

SRI LANKA TOURISM PROMOTION BUREAU

Name of the Procurement: Selecting Destination Management Company (DMC) for the year 2024/2025 to organising International Media, Influencer, Film Location Managers and other Trade related Familiarization Tours

**INVITATION FOR BIDS (IFB)
National Competitive Bidding (NCB)**

1. The Chairman, Department Procurement Committee of SLTPB, invites sealed bid proposals from reputed and experienced Company for Selecting Destination Management Company (DMC) for the year 2024/2025 to organizing familiarisation tour for Sri Lanka Tourism Promotion Bureau.
2. Prospective bidders shall have following qualifications and experience. The bidder shall submit following requirement along with the bid
 - i. Should be a Sri Lanka Tourism Development Authority (SLTDA) Registered Travel Agency within the last 10 years including 2024. (Attach copies of the Licences as a Registered Travel Agency of SLTDA for the past 10 years including 2024)
 - ii. Minimum 10 years' experience in handling inbound travel services as an established DMC.
 - iii. Currently working with leading / reputable international tour operators (with name of the companies) from key source markets including India, China, Germany, France, UK, Russia, Middle East, Japan, Scandinavia, Benelux, Australia, etc... in line with the given submission form C (Only consider contract agreement information from 2014 onwards.). Foreign Familiarization Tours/ Delegations experience with Ministries or any Government agencies (handling int. Media, Diplomats, etc...) any formal evidence to be submitted as proof document
 - iv. Having membership of a local or international tourism association. (provide certification or any evidence of proof)
 - v. Company duly registered in Sri Lanka as a legal entity (copy of the registration should be submitted).
- 2.1 Other requirement - Having awarded by local or international tourism awards will be an added advantage (provide certification or any evidence of proof)
3. Bidding will be conducted using the National Competitive Bidding Method under National Procurement Guideline 2006 <https://www.treasury.gov.lk/web/procurement-guidelines-and-manuals/section/procurement%20guidelines>.
4. Interested eligible bidders may obtain further information from the Managing Director of the Sri Lanka Tourism Promotion Bureau sending a request to procurement@srilanka.travel and copy to nithinip@srilanka.travel

5. The Bidding document could be viewed free of charge by logging in to the web site: www.Srilanka.travel by the interested bidders.
6. A Complete set of Bidding documents in English language may be obtained by interested bidders on submission of a written application to the e-mail address below and upon depositing/Online transfer of Rs 20,000.00 (Twenty Thousand) being non-refundable tender fee in-favour of Sri Lanka Tourism Promotion Bureau on or before 16.02.2024 credit of account number 007119985 maintained at Bank of Ceylon, Corporate Branch and email the proof of payment to nithinip@srilanka.travel furnishing the under-mention information.
 - Name of the bidder.
 - Contact person Name and the contact details of the bidder.
 - Email address of the contact person.
7. Late bids will be rejected.
8. A pre bid meeting shall be held for prospective bidders on 08.02.2024 at 11.00 am at Samudra Hotel (Ground Floor / Board room) No 78, Galle Rd, Colombo 03.
9. Bids must be delivered or deposited in the tender box at the Procurement Division (Basement), Sri Lanka Tourism Promotion Bureau, No. 80, Galle Road, Colombo 03 on or before 2.00 pm on 19.02.2024. Bids will be opened immediately after the bid closing time at the Procurement Division (Basement), Sri Lanka Tourism Promotion Bureau, No. 80, Galle Road, Colombo 03 in presence of the bidder's representatives who choose to attend in person.
10. The Bidding Documents are not transferable.
11. Late bid will be rejected
12. Further information on the assignment could be obtain from the head of procurement (nithinip@srilanka.travel) during the office hours 0112 426 800
13. Calling for bids or cancelation of calling for bids this procurement is carried out at the discretion of the department procurement committee.

Chairman,
Department Procurement Committee,
Sri Lanka Tourism Promotion Bureau,
No. 80, Galle Road,
Colombo 03.
Section II. Instructions to Bidders

A. General		
1. Scope of Bid	1.1	The Employer, as defined in the Bidding Data, invites bids for the Services, as described in the Appendix A to the Contract. The name and identification number of the Contract is provided in the Bidding Data.
	1.2	The successful Bidder will be expected to complete the performance of the Services by the Intended Completion Date provided in the Bidding Data.
2. Qualification and Experience of the Bidder	2.1	All bidders shall provide in Section III, Forms of Bid and Qualification and Experience Information, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.
	2.2	<p>If stated in the Bidding Data, all bidders shall include the following information and documents with their bids in Section III:</p> <ul style="list-style-type: none"> (a) List of Services performed for each of the last five years; (b) Experience in Services of a similar nature for each of the last 10 years, and details of Services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts; (c) Work plan and methodology (d) List of major items of equipment proposed to carry out the Contract; (e) Qualifications and experience of key staff proposed for the Contract; (f) Any other if listed in the Bidding Data.
3. Cost of Bidding	3.1	The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Employer will in no case be responsible or liable for those costs.
4. Site Visit	4.1	The Bidder, at the Bidder's own responsibility and risk, is encouraged to visit and examine the Site of required Services and its surroundings and Obtain all information that may be necessary for preparing the Bid and entering into a contract for the Services. The costs of visiting the Site shall be at the Bidder's own expense.
B. Bidding Documents		

5. Content of Bidding Documents	5.1	<p>The set of bidding documents comprises the documents listed below:</p> <p style="padding-left: 40px;">Volume 1</p> <p style="padding-left: 80px;">Section I. Instructions to Bidders</p> <p style="padding-left: 80px;">Section IV Conditions of Contract</p> <p style="padding-left: 80px;">Section VII Forms of Securities</p> <p style="padding-left: 40px;">Volume II</p> <p style="padding-left: 80px;">Section II Invitation for Bid</p> <p style="padding-left: 80px;">Section III Bidding Data</p> <p style="padding-left: 80px;">Section III Forms of Bid and Qualification Information</p> <p style="padding-left: 80px;">Section V Contract Data</p> <p style="padding-left: 80px;">Section VI Employer’s Requirements</p> <p style="padding-left: 80px;">Section VII Activity Schedule</p>
6. Clarification of Bidding Documents	6.1	A prospective Bidder requiring any clarification of the bidding documents may notify the Employer in writing at the Employer’s address indicated in the invitation to bid.
C. Preparation of Bids		
7. Language of Bid	7.1	The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Employer shall be written in English Language.
8. Documents Comprising the Bid	8.1	<p>The Bidder shall submit the Bid under two separately sealed envelopes as follows:</p> <p>(a) The first envelope shall be clearly marked “ENVELOPE 1 – QUALIFICATION AND EXPERIENCE INFORMATION”; and</p> <p>(b) The second envelope shall be clearly marked “ENVELOPE 2 – “FINANCIAL BID” and warning “DO NOT OPEN, EXCEPT IN THE PRESENCE OF THE BIDDERS”.</p>
	8.2	<p>The Envelope 2, marked a “ORIGINAL OF FINANCIAL BID” shall include the originals of the following:</p> <p style="padding-left: 40px;">(i) Duly filled and signed Price Bid Submission Form;</p> <p style="padding-left: 40px;">(ii) Duly filled Activity Schedules</p>
	8.3	<p>The two covers shall then be sealed in an outer Envelope All inner and outer envelopes/covers shall:</p> <p style="padding-left: 40px;">(a) be addressed to the Employer at the address provided in the Bidding Data;</p>

		(b) bear the name and identification number of the Contract as defined in Bidding Data; and
9. Bid Prices	9.1	The Contract shall be for the Services, as described in the Employer's Requirements, Section VII, based on the priced Activity Schedule submitted by the Bidder.
	9.2	The Bidder shall fill in rates and prices for all items of the Services described in the Employer's Requirements, Section VI and listed in the Activity Schedule, Section XI. Items for which no rate or price is entered by the Bidder will not be paid for by the Employer when executed and shall be deemed covered by the other rates and prices in the Activity Schedule.
	9.3	All duties, taxes, and other levies payable by the Service Provider under the Contract, or for any other cause, as of the date 28 days prior to the deadline for submission of bids, shall be included in the total Bid price submitted by the Bidder. However, VAT shall be included separately.
10. Currency	10.1	The lump sum price shall be quoted by the Bidder shall be in Sri Lankan Rupees.
11. Bid Validity	11.1	Bids shall remain valid for the period specified in the Bidding Data.
	11.2	In exceptional circumstances, the Employer may request that the bidders extend the period of validity for a specified additional period. The request and the bidders' responses shall be made in writing. A Bidder may refuse the request without forfeiting the Bid Security (if submitted). A Bidder agreeing to the request will not be required or permitted to modify the Bid, but will be required to extend the validity of Bid Security (if submitted) for the period of the extension, and in compliance with Clause 12 in all respects.
12. Bid Security	12.1	If indicated in the Bidding Data, the Bidder shall furnish, as part of the Bid, Security a Bid Security, in the amount specified in the Bidding Data and Valid till the date specified in the Bidding Data.
	12.2	If a Bid Security is requested under sub-clause 12.1 above, any bid not accompanied by an acceptable Bid Security shall be rejected by the Employer.
	12.3	The Bid Security of unsuccessful bidders will be returned within 28 days of the end of the Bid validity period specified in Sub-Clause 12.1.

