



Procurement of Services
Under Limited International Bidding
Invitation of Quotations
For
Procurement of
Stand construction at CMT
2027 -Germany

File No : SLTPB/PROC/2026/S/203

Sri Lanka Tourism Promotion Bureau

Section 1- Invitation for Bids

Democratic Socialist Republic of Sri Lanka
Ministry of Foreign affairs, Foreign Employment and Tourism
Sri Lanka Tourism Promotion Bureau

Invitation for Bids to Stand construction of CMT 2027 – Germany.

1. The Chairman, Minor Procurement Committee of SLTPB, invites sealed bid proposals from reputed and experienced Stand construction Companies. The required funds shall be allocated by Sri Lanka Tourism Promotion Bureau.
2. Bidding will be conducted adopting National Procurement Guideline 2024
3. Interested eligible bidders may obtain further information from the Managing Director of the Sri Lanka Tourism Promotion Bureau by sending a request to procurement@srilanka.travel
4. Late bids will be rejected.
5. Bids shall be submitted by courier, registered post, hand delivered, or deposited to tender box (Can be used any method) at Embassy of Sri Lanka, federal republic of Germany on or on **10/11/2026 at 11.00 am (German time)**. Bid will be open as soon as the bid is received above address in the presence of the bidder's representatives who choose to attend in person.

6. Eligibility criteria to submit the proposal

- 1) A company duly registered in Germany and the bidder has to submit the copy of the business Registration certificate (the selected bidder has to submit the English translated certificate later)
- 2) The bidder should have minimum of five (5) years of experience in the field of stand construction at international travel fairs in Germany. (submission form 2)

7. The bid value : EURO 35,000 (EURO thirty five thousand) The bidders may submit their bid with in the maximum of EURO 35,000.00 or below this ceiling budget level. The marks will be given for the quoted cost proportionately.

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

Section II – Instructions to Vendors(ITV)

ITV shall be read in conjunction with the section II -Bidding Data Sheet (BDS)

A: General	
1. Scope of Bid	1.1 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: Contents of Documents	
2. Contents of Documents	2.1 The documents consist of the Sections indicated below. • Section I. Invitation for Bids • Section II. Instructions to Vendors (ITV) • Section III. Bidding Data Sheet • Section IV. Schedule of Requirements • Section V. Quotation Submission form(s) • Section VI. Price Schedule • Section VII. Letter of Acceptance • Section VIII Form of Contract
C: Preparation of Quotation	
3. Documents Comprising your Quotation	3.1 The Quotation shall comprise the following: (a) Quotation Submission Form and the Price Schedules; (b) Technical Specifications & Compliance with Specifications
4. Quotation Submission Form and Price Schedules	1.1 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. 1.2 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.
5. Prices and Discounts	5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules. 5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.

	5.3 The applicable TAX shall be indicated separately. 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.
6. Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
7. Documents to establish the Conformity of the Goods	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 & Compliance with Specifications". 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. 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.
8. Period of Validity of quotation	8.1 Quotations shall remain valid for the period specified in the Bidding Data. 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.
9. Format and Signing of Quotation	9.1 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.
D: Submission and Opening of Quotation	
10. Submission of Quotation	10.1 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. 10.2 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.
11. Deadline for Submission of Quotation	11.1 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 ITV 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.
17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	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.

F: Award of Contract	
18. Acceptance of the Quotation	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.
19. Notification of acceptance	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.

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 (ITV). Whenever there is a conflict, the provisions herein shall prevail over those in ITV.

ITV Clause Reference	
1.1	1. The Purchaser is: Sri Lanka Tourism Promotion Bureau, “Lake House Building” 3 rd Floor No 35 D.R Wijewardana Mawatha, Colombo 10.
	2. Name of the contract: Stand Construction of CMT 2027 - Germany
	3. Identification No of the Contract: SLTPB/PROC /2026/S/203
2.1	The documents consist of the Sections indicated below. • Section I. Invitation letter • Section II. Instructions to Vendors (ITV) • Section III. Data Sheet • Section IV. Schedule of Requirements • Section V. Quotation submission Form(s) • Section VI. Price Schedule • Section VII. Letter of Acceptance • Section VIII. Form of Contract
6.1	The vendors shall quote only in EURO.
7.3	Manufacture’s Authorization is not relevant.
8.1	Quotations shall remain valid for seventy-seven (77 days) after the quotation submission deadline date.
10	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 “ Selecting a company for Stand construction to CMT 2027- Germany ” on the top left-hand corner of the envelope. Both envelopes shall together be enclosed in one envelope, and the Contract No and Contract Name in the top left-hand corner.
10.1	Address for submission of Quotations Bids shall be addressed to Chairman, Minor Procurement Committee Sri Lanka Tourism Promotion Bureau, “Lake House Building” 3 rd Floor No 35 D.R Wijewardana Mawatha, Colombo 10.

