



Procurement of Services

Under Limited International Bidding Method

Invitation of Quotations

For

Procurement of

**Appointing of a PR Company to organize B2B event in Australia 2026**

File No: SLTPB/PROC/2026/S/90

Sri Lanka Tourism Promotion Bureau

## Section 1- Invitation for Bids

Democratic Socialist Republic of Sri Lanka  
Ministry of Tourism  
Sri Lanka Tourism Promotion Bureau

### Invitation for Bids to Appointing of a PR Company to organize B2B event in Australia 2026

1. The Chairman, Department Procurement Committee of SLTPB, invites sealed bid proposals from reputed and experienced stand construction Company. The required funds shall be allocated by Sri Lanka Tourism Promotion Bureau.
2. Bidding will be conducted adopting international shopping Method under National Procurement Guideline 2024 <https://www.treasury.gov.lk/web/procurement-guidelines-and-manuals/section/procurement%20manual>
3. 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](mailto:procurement@srilanka.travel).
4. Late bids will be rejected.
5. Bids shall be submitted by courier, register post, hand delivered or deposited tender box (Can be used any method) at **the Sri Lanka Tourism Promotion Bureau, “Lake House Building” 3<sup>rd</sup> Floor No 35 D.R Wijewardana Mawatha, Colombo 10, Sri Lanka on 04<sup>th</sup> June 2026 at 1.30 pm (SL time)**. Bids will be opened immediately after the bid closing time at the above addressed in presence of the bidder’s representatives who choose to attend in person.
6. Eligibility Criteria
  - Bidder should have valid Australian business registrations with minimum 5 years’ experience

Chairman,  
Department Procurement Committee,  
Sri Lanka Tourism Promotion Bureau,  
“Lake House Building”  
3<sup>rd</sup> Floor No 35 D.R Wijewardana Mawatha,  
Colombo 10.

**Section II. Instructions to Bidders (ITB)**

ITB shall be read in conjunction with the section III -Bidding Data Sheet (BDS)

<b>A: General</b>	
1. Scope of Bid	1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Goods as specified in Section III Schedule of Requirements. Upon receipt of this invitation, you are requested to acknowledge the receipt of this invitation and your intention to submit quotation. The Purchaser may not consider you for inviting quotations in the future, if you failed to acknowledge the receipt of this invitation or not submitting a quotation after expressing the intention as above.
<b>B: Contents of Documents</b>	
2. Contents of Documents	<p>2.1 The documents consist of the Sections indicated below.</p> <ul style="list-style-type: none"> <li>• Section I. Instructions to Bidders (ITB)</li> <li>• Section II. Data Sheet</li> <li>• Section III. Schedule of Requirements</li> <li>• Section IV. Technical Specification &amp; Compliance with Specifications</li> <li>• Section V. Quotation Submission form(s)</li> </ul>
<b>C: Preparation of Quotation</b>	
3. Documents Comprising your Quotation	<p>3.1 The Quotation shall comprise the following:</p> <p style="margin-left: 40px;">(a) Quotation Submission Form and the Price Schedules;</p> <p style="margin-left: 40px;">(b) Technical Specifications &amp; Compliance with Specifications</p>
4. Quotation Submission Form and Price Schedules	<p>4.1 The vendor shall submit the Quotation Submission Form using the form furnished in Section V. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.</p> <p>4.2 Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.</p>
7. Prices and Discounts	<p>5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules.</p> <p>5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.</p>

	<p>5.3 The applicable VAT shall be indicated separately.</p> <p>5.4 Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non-responsive and may be rejected.</p>
6. Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
8. Documents to establish the Conformity of the Goods	<p>7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications and standards specified in Section IV, "Technical Specifications &amp; Compliance with Specifications".</p> <p>7.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial responsiveness of the Goods to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.</p> <p>7.3 If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Sri Lanka.</p>
9. Period of Validity of quotation	<p>8.1 Quotations shall remain valid for the period specified in the Bidding Data.</p> <p>8.2 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 or execution of its Bid Securing Declaration. A Bidder agreeing to the request shall not be required or permitted to modify it.</p>
10. Format and Signing of Quotation	<p>10.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor.</p>
<b>D: Submission and Opening of Quotation</b>	
11. Submission of Quotation	<p>101 Vendors may submit their quotations by mail or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number.</p> <p>102 If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.</p>

12. Deadline for Submission of Quotation	12.1 Quotation must be received by the Purchaser at the address set out in Section II, “Data Sheet”, and no later than the date and time as specified in the Data Sheet.
12. Late	12.1 The Purchaser shall reject any quotation that arrives after the

Quotation	deadline for submission of quotations, in accordance with ITB Clause 11.1 above.
13. Opening of Quotations	13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet. 13.2 A representative of the bidders may be present and mark its attendance.

**E: Evaluation and Comparison of Quotation**

14. Clarifications	14.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its quotation which is not in response to a request by the Purchaser shall not be considered.  14.2 The Purchaser’s request for clarification and the response shall be in writing.
15. Responsiveness of Quotations	15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.  15.2 If a quotation is evaluated as not substantially responsive to the documents issued; it may be rejected by the Purchaser.
16. Evaluation of quotation	16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.  16.2 To evaluate a quotation, the Purchaser may consider the following: (a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (a) price adjustment due to discounts offered.  16.3 The Purchaser’s evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods.