	12.4	The Bid Security of the successful Bidder will be discharged when the Bidder has signed the Agreement and furnished the required Performance Security (if required).
	12.5	The Bid Security may be forfeited: (a) if the Bidder withdraws the Bid after Bid opening during the period of Bid validity; (b) if the Bidder does not accept the correction of the Bid price, pursuant to Clause 22; or (c) in the case of a successful Bidder, if the Bidder fails within the specified time limit to: (i) sign the Contract; or (ii) Furnish the required Performance Security (if required).
13.Format & Signing of Bid	13.1	The Bidder shall prepare one original of the documents comprising the Bid and as described in Clause 8 of these Instructions to Bidders.
	13.2	The original of the Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorised to sign on behalf of the Bidder, All pages of the Bid where entries or amendments have been made shall be initialled by the person or persons signing the Bid.
	13.3	The Bid shall contain no alterations or additions, except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Bid.
D. Submission of Bids		
14.Sealing and Marking of Bids	14.1	The outer envelope prepared in accordance with sub-clause 8.4 shall: and (a) be addressed to the Employer at the address provided in the Bidding Data; (b) bear the name and identification number of the Contract as defined in the Bidding Data; and (c) Provide a warning not to open before the specified time and date for Bid opening as defined in the Bidding Data.

	14.2	In addition to the identification required in Sub-Clause 14.2, the envelopes shall indicate the name and address of the Bidder to enable the Bid to be returned unopened if required.
	14.3	If the envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the Bid.
15. Deadline for Submission of Bids	15.1	Bids shall be delivered to the Employer at the address specified above no later for than the time and date specified in the Bidding Data.
	15.2	Employers may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the parties previously subject to the original deadline will then be subject to the new deadline.
16. Late Bids	16.1	Any Bid received by the Employer after the deadline prescribed in Clause 15 will be returned unopened to the Bidder.
17. Bid Opening	17.1	The Employer will open the envelope marked, ‘Envelope 1 – Qualification and Experience’, in the presence of Bidders’ designated representatives who choose to attend, at the time, date, and location stipulated in the Invitation to Bid. The Bidders’ representatives who are present shall confirm their attendance by signing the attendance sheet.
	17.2	The Bidders’ names, the presence (or absence) of Bid security, the presence (or absence) of the Financial Bid and any such other details as the Employer may consider appropriate, will be announced by the Employer at the opening.
	17.3	The envelopes marked ‘Envelope 2 – Financial Bid’ will be opened after completing the evaluation of the envelope marked ‘Envelope 1 – Quality and Experience’, in the manner described in Sub-Clause 21.2.
18. Clarification of Bids	18.1	To assist in the examination, evaluation, and comparison of bids, the Employer may, at the Employer’s discretion, request any Bidder for clarification of the Bidder’s Bid, including breakdowns of the prices in the Activity Schedule, and other information that the Employer may require. The request for clarification and the response shall be in writing, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the bids in accordance with Clause 22.

19. Examination of Bids and Determination of Responsiveness	19.1	Prior to the detailed evaluation of bids, using the information provided in Envelope 1., the Employer will determine whether each Bid (a) is accompanied by the required securities (if requested); and (bc) is substantially responsive to the requirements of the bidding documents.
	19.2	A substantially responsive Bid is one which conforms to all the terms, conditions, and Employer’s Requirements of the bidding documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the Services; (b) which limits in any substantial way, inconsistent with the bidding documents, the Employer’s rights or the bidder’s obligations under the contract; or (c) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.
	19.3	If a Bid is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.
20.Evaluation of qualification and Experience	20.1	The Employer will evaluate and compare only the Bids determined to be Evaluation of substantially responsive in accordance with Clause 19.
	20.2	During the evaluation of Envelope 1 for qualification and experience, the Employer will determine whether the Bidders are qualified and whether work plan and methodology are substantially responsive to the requirements set forth in the Bidding Document. In order to reach such a determination, the Employer will examine the information supplied by the Bidders, and other requirements in the Bidding Document, taking into account the factors and point system outlined in the Bidding Data.:
	20.3	Each substantially responsive bid will be given a score as described under Section III – Bidding Data sub-clause 6.3. A Bid shall be rejected at this stage if it does not respond to important aspects of the Employer’s Requirements or if it fails to achieve an overall minimum of 60 points together with the minimum given against each criterion.
21.Evaluation of Financial Bids	21.1	After the evaluation of Envelope 1 is completed, the Employer shall notify those Bidders whose qualification and experience did not meet the Bid minimum qualifying marks or were considered non responsive to the Employer’s Requirements, indicating that their envelope marked ‘Envelope 2 – Financial Bid’ will be returned unopened after completing the selection process. The Employer shall

		simultaneously notify the Bidders that have secured the minimum qualifying marks, indicating the date and time set for opening the envelope marked 'Envelope 2 - Financial Bid'. The notification may be sent by registered letter, or facsimile,
	21.2	The Envelope 2 shall be opened publicly in the presence of the Bidders' representatives who choose to attend. The name of the bidder, the Bid prices together with any discounts offered shall be read aloud and recorded when the envelopes marked 'Envelope 2 – Financial Bid' are opened
	21.3	Before evaluating the Financial Bid, the Employer will determine whether the Bid is signed properly. If the Bid is not signed properly it will be rejected at this stage.
	21.4	In evaluating the Financial Bid, the Employer will determine for each Bid the Evaluated Bid Price by adjusting the Bid Price as follows: <ul style="list-style-type: none"> a) Excluding Provisional Sums and the provision, if any; b) Correcting the arithmetical errors in-pursuant to Clause 22. c) Making an appropriate adjustment on sound technical and/or financial grounds for any other quantifiable acceptable variations, deviations or alternative offers. d) Applying any discounts offered by the Bidder.
	21.5	The Employer reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, alternative offers, and other factors that are in excess of the requirements of the Bidding document shall not be taken into account in Bid evaluation.
22. Correction of Error	22.1	Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Arithmetical errors will be rectified by the Employer on the following basis: if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail.
	22.2	The amount stated in the Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited in accordance with Sub Clause 12.5.

F. Award of Contract		
23. Award Criteria	23.1	Subject to Clause 24, the Employer will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated Bid price.
24. Employer's Right to Accept any Bid and to Reject any or all Bids	24.1	Notwithstanding Clause 23, the Employer reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Employer's action.
25. Notification of Award and Signing of Agreement	25.1	The Bidder who's Bid has been accepted will be notified in writing of the award by the Employer prior to expiration of the Bid validity period. This letter (hereinafter and in the Conditions of Contract called the "Letter of Acceptance") will state the sum that the Employer will pay the Service Provider in consideration of the Services provided by the Service provider as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price").
	25.2	The notification of award will constitute the formation of the Contract.
	25.3	The Contract, in the form provided in the bidding documents, will incorporate all agreements between the Employer and the successful Bidder. .
26. Performance Security	26.1	If requested in the Bidding Data, within 14 days after receipt of the Letter of Acceptance, the successful Bidder shall deliver to the Employer a Performance Security in the amount and in the form (Bank Guarantee and/or Performance Bond) stipulated in the Bidding Data, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the General Conditions of Contract.
27. Advance payment and security	27.1	The Employer will provide an Advance Payment not exceeding 20% of the Advance Contract Price subject to the Service Provider submitting a guarantee Payment and acceptable to the Employer.

Section III - Bidding Data

Refer ITB clause referen ce	
1.1	The Employer is Sri Lanka Tourism Promotion Bureau The name and identification number of the Contract is Selecting Destination Management Company for the year 2024/2025 for upcoming VJP/VBP, Trade Familiarization, Film Tourism programs and other tourism programs
1.2	The Intended Completion date is one year after awarding the contract.
2.	<p>Mandatory Requirement-</p> <p>The bidder shall submit following requirement along with the bid</p> <ul style="list-style-type: none"> i. Should be a Sri Lanka Tourism Development Authority (SLTDA) Registered Travel Agency within the last 10 years including 2024. (Attach copies of the Licences as a Registered Travel Agency of SLTDA for the past 10 years including 2024) ii. Minimum 10 years' experience in handling inbound travel services as an established DMC. iii. Currently working with leading / reputable international tour operators (with name of the companies) from key source markets including India, China, Germany, France, UK, Russia, Middle East, Japan, Scandinavia, Benelux, Australia, etc... in line with the given submission form C (Only consider contract agreement information from 2014 onwards.). Foreign Familiarization Tours/ Delegations experience with Ministries or any Government agencies (handling int. Media, Diplomats, etc...) any formal evidence to be submitted as proof document iv. Having membership of a local or international tourism association. (provide certification or any evidence of proof) v. Company duly registered in Sri Lanka as a legal entity (copy of the registration should be submitted). <p>Other requirement –</p> <ul style="list-style-type: none"> vi. Having awarded by local or international tourism awards will be an added advantage (provide certification or any evidence of proof)
3.1	Bids shall be submitted with the original and one set of duplicates. The original and the duplicate should be sealed in two separate envelopes and the two envelopes shall be enclosed in “Selecting Destination Management Company for the year 2024/2025 to organising International Media, Influencer, Film Location Managers and other Trade related Familiarization Tours” on the top left hand corner of the envelope.

