Board Nawala Office Building, Nawala** • **Cleaning Services for ETF Board Car park Nawam Mawatha** **Contract period – one year** **Nature of the job – Cleaning office premises**
1.1	The Purchaser is **Employees' Trust Fund Board** Address: Procurement **Section, 23rd Floor, "Mehewara Piyesa", Narahenpita, Colombo 5**
5.1	Bidder shall quote for Workers, Materials and other charges related to the project
7.3	**Manufacture's Authorization is NOT required**
11.1	Address for submission of Quotations is **ETF Board Procurement Section, 23rd Floor,"Mehewara Piyesa", Narahenpita, Colombo 5** **Tender Box No. 01** Deadline for submission of quotations is: on or before: **10.30 a.m. on 04.11.2026 (Wednesday)**
11.2	**Bid validity – up to 20th January 2027 (77 Days)**
13	The quotations shall be opened at the following address immediately after closing of the bids: **ETF Board Procurement Section, 23rd Floor, "Mehewara Piyesa", Narahenpita, Colombo 5**
16	Other factors other than cost that will be considered for evaluation are: **Bidder's eligibility;** • The bidder shall have the experience in the related field for 5 years or more

	• The bidder shall have the average financial turnover is LKR 10 million or more for last year • The bidder who has not blacklisted for last 05 years • The bidder makes EPF/ETF payment on behalf of workers who deploy for the service for the continuous last 05 years **Documents to be submitted** 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. Financial statements for last year (Annual average turnover shall be recorded as LKR 10 million or more) ii. Certifying that the bidder hasn't been blacklisted within the last 05 years iii. Proof evidence that the bidder makes EPF/ETF payments for the workers who have been deployed for the cleaning services iv. List of Clientele, including Latest ongoing firm having more than 200 office staff occupied **Other** v. Ensuring providing Uniforms for the workers who are on duty vi. Work schedule (Daily and Weekly)

EMPLOYEES' TRUST FUND BOARD
CLEANING SERVICES FOR ETF HEAD OFFICE, NAWALA OFFICE AND NAWAM MAWATHA CAR PARK
IFB NO: ETF/PROC/A/2026/102

SECTION iii – SHEDULE OF REQUIREMENT

GENERAL CLEANING WORK

- Wiping of glass partition and doors
- Sweeping of entire floor
- Clear waste paper bins, any other solid waste bins
- Damp mopping of cemented and rubber painted floors
- Vacuum carpeted floors
- Cleaning of wash basins
- Polishing of relevant floor areas
- Removal of garbage from the premises

DAILY

1. The standard work schedule is approximately **25–26** normal working days per month, with **9** working hours each day.
2. Workers should be report to the duty at **7.30 a.m.**
3. Entire Office premises, pantry should be kept tidy, clean before commencing the office duties, most probably before **8.00 a.m.**
4. 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.
5. Empty all waste paper baskets and waste bins, dispose of garbage properly, clean the bin and place them back in position before **8.00 a.m.**
6. Clean all office furniture's (Chairs, Tables, Cupboards) and Office Equipment's (Telephones and printers etc) daily.
7. Clean and disinfect toilets, washrooms, sinks and related facilities at **8.00 a.m. / 10.30 a.m. / 2.30 p.m.** every day and ensure air fresheners are maintained.
8. If any cleaning work is required after normal cleaning hours, the contractor must provide staff to carry out such work. Cleaning staff should normally be available **from 7.30 a.m. to 4.30 a.m.**

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 DGM (A & HR), A & HR Division, 23rd Floor, "Mehewara Piyesa", 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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PROCUREMENT OF JANITORIAL SERVICES FOR ETF BOARD HEAD OFFICE, NAWALA OFFICE AND NAWAM MAWATHA CAR PARK FOR THE YEAR 2026/ 2027 FOR ONE YEAR PERIOD

IFB NO: ETF/PROC/A/2026/102

Details of Employee Deployment

Nos.	Details	Area (sqft)	Nos. of workers
01.	19th – 23rd Floors (05 Floors) MehewaraPiyesa building Colombo 5	Each floor 10000 x 5 = 50000 sqft.	11 01 Supervisor
02.	Ground Floor to 4th Floors (05 Floors) Nawala office, Nawala	12500 sqft.	02
03.	ETF Car Park, Nawam Mawatha (About 2 acres bare land with tarred floor and office area 100 sqft)	100sqft.	02

EMPLOYEES' TRUST FUND BOARD

QUOTATION NO: ETF/ PROC/A/2026/102

QUOTATION FOR: CLEANING SERVICES AT ETF BOARD HEAD OFFICE

SECTION IV – FINANCIAL CONSIDARATION

01.) Place: 19th – 23rd Floors (05 Floors) Mehewara Piyesa Building Colombo 05 & Ground Floor Labour Secretariat Building
Area – 10,000 Sqft X 5 Floors = 50,000 Sqft

#	Worker Description	Cost per worker (Per 1 Hour)		
		Monday to Saturday	Weekend's (Sundays)	Govn. & Special Holiday's
1	Supervisor (Per person)			
2	Worker (Per person)			

2. No. 44/5, Narahenpita Road, Nawala
Area - 12,500 Sqft

#	Worker Description	Cost per worker (Per 1 Hour)		
		Monday to Saturday	Weekend's (Sundays)	Govn. & Special Holiday's
1	Worker (Per person)			

3. ETF Car Park, Nawam Mawatha
Area – 100 Sqft (Office premises) 2 Acres

#	Worker Description	Cost per worker (Per 1 Hour)		
		Monday to Saturday	Weekend's (Sundays)	Govn. & Special Holiday's
1	Worker (Per person)			

Name of the bidder :
Contact person :
Email :
Signature : Rubber Stamp

Cleaning Materials

#	Description	Bidder's Responses Cleaning Materials brands with Standards
	1. **Compliance with National Standards:** All detergents, chemicals, handwashing products, gels, and other cleaning materials supplied or used must comply with applicable national standards, health and safety regulations, and relevant legal requirements. The use of prohibited or hazardous substances that may adversely affect human health is strictly prohibited. 2. **Disclosure and Inspection:** The supplier or service provider shall provide, upon request by an authorized inspection officer, details of all cleaning materials used, including product names, intended purposes, to verify compliance with applicable standards and health and safety requirements.	

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 • Section V – Quotation submission form • Financial consideration *With Signature, Date & Rubber Stamp*		
2	Financial statements for 02 years (Annual average turnover shall be recorded as LKR 10 million or more)		
3	Certifying that the bidder hasn't blacklisted for last 05 years		
4	Proof evidence that bidder makes EPF/ETF payments for the workers who have been deployed for the cleaning services		
5	List of Clientele, including at least 01 firm having more than 200 office staff occupied		
6	Ensuring providing Uniforms for the workers who are on duty		
7	Work schedule (Daily and Weekly)		

Bid Security Declaration

Date: _____
[insert date by bidder]

Name of contract Procurement of Janitorial Services for ETF Board Head Office for one year period.

Invitation for Bid No.: **ETF/PROC/A/2026/102**

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. 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]