<p>17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations</p>	<p>17.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.</p>
<p><b>F: Award of Contract</b></p>	
<p>18. Acceptance of the Quotation</p>	<p>18.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.</p>
<p>19. Notification of acceptance</p>	<p>19.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that its quotation has been accepted.</p>

### Section III: Bidding Data Sheet

The following specific data for the services to be procured shall complement supplement, or amend the provisions in the Instruction to Bidder (ITB) whenever there is a conflict, the provisions herein shall prevail over those in ITB.

ITB Clause Reference	
1.1	The Purchaser is: Sri Lanka Tourism Promotion Bureau “Lake House Building” 3 <sup>rd</sup> Floor No 35 D.R Wijewardana Mawatha, Colombo 10.
1.1	Name of the contract <b>Appointing of a PR Company to organize B2B event in Australia 2026</b>
1.1	Identification No of the Contract - <b>SLTPB/PROC/2026/S/90</b>
2.1	The documents consist of the Sections indicated below. <ul style="list-style-type: none"> <li>• Section I. Invitation for Bids</li> <li>• Section II. Instructions to Bidders (ITB)</li> <li>• Section III. Bidding Data Sheet</li> <li>• Section IV. Schedule of Requirements</li> <li>• Section V. Quotation submission Form(s)</li> <li>• Section VI. Price Schedule</li> <li>• Section VII. Letter of Acceptance</li> <li>• Section VIII. Form of Contract</li> <li>• Annexure 1 – Bid Security Declaration</li> </ul>
6.1	The Bidders shall quote only in <b>AUD</b>
7.3	Manufacture’s Authorization is not relevant.
8.1	Bid Valid 77 days from bid opening date
10.2	Bids shall be submitted in one original and one duplicate. The Original and the duplicate should be sealed in two separate envelopes and the two envelopes shall be enclosed in “ <b>Appointing of a PR Company to organize B2B event in Australia 2026</b> ” on the top left-hand corner of the envelope. Both envelopes shall together be enclosed in one envelope and enclosed Contract No and Contract Name on the top left-hand corner.
11.1	Address for submission of Quotations  Bids shall be Addressed to  Chairman, Department Procurement committee Sri Lanka Tourism Promotion Bureau “Lake House Building” 3 <sup>rd</sup> Floor No 35 D.R Wijewardana Mawatha, Colombo 10 Sri Lanka  <p style="text-align: center;">And</p> Bid shall be submitted by hand or deposited tender box or courier at,  Chairman, Department Procurement committee Sri Lanka Tourism Promotion Bureau “Lake House Building” 3 <sup>rd</sup> Floor No 35 D.R Wijewardana Mawatha, Colombo 10 Sri Lanka.

13.1	<p>The quotations shall be opened at the following address:</p> <p>Chairman, Department Procurement committee Sri Lanka Tourism Promotion Bureau “Lake House Building” 3<sup>rd</sup> Floor No 35 D.R Wijewardana Mawatha, Colombo 10 Sri Lanka</p> <p>Email:</p> <p>Deadline for submission of quotations is on <b>04<sup>th</sup> June 2026 at 1.30 pm (SL time)</b> and the Bids will be opened immediately after the bid closing time at the above address.</p>																								
14.1	<p>Interested eligible bidders may obtain further information from the Managing Director of the Sri Lanka Tourism Promotion Bureau sending a request to <a href="mailto:procurement@srilanka.travel">procurement@srilanka.travel</a> prior twenty (20) days of closing date.</p>																								
16	<p>In addition to section 16.1,16.2 and 16.3 in SOR, following Evaluation criteria considered to select the bidder.</p> <p><b>Evaluation Criteria</b></p> <table border="1" data-bbox="371 994 1453 1644"> <thead> <tr> <th data-bbox="371 994 443 1070">.S/ N</th> <th data-bbox="443 994 1114 1070">Evaluation Criteria</th> <th data-bbox="1114 994 1283 1070">Maximum Points</th> <th data-bbox="1283 994 1453 1070">Minimum Points</th> </tr> </thead> <tbody> <tr> <td data-bbox="371 1070 443 1182">1</td> <td data-bbox="443 1070 1114 1182">Experience in handling events (2015-2025) (Value of over AUD 280,000) (Minimum 3 events )</td> <td data-bbox="1114 1070 1283 1182">40</td> <td data-bbox="1283 1070 1453 1182">30</td> </tr> <tr> <td data-bbox="371 1182 443 1328">2</td> <td data-bbox="443 1182 1114 1328">Experience in handling PR or B2B events (2015-2025) (Minimum 2 events)</td> <td data-bbox="1114 1182 1283 1328">40</td> <td data-bbox="1283 1182 1453 1328">20</td> </tr> <tr> <td data-bbox="371 1328 443 1518">3</td> <td data-bbox="443 1328 1114 1518">Financial Capability (2015-2025) (Minimum Annual Turnover AUD 800,000 or above)</td> <td data-bbox="1114 1328 1283 1518">10</td> <td data-bbox="1283 1328 1453 1518">5</td> </tr> <tr> <td data-bbox="371 1518 443 1608">4</td> <td data-bbox="443 1518 1114 1608">Additional experience for over 5 years</td> <td data-bbox="1114 1518 1283 1608">10</td> <td data-bbox="1283 1518 1453 1608">0</td> </tr> <tr> <td data-bbox="371 1608 443 1644"></td> <td data-bbox="443 1608 1114 1644" style="text-align: center;">Total</td> <td data-bbox="1114 1608 1283 1644" style="text-align: center;">*100</td> <td data-bbox="1283 1608 1453 1644" style="text-align: center;">50</td> </tr> </tbody> </table>	.S/ N	Evaluation Criteria	Maximum Points	Minimum Points	1	Experience in handling events (2015-2025) (Value of over AUD 280,000) (Minimum 3 events )	40	30	2	Experience in handling PR or B2B events (2015-2025) (Minimum 2 events)	40	20	3	Financial Capability (2015-2025) (Minimum Annual Turnover AUD 800,000 or above)	10	5	4	Additional experience for over 5 years	10	0		Total	*100	50
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4	Additional experience for over 5 years	10	0																						
	Total	*100	50																						
16.3	<p>The bidder shall submit the following additional documents</p> <p>Copy of Business registration (Evidence to prove company registered as a legal entity)</p> <p>Quotation submission Form I – General Information- Company Profile in the given format</p> <p>Submission Form II – Past Experience with handling events/activities-2015- 2025</p> <p>Submission Form III - Past Experience with handling PR &amp; B2B events/activities - 2015- 2025</p> <p>Submission Form IV - Financial capability 2015-2025</p> <p>Annexure 1 - The Bid Security Declaration</p>																								