3.2	The address for submission of Bids is: Chairman, Department procurement committee, Sri Lanka Tourism Promotion Bureau, Procurement Division (Basement), No 80 , Galle Road, Colombo 03.					
4.1	The period of Bid validity shall be 91 Days from the bids closing date					
4.2	The amount of Bid Security shall be Rs 1,000,000.00 (Refer Annexure A form)The Bid Security shall be valid until 16/ 06 /2024 (119 Days)					
4.3	A pre bid meeting shall be held for prospective bidders on 08.02.2024 at 11.00 am at Samudra Hotel (Ground Floor / Board room) No 78, Galle Rd, Colombo 03.					
5.1	The Employer’s address for the purpose of Bid submission is Chairman Department procurement committee , Sri Lanka Tourism Promotion Bureau, Procurement Division (Basement) , No 80 , Galle Road , Colombo 03. For identification of the bid the envelopes should indicate: at top left hand corner of the envelope “ Selecting Destination Management Company (DMC) for the year 2024/ 2025 to organising International Media, Influencer, Film Location Managers and other Trade related Familiarization Tours ” Bid / Contract Number: SLTPB/PROC/S/199					
5.2	The deadline for submission of bids shall be 21 days from the date of published advertisement					
6.1	Bids shall be dispatched under registered post or hand delivered to the address given below, to receive before the closing date and time Bids will be opened at 2.00 pm on 19.02.2024 at the following address Procurement Division (Basement), Sri Lanka Tourism Promotion Bureau , No 80 , Galle Road, Colombo 03.					
6.2	Clarification shall be requested in writing prior to 10 days of bid closing.					
6.3	Criteria for Evaluation					
	No	Details	Yes/No	Relevant document attached(Yes/No)	Minimum points	Maximum points
	1	Renewal of registration of SLTDA 2024 as DMC (Refer 2.i of Section III Bidding Data)			06 points	10 points
	2	Min. 10 years’ experience in DMC (Refer 2.ii of Section III Bidding Data)			18 point	30 points

3	Currently working with leading / reputable international tour operators (with names of the companies) from key source markets including India, China, Germany, France, UK, Russia, Middle East, Japan, Scandinavia, Benelux, Australia, etc... (Refer 2.iii of Section III Bidding Data)		If yes Refer Submission form C	18 points	30 points
4	Having membership of a Local or International Tourism Association (Refer 2.iv of Section III Bidding Data)			06 points	10 points
5	Quoted Bid Value			12 points	20 points
	Total			60 Points	100 Points

Bidders should obtain a minimum 60 marks to qualify for the further evaluation.

Note: providing any fake information, SLTPB will take legal actions to blacklist the company.

The following details are based on service obtained for DMC year 2023 media & blogger FAM. When costing are done, average usage of given facilities given in 2023 by DMC should be considered & SLTPB will evaluate the bids in line with these figures per;

Tour requirement (based on the FAM Tours handled in 2023)

Average media person /bloggers per tour :- **5 persons**
Average actual mileage per tour :- **2458 KM**
Average room nights :- **30 room nights**
Average days per tour :- **8 days**
Average guides per tour :- **1 guides**

Single rooms percentage :- 90%

	<p>Double/Twin rooms percentage :- 07% Triple rooms percentage :- 03%</p> <p>60% of the tour's accommodation provided mainly hot spot areas Colombo, Kandy, Negombo, Habarana and Nuwara Eliya, Down South Other area accommodations 40%</p> <p>English guides :- 90%</p> <p>Bidder's unquoted areas will be loaded with average quoted rates from the other bidders for the evaluation. These loaded figures will be the final rate on the rate card and selected bidder should be agreeable to provide the unquoted services for loaded rates.</p> <p>High roof :- 60% Flat roof van :- 13% Mini Coach 20% :- 20% Bus :- 07%</p>
6.4	<p>The Selected bidder shall provide performance security within 14 days after the issued letter of acceptance by Employer in an acceptable and unconditional form of guarantee to an amount equal to 5% of the contract Price (Valid till end of the Contract + 28 Days) Valid date – period of 01 year</p>

Section IV – Form of Contract

This CONTRACT (hereinafter called the “Contract”) is made the [day] day of the month of [month], [year], between, on the one hand, [name of Employer] (hereinafter called the “Employer”) and, on the other hand, [name of Service Provider] (hereinafter called the “Service Provider”).

WHEREAS

- (a) the Employer has requested the Service Provider to provide certain Services as defined in the Conditions of Contract and Contract Data attached to this Contract (hereinafter called the “Services”);
- (b) the Service Provider, having represented to the Employer that they have the required skills, and personnel and resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of.....;

NOW THEREFORE the parties hereto hereby agree as follows:

- 1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (a) The Conditions of Contract;
 - (b) The Contract Data;
 - (c) The Form of Bid
 - (d) The Priced Activity Schedule
 - (e) The Employer’s Requirements
 - (f) The following Appendices: [Note: If any of these Appendices are not used, the words “Not Used” should be inserted below next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.]
 - Appendix A: Description of the Services
 - Appendix B: Schedule of Payments
 - Appendix C: Key Personnel
 - Appendix D: Breakdown of Contract Price
 - Appendix E: Services and Facilities Provided by the Employer
- 2. The mutual rights and obligations of the Employer and the Service Provider shall be as set forth in the Contract, in particular:
 - (a) The Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) The Employer shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of [name of Employer]

[Authorised Representative]

For and on behalf of [name of Service Provider]

[Authorised Representative]

Section V. Conditions of Contract

1. General Provisions	
1. Definitions	Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:
	(a) “Activity Schedule” is the priced and completed list of items of Services to be performed by the Service Provider forming part of his Bid;
	(b) “Completion Date” means the date of completion of the Services by the Service Provider as certified by the Employer
	(c) “Contract” means the Contract signed by the Parties, to which these Conditions of Contract (CC) are attached, together with all the documents listed in Clause 1 of such signed Contract;
	(d) “Contract Price” means the price to be paid for the performance of the Services, in accordance with Clause 6;
	(e) “Employer” means the party who employs the Service Provider
	(f) “Party” means the Employer or the Service Provider, as the case may be, and “Parties” means both of them;
	(g) “Personnel” means persons hired by the Service Provider as employees and assigned to the performance of the Services or any part thereof;
	(h) “Service Provider” is a person or corporate body whose Bid to provide the Services has been accepted by the Employer;
	(i) “Service Provider’s Bid” means the completed bidding document submitted by the Service Provider to the Employer
	(j) “Employer’s Requirements” means the Employer’s Requirements of the service included in the bidding document submitted by the Service Provider to the Employer
	(k) “Services” means the work to be performed by the Service Provider pursuant to this Contract, as described in Appendix A; and in the Employer’s Requirements and Schedule of Activities included in the Service Provider’s Bid.

1.2 Applicable Law	The Contract shall be interpreted in accordance with the laws of the Socialist Democratic Republic of Sri Lanka
1.3 Language	This Contract has been executed in English Language

1.4 Notices	Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorised representative of the Party to whom the communication is addressed, or when sent by registered mail, to such Party at the address specified in the Contract Data.
1.5 Location	The Services shall be performed at such locations as are specified in Appendix A, in the Employer's Requirements and, where the location of a particular task is not so specified, at such locations, as the Employer may approve.
1.6 Authorised Representatives	Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Employer or the Service Provider may be taken or executed by the officials specified in the Contract Data.
2. Commencement, Completion, Modification, and Termination of Contract	
2.1 Effectiveness of Contract	This Contract shall be valid from the date of the contract being signed and continue for one year period only.
2.2 Starting Date	The Service Provider shall start carrying out the Services seven (07) days after the date the Contract becomes effective, or at such other date as may be specified in the Contract Data.
2.3 Intended Completion Date	Unless terminated earlier pursuant to Clause 2.6, the Service Provider shall complete the activities by the Intended Completion Date, as is specified in the Contract Data. If the Service Provider does not complete the activities by the Intended Completion Date, it shall be liable to pay liquidated damage as per Sub-Clause 3.8. In this case, the Completion Date will be the date of completion of all activities.
2.4 Force Majeure	
2.4.1 Definition	For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.
2.4.2 No Breach of Contract	The failure of a Party to fulfil any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

2.4.3 Extension of Time	Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
2.4.4 Payments	During the period of their inability to perform the Services as a result of an event of Force Majeure, the Service Provider shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.
2.5 Termination	The Employer may terminate this Contract, by not less than fourteen (14) days' written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause 2.5.1 and sixty (60) days' in the case of the event referred to in (f):
2.5.1 By the Employer	<ul style="list-style-type: none"> (a) if the Service Providers do not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the Employer may have subsequently approved in writing; (b) if the Service Provider become insolvent or bankrupt; (c) if, as the result of Force Majeure, the Service Provider/s are unable to perform a material portion of the Services for a period of not less than sixty (60) days; or (d) if the Service Provider does not maintain a Performance Security in accordance with Clause 3.9;
2.5.2 By the Service provider	<ul style="list-style-type: none"> (e) If the Service Provider has delayed the completion of the Services by the number of days for which the maximum amount of liquidated damages can be paid in accordance with Sub-Clause 3.8.1 and the Contract Data. (f) If the Employer, in its sole discretion, decides to terminate this Contract. <p>The Service Provider may terminate this Contract, by not less than thirty (30) days' written notice to the Employer, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Clause 2.5.2:</p> <ul style="list-style-type: none"> (a) if the Employer fails to pay any monies due to the Service Provider pursuant to this Contract and not subject to dispute pursuant to Clause 7 within forty-two (42) days after receiving written notice from the Service Provider that such payment is overdue; or (b) if, as the result of Force Majeure, the Service Providers are unable to perform a material portion of the Services for a period of not less than fifty six (56) days.