	And Bids shall be submitted by courier, registered post, hand delivered, or deposited in a tender box (Can use any method) at, Embassy of Sri Lanka, Niklasstr.19, 14163 Berlin, Federal Republic of Germany. Deadline: bids will be closed on 10/11/2027 at 11.00 am (Germany Time), and the Bids will be opened immediately after the bid closing time at the above address.																												
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14.1	In addition to the 14.1, Interested eligible bidders may obtain further information from the Managing Director of the Sri Lanka Tourism Promotion Bureau by sending a request to procurement@srilanka.travel before twenty (20) days of the closing date.																												
16	In addition to 16.1,16.2, and 16.3 following Evaluation criteria are considered to select the bidder. Evaluation Criteria <table><tr><th></th><th>Marking criteria</th><th>Total points</th><th>Minimum Marks</th></tr><tr><td>1</td><td>Quoted price</td><td>10</td><td>06</td></tr><tr><td>2</td><td>2.1 Overall stand design/appealing effect/own creative ideas of the bidder</td><td>30</td><td>18</td></tr><tr><td></td><td>2.2Accommodation of co-exhibitors in convenient way</td><td>15</td><td>9</td></tr><tr><td></td><td>2.3 Brand display</td><td>10</td><td>06</td></tr><tr><td>3</td><td>A minimum of 5 exhibitor stand construction jobs at international travel fairs in Germany * (5 marks will be added for each contract /job and the bidders those who have more than 5 such contracts/jobs may list them all with the year in order to achieve maximum marks)</td><td>35</td><td>25</td></tr><tr><td></td><td>Total marks</td><td>100</td><td>64</td></tr></table>		Marking criteria	Total points	Minimum Marks	1	Quoted price	10	06	2	2.1 Overall stand design/appealing effect/own creative ideas of the bidder	30	18		2.2Accommodation of co-exhibitors in convenient way	15	9		2.3 Brand display	10	06	3	A minimum of 5 exhibitor stand construction jobs at international travel fairs in Germany * (5 marks will be added for each contract /job and the bidders those who have more than 5 such contracts/jobs may list them all with the year in order to achieve maximum marks)	35	25		Total marks	100	64
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16.3	The bidder shall submit the following additional documents Copy of Business registration (Evidence to prove the company is registered as a legal entity) Submission Form I– Company Profile Submission Form II – Experience in handling at least five projects of a similar nature during the period 2017 to 2025: Annexure 1 - The Bid Security Declaration Section V - Quotation Submission Form
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Section IV. Schedule of Requirements

Sri Lanka Tourism Promotion Bureau (SLTPB)

TERMS OF REFERENCE FOR APPOINTMENT OF A STAND CONSTRUCTION COMPANY FOR PRODUCTION OF SRI LANKA STAND AT CMT 2027

THE EVENT : CMT 2027, STUTTGART, GERMANY - 16th -24th JANUARY 2027

1. Introduction

The Sri Lanka Tourism Promotion Bureau (SLTPB) is the statutory body responsible for the promotion and marketing of Sri Lanka globally. 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 tourism arrival and revenue targets.

2. Background

SLTPB will be participating in CMT 2027 along with maximum of fifteen (15) industry participants at this key trade fair which is scheduled to be held from 16th – 24th January 2027.

3. Objectives of the bid : The selection of a stand construction company to produce Sri Lanka stand at CMT 2027

- **Creative Stand Design:** Develop a creative, attractive, and functional Sri Lanka stand that can comfortably accommodate 15 co-exhibitors, while creating an inviting and engaging environment for visitors and effectively showcasing Sri Lanka as a tourism destination.
- **Enhanced Brand Visibility:** Increased visibility of the Sri Lanka Tourism brand and its key tourism attractions through the production and strategic placement of attractive, high-quality banners and other visual branding elements, ensuring that the destination stands out prominently in the event venue.

4. Scope of work

Main scope of the bid is to construct the Sri Lanka stand at CMT 2027 as per the agreed terms of references given in this document. The bidders are requested to visit <https://www.messe-stuttgart.de/cmt/en/exhibitor-services> and refer “Exhibition terms & conditions” to get an

understanding on the regulations of CMT organizer- Landesmesse Stuttgart GmbH & Co. KG and the construction company has to align into the given rules by Messe Berlin.

