



Sri Lanka Tourism Promotion Bureau
Invitation for Bids
Appointing a Social Media Agency for SLTPB
Bid No: SLTPB/PROC/2025/S/94

The Chairman, Department Procurement Committee of Sri Lanka Tourism, invites sealed bids from reputed and experienced agencies for appointing a Social Media Agency for Sri Lanka Tourism Promotion Bureau (SLTPB).

1. Prospective bidders shall have following Qualifications and experience (Eligibility Criteria)
 - 1.1. **Legal Registration:**

The production agency must be a legally registered entity in Sri Lanka.
 - 1.2. **Industry Experience:**
 - The agency must demonstrate a proven track record with a minimum of three (3) years of continuous in-house experience in the field of social media marketing during the period 2020 to 2025, including at least three (3) years of experience in executing social media marketing campaigns for international brands, destination marketing, or tourism-related products/brands within the same period.
 - 1.3. **Financial Stability:**
 - The agency shall be required to submit audited financial statements for the past preceding three (3) years, demonstrating a positive balance. This showcases the agency's financial stability and its capacity to effectively manage this tender.
2. Bidding will be conducted adopting National Competitive Bidding Method (NCB) under the National Procurement Guideline 2024.
3. Interested eligible bidders may obtain further information from the Managing Director of the Sri Lanka Tourism Promotion Bureau after sending a request to procurement@srilanka.travel.
4. A complete set of bidding documents in English the 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.15,000 /= (Fifteen thousand only)** being nonrefundable fee in-favor of Sri Lanka Tourism Promotion Bureau on or before **21/05/2026** credit of account number 007119985 maintained at Bank of Ceylon, Corporate Branch and email the proof of payment to procurement@srilanka.travel furnishing the under-mentioned information;
 - Name of the Agency
 - Name of the contact person and contact details
 - Email address of the contact person.

5. The Bidding document could be viewed free of charge by logging in to the web site: <https://www.srilanka.travel/tender-documents> by the interested bidders.
6. A Pre-Bid Meeting in this regard will be held at **11.00 am** on **11/05/2026** Sri Lanka Time at the conference room at the address below.
7. 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 for an amount of Sri Lanka Rupees Seven Hundred Thousand (Rs. 700,000) valid up to **17/09/2026** issued by an A Licensed Commercial Bank registered in Sri Lanka.
8. Bid submission address is Chairman, Department Procurement Committee, Sri Lanka Tourism Promotion Bureau, "Lake House Building" 3rd Floor, No 35 D.R Wijewardana Mawatha, Colombo 10 and Bids must be delivered to the above address on or before at **1.30 pm on 21/05/2026** . Bids will be opened immediately after the bid closing time at above address in presence of the bidder's representatives who choose to attend in person. Late bids will be rejected.
9. Calling for bids or cancellation of calling for bids for this procurement, is carried out at the discretion of the Department Procurement Committee.

Chairman

Department Procurement Committee

Sri Lanka Tourism Promotion Bureau

"Lake House Building" 3rd Floor No 35 D.R Wijewardana Mawatha,
Colombo 10.