2.5.3 Payment upon Termination	<p>Upon termination of this contract pursuant to clauses 2.6.1 or 2.6.2 the Employer shall make the following payments to the Service Provider:</p> <ul style="list-style-type: none"> (a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination; (b) except in the case of termination pursuant to paragraphs (a), (b), (d) and (e) of Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract.
3. Obligations of the Service Provider	
3.1 General	<p>The Service Providers shall perform the Services in accordance with the Employer’s Requirements and the Activity Schedule, and carry out their obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Service Providers shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Employer, and shall at all times support and safeguard the Employer’s legitimate interests in any dealings with Subcontractors or third parties.</p>
3.2 Confidentiality	<p>The Service Providers, their Subcontractors, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Employer’s business or operations without the prior written consent of the Employer.</p>
3.3 Service Providers’ Actions Requiring Employer’s Prior Approval	<p>The Service Providers shall obtain the Employer’s prior approval in writing before taking any of the following actions:</p> <ul style="list-style-type: none"> (a) entering into a subcontract for the performance of any part of the Services, (b) appointing such members of the Personnel not listed by name in Appendix C (“Key Personnel and Subcontractors”) (c) changing the Program of activities; and (d) Any other action that may be specified in the Contract Data.
3.4 Reporting Obligations	<p>The Service Providers shall submit to the Employer the reports and documents specified in Appendix B in the form, in the numbers, and within the periods set forth in the said Appendix.</p>
3.5 Documents Prepared by the Service Providers	<p>All plans, drawings, Employer’s Requirements, designs, reports, and other documents and software submitted by the Service Providers in accordance with Clause 3.6 shall become and remain the property of the Employer, and the Service Providers shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Employer, together with a detailed inventory thereof. The Service Providers may retain a copy of</p>

to Be the Property of the Employer	such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the Contract Data
3.6 Liquidated Damages	The Service Provider shall pay liquidated damages to the Employer at the rate per day stated in the Contract Data for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the Contract Data. The Employer may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's liabilities.
3.6.1 Payments of Liquidated Damages	
3.6.2 Correction for Overpayment	If the Intended Completion Date is extended after liquidated damages have been paid, the Employer shall correct any overpayment of liquidated damages by the Service Provider by adjusting the next payment certificate. The Service Provider shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in Clause 6.5
3.7 Performance Security	The Service Provider shall provide the Performance Security to the Employer no later than the date specified in the Letter of acceptance. The Performance Security shall be issued in an amount and form and by a bank or surety acceptable to the Employer. The performance Security shall be valid until a date 28 days from the Completion Date of the Contract.
4. Service Provider's Personnel	
4.1 Description of Personnel	The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider's Key Personnel are described in Appendix C. The Key Personnel and Subcontractors listed by title as well as by name in Appendix C are hereby approved by the Employer
4.2 Removal and/or Replacement of Personnel	(a) Except as the Employer may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as a replacement a person of equivalent or better qualifications.
	(b) If the Employer finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) Have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at the Employer's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Employer.

	(c) The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.
5. Obligations of the Employer	
5.1 Assistance and Exemptions	The Employer shall use its best efforts to ensure that the Government shall provide the Service Provider such assistance and exemptions as specified in the SCC
5.2 Change in the Applicable Law	If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provider, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Clauses 6.2 (a) or (b), as the case may be.
5.3 Services and Facilities	The Employer shall make available to the Service Provider the Services and Facilities listed under Appendix F.
6. Payments to the Service Provider	
6.1 Lump-Sum Remuneration	The Service Provider's remuneration shall not exceed the Contract Price and shall be a fixed lump-sum including all Subcontractors' costs, and all other costs incurred by the Service Providers in carrying out the Services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments in accordance with Clauses 2.4 and 6.3
6.2 Contract Price	The Contract Price is set forth in the Contract Data.
6.3 Payment for Additional Services, and Performance Incentive Compensation	The Employer shall make available to the Service Provider the Services and Facilities listed under Appendix F.
	For the purpose of determining the remuneration due for additional Services as may be agreed under Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D.
6.4 Terms and	Payments will be made to the Service Provider and according to the payment schedule stated in the Contract Data. Unless otherwise stated in the Contract

Conditions of Payment	Data, first payment shall be made against the provision by the Service Provider of a bank guarantee for the same amount, and shall be valid for the period stated in the Contract Data. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Service Provider has submitted an invoice to the Employer specifying the amount due.
7. Quality Control	
7.1 Identifying Defects	The Employer shall check the Service Provider's performance and notify him of any Defects that are found. Such checking shall not affect the Service Provider's responsibilities.
7.2 Correction of Defects, and Lack of Performance Penalty	(a) The Employer shall give notice to the Service Provider of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.
	(b) Every time notice a Defect is given; the Service Provider shall correct the notified Defect within the length of time specified by the Employer's notice.
	(c) If the Service Provider has not corrected a Defect within the time specified in the Employer's notice, the Employer will assess the cost of having the Defect corrected, the Service Provider will pay this amount, and a Penalty for Lack of Performance calculated as described in clause 3.8
8. Settlement of Disputes	
8.1 Amicable Settlement	The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.
8.2 Dispute Settlement	Any dispute arises between the Employer and the Service Provider in connection with, or arising out of, the Contract or the provision of the Services, whether during carrying out the Services or after their completion, which was not settled amicably in as with sub clause 8.2.1 above, shall be finally settled by arbitration in accordance with Arbitration Act No 11 of 1995.
8.2.1	The arbitral tribunal shall consist of a sole arbitrator, who shall be appointed in the manner provided under sub clause 8.2.2.
8.2.2	The Party desiring arbitration shall nominate three arbitrators out of which one to be selected by the other Party within 21 Days of the receipt of such nomination. If the other Party does not select one to serve as Arbitrator within the stipulated period, then the Arbitrator shall be appointed in accordance with Arbitration Act No 11 of 1995, or any other amendments thereof

Section VI. Contract Data

Refer Contract condition clauses	
1.1	The contract name is Selecting Destination Management Company (DMC) for the year 2024/2025 for upcoming VJP/VBP , Film Tourism, Trade and other tourism promotions related familiarisation Programs
1.2	The Employer is Chairman Sri Lanka Tourism Promotion Bureau
1.3	<p>The addresses are:</p> <p>Employer: Chairman, Sri Lanka Tourism Promotion Bureau Attention: Chairman Tele: 0112426800</p> <p>Service Provider: Attention: <input type="text"/></p> <p>Telex: office <input type="text"/></p> <p>Mob <input type="text"/></p> <p>Email <input type="text"/></p>
1.4	<p>The Authorised Representatives are:</p> <p>For the Employer: Chairman</p> <p>For the Service Provider: <input type="text"/></p>
2.1	The Starting Date for the commencement of Services is .../.../2024
2.2	The Intended Completion Date is one year after awarding.
2.3	The duration of the contract is for 12 (twelve) months. The extension of the contract for the period up to six (6) calendar months is possible, upon the agreement of both contracting parties. The decision regarding the contract extension shall be made at least 30 days prior to the current contract termination
3.	The maximum amount of liquidated damages for the whole contract is 5% of Contract price. Usually the total amount is not to exceed 5 % of the final Contract Price.
4.1	The amount according to the price schedule
4.2	Payments shall be made according to the following schedule:

	<p>[Note: (a) the following instalments are indicative only; (b) “commencement date” may be replaced with “date of effectiveness;” and (c) if applicable, detail further the nature of the report evidencing performance, as may be required].</p> <p>Payment will be made on a tour by tour basis (on days agreed with the agency) based on the actual cost of the work after receiving the following documents.</p> <ul style="list-style-type: none"> ○ original invoices, sub bills ○ submission of other relevant documents ○ Satisfactory certification based on the SLTPB
4.3	<p>Payment shall be made within one month after submitting accurate invoice and relevant bills/documents. If any arithmetical or typographical errors indicated in the final invoice submitted, DMSs shall provide a fresh invoice after correcting the all errors and payment will be made within one month of receiving the fresh invoice.</p>

Appendix A

The deliverables of the campaign, the respective deadlines and deliverable forms are tabulated below.

<p>Deliverables</p> <p>All transportation services from the arrival</p> <p>Guide & Driver services: Staff Officer should be nominated selected supplier in writing and copy to Procurement division and Managing Director.</p> <p>All types of accommodation facilities with meals: quotation for requirement should be informed within 12 hours to the procurement division.</p> <p>All other experiential activities and services</p> <p>Fully capable to provide VIP tours for the visiting media & travel bloggers, trade and other tourism promotion FAMs under SLTPB VJP & VBP in order to creating high-level image about overall tourism services in Sri Lanka</p> <p>Payment Process:</p> <p>Please note that the payments will be made to the agency upon the submission of the respective deliverables as specified above and upon acceptance by SLTPB as satisfactory that meets the campaign objectives.</p> <p>Advance will not be paid prior to the tour by the SLTPB. All payments will be settled within one month after submitting accurate invoices and relevant bills/documents referring to the above 04.</p>
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Appendix B - Services and Facilities Provided by the Employer

Section VII - Schedule of Requirement (SOR)

Schedule Of Requirement (SOR) - Selecting a Destination Management Company (DMC/s) to organising International Media, Influencer, Film Location Managers and other Trade related Familiarization Tours 2024/2025

1. Introduction :

International Media, Influencer, Film Location Managers and other Trade related Familiarization Tours operated under Sri Lanka Tourism annual basis. Under the Visiting Journalist / Blogger Programs/ Film Tourism, Sri Lanka Tourism Promotion Bureau (SLTPB) organises various destination promotional familiarisation programs (Press Trips) around Sri Lanka in order to promote the destination covering key source markets. Through these projects, both traditional media & digital media (including TV Channels, Traditional & Digital Print Media Publications, and Travel Bloggers & Travel Influencers) are invited to Sri Lanka to experience various tourism and leisure products available in Sri Lanka. Complete facilitation (air tickets, all ground arrangements) for these media press trips will be borne by SLTPB. In return, Visiting Media & Travel Influencers create various destination promotional content (TV shows, travel articles, travel blogs, social media posts) targeting their millions of viewers / readers / subscribers / followers.

As per this tender request, SLTPB will be expecting to hire a DMC to take facilitation on Transport / Guide Services / Accommodation / Other leisure activities and services. This tender will be valid for a 12 months period (one year).

According to the all 2023 VJP/VBP/Film press tours

Average media person /bloggers per tour	: - 5 persons
Average actual mileage per tour	: - 2458 KM
Average room nights	: - 30 room nights
Average days per tour	: - 8 days
Average guides per tour	: - 1 guides

2. Objective of the project :

Within a limited time frame, to organise all logistical arrangements and facilitations for Visiting International Media & Travel Influencers in order to gain in-depth experience about destination Sri Lanka and its tourism product diversity to popularise via various traditional & digital media platforms.

3. Promotional activities of this project:

- Inviting mainstream international TV Channels, Press Publications, Online News Websites, Travel Bloggers, Social Media Influencers to Sri Lanka
- Assist Visiting Media and Bloggers to create unique stories, TV Programs, Press Articles about Sri Lanka recommending it as an ideal holiday destination in Asia.