## **Section IV: Schedule of Requirements**

### **SELECTION OF A PUBLIC RELATIONS COMPANY TO ORGANIZE B 2B NETWORKING SESSIONS IN AUSTRALIA -2026**

#### **1. Introduction**

The Sri Lanka Tourism Promotion Bureau (SLTPB) is the statutory body responsible for the promotion and marketing of Sri Lanka tourism in the global context. The institution was established in 2008 after enactment of the Tourism Act no. 38 of 2005 under the portfolio of the Ministry responsible for Tourism. SLTPB carries out marketing campaigns targeting both trade and consumer segments to support reaching the government's tourist arrival and revenue targets.

#### **2. Background.**

The Sri Lanka Tourism Promotion Bureau (SLTPB) recognizes Australia as a key market with significant growth potential for Sri Lanka's tourism industry. Currently ranked sixth in terms of tourist arrivals, Australia is consistently a top ten source country for Sri Lanka's inbound tourism. To capitalize on this potential, the SLTPB is actively promoting Sri Lanka as a safe, attractive, and culturally rich destination for Australian travellers.

Australia presents a competitive landscape for Sri Lanka's tourism industry. SLTPB considers Australia as one of the potential tourists generating market for Sri Lanka as it has already fallen within top 10 tourist generating markets. To continue to generate interest in Sri Lanka amongst the travel industry, Sri Lanka Tourism Promotion Bureau is planning to organize three (03) B 2 B sessions in Sydney, Adelaide and Perth in Australia. Dates of the events are as follows.

<b>Date</b>	<b>Day</b>	<b>Location</b>
03 September 2026	Thursday	Sydney
07 September 2026	Monday	Adelaide
09 September 2026	Wednesday	Perth

#### **3.Objective of conducting the B 2B Networking sessions**

The objective of conducting B2B networking sessions in Sydney, Adelaide and Perth in Australia, is to build business relationships between Sri Lanka travel industry in Australia. These sessions aim to foster connections with travel agents and tour operators, facilitating collaboration, market expansion, and increased tourism opportunities between the countries.

These sessions aim to facilitate meaningful connections among travel trade industry stakeholders. By bringing together business leaders, entrepreneurs, and decision-makers from travel and tourism sectors, these networking events provide a platform for the exchange of ideas, innovations, and best practices. This interaction not only aids in the identification of potential partnerships but also cultivates a spirit of collaboration, which is essential for driving growth and competitiveness in today's dynamic market.

#### 4. Eligibility Criteria

- Bidder should have valid Australian business registrations with minimum 5 years' experience
5. The total estimated budget for Australia 2026 B2B sessions is LKR 90,000,000 equal to AUD 400,000 (estimated AUD 1 = LKR 225)

#### 6. Description of Services Required / Scope of Work

It is planned to organize three (03) B 2 B networking sessions in Australia from 3<sup>rd</sup> to 9<sup>th</sup> September 2026 and all the relevant arrangements of organizing the sessions including pre and post media publicity about the events and Sri Lanka must be professionally handled by the selected PR Company on behalf of SLTPB.

#### Proposed Schedule for the B2B Sessions

- 03 September – Thursday- Sydney  
07 September – Monday - Adelaide  
09 September – Wednesday – Perth

#### 7. Deliverables by the PR agency for organizing the B 2B sessions in Australia

No	Pre- Arrangements for the B 2 B sessions	Details
6.1	Inviting a minimum of 50 travel agents (TA) and tour operators (TO) from each city	<ul style="list-style-type: none"><li>- Ensure that minimum of 50 Australian based Tour operators for each city for B 2 B event.</li><li>-Travel agents/ Tour Operators are invited to the B2B session in each city and these companies have been in tourism industry for an over a period of 10 years. (This is to ensure that well establish operators will participate in the forum).</li><li>- Only one representative from each company needs to attend.</li> <li>- Participants shall consist of those who are not currently promoting Sri Lanka but who are willing to promote Sri Lanka as an outbound destination in their portfolio, or who are operating in Asia with a potential to operate in Sri Lanka</li> <li>- <b>Participation is mandatory for decision-makers and senior officers from travel agencies and tour operator companies.</b></li> <li>- The list of the Tour Operators/ Travel Agents who will attend the B 2 B sessions should be submitted to SLTPB 14 days before the event. (Name of the company, Website and the office email address of the company, Telephone number, Name of the representative who will visit the B 2 B event, his or her Email address, contact telephone number)</li></ul>

