MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

## EMPLOYEES' TRUST FUND BOARD

**FILE NO: ETF/PROC/A/2026/091**

**BIDDING DOCUMENT**

**FOR**

# SERVICE OF SUPPLYING TEA 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: TEA SUPPLYING SERVICE 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. 2, 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**

## EMPLOYEES' TRUST FUNDBOARD

## SERVICE OF SUPPLYING TEA FOR ETF BOARD – HEAD OFFICE
## FILE NO: ETF/PROC/A/2026/091

### CLAUSE 1 - INSTRUCTION TO BIDDERS

**Period of Validity of quotation**

Quotations shall remain valid for end of 20th January 2027. (77 Days)

**Format and Signing of Quotation**

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

**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.

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

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.

**Selection of the Supplier**

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.

**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 FUNDBOARD**

**SERVICE OF SUPPLYING TEA FOR ETF BOARD – HEAD OFFICE**
**FILE NO: ETF/PROC/A/2026/091**

## CLAUSE 2: DATA SHEET

| Clause Reference | Description |
|---|---|
| **1.** | The Purchaser is: **Employees' Trust Fund Board**<br>Address :19th – 23rd floors Mehewara Piyesa, Narahenpita, Colombo 5 |
| **2** | The bidder is allowed to quote for<br>**SERVICE OF SUPPLYING TEA FOR ETF BOARD – HEAD OFFICE** |
| **3** | The Address for submission of Quotations is<br>**Procurement Section, ETF Board, 23rd Floor, Mehewara Piyesa, Colombo 05.**<br><br>Deadline for submission of quotations is 10.30 a.m. **on 04.11.2026 (Wednesday)** |
| **4** | **Bid submission**<br><br>Bid shall submit and shall be deposited to the **Tender Box No. 02**, kept at **Procurement Section, 23rd Floor, Mehewara Piyesa, Colombo 05 on or before 10.30 a.m. on 04.11.2026 (Wednesday)**<br><br>Bids receive after 10.30 a.m. on 29.10.2026 will not be considered and will be rejected<br><br>Therefore, it is responsible of bidders to submit their bids in time. |
| **5** | The quotations shall be opened at the following address:<br>**Procurement Section, 23rd Floor, Mehewara Piyesa, Colombo 05 at 10.30 a.m. on 04.11.2026 (Wednesday)** |
| **6** | Other Terms & conditions to be followed.<br><br>▪ All relevant documents (original or copy) shall be submitted when requested by ETF Board |

| | |
|---|---|
| | ▪ Both parties should be compelled to follow/bear any rules &regulations implementing by the government time to time<br>▪ Both parties should be compelled to follow/bear any taxes imposed by the government time to time<br>▪ 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. |

**EMPLOYEES' TRUST FUND BOARD**

**SERVICE OF SUPPLYING TEA FOR ETF BOARD – HEAD OFFICE**

**FILE NO: ETF/PROC/A/2026/091**

**CLAUSE 3 –Schedule of Requirements & Specification**

01. Tea distribution to be carried out daily to the staff occupied in 05 floors (19th to 23rd) at Mehewara Piyesa building, 40 staff members at Nawala Office.
02. Sufficient manpower to be deployed for an efficient service.
03. Approximate numbers of Tea cups to be supplied per day as follows.

| Description | Period | | Total |
|---|---|---|---|
| | Morning | Evening | |
| Milk Tea | 300 | 300 | 600 |
| Plain Tea | 200 | 200 | 400 |
| Total | 500 | 500 | 1000 |
| | | | |
| Stewardess | Minimum 06 employees should Deploy | | |

04. In addition to the main requirement, occasional requirements can be arisen. (Meetings, Visitors, etc.)

05. The bidder shall deploy a minimum of one (01) employee per floor to provide tea service for an average of 80–90 persons, ensuring that morning tea service is completed between 10:00 a.m. and 10:30 a.m. and evening tea service is provided between 2:30 p.m. and 3:00 p.m. daily. The bidder shall be responsible for the timely supply, preparation, distribution, and serving of tea and all associated items specified in the procurement requirements, twice daily, while ensuring adequate staffing, hygiene, quality, and uninterrupted service.