- Increase promotional millage of the media content by re-sharing within own social media platforms.

4. Scope of the work:

4.1 Organise destination promotional Familiarisation Trips (Press Trips) for international media channels, publications and travel influencers covering various geographical location and experiences within Sri Lanka

4.2 Facilitate visiting media/ bloggers/ celebrity/ influencer with necessary ground arrangements including transportation, Accommodation, Guides / Drivers and relevant Experiential & Leisure services as per the each tailored tour itinerary (prepared by SLTPB)

4.3 Location FAM trips related Film Tourism

5. Deliverables:

5.1 All transportation services from the arrival until departure

5.2 Guide & Driver services throughout the tour

5.3 All types of accommodation facilities with meals

5.4 All other experiential activities and services

Note: Above services expected to be given as per the tailored tour itinerary designed by SLTPB PR Division.

6. Time frame of the project : 01 Year Period

7. Bid Proposal :

Selecting suitable Local Destination Management Company/s (DMCs) to provide necessary Accommodation, Transport, Guide services and other activities for upcoming Visiting Journalist/ Blogger/ Trade/ Film Location Managers familiarisation tours for the year 2024/2025.

Given the importance of these traditional & digital media related tourism promotion activities, film tourism to uplift destination image globally, Sri Lanka Tourism highly appreciates if interested parties (those registered under Sri Lanka Tourism as a DMC) could offer relevant logistical arrangements on complimentary or special discounted rate.

7.1 Transportation Requirement:

- i. Vehicles expected to use for familiarisation tours must be manufactured less than 10 years and should be in a good condition.

- ii. Types of vehicles include (Japanese made vehicles for VIP Tours and other tours) : Sedan Cars / High Roof & flat Roof Vans / All Types of Coaches / Luggage Vans / SUVs / Luxury VIP/ Four Wheel Drive vehicles
- iii. Fully A/C, comfortable vehicles must be used for the guest transportation.
- iv. Comfortable seats to be allocated for all passengers equally good.
- v. Clean and well-maintained vehicle with minimum travel hassle for the passengers.
- vi. Fully insured to transport passengers with a reputable vehicle insurance company
- vii. Necessary luggage space to store the luggage leisure of passengers
- viii. Possibility to get a vehicle replacement free of charge to similar capacity vehicles, in the case of accident, mechanical problem, any chauffeur guide or driver issue or another disturbance.
- ix. Shall provide a rate for per 01 km.

Note: Relevant payment will be made based on total mileage

- x. Formula applied for increase of fuel one rupee
- xi. For all additional mileages, payment will be made based on the per KM rate given by the travel agent. Minimum mileage per day will be considered as 80 Kms per day. However, in such situations where the total mileage of the overall tour is exceeding the accumulation of the minimum mileage per day into the number of days of the tour, final payment for the transportation will be made without the consideration of minimum mileage given above.

$R_c = R_b + (F_c - F_b) \times L$

R_c = Current Rate per kilometre

R_b = Rate per kilometre as per the price schedule submitted

F_c = Current fuel price

F_b = Fuel price at the time of bid submission

L = Increase in per km rate for increase of fuel by one rupee (as per the bid document)

Formula for the fuel price for increase of fuel one rupee

$L = \dots\dots\dots$ (Increase in per km rate for increase of fuel by one rupee

Price Schedule Attached

7.2 National/Chauffeur guides/ Driver Requirement:

- i. Only to be used SLTDA licensed national /chauffeur guide / Tourist Driver or licence drivers from regional tourism boards (copy of the licence should be send with confirmation)
- ii. Experience of handling high calibre passenger groups (VIP)
- iii. All guides must be fluent in English is a must and knowing other languages will be an advantage.
- iv. Guides with other language proficiency shall be available to provide upon the request by SLTPB: List of Languages: French / German/ Russia/ Hindi / Tamil / Italian / Chinese / Thai / Spanish / Arabic /Japanese / Korean, etc...
- v. Per day rate shall be given for the guides specialise in other languages
- vi. Previous experience of handling similar kind of VIP Media / journalists/Bloggers (optional)
- vii. Total number of experience in guiding must be over 05 years
- viii. Well knowledgeable about all the given routes, sites and attractions and experiences as per the tour itinerary (given by SLTPB –PR Division)
- ix. Any other extra qualifications related to tourism guiding (ex: Bird watching, Gemmology, Ayurveda, Archaeology, Adventure Travel & Wildlife, Ramayana, etc.).
- x. Should submit a copy of the valid Guide Licence with the final invoice.
- xi. Shall be professionals in guiding / driving with strong work ethics
Ex: Punctual at all the time is a very important qualification expected from all guides/drivers
Hospitable with caring
- xii. Shall not expect any tips or any financial benefits from the visiting media or bloggers
- xiii. Shall not influence visiting media/bloggers to change the given itinerary without prior approval from SLTPB.
- xiv. Must give positive impression about the country's socio-culture, religious & ethnic harmony and government policies
- xv. Must be fully supportive with SLTPB officials during the tour and able to undertake the tour as per the instructions given.
- xvi. Prior to the press trip, the selected guide / chauffeur guide must meet SLTPB Officials at STLPB office to receive a tour briefing and guide file.
- xvii. National/Chauffeur guides accompanied with the group must be given complimentary accommodation with meals, hotel rooms / driver quarters or alternative locations. SLTPB will not be liable to pay for the meals and accommodation cost.

Important: In a situation when a complaint is made by SLTPB officers' on misbehaving / misled / creating negative comments or impressions by the guides or drivers, DMC must be able to change them within 24 hours without any additional charges/ fee without considering the primary inquiry.

Price Schedule Attached

7.3 Accommodation Requirement:

- i. All given premises shall be registered with SLTDA under the hotel classifications mentioned in the SLTDA official website (<https://www.slt-da.gov.lk/>).
- ii. Accommodation classification can vary depending on the locality and type of the media / blogger requirement.

Note: Star Class Hotels / Resorts / Boutique Villas and Luxury permanent camping/ Guest Houses / Unclassified Hotels / Homestay/ All Other.

- iii. For mobile camping and homestay units, prices must be given under the price schedule for other services & activities. Prices & locations will be subject to approved by SLTPB
- iv. Having recognition by a tourist hotel association such as THASL or any regional hotel association.
- v. Accommodation will be requested with precise location (town or village name) as per the given tour itinerary OR mentioned as 'Nearby Area'.
- vi. In the case of accommodation request as Nearby Area - distance between the accommodation and expected attractions (as per the itinerary) must be less than 30 KM or 30 minutes travel time by vehicle.

Note: In this regard, the final decision will be made by the SLTPB Committee.

- vii. All rates should be without VAT
- viii. Room rate should be included half board basis (breakfast and dinner) per night.
- ix. Single, double and triple room rates required for the given accommodation category.
- x. All given rates shall not be amended in later occasions
- xi. Upon selecting the DMC, prior approval to be taken from the SLTPB Committee for the list of accommodation each and every time, while requesting for accommodation services via email.
- xii. In such a situation where, requested hotel/s category in the specific area are not available, selected Agency/DMCs shall provide minimum 03 email confirmations hotel partners from the requested areas representing the requested hotel category.
- xiii. In such a situation given a hotel category is not available, DMC must arrange a similar or higher category hotel for the same price given initially with nearby area (Such change must be prior approved by the subject officers) in case SLTPB

investigates any false information availability date contract will be terminated upon investigation.

- xiv. Price Schedule shall be attached
- xv. Shall not mention accommodation names in the sheet.
- xvi. Prior to execute the actual media press trip, list of the accommodation must be submitted to the SLTPB officials for prior approvals

Types of Room:

- xvii. Based on the hotel category, Wi-Fi must be available in the rooms (must) and within the hotel premise (lobby, restaurant) and guests must be able to access 24/7 during the stay.
- xviii. All rooms must be according to the tourist board standards.
- xix. Very well cleaned with neat decor
- xx. Rooms must include following facilities:
 - A/C shall be in all given rooms should be available.
 - Hot and Cold-water facilities in the bathrooms
 - Other relevant room facilities and amenities based.
- xxi. If no single rooms are available, double rooms shall be offered for the same rate on Single Rooms.
- xxii. Number of rooms shall be variable depending on the final confirmation of SLTPB. If such changes occur SLTPB will be informed to the supplier accordingly.
- xxiii. Depending on Flight arrangements, Early Check-In & Late Check-out must be offered free of charge, Respective cost for late check-out and early check-in has to be borne by the DMC. Early Check-in will be required on 07.00 am and late check-out will be required until 04.00 pm must be offered free of charge.
- xxiv. Any cancellation shall be made free of charge informed by SLTPB within 24 hours.
- xxv. Details of the rooms/accommodation should be provided by the DMCs prior to the tour.

Note: In case negative feedbacks are with the given hotels, DMC must be able to change with suitable similar or higher categories without any obligation or changing the initially given price.

7.4 Taking All Other Services :

- i. All other services & activities related to the press trips will be taking on the basis of reimbursement upon the submission of certified bills by the managerial position of the DMC
- ii. All highway entrance / Airport entrance and paging Board /All Vehicle parking should be submitted with the final invoice.

- iii. All leisure services and experiential activities (as given by the specific tour itinerary) expected to offer understanding about Sri Lanka and tourism product diversity.

Note: Other services may include homestay packages, camping packages , hiking, trekking, domestic flights, sailing, deep sea diving, hot air ballooning, hiring motorcycles, helicopter rides , seaplanes, yachts, mountain climbing, local village expenses, local culinary demonstrations and all others .