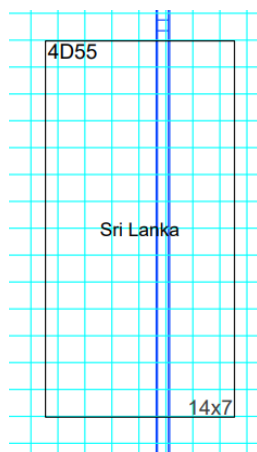
4.1 Eligibility criteria to submit the proposal

- 3) A company duly registered in Germany and the bidder has to submit the copy of the business Registration certificate (the selected bidder has to submit the English translated certificate later)
- 4) The bidder should have minimum of five (5) years of experience in the field of stand construction at international travel fairs in Germany. (submission form 2)

4.2 The bid value : EURO 35,000 (EURO thirty five thousand) The bidders may submit their bid with in the maximum of EURO 35,000.00 or below this ceiling budget level. The marks will be given for the quoted cost proportionately.

The requested items (except disposable) in this bid document for the Sri Lanka stand are for the period of travel fair days and the bidder has to dismantle/take them back as per the given deadlines of the fair organizer.

- Island space (4 sides open) , Sri Lanka Stand space : 98 sqm.
Stand name : Sri Lanka . Annex 1 – Floor plan
- Stand size - 14m x 7 m (the floor plan is attached)



5. The Components of Sri Lanka Stand at CMT 2027;

The bidders are encouraged to develop an attractive, creative, and innovative Sri Lanka stand design in addition to the specified requirements, while aligning the design with the key objectives and requirements of SLTPB. The creativity and overall appeal of the stand design, as well as the visibility and effective presentation of the Sri Lanka brand, will be considered as key criteria during the evaluation. The bid value has been disclosed to provide bidders with a clear indication of the expected scope, quality, and level of requirements within the allocated budget. The bids should not exceed the allocated budget.

- The Sri Lanka brand should be prominently and strategically displayed throughout Hall 4 to ensure maximum visibility and brand recognition. The stand design sketch has to be submitted by the bidder . Ex : The placement of the 15 co-exhibitor tables, and the set up of counters and other components of the stand.
- Supply of 4 speaker system to be mounted. (The facility to compere, to play dancing tracks, music etc.)
- DVD player to play music tracks throughout the fair,
- A LED video wall to play destination promotional videos. The videos will be provided by SLTPB.
- A mike has to be provided for announcing.
- A technician/ assistant should be available throughout the fair period. (to reach within half an hours' time in case of a failure of sound system, electricity, etc.)
- A dancing floor for the Dancing performance. Stage size : 5m x 2.5m (with a different color carpet)
- The bidder may design the stand with **wall banners** with destination artworks for a proposed minimum sqm area of 70 sqm (storage, changing room, backdrop banners etc) . The placement of the banners may differ depending on the design of the stand.

Branding and Visibility: The stand shall incorporate sufficient high-quality branding elements, including banners, backlit graphics and other visual displays, to ensure prominent visibility of the Sri Lanka Tourism brand from the main aisles and surrounding areas. The bidder shall propose an appropriate quantity and size of branding elements

suitable for the 98 m² stand, while ensuring that the overall design remains attractive, uncluttered and functional.

A	Deliverables related to
1	4 Speaker system
2	A DVD player and a mike,
3	Carpeting – 98sqm (different colour for dancing area)
4	An elevated stage area for the dancing performance (approx. Dancing Stage area : 5m x 2.5m)
5	A LED screen to play promotional videos (medium screen -standard size)
6	Banner for the walls . minimum 70sqm area

Co participants

- Maximum of 15 individual counters for 15 co-exhibitors of Sri Lanka has to be located. (facing the walking paths) Ideally, the exposure to visitors should be equal for all the co-exhibitors.
- Each company needs a separate counter with a chair and should not disturb each other. The height of table approx. : Hight : approx. 4 feet / width 2.5 feet
- The company name and logo shall be prominently displayed on **backlit banners** positioned on the front side of the counter
- Each company will be represented by maximum two people. (but each table will be provided one chair due to space limitation) Each company needs their own locker/cupboard underneath the table. Each work station to be given same size, same design, same space with lockable cupboard of the same design. (Lockable – separate keys for 15 companies)
- The universal plug point for each working station should be fixed. Each area/company needs electricity power supply separately.
- Each work station should have speedy internet access which should be compatible for efficient direct internet connection.

