EMPLOYEES' TRUST FUND BOARD

Procurement Section, 23rd Floor, Wing B, Mehewara Piyasa, Narahenpita, Colombo-05.
Telephone No: 011-7747200/ 011- 7747236 Email: tender@etfb.lk

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Date: 05.10.2026

IFB No. ETF/PROC/A/2026/023

The Manager

Dear Sir,

BIDS INVITE FOR:SUPPLYING & INSTALLATION OF CURTAIN AT ETF REGIONAL OFFICE KANDY

Please be good enough to quote your prices on the enclosed form.

Your bid should be deposited in the Tender **Box No.07** kept at the **Procurement Section, 23rd Floor, Wing B, Mehewara Piyesa, Narahenpita, Colombo- 05.**

Closing/Opening of tenders will be at **10.30 a.m. on 15.10.2026**

Please note that the Suppliers who send bids have the option to be present at the opening of tenders.

Please indicate the **Subject Matter, Tender No., and the Tender Box No.** on the top left hand corner of the envelope.

Tenders should be addressed to: **The Manager (Procurement), Procurement Section, 23rd Floor, Wing B, Mehewara Piyasa, Narahenpita, Colombo- 05.**

Further Details Or Clarifications Bidders May Contact Maintenance Officer- Tel: 072 4623655

Thank you.

Yours faithfully,

Assistant General Manager (Procurement)
Employees' Trust Fund Board

EMPLOYEES' TRUST FUND BOARD

BID FORM

Bid No: ETF/PROC/A/2026/023 **Bids Invite For: Vertical Blind Curtains**

Description	Quantity	Unit Price (without Tax) (Rs)	Taxes For Unit (Rs)	Unit Price (Inclusive Tax) (Rs)	Total Price (Inclusive Tax) (Rs)	Delivery Period
Supplying & Installation of **Vertical Blind Curtains** Location – ETF Office, No.79, Housing Secretariat, Yatinuwara Veediya, Kandy No. Of windows – 22 Size - Length Height Count Ground Floor- 3 6 ½ 05 6 6 ½ 04 13 5 01 1ST Floor 3 6 ½ 06 6 6 ½ 05 A.G.M Office 6 6 ½ 01 Size – approximately 665 sqft Colour – Please submit along with quotation, will selected from submitted samples. Bid validity for : 60 days The bidders are requested to visit the location and submit the total cost of the project Further information please contact Mr. M.F.M. Riffdhy- Maintenance Officer, Tel: 072 4623655	**1 Job**					
Remarks						
VAT Registration No.		***Income Tax File No.***				

Signature and Rubber seal of the supplier

Bid Security Declaration

Date: _____
[insert date by bidder]

Name of contract Procurement of SUPPLYING & INSTALLATION OF CURTAIN AT ETF REGIONAL OFFICE KANDY

Invitation for Bid No.: **ETF/PROC/A/2026/023**

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]

Non-collusion Declaration

I, the undersigned bidder/ bidder's representative/ bidder's agent, honestly, truthfully and

solemnly declare that;

(a) I, nor any other member, agent or representative of the firm/ company/ corporation/ partnership/ sole proprietorship that I represent, have entered into any combination, collusion or similar agreement with any person in connection with the prices to be submitted by any person with respect to the invitation for bid;

(b) I, nor any person who represents me have acted to prevent any person from submitting a bid or to induce any person to refrain from submitting a bid in connection with the intention for bid (Bid No. .....);

(c) This bid is not submitted in collusion with any other bid and is not made pursuant to any agreement, understanding or association with any other person in relation to such bid.

I declare that, I have not received and will not accept any discount, fee, reward, commission or anything of value, directly or indirectly, from any person, company or corporation in connection with the submission of this bid.

I further declare that, I have not given and will not give any discount, fee, reward, commission or anything of value, directly or indirectly, to any person, company or corporation in connection with the submission of this bid.

I, taking full responsibility for ensuring the absence of collusion, hereby pledge to abide by fair and ethical competitive practices throughout the entire procurement process and to fully comply with the relevant Procurement Guidelines issued by the National Procurement Commission.

I hereby declare that all the statements made by me above are true and correct.

.....

Signature of the Declarant