- iv. SLTPB will provide a List of All Other Services & Activities to the selected The DMC/s through Procurement Department along the Tour Itinerary
- v. DMC shall be required to take prior approval from the SLTPB Procurement Committee (which will be subject to price negotiations) prior to the press trip.
- vi. Upon selecting the suitable DMC/s, Prior approval shall be taken from all other activities and services from SLTPB Committee via email
- vii. Based on list of other activities expected to be given by SLTPB, separate quotation for all other services (prices shall be given for individual activities) must be submitted to SLTPB – subject officer (coping to procurement division) for a prior approval minimum 3 days before the actual tour
- viii. SLTPB Committee for VJP/VBP Press Trips shall approve or negotiate the prices before the actual tour via email.
- ix. Considering the Destination Tourism Promotional Value of the proposed activities (Non-Profit), DMC/s requested to offer prices with special discounted rates or if possible free of charge.
- x. Once, the officers confirm the quotation for all other services (as it is or upon price negotiation), DMC shall offer the services for the same prices given.
- xi. In the situations where DMC was not able to submit relevant invoice or a copy (such as train tickets where station offices collect at the journey), certified bills must be produced under the DMC official letterhead and signed by a management staff.

Note: This must be further certified by SLTPB officials

- xii. Selected DMC shall be able to organise a large range of unique Sri Lankan Travel & Tourism related activities and services upon the request by SLTPB. Some of the activities are mentioned in the given chart for other services & activities. However expected services shall not be limited to the given list and selected DMCs must be fully capable to arrange all requested services within the given time frame by SLTPB.
- xiii. Note: Depending on the promotional focus, SLTPB will request for different tourism & leisure activities to be arranged by the DMC for the visiting Journalists & Influencers. Expected activities will cover various aspects including, nature, wild, adventure, culture & lifestyle and many others. These services are expected to offer in-depth understanding about the destination's product diversity, compactness, and sustainability focus and tourism promotional vision of the organisation.

- xiv. Since, SLTPB intended to undertake all these promotional activities to promote destination Sri Lanka and increase global awareness about the product richness without focusing on any financial earnings in return to the organisation, selected DMC expect to arrange all the services on complimentary basis or with a special discounted rates.

*Chart for other activities and services attached

- xv. Selected DMC shall be ready for regional exploring field visits up to 04 on a fully complementary basis limiting to following criteria.

Criteria-

- ❖ Fully Air Conditioned any type of one vehicle shall accommodate maximum up to 08 subject related officials recommended by SLTPB PR division under the direct supervision of SLTPB PR (VJP/VBP) responsible officer/s
- ❖ accommodation shall be provided up to 05 days 04 nights (category of the hotels should be as per the given rate card)
- ❖ Maximum mileage 3000 Kms only. any additional will be paid as per the rate card
- ❖ SLTPB will pay for the activities, however all following luxury experiences and activities shall be excluded during this type of regional exploring field visits
 - hot air balloon
 - deep sea diving
 - domestic flights
 - helicopter rides
 - luxury yachts
 - seaplanes
 - any other luxury related activities and experiences
- ❖ supposed to purely focus on lesser known tourism attractions experiences regions

8. Bidder Requirement & Competency:

- i. Should be a Sri Lanka Tourism Development Authority (SLTDA) Registered Travel Agency.
- ii. Minimum 10 years' experience in handling inbound travel services as an established DMC.
- iii. Attach a the copy of the Licence as a Registered Travel Agency
- iv. Currently working with leading / reputable international tour operators from key source markets including India, China, Germany, France, UK, Russia, Middle East, Japan, Scandinavia, Benelux, Australia, etc.. (Please provide a list of companies in agreements with)

- v. Currently having inbound tourism agreements (with tour operators) from minimum key source markets.
- vi. Having membership of local or international tourism association will be an added advantage (provide certification or any evidence of proof)
- vii. Having awarded by local or international tourism awards will be an added advantage (provide certification or any evidence of proof)
- viii. Fully capable to provide VIP tours for the visiting media & travel bloggers under SLTPB VJP & VBP in order to creating high-level image about overall tourism services in Sri Lanka
- ix. Upon request of SLTPB via email, the tour shall be organised within 48 hours and confirmed via email to the respective officers.
- x. Cancellation policy: Any last moment cancellation should be accepted within 24 hours made by SLTPB responsible officials via email. SLTPB is not liable to pay any cancellation fees to DMCs.
- xi. Bidders are required to check the quality and standards of the vehicle, guide, driver, accommodations and other activities of each and every tour in advance of the actual tour commence. Service providers should cooperate and do the needful.

9. Role Of SLTPB :

- i. Inviting for International Media, Organizing Media Press Trips, Designing Destination Promotional Travel Itineraries, and Inter-Communication will be done by SLTPB.
- ii. SLTPB will be the direct and only contact point for all selected DMCs
- iii. SLTPB is not liable to provide the profiles or any other database of the clients to selected DMCs. SLTPB only provides tour itinerary, accommodation information and tourism related activities.
- iv. SLTPB will be offering passes & approvals in following areas:
 - Passes for CCF sites, Archaeological sites, Wildlife parks, Zoological Gardens, Dalada Maligawa, Galle Fort, etc.
 - All Filming Approvals from relevant government organisations
 - Drone Approvals
 - All Defence Approvals

10. Other Important Terms:

- i. Any other facilities & services expected to be offered to the media crew shall be mentioned in the proposal separately.

- ii. Final confirmation of the accommodation requirement will be notified a maximum 48 hours (two days) before the check-in date. The room rate agreed upon at the procurement stage shall not be changed based on the actual accommodation requirement.
- iii. Any supplier has not complied with TOR and ITB, that BID will be rejected.
- iv. All given rates in the price schedule sheets can not to be amend (during the contracted period), except reasonable reason agreed with the procurement division
- v. This term of reference contains the estimated distance of the itinerary. Payments will be based on the actual mileage of the tour, as per the final mileage chart submitted by the travel agent.
- vi. For all additional mileages, payment will be made based on the per KM rate given by the travel agent. Minimum mileage per day will be considered as 80 Kms per day. However, in such situations where the total mileage of the overall tour is exceeding the accumulation of the minimum mileage per day into the number of days of the tour, final payment for the transportation will be made without the consideration of minimum mileage given above.
- vii. Any additional millage gained; payment will be made based on the per KM rate given by the DMC.
- viii. Certified Bills should be provided for activities and other services not mentioned in the price schedule.
- ix. Since this is a destination promotional program conducted and fully hosting SLTPB, Guides shall not expect any tips from the visiting media or bloggers.
- x. Each bidder allows to submit one quotation only
- xi. No options (ex; Accommodations options) or alternative quotations will be not considered
- xii. Bidders those who two bids / alternatives will considered as Non responsive bidder
- xiii. Refer instruction sheet to complete price schedule.
- xiv. Final Decision of the selecting suitable DMC will be made by the SLTPB Committee.
- xv. Bottled drinking water should be provided until ending the respective tour/s on free of charge
- xvi. A Pre bid meeting shall be held for prospective bidders on at 11.00 am at Samudra Hotel (Ground Floor / Board room) No 78, Galle Rd Colombo 03.

11. Contact Persons:

Ms Nithini Senanayake

Assistant Director - Procurement
Sri Lanka Tourism Promotion Bureau
No. 80, Galle Road
Colombo 03
Sri Lanka
Tel: 0112426900 Ext: 117
Email: nithinip@srilanka.travel

Section VIII – Letter of Acceptance

[Letterhead paper of the Employer]

Notes on Standard Form of Letter of Acceptance

The Letter of Acceptance will be the basis for formation of the Contract as described in Clause 25 of the Instructions to Bidders. This Standard Form of Letter of Acceptance should be filled in and sent to the successful Bidder only after evaluation of bids has been completed.

[Date]

To: [name and address of the Service provider]

This is to notify you that your Bid dated [date] for providing services [name of the Contract and Identification number] for the Contract Price of [amount in numbers and words], as corrected and

Modified in accordance with the Instructions to Bidders is hereby accepted by us.

You are hereby instructed to proceed with the execution of the said contract for the provision of Services in accordance with the Contract documents and it is requested to submit performance bond value of Rs..... Up toas per the bid document within 14 days from this letter in order to sign the contract agreement.

Authorised Signature	
Name of Signatory	
Title of Signatory	
Name of Agency	

Section IX- Forms of Bid, Qualification Information, Letter of Acceptance, and Contract

Form of Contract

This CONTRACT (hereinafter called the “Contract”) is made the [day] day of the month of [month], [year], between, on the one hand, [name of Employer] (hereinafter called the “Employer”) and, on the other hand, [name of Service Provider] (hereinafter called the “Service Provider”)

WHEREAS

- a. the Employer has requested the Service Provider to provide certain Services as defined in the Conditions of Contract and Contract Data attached to this Contract (hereinafter called the “Services”);
- b. the Service Provider, having represented to the Employer that they have the required skills, and personnel and resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of.....;

NOW THEREFORE the parties hereto hereby agree as follows:

- 1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - b. The Conditions of Contract;
 - c. The Contract Data;
 - d. The Form of Bid
 - e. The Priced Activity Schedule
 - f. The Employer’s Requirements
 - g. The following Appendices: [Note: If any of these Appendices are not used, the words “Not Used” should be inserted below next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.]
 - Appendix A: Description of the Services
 - Appendix B: Schedule of Payments
 - Appendix C: Key Personnel
 - Appendix D: Services and Facilities Provided by the Employer
- 2. The mutual rights and obligations of the Employer and the Service Provider shall be as set forth in the Contract, in particular:
 - a. The Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
 - b. The Employer shall make payments to the Service Provider in accordance with the provisions of the Contract.
- 3. The liquidated damages rate is 10% per content, the maximum number of liquidated damages for the whole contract is 10% of the final contract price.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of [name of Employer]
[Authorised Representative]
For and on behalf of [name of Service Provider]
[Authorised Representative]

Section X

Submission form - A

General Information of the Agency

Name of the Agency	
Address of the head office of the Agency	
Telephone Number of the Agency	
Are you a member of local or international tourism association (YES/NO)	
E-mail address of the Agency	
Business Registration No If YES please provide membership certification	
Registered No of SLTDA	
Year of Incorporation	
Tax number of the Agency	
Contact person	
Contact No	
Email	