06. Bidder will be responsible for providing services that should include, but not be limited to supply the following for 02 times of the day i.e., ...
    - Morning (10.00 am to 10.30am)
    - In the evening (02.30 pm to 03.00 pm)

07. Milk powder, Sugar, Tea leaves or any other similar shall be provided by the supplier.
    Quality
    - Milk powder – Highland/Pelawatte/Raththi/Anchor/Lakspray/diamond or similar (Brand Name Should Be mention in the Quotation and Brand can be change only after taking approval from ETFB)
    - 55 Cups (125ml) from 1kg of milk powder
    - BOPF Tea Leaves (Brand Name Should Be mention in the Quotation)

08. All the utensils require for Tea Distribution will be provided by the ETF Board.

09. The costs for Electricity and Water that consume for Tea distribution would be borne by the ETF Board.
10. Payments will be made as per the total tea distribution done during in a calendar month.
11. The actual numbers of cups those distributed would be calculated for the monthly bill; accordingly, payment will be made for the total numbers of Tea Cups distributed per month.
12. The successful bidder shall need to enter in to an agreement.

## Description

1. The supplier should provide the Tea supply daily with ensuring the stock out the situation.
2. The supplier shall deliver direct to the relevant sections those located in 19th, 20th, 21st, 22nd & 23rd floors (05 floors) at Mehewara Piyesa, Colombo-05 and Nawala Office.
3. The supplier shall ensure the quality and hygiene.
4. The contract shall be for a period of one year.
5. The vendor shall furnish as part of its quotation the documentary evidence that excellence and experience as a Tea Making & Stewarding service provider for reputed commercial Sector Companies and Semi-Government Sector organizations. At least 03 years of proven experience is a must and should submit proof documents for the same. (Not applicable for internal societies)
6. The names, contact information and recommendation letters from minimum of three (03) current clients for whom you have performed a similar scope of work. (Not applicable for internal societies)
7. Business Registration should be attached. (Not applicable for internal societies)
8. Certified copies of Audited Financial Statements for the last 03 years.
9. Quality certificates to be submitted if any
10. The Bidder which is selected to provide above services should follow the labour regulations regarding the staff who recruit to serve salary, EPF, ETF contributions.
11. The Bidder should be held total responsibility of the staff that recruits to provide the service.

**Name of Supplier :**

**Address :**

**Signature & Company seal :** **Date :**

**SERVICE OF SUPPLYING TEA FOR ETF BOARD – HEAD OFFICE**
**FILE NO: ETF/PROC/A/2026/091**

## CLAUSE 4: FINANCIAL CONSIDERATION

| | 01 | 02 | |
|---|---|---|---|
| **Description** | **Milk Tea Cup (125 ml)** | **Plain Tea Cup (125 ml)** | **Total** |
| Price Per Cup (125 ml) | | | |
| Brand | | | |
| Average No. of Cup Per Month | 15,000 | 10,000 | |
| Sub Total | | | |
| Total Tea Price Per Month (01+02 of subtotal) | | | |
| Other Charges | | | |
| Discount | | | |
| Total per month without TAX | | | |
| VAT 18% | | | |
| Total Per Month With TAX | | | |

Name of bidder:

Signature &Date:

**SERVICE OF SUPPLYING TEA FOR ETF BOARD – HEAD OFFICE**
**IFB NO: ETF/PROC/A/2026/091**

## 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 SERVICE OF SUPPLYING TEA FOR ETF BOARD – HEAD OFFICE

c. The total cost for month 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:

## CLAUSE 6: Bid Security Declaration

Date: _____
[insert date by bidder]

Name of contract Procurement of Service of Supplying Tea for ETF Board – Head Office for three years period.

Invitation for Bid No.: **ETF/PROC/A/2026/091**
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]