		- Payment for inviting agents will be made according to the actual agents attended at each session.
6.2	<p>Inviting 07 Senior journalists from national and regional level leading media organization.</p> <p>Inviting 05 numbers of social media influencers in the field of Travel &amp; Tourism.</p>	<p>- Minimum of seven (07) leading media organizations should be invited to cover the event at each city and to have a media Interviews with SLTPB officials.</p> <p>-Five (05) popular social media influencers with more than 250,000 followers to promote the destination and get high coverage.in each city.</p> <p>- A press release should be prepared by the PR company in collaboration with SLTPB and obtain the approval for the final content and images incorporated, before distributing among the participants at the B 2 B events.</p> <p>- The PR company should ensure that adequate publicity is given for the event and destination before the event, and post-event. Post-event publicity should include coverage/publishing of official press releases by at least 90% of the media which attended the event</p> <p>-PR company is responsible for compiling all press releases/coverage and compile the same in the final report</p>
6.3	Selection of a venue	<p>The PR Company has to reserve a <b>5-Star</b> hotel to organize the B 2 B event in the central Business Divion (CBD) in each city . <b>Name of the hotel has to be mentioned in the price schedule.</b></p> <p>The hotel should provide two separate adjoining banquet halls, each of which should be sufficient in size to comfortably seat 150 participants.</p> <p>Hall - 1: For conducting B2B meetings Between 50 tables with 4 chairs each should be arranged in the hall. Visible name boards with logo of the Sri Lankan Companies should provide which will be placed on each table.</p> <p>Hall -2: For conducting the opening ceremony and hosting the gala dinner right after the B2B meeting over.</p> <p>This should consist video presentations, speeches, dancing and Q&amp;A session. This hall should provide with a full-size high resolution two (02) LED wall according to the stage dimensions and other multimedia equipment suitable to ensure video presentations are seen and heard clearly by participants. Seating for minimum of 150 pax should be arrange in a theater</p>

		<p>style or any other appropriate way to conduct the video presentation and speech.</p> <p>Table should be arranged for a sit-down dinner with a head table for VIP arrangements.</p> <p><b>Special Note:</b></p> <ol style="list-style-type: none"> <li>1.All two halls for the Opening ceremony, B2B meeting and dinner reception should be in the same floor.</li> <li>2. It should provide proper sound and light system to play the high-quality Sri Lanka Tourism videos.</li> <li>3. Proper lighting system should be suggested in accordance with the size of the hall for video presentation.</li> <li>4. Proper PA system including three (03) FM mike for Q &amp; A session, video presentation and speech etc.</li> <li>5.The hotel needs to be conveniently located in the city centre.</li> </ol>
	<b>Arrangements at the venue</b>	
6.4	A large one (01) LED wall to be used as the back drop as well as for live speech and video presentations.	<ul style="list-style-type: none"> <li>- Should provide with a full-size high resolution one (01) LED walls according to the stage dimensions and other multimedia equipment. (Size to be suggested in accordance with the banquet hall and availability of space)</li> <li>- Artwork of the digital back drop will be provided by SLTPB after confirming the actual size of LED screen by the PR Company in consultation with the hotel.</li> </ul>
6.5	Standees	<ul style="list-style-type: none"> <li>- Produce high quality durable 8 pullup standees to be kept at the venues</li> <li>- 2000 mm Height * 800 mm width (<math>\pm</math> 10% variation) Art work will be provided by SLTPB), high quality mat finish flex print</li> </ul>
6.6	Photo Backdrop	<p>Produce high quality photo backdrop.</p> <ul style="list-style-type: none"> <li>- 2500 mm Height * 3000 mm width, high quality mat finish flex print with suitable structure to fixing (Art work will be provided by SLTPB)</li> <li>-This should be placed at the entrance of the hall for photography purposes.</li> </ul>
6.7	Passport	<p>Passport should be print by PR agency for Australian industry participant. It should be included by each Sri Lankan company name, address, contact person name, email, telephone number, website etc. Cover page should be branded by Sri Lanka Tourism. Sixty (60) numbers for each city. (size should be similar to the passport)</p>
	<b>Event details at the B 2 B sessions</b>	