Submission Form B**List of International Tour Operator (ITO) within the key source markets**

No	Company Name (ITO)	Country	Contact person(ITO)	Contact Number(ITO)	Email (ITO)	No of arrivals(2019)
1						
2						
3						
4						

5						
6						
7						
8						
9						

Submission Form C (Provide of the minimum of covering key source markets)

No	Name of the foreign travel agencies	Country	Contract Period (2014 Onwards)	Contract value	Current states validity for 2023 YES / NO	No of PAX
01						
02						
03						
04						
05						
06						
07						
08						
09						

Signature :-

(Legal Officer/Board Secretary)

Section XI -Price Schedule

**VISITING JOURNALIST/ BLOGGER /FILM
TOURISM PROGRAM 2024/ 2025**

N o	Details	Total
1	Total accommodation cost	
2	Total Transport & Guide cost	
Grand Total		

**VISITING JOURNALIST/ BLOGGER PROGRAM 2024
Accommodation sheet**

**Note:-Cost without VAT
Half board basis included Breakfast and Dinner**

N o	Details	Single room	Double/ Twin	Triple room	Cost
1	Colombo or nearby area				
	May-October				
	Hotel - Unclassified				
	3 star				
	4 Star				
	5 Star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
	November-April				
	Hotel - Unclassified				
	3 star				
	4 Star				
	5 Star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
2	Kandy or nearby area				
	May-October				
	Hotel - Unclassified				
	3 Star				
	4 star				
	5 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	

	Total				Rs. 0.00
	November-April				
	Hotel - Unclassified				
	3 Star				
	4 star				
	5 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
3	Nuwara Eliya or nearby area				
	May-October				
	Hotel - Unclassified				
	4 star				
	5 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
	November-April				
	Hotel - Unclassified				
	4 star				
	5 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
4	Habarana or nearby area				
	May-October				
	Hotels - Unclassified				
	Guest House – A Grade				
	4 star				
	5 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
	November-April				
	Hotels - Unclassified				
	Guest House – A Grade				
	4 star				
	5 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
5	Dambulla or nearby area				
	May-October				
	Hotel - Unclassified				
	Guest House – A Grade				
	4 star				
	5 star				

	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
	November-April				
	Hotel - Unclassified				
	Guest House – A Grade				
	4 star				
	5 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
6	Yala or nearby area				
	May-October				
	Hotel - Unclassified				
	Guest House – A Grade				
	4 star				
	5 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
	November-April				
	Hotel - Unclassified				
	Guest House – A Grade				
	4 star				
	5 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
7	Bentota or nearby area				
	May-October				
	Hotel - Unclassified				
	Guest House – A Grade				
	4 star				
	5 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
	November-April				
	Hotel - Unclassified				
	Guest House – A Grade				
	4 star				
	5 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
8	Kalutara or nearby area				
	May-October				
	Hotel - Unclassified				

	Guest House – A Grade				
	4 star				
	5 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
	November-April				
	Hotel - Unclassified				
	Guest House – A Grade				
	4 star				
	5 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
9	Hambanthota or nearby area				
	May-October				
	Hotel - Unclassified				
	Guest House – A Grade				
	4 star				
	5 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
	November-April				
	Hotel - Unclassified				
	Guest House – A Grade				
	4 star				
	5 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
10	Kalpitiya or nearby area				
	May-October				
	Hotel - Unclassified				
	Guest House – A Grade				
	4 star				
	5 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
	November-April				
	Hotel - Unclassified				
	Guest House – A Grade				
	4 star				
	5 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
11	Mirissa or nearby area				
	May-October				
	Hotel - Unclassified				
	Guest House – A Grade				
	4 star				
	5 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00

	4 star				
	5 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
	November-April				
	Hotel - Unclassified				
	Guest House – A Grade				
	4 star				
	5 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
12	Passikudah or nearby area				
	May-October				
	3 Star				
	4 star				
	5 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
	November-April				
	3 Star				
	4 star				
	5 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
13	Negombo or nearby area				
	May-October				
	3 Star				
	4 star				
	5 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
	November-April				
	3 Star				
	4 star				
	5 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
14	Matale / Riverstone or nearby area				
	May-October				
	Hotel - Unclassified				
	Guest House – A Grade				

	Home Stay				
	4 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
	November-April				
	Hotel - Unclassified				
	Guest House – A Grade				
	Home Stay				
	4 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
15	Galle or nearby area				
	May-October				
	3 Star				
	4 star				
	5 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
	November-April				
	3 Star				
	4 star				
	5 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
16	Elle or nearby area				
	May-October				
	Hotels - Unclassified				
	Guest House – A Grade				
	4 star				
	5 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
	November-April				
	Hotels - Unclassified				
	Guest House – A Grade				
	4 star				
	5 star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
17	Udawalawa / Ratnapura/ Wellawaya or nearby area				
	May-October				

	Hotels - Unclassified				
	Guest House – A Grade				
	4 Star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
	November-April				
	Hotels - Unclassified				
	Guest House – A Grade				
	4 Star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
18	Badulla / Bandarawela or nearby area				
	May-October				
	Hotels - Unclassified				
	Guest House – A Grade				
	4 Star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
	November-April				
	Hotels - Unclassified				
	Guest House – A Grade				
	4 Star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
19	Anuradhapura or nearby area				
	May-October				
	Hotels - Unclassified				
	Guest House – A Grade				
	2 star				
	3 Star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
	November-April				
	Hotels - Unclassified				
	Guest House – A Grade				
	2 star				
	3 Star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
20	Polonnaruwa or nearby area				
	May-October				

	Guest House – A Grade				
	Hotel - Unclassified				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
	November-April				
	Guest House – A Grade				
	Hotel - Unclassified				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
21	Trincomalee or nearby area				
	May-October				
	Guest House – A Grade				
	Hotel - Unclassified				
	4 Star				
	5 Star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
	November-April				
	Guest House – A Grade				
	Hotel - Unclassified				
	4 Star				
	5 Star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
22	Jaffna or nearby area				
	May-October				
	Guest House – A Grade				
	Hotel - Unclassified				
	4 Star				
	5 Star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
	November-April				
	Guest House – A Grade				
	Hotel - Unclassified				
	4 Star				
	5 Star				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
23	Wilpattu or nearby area				
	May-October				
	Hotels - Unclassified				

	Guest House – A Grade				
	Camping normal				
	Camping luxury				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
	November-April				
	Hotels - Unclassified				
	Guest House – A Grade				
	Camping normal				
	Camping luxury				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
24	Arugambay or nearby area				
	May-October				
	Hotels - Unclassified				
	Guest House – A Grade				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
	November-April				
	Hotels - Unclassified				
	Guest House – A Grade				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
25	Hatton or nearby area				
	May-October				
	Hotels - Unclassified				
	Guest House – A Grade				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
	November-April				
	Hotels - Unclassified				
	Guest House – A Grade				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
26	Belihuloya or nearby area				
	May-October				
	Hotels - Unclassified				
	Guest House – A Grade				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
	November-April				
	Hotels - Unclassified				

	Guest House – A Grade				
	Sub Total	Rs. 0.00	Rs. 0.00	Rs. 0.00	
	Total				Rs. 0.00
	Total (Cost without VAT)				Rs. 0.00

No	Place
1	Colombo or nearby area
2	Kandy or nearby area
3	Nuwara Eliya or nearby area
4	Habarana or nearby area
5	Dambulla or nearby area
6	Yala or nearby area
7	Bentota or nearby area
8	Kalutara or nearby area
9	Hambanthota or nearby area
10	Kalpitiya or nearby area
11	Mirissa or nearby area
12	Batticallo or nearby area
13	Negombo or nearby area
14	Matale or nearby area
15	Galle or nearby area
16	Ella or nearby area
17	Udawalawe or nearby area
18	Bandarawela or nearby area
19	Anuradhapura or nearby area
20	Polonnaruwa or nearby area
21	Trincomalee or nearby area
22	Jaffna or nearby area
23	Wilpattu or nearby area
24	Arugambay or nearby area
25	Hatton or nearby area
26	Belihuloya or nearby area

**VISITING JOURNALIST/ BLOGGER/Film
Location Managers PROGRAM 2024/2025
Transport/ Guide sheet**

Note:-Cost without VAT

No	Details	Cost	Remarks
1	<u>Transport</u>		
	Car - Sedan type manufacturing year after 2014		
	Per 1 KM Rate		
	Flat roof van - manufacturing year after 2014		
	Per 1 KM Rate		
	High roof van - manufacturing year after 2014		
	Per 1 KM Rate		
	Mini coach (15 seater) manufacturing year after 2014		
	Per 1 KM Rate		
	Mini Coach (32 seater) manufacturing year after 2014		
	Per 1 KM Rate		
	Large Coach (45 Seater)		
	Per 1 KM Rate		
	Baggage Vehicles		
	Per 1 KM Rate		
	Four Wheel Jeeps A/C (4X4)		
	Per 1 KM Rate		
	Luxury Cars (VIP)- European Manufactured		
	Per 1 KM Rate manufacturing year after 2015		
	Luxury Van (VIP)- European Manufactured		
	Per 1 KM Rate manufacturing year after 2015		
2	<u>National Guide service per day</u>		
	National guide (English)		
	Per day rate(Including Bata & other cost)		
	National guide (Germany)		
	Per day rate(Including Bata & other cost)		
	National guide (Tamil)		
	Per day rate(Including Bata & other cost)		
	National guide (Hindi)		
	Per day rate(Including Bata & other cost)		
	National guide (Chinese)		
	Per day rate(Including Bata & other cost)		
	National guide (Italian)		
	Per day rate(Including Bata & other cost)		
	National guide (Arabic)		
	Per day rate(Including Bata & other cost)		

