



Sri Lanka

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MINISTRY OF TOURISM
SRILANKA TOURISM PROMOTION BUREAU

SRI LANKA TOURISM PROMOTION BUREAU

INVITATION FOR BIDS (IFB)

National Competitive Bidding (NCB)

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

1. The Chairman, Department Procurement Committee of Sri Lanka Tourism Promotion Bureau (SLTPB), invites sealed bid proposals from reputed and experienced companies for selecting Destination Management Company (DMC) for the year 2024/2025 to organise destination promotional familiarisation tours for SLTPB.
2. Prospective bidders shall have following qualifications and experiences. Also, they shall submit following
 - i. Should be a Registered Inbound Travel Agency with Sri Lanka Tourism Development Authority (SLTDA) over 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. Currently working with leading / reputable international tour operators (with name of the companies) from key source markets including -in line with the given submission **form C** (Only consider contract agreement information from 2014 onwards).
 - iii. Previous experience in handling foreign VIP delegations, International media and travel influencers for other government agencies, departments- Provide evidence such as 'Letter of Award', Contracts, Service Appreciation Letters (signed by organisation head)
 - iv. Having membership of local tourism associations. (provide certification or any evidence of proof)
 - v. Having awarded by local or international tourism awards (Provide Award certificate or any evidence of proof of the receipt)
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 Procurement Department of the Sri Lanka Tourism Promotion Bureau sending a request to **procurement@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 **27.09.2024** in favour of Bank account number 007119985 maintained at Bank of Ceylon, Corporate Branch and email the proof of payment to **procurement@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. 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 **30.09.2024** 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.
8. All bids shall be accompanied by an Unconditional and On Demand Bid Security, which shall be in the form included in the bidding document, issued in favor of Managing Director, Sri Lanka Tourism Promotion Bureau, No. 80, Galle Road, Colombo 03 for an amount of **Sri Lanka Rupees Five Hundred Thousand (Rs 500,000.00)** valid up to **27.01.2025** issued by an A class Commercial Bank registered in Sri Lanka.
9. The Bidding Documents are not transferable.
10. Further information on the assignment could be obtained from the head of procurement (**procurement@srilanka.travel**) during the office hours **0112 426 800**
11. Calling for bids or cancelling of calls for bids of 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.**