6.8	An opening ceremony and video presentation.	<ul style="list-style-type: none"> <li>- A venue with 8 head chairs (Sofa Chairs) for VIPs should be placed in the front row and class room or theatre style arrangement for minimum of 150 pax for rest of the attendees</li> <li>- Podium should have <b>Sri Lanka Tourism</b> branding and should be decorated with fresh flowers</li> <li>- Lightning of oil lamp &amp; Flags Oil lamp, Sri Lanka, Australian flag should be obtained from Sri Lanka missions or oil lamp should be obtain from selected dance troupe. After the event it should be delivered to the same place.</li> </ul>
6.9	B2B meeting arrangements	<ul style="list-style-type: none"> <li>- 50 square tables with 04 chairs for each table</li> <li>- Name boards with printed logos for 50 Sri Lankan companies</li> <li>- Required stationary to be placed on each table (ex: note pads, pens )</li> <li>-500 ml water bottle should be provided for each table</li> <li>- Free internet facility (WIFI) should be provided to the venue right throughout the events</li> </ul>
6.10	Food & Beverages	<ul style="list-style-type: none"> <li>- 150 pax per city</li> <li><b>1. <u>Refreshments</u></b></li> <li>- Tea/ Coffee to be served on arrival.</li> <li>- Tea and coffee,</li> <li>- 3 snacks - Cheese Pizza slices -Spring rolls (Chicken) - Cheese cake pieces</li> <li>- soft drinks, water should be arranged for all attendees before and during the B2B meeting</li> <li><b>2. <u>Dinner</u></b></li> <li>- Dinner reception to be arranged for Australian Tour Operators, Media and Sri Lanka Trade Representatives during the presentation and Q&amp;A sessions.</li> <li>- Dinner should be <b>4 courses</b> sit down dinner. Main course should Sri Lankan varieties (Ex Grilled seafood, steak, pasta, or a Sri Lankan-inspired curry with rice.)</li> <li>- Water and beverages to be served at the beginning of the dinner and throughout the meal.</li> </ul>
6.11	Professional Compeer	<ul style="list-style-type: none"> <li>- A Professional compeer arranged by the PR agency should do the introduction of the head table/speakers, introduction of the objective of the event, announcing the proceedings of the event, conducting a Q&amp;A session, handle the B2 B session and raffle draw during the dinner. (Detailed agenda and other information will be provided by SLTPB to the selected supplier)</li> </ul>

6.12	Photographer & Videographer	<ul style="list-style-type: none"> <li>- Video and photographer have to be arranged by the PR Agency.</li> <li>- All the VIPs, other participants and the whole event should be Covered.</li> <li>- After completion of each event, the PR Agency should immediately provide 20 photos and a short video both of which show the highlights of each event.</li>   <li>- PR Agency has to provide all prominent photos and a professionally edited video in a USB. (Minimum 75 important photos at each event are required) at the completion of the whole program.</li> </ul>
6.13	Preparing the press releases and Pre and Post Media monitoring.	<ul style="list-style-type: none"> <li>- The PR company should ensure that adequate publicity is given for the event before the event, and post-event.</li> <li>- A press release should be prepared by PR company in collaboration with SLTPB and approval should be obtained from SLTPB for the final content and images incorporated. This press release should be distributed amongst the participants at the B 2 B events. Press release has to be prepared by the PR agency to be distributed among the media personnel at the event.</li> <li>- PR agency must ensure post-event publicity, through press releases/coverage by at least 90% of the media which attended the event.</li> <li>- There should be a minimum of 08 pre- and post- event media releases within a one-month period.</li> <li>- PR company is responsible for collecting all pre- and post-event press releases/coverage and compiling the same in the final report.</li> </ul>
6.14	Professional Dance Troupe	<ul style="list-style-type: none"> <li>- An 8-member dance troupe (05 female and 03 male dancers) need to be provided for each event, featuring four (04) dance performances, including a welcome dance.</li> <li>-The troupe will consist of six female and two male members, including both dancers and drummers.</li>   <li>- The performance should feature traditional and modern Sri Lankan dance.</li>   <li>-If you require assistance in contacting a dance troupe, you may reach out to the Sri Lanka High commission / Consulate General in Australia and Market officer at SLTPB.</li>   <li>-3 to 5 minutes performance</li> </ul>
	<b>General Requirements</b>	

6.15	Registration	- Registration table to be set up and managed at the entrance of the venue (hall) to register all invitees. All business cards (except Sri Lankan Companies) are to be collected and handed over to SLTPB along with the list of registration at the end of each session.
6.16	Giveaway table	<ul style="list-style-type: none"> <li>- Set up and manage a table with giveaways for the invitees at the entrance (For Australian participant only).</li> <li>- Gift items promotional bag and brochures which will be provided by SLTPB which can be collected from Sri Lanka consulate General in Melbourne. It has to be delivered to each city by the PR agency.</li> <li>- Maximum quantity for each city <ul style="list-style-type: none"> <li>Sri Lanka Tourism brochure 100</li> <li>Sri Lanka Tourism paper bag 100</li> <li>Sri Lanka Tourism Map 100</li> <li>Note pad 100</li> <li>Pen 100</li> <li>Sri Lanka Tourism gift item 100</li> <li>Sri Lanka Tourism cap 100</li> </ul> </li> </ul>
6.17	Reporting	- A comprehensive post event report should submit by the PR agency. A video and Image gallery, all information of the participant (company name, participant name, designation, company address, telephone numbers of the company and participants, email address for participants and company etc,) business cards of the participants, feedback from participant and suggestions for next event and post event press releases has to be included to the report.
6.18	Event management	<ul style="list-style-type: none"> <li>- An adequate number of representatives from the PR agency should be available during the event for all necessary activities, arrangements, coordination with the hotel and to attend to any issues that may arise during the event.</li> <li>- All necessary pre arrangements of each event has to be completed at least two hours prior to registration of the participants.</li> <li>- The PR agency should establish a proper mechanism with a detailed schedule and coordination plan to ensure all Australian agents meet with all Sri Lankan agents during the B2B meetings</li> <li>- The agency should make sure all logistical arrangements are in perfect order to carry out the event without any disturbance or interruption throughout till the event concludes.</li> </ul>
	<b>Other arrangements</b>	
6.19	Material transportation	-Promotional brochures and other promotional material, flags, oil lamps transportation from the Sri Lanka Consulate General in Melbourne or other venues to the selected venue(hotel) before the event and from the venue (hotel) to the Sri Lanka missions end of the event ground by the selected bidder.