	National guide (French)		
	Per day rate(Including Bata & other cost)		
	National guide (Russian)		
	Per day rate(Including Bata & other cost)		
	National guide (Thai)		
	Per day rate(Including Bata & other cost)		
	National guide (Japanese)		
	Per day rate(Including Bata & other cost)		
3	<u>Chauffeur guide service per day</u>		
	Chauffeur guide (English)		
	Per day rate(Including Bata & other cost)		
	Chauffeur guide (Germany)		
	Per day rate(Including Bata & other cost)		
	Chauffeur guide (Tamil)		
	Per day rate(Including Bata & other cost)		
	Chauffeur guide (Hindi)		
	Per day rate(Including Bata & other cost)		
	Chauffeur guide (Chinese)		
	Per day rate(Including Bata & other cost)		
	Chauffeur guide (Italian)		
	Per day rate(Including Bata & other cost)		
	Chauffeur guide (Arabic)		
	Per day rate(Including Bata & other cost)		
	Chauffeur guide (French)		
	Per day rate(Including Bata & other cost)		
	Chauffeur guide (Russian)		
	Per day rate(Including Bata & other cost)		
	Chauffeur guide (Thai)		
	Per day rate(Including Bata & other cost)		
	Chauffeur guide (Japanese)		
	Per day rate(Including Bata & other cost)		
4	Coach driver rate		
	Per day rate(Including Bata & other cost)		
5	Driver Assistant rate		
	Per day rate(Including Bata & other cost)		
6	Tourist Board Registered Driver (for car/van)		
	Per day rate(Including Bata & other cost)		
	Total (Without VAT)		

Formula for the fuel price for increase of fuel one rupee

L=(Increase in per km rate for increase of fuel by one rupee

Activity and Service chart
(Only for your information, Costing not required)

No	Details
1	Entrance tickets (per person)
	All National parks
	Sigiriya lion's rock
	Dambulla rock temple
	Anuradhapura heritage city
	Polonnaruwa
	Kandy temple of tooth
	Kandy cultural show
	Colombo National Museum
	Galle National Museum
	Galle maritime museum
	all other national museum
	Pinnawala elephant orphanage
	Botanical gardens
2	<u>Land Activities</u>
	City Tour by TUK TUK (per person/ half a day)
	City Tour with double decker (per person/ half a day)
	Cycling through village (per person/ half a day)
	Motor bike (per person/ per day)
	Colombo street food experience (per person/ half a day)
	Ayurvedic treatment standard (per person)
	Ayurvedic treatment full body (per person)(Shirodhara)
	Food demonstration Local home (per person)
	Food demonstration Local village (per person)
	Food demonstration Specific (Sea food, Crabs, Etc.....) (per person)
	Trekking guide fee (per person/ half a day)
	Bird watching (per person/ half a day)
	Safari jeep(per jeep)
	Village tour(Ox ride, boat, Tuk Tuk and village lunch) (per person/ half a day)
	Naturalist per day
	Community based Village Home stay experience(https://www.slhomestay.com/)
	Veddha experience (Mahiyangana) Experience life style, hunting, food preparation and Veda lunch per person
2	<u>water Activities</u>
	River Boat safari Bentota(per person)

	River Boat safari Madu ganga(per person)
	River Boat safari Standard(per person)
	Sea Boat safari Pigeon island(per person)
	Sea Boat safari Naga Deepa(per person)
	Sea Boat ride Delft or other island (per person)
	Sea Boat safari standard (per person)
	Whale/ Dolphin watching - Mirissa (per person)
	Whale/ Dolphin watching - Kalpitiya (per person)
	Whale/ Dolphin watching - Trinco (per person)
	White water rafting (per person)
	Jet ski (Per hour)
	Cannoning (per person)
	Water Surfing (per person)
	Kite Surfing (per person)
	Diving (per person)
	Scuba diving
	snorkelling (per person)
3	<u>Air Activities</u>
	Hot air balloon (per person)
	Charter flight/ Seaplane
	Colombo - Jaffna (per person)
	Kandy – Hambantota (per person)
	Jaffna - Sigiriya(per person)
4	<u>Lunch</u>
	Seafood lunch with fruit juice(per person)
	Village lunch with fruit juice(per person)
	Standard lunch with fruit juice(per person)
	Welcome and Gathering events
5	<u>Dinner (Minimum 20 Pax for Special welcoming events arrangements – price shall be negotiated via procurement division)</u>
	Seafood lunch with fruit juice(per person)
	Village lunch with fruit juice(per person)
	Standard lunch with fruit juice(per person)
	Welcome and Gathering events

Note:-Cost not required. This chart shows only some examples of the activities and services. SLTPB will request further various other activities and services depend on the itinerary, please refer SOR 7.4

PLEASE PREFER TERMS OF REFERENCE CAREFULLY

Accommodation

1. Should be a SLTDA registered accommodation as per mentioned classification in the SLTDA official website.
2. Having recognition by a tourist hotel association such as THASL or any regional hotel association.
3. All rates should be without VAT
4. Room rate should be included half board basis (breakfast and dinner) per night.
5. Single, double and triple room rates required for the given accommodation category.
6. All given rates cannot be amended except for reasonable reasons accepted by the procurement department.
7. Requested hotel category can be changed due to the occupancy.
8. Do not mention accommodation names in the price schedule
9. Depending on Flight Tickets, Early Check-In & Late Check-out must be offered free of charge, Respective cost for late check-out and early check-in has to be borne by the DMC. Early Check-in will be required 07.00 am and Late check-out will be required 04.00 pm must be offered free of charge.

Guide service

1. SLTDA licensed national /chauffeur guide
2. Experience of handling such calibre passenger groups
3. Relevant language requirements: Note: Knowing other languages will be an advantage.
4. Previous experience of handling similar kind of journalists/ bloggers (optional)
5. Total number of experience in guiding must be over 3 years
6. Well knowledgeable about all the given route, sites and attractions as per the tour itinerary.
7. Minimum guest complaints or negative feedback.
8. Must coordinate with the SLTPB officer.
9. Any other extra qualifications related to tourism guiding (ex. Bird watching, gemmology, adventure sites, Ramayana trail, etc...)
10. Should provide a copy of the guide licence before the tour.
11. **National Guide/Chauffeur Guide/Driver/Assistant** accompanied with the group must be given complimentary accommodation with meals in driver quarters or alternative. SLTPB will not pay for the meals and accommodation cost.

Transport

1. All vehicles manufacture year must be less than 10 years
2. Fully A/C vehicle
3. Comfortable seats to be allocated for all passengers equally good.
4. Clean and well-maintained vehicle with minimum travel hassle for the passengers.
5. Fully insured with passengers by a reputable vehicle insurance company
6. Spacious, luggage space to store all the luggage belongs to the passengers
7. Possibility to get a replacement (optional) to similar capacity vehicle, in case required.
8. A secondary vehicle required due to an accident, vehicle mechanical problem, must be provided without any additional fee.
9. Should provide a rate for 01 KM.
10. For all additional mileages, payment will be made based on the per KM rate given by the travel agent. Minimum mileage per day will be considered as 80 Kms per day. However, in such situations where the total mileage of the overall tour is exceeding the accumulation of the minimum mileage per day into the number of days of the tour, final payment for the transportation will be made without the consideration of minimum mileage given above.
11. In case if mileage exceeds 1000 KM, additional mileage will be calculated by multiplying with per KM rate.
12. Bottled drinking water should be provided until ending the respective tour/s on free of charge for each press trips (500ml x 02 water bottles x per person x no of Pax x no of days)

Security forms

Annexure A

Form Bid security (Bank Guarantee)

Whereas, [name of Bidder] (hereinafter called “the Bidder”) has submitted his Bid dated [date] for providing Services for [name of Contract] (hereinafter called “the Bid”).

Know all people by these presents that We [name of Agency] having our registered office at [address] (hereinafter called “the Bank”) are bound unto name of Employer] (hereinafter called “the Employer”) in the sum of [The Bidder should insert the amount of the Guarantee in words and figures] for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Bank this [day] day of [month], [year].

The conditions of this obligation are:

- (1) If, after Bid opening, the Bidder withdraws his Bid during the period of Bid validity specified in the Form of Bid; or
- (2) If the Bidder having been notified of the acceptance of his Bid by the Employer during the period of Bid validity:
 - (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
 - (b) fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders; or
 - (c) does not accept the correction of the Bid Price pursuant to Clause 22,

we undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer’s having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or any of the three conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date [Usually 28 days after the end of the validity period of the Bid.] days after the deadline for submission of bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

Date Signature of the Bank

Witness Seal

[signature, name, and address]

Annexure B Form:

Performance Bank Guarantee (Unconditional)

To: [name and address of Employer]

Whereas [name and address of Service Provider] (hereinafter called “the Service Provider”) has undertaken, in pursuance of Contract No. [number] dated [date] to execute [name of Contract and brief description of Services] (hereinafter called “the Contract”);

And whereas it has been stipulated by you in the said Contract that the Service Provider shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

And whereas we have agreed to give the Service Provider such a Bank Guarantee;

Now therefore we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Service Provider, up to a total of [amount of Guarantee] [amount in words], such sum being payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of [amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Services to be performed there under or of any of the Contract documents which may be made between you and the Service Provider shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall be valid until a date 28 days from the date of issue of the Certificate of Completion.

Signature and seal of the Guarantor _____

Name of Bank _____

Address _____

Date _____

Bid Submission Checklist

S/N	Item	Submitted (Yes / No)
1	Bid Submission Form	
2	Rate card in the given format	
3	Summary of the price schedule in the given format	
4	Rate for “L” for the fuel formula	
5	Company profile in the given format	
6	Business registration certificate	
7	Registration with the SLTDA	
8	Details of minimum 10 years’ experience in the given format (need to submit proof documents)	
9	List of international tour operators (need to submit proof documents)	
10	The bis security guarantee	