		<ul style="list-style-type: none"> <li>- SLTPB will deliver all materials to the Sri Lanka Consulate General in Melbourne. The PR agency is responsible for collecting the materials from Melbourne and ensuring delivery to the respective cities prior to the event.</li> </ul>
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**Note:**

- Any other additional services which shall provide as FOC by the PR Company should be mentioned in the proposal and it will be considered in the evaluation.
- The PR agency should obtain all necessary approvals from the respective local authorities for conduct B 2 B sessions as required.
- The final payment will be made based on the actual number of participants.
- PR agency should submit proposal for all 3 cities.

**7. Payment Terms**

**Option 1**

The full Payment will be done after completion of the work (all 3 cities) based on satisfactory report within period of two weeks, signing the contract prior to the event and submission of the invoice and final event report.

**Option 2**

- Interim payments up to 60% of the total contract sum will be paid at completion of 80% of the total work to be done after receipt of a report issued by SLTPB representative or an appointed representative from Sri Lanka Mission in Australia.

**Required documents for the interim payments**

1. Invoice addressed to Sri Lanka Tourism Promotion Bureau giving break down of expenses as per the price schedule.
  2. Satisfactory report certified by the Representative of Sri Lanka Consulate General / Representative of Sri Lanka High commissions /Representative of SLTPB
- Balance payment of 40% will be made within one month after successful completion of the event.

**Required documents for the Final payment**

1. Invoice addressed to Sri Lanka Tourism Promotion Bureau giving break down of expenses as per the price schedule.
2. Satisfactory report certified by the Representative from Sri Lanka Consulate General / Representative from Sri Lanka High Commission/Representative of SLTPB
3. Final event report.

**8. Service and Facilities provided by the SLTPB**

Following facilities and services shall be made available for the successful bidder to perform the contract and should be taken in to account in pricing the Bid.

1. Sri Lanka Tourism brochure, bag, note pad, pen drive, gift item and all artworks
2. Oil lamp, Sri Lanka and Australia flags.
3. Sri Lanka Tourism videos.
4. Art works

**Section V**  
**Quotation Submission Form**

*[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions will accept.]*

***[The Bidder shall fill in this Form and compulsory to submit signature.]***

Date:.....

To:..... *[insert complete name of Purchaser]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;
- (b) We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods .....*[insert a brief description of the Goods];*
- (c) The total price of our quotation including any discounts offered is:..... *[insert the total quoted price in words and figure];*
- (d) Our quotation shall be valid for the period of time specified in ITB Sub-Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITB Sub-Clause 11.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

**Signed:**..... *[insert signature of person whose name and capacity are shown]*

**Name:**..... *[insert complete name of person signing the Bid Submission Form]*

**Dated:**.....

**Section VI**  
**Price Schedule**

**Price Schedule 1 - Sydney**

<b>S/ N</b>	<b>Deliverables</b>	<b>SOR Reference</b>	<b>Qty.</b>	<b>Rate (AUD)</b>	<b>Total Amount (AUD)</b>
1	Cost for inviting minimum 50 Travel agents & Tour Operators.	6.1	50		
2	Cost for inviting 07 senior journalist from national and regional level leading media organization.	6.2	07		
3	Cost for inviting 05 social media influencers	6.2			
4	Cost for selection a venue for 150 pax - 5* hotel to organize the B2B event	6.3			
<b>Name of the Hotel</b>					
5	Cost for hire a large one LED wall to be used as the backdrop as well as for live speech and video presentations.	6.4	01 LED wall		
6	Cost for produce high quality durable 8 pullup standees to be kept at the venues. 2000 mm Height * 800 mm width (± 10% variation) Art work will be provided by SLTPB), high quality mat finish flex print  (Art work will be provided by SLTPB)	6.5	08 standees		
7	Cost for produce high quality photo backdrop.	6.6	01 Photo backdrop		

	2500 mm Height × 3000 mm width, high quality mat finish flex print with suitable structure to fixing (Art work will be provided by SLTPB)				
8	Cost for print passports	6.7	60		
9	Cost for opening ceremony	6.8			
10	Cost for arrange a B2B Meeting	6.9			
11	<b>Cost for Food and Beverage - 150 pax</b>  <b><u>1.Refreshments</u></b>  - Tea/ Coffee to be served on arrival.  - Tea and coffee,  - 3 snacks - Cheese Pizza slices  -Spring rolls (Chicken)  - Cheese cake pieces  - soft drinks, water should be arranged for all attendees before and during the B2B meeting	6.10	150 pax		
12	Cost for arrange Dinner reception for Australia Tour operators, media and Sri Lanka Trade Representatives. The main meal should 4 courses sit down dinner.	6.10	150 pax		
13	Cost for arrange a professional compere.	6.11	01		
14	Cost for Videographer & Photographer	6.12			
15	Cost for preparing the press releases and pre & post media monitoring.	6.13			
16	Cost for hire a professional Dance Troupe (8 member)	6.14	01		

17	Cost for arrange a Registration Table and Giveaway table at the entrance.	6.15 & 6.16			
18	Cost for submit a comprehensive post event report.	6.17	01		
19	Cost for collecting and delivering Promotional Materials.	6.19			
20	Event Management Fee		01		
<b>Total Amount without TAX</b>					
<b>TAXs</b>					
<b>Total Amount with TAX</b>					

### Price Schedule 1 - Adelaide

S/ N	Deliverables	SOR Reference	Qty.	Rate (AUD)	Total Amount (AUD)
1	Cost for inviting minimum 50 Travel agents & Tour Operators.	6.1	50		
2	Cost for inviting 07 senior journalist from national and regional level leading media organization.	6.2	07		
3	Cost for inviting 05 social media influencers	6.2			
4	Cost for selection a venue for 150 pax - 5* hotel to organize the B2B event	6.3			
<b>Name of the Hotel</b>					
5	Cost for hire a large one LED wall to be used as the backdrop as well as for live speech and video presentations.	6.4	01 LED wall		

6	<p>Cost for produce high quality durable 8 pullup standees to be kept at the venues.</p> <p>2000 mm Height * 800 mm width (± 10% variation) Art work will be provided by SLTPB), high quality mat finish flex print</p> <p>(Art work will be provided by SLTPB)</p>	6.5	08 standees		
7	<p>Cost for produce high quality photo backdrop.</p> <p>2500 mm Height × 3000 mm width, high quality mat finish flex print with suitable structure to fixing (Art work will be provided by SLTPB)</p>	6.6	01 Photo backdrop		
8	Cost for print passports	6.7	60		
9	Cost for opening ceremony	6.8			
10	Cost for arrange a B2B Meeting	6.9			
11	<p>Cost for Food and Beverage - 150 pax</p> <p><b><u>1.Refreshments</u></b></p> <ul style="list-style-type: none"> <li>- Tea/ Coffee to be served on arrival.</li> <li>- Tea and coffee,</li> <li>- 3 snacks - Cheese Pizza slices</li> <li>-Spring rolls (Chicken)</li> <li>- Cheese cake pieces</li> <li>- soft drinks, water should be arranged for all attendees before and during the B2B meeting</li> </ul>	6.10	150 pax		
12	Cost for arrange Dinner reception for Australia Tour operators, media	6.10	150 pax		

	and Sri Lanka Trade Representatives. The main meal should 4 courses sit down dinner.				
13	Cost for arrange a professional compere.	6.11	01		
14	Cost for Videographer & Photographer	6.12			
15	Cost for preparing the press releases and pre & post media monitoring.	6.13			
16	Cost for hire a professional Dance Troupe (8 member)	6.14	01		
17	Cost for arrange a Registration Table and Giveaway table at the entrance.	6.15 & 6.16			
18	Cost for submit a comprehensive post event report.	6.17	01		
19	Cost for collecting and delivering Promotional Materials.	6.19			
20	Event Management Fee		01		
<b>Total Amount without TAX</b>					
<b>TAXs</b>					
<b>Total Amount with TAX</b>					

## Price Schedule 1 - Perth

S/ N	Deliverables	SOR Reference	Qty.	Rate (AUD)	Total Amount (AUD)
1	Cost for inviting minimum 50 Travel agents & Tour Operators.	6.1	50		
2	Cost for inviting 07 senior journalist from national and regional level leading media organization.	6.2	07		
3	Cost for inviting 05 social media influencers	6.2			
4	Cost for selection a venue for 150 pax - 5* hotel to organize the B2B event	6.3			
<b>Name of the Hotel</b>					
5	Cost for hire a large one LED wall to be used as the backdrop as well as for live speech and video presentations.	6.4	01 LED wall		
6	Cost for produce high quality durable 8 pullup standees to be kept at the venues. 2000 mm Height * 800 mm width (± 10% variation) Art work will be provided by SLTPB), high quality mat finish flex print  (Art work will be provided by SLTPB)	6.5	08 standees		
7	Cost for produce high quality photo backdrop. 2500 mm Height × 3000 mm width, high quality mat finish flex print with suitable structure to fixing (Art work will be provided by SLTPB)	6.6	01 Photo backdrop		

8	Cost for print passports	6.7	60		
9	Cost for opening ceremony	6.8			
10	Cost for arrange a B2B Meeting	6.9			
11	<b>Cost for Food and Beverage - 150 pax</b>  <b><u>1.Refreshments</u></b>  - Tea/ Coffee to be served on arrival.  - Tea and coffee,  - 3 snacks - Cheese Pizza slices  -Spring rolls (Chicken)  - Cheese cake pieces  - soft drinks, water should be arranged for all attendees before and during the B2B meeting	6.10	150 pax		
12	Cost for arrange Dinner reception for Australia Tour operators, media and Sri Lanka Trade Representatives. The main meal should 4 courses sit down dinner.	6.10	150 pax		
13	Cost for arrange a professional compere.	6.11	01		
14	Cost for Videographer & Photographer	6.12			
15	Cost for preparing the press releases and pre and post media monitoring.	6.13			
16	Cost for hire a professional Dance Troupe (8 member)	6.14	01		
17	Cost for arrange a Registration Table and Giveaway table at the entrance.	6.15 & 6.16			

18	Cost for submit a comprehensive post event report.	6.17	01		
19	Cost for collecting and delivering Promotional Materials.	6.19			
20	Event Management Fee		01		
<b>Total Amount without TAX</b>					
<b>TAXs</b>					
<b>Total Amount with TAX</b>					

Summary Of the Price Schedule

Description	Amount AUD
Cost of Sydney Event before Tax	
Cost of Adelaide Event Before Tax	
Cost of Perth Event Before Tax	
Total cost Before tax	
Tax	
Total cost after tax	

Please select the payment terms (✓) (No 7 in SOR)

Option 01

Option 02

We submit herewith our quotation for appointing a Public Relation Company for conduct B2B sessions in Australia (Sydney, Adelaide and Perth) in according to conditions laid down in the bid document.

Our quoted price is (in figures) ..... ;(In words)

**AUD** .....

**Submission Form I – Company Profile**

Name of the Company	
Head office address of the company	
Name of the Contact person	
Designation of Contact person	
Contact numbers of the company	Office: Mobile:
E-mail address of the company	
Number of years in Business	
Authorized representative of the company (Full name and designation)	
Business Registration Number – Australia	

**Submission Form II – Past Experience with handling events/activities-2015- 2025**

S/N	Name of Client & Address	Nature of Contract	Contract Value AUD	Period
1				
2				
3				
4				

**\*Proofs to be attached (Ex: copies of Letter of Award, Contract copies and images etc.)**

**Submission Form III – Past Experience with handling PR & B2B events/activities -2015-2025**

S/N	Name of Client & Address	Nature of Contract	Contract Value AUD	Period
1				
2				
3				
4				

**\* Proofs to be attached (Ex: copies of Letter of Award, Contract copies and images etc)**

**Submission Form IV– Financial capability 2015-2025**

Year	Annual Turnover before Tax AUD
2015	
2016	
2017	
2018	
2019	
2020	
2021	
2022	
2023	
2024	
2025	

**\*Proofs to be attached** – Annual accounts should be provided in soft copy format. If they are available online, please provide a working link.

**Section VII**

***Letter of Acceptance***

**(This is applicable only for selected supplier)**

[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 Clauses 19 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.

Authorized Signature	
Name of Signatory	
Title of Signatory	
Name of Agency	

**Section VIII**  
**Form of Contract**

**(This is applicable only for selected supplier)**

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 schedule of requirement 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 Submission Form
- b. The Priced Activity Schedule
- c. The Schedule of Requirements

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]  
[Authorized Representative]

For and on behalf of [name of Service Provider]

[Authorized Representative]

Section IV. Conditions of Contract

Annexure 1 *[The Bidder shall fill in this Form and compulsory to submit signature.]*

**Format for Bid Security Declaration**

*[If required, the Bidder shall fill in this form in accordance with the instructions indicated in brackets]*

Date:.....[insert date by bidder]

Name of Contract:.....[insert name by PE]

Contract Identification No:..... [insert name by PE]

Invitation for Bid No:.....[insert number by PE]

To:.....*[insert the name of the Employer/ Purchaser preferably PE to fill before issuing the bidding document]*

1. We understand that, according to Instructions to Bidders (hereinafter “the ITB”), bids must be supported by a bid-securing declaration;

2. We accept that we shall be suspended from being eligible for contract award in any contract where bids have been invited by any of the Procuring Entity as defined in the Procurement Guidelines published by National Procurement Agency of Sri Lanka, for the period of time of *three years starting on the latest date set for closing of bids of this bid*, if we:

- a) withdraw our Bid during the period of bid validity period specified; or
- (b) do not accept the correction of errors in accordance with the Instructions to Bidders of the Bidding Documents; or
- (c) having been notified of the acceptance of our Bid by you, during the period of bid validity,
  - ( i.)fail or refuse to execute the Contract Form, if required, or (ii.) fail or refuse to furnish the performance security, in accordance with the ITB.

3. We understand this bid securing shall expire if we are not the successful bidder, upon the earlier of (i.) our receipt of a copy of your notification to the Bidder that the bidder was unsuccessful; or (ii.) twenty-eight days after the expiration of our bid.

4. We understand that if we are a JV, the Bid Securing Declaration must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed *[insert signature(s) of authorized representative]* in the Capacity of *[insert title]*

Name *[insert printed or typed name]*

Duly authorized to sign the bid for and on behalf of *[insert authorizing entity]*

Dated on *[insert day]* day of *[insert month]*, *[insert year]*

## **Bid Submission Check List**

### **List of documents, materials and data from needs assessments**

#### Bid Submission Checklist

S/N	Item	Submitted (Yes/ No)
1	Price Schedule in the given format (with cost breakdown)	
2	Quotation submission form (filled, signed & stamped) – Section V	
3	Bid security declaration form (filled, signed & stamped) – Annexure 1	
4	Company Profile in the given format – Submission Form 1	
5	Past Experience with handling events/activities - Submission Form II	
6	Past Experience with handling PR & B2B events/activities - Submission Form III	
7	Audited Accounts - Submission Form IV	
8	Business Registration Certificate	