B	Deliverables related to SLTPB's Co-exhibitors
1	Counters for co-exhibitors – 15 - 4 feet / width 2.5 feet
2	cupboard (lockable/under the table) - 15
3	1 high chair per table -15
4	Each counter should be branded with the company name & the logo (artwork will be provided) – Back lit banners
5	Universal plug points - 15
6	Wifi facility

Cloak /luggage room

- There should be an area for the cloaks /luggage. (approx. 6 sqm area) This room should be lockable.
- Cloak room to hang cloaks with sufficient beams to hang around 40 winter jackets.

Storage room

- A covered room for storage of promotional material (around 4 sqm area)
- wall racks to store promotional material should be fixed
- A lockable door (the keys of the other rooms should not use to open this door. A separate key for this room)

Remark : The outside walls of the storage area & cloak room should be covered by wall banners

C	Deliverables related to <u>Cloak /luggage room & Storage room</u>
1	Lockable cloak room (Proposed approx. 6 sqm area – (3m x 2m) with appropriate height
2	Lockable storage room (Proposed approx. 4 sqm area – (2m x 2m) with appropriate height
3	Hangers for around 40 winter Jackets
4	Appropriate wall racks to store material for 9 days event (should be strong enough to bear the weight of the material boxes)

Changing area

1. An covered area for the changing room (approx 10 sqm area)
2. One universal plug point inside the changing room.
3. This room should be lockable. (could be adjoined to the storage /cloak room , but must be a separate closed area which will be used by the dancing group to change costumes and as well as the resting area of the dancing team)
4. Six (6) folding chairs to be kept in the room

D	Deliverables related to
1	Changing room - approx 10 sqm area)
2	One (1) universal plug point
3	Six (6) folding chairs in the room

SLTPB reception table

reception table

To be located at a prominent position at the stand. Facing the key public walking area. Underneath the counter, storage area for brochures with lockable doors .

- 1.A reception counter in a semi-circular / rectangular format (2 m length x .5m width x 1m Height)
2. Branding for the front area of the reception counter (**backlit banner** with “Sri Lanka artwork /logo” : (2mx 1 m.)
3. Two high chairs for the reception counter
4. One (1) universal plug points to be provided for the reception counter.
5. A fresh flower arrangement shall be provided for the SLTPB reception counter, ensuring that the flowers are maintained in fresh and presentable condition throughout the event period
6. Fresh plants shall be placed strategically within the stand to create a natural and appealing green ambiance, while ensuring that they do not obstruct the dancing stage, banners, or other promotional elements
7. A mini meeting area for SLTPB to conduct meetings /working space with a small table & two chairs. A half-covered meeting area. One (1) universal plug point for the mini meeting area. A lockable cupboard of 2.5 feet x 1.5 feet.

E	Deliverables related to Reception
1	The Reception Counter - (2 m x .5m width x 1m height)
2.	Backlit Banner for the reception counter (2mx 1m.)
3	Two (2) high chairs for the reception counter
4	One (1) universal plug point
5	flower arrangement for the reception table
6	Fresh plants –
7	A half covered mini meeting area/working space with a one table with two chairs.
8	A lockable cupboard for mini meeting area (2.5 feet x 1.5 feet)

6. Delivery of promotional material

1. The bidder is expected to collect the promotional material from Sri Lanka Embassy, Berlin and arrange them in the storage area of the Sri Lanka stand on the day before the event. The Bidder may send a courier to embassy that the Embassy could hand over the boxes to the courier.

The average weight – approx. 130 – 150 kg

The address of the Embassy : Embassy of Sri Lanka, Niklasstr. 19, 14163 Berlin,

F	Delivery related to Promotional material
	Delivery of promotional material to Sri Lanka stand – (approx. 130-150 kg) from Berlin Embassy

7. Consumable items

1. One water dispenser has to be set up & supply of water bottles during the fair.
2. Dustbin (small) : 05 (for co-exhibitors)
3. garbage Bags – 20
15 liter water bottles - A total of 27 bottles for the water dispenser
4. Due to limited storage space 6 bottles to be delivered in every other day.
5. The bidders are requested to provide paper cups

G	Delivery related to Consumable items
	One (1) Water dispenser with 27 bottles (each 15 liter)
	garbage Bags – 20,
	Dustbin (small) 05
	paper cups – 200 (for water)

8. General Requirements

1. All the relevant areas should be drawn in the design including, the co -exhibitor counter arrangements of the stand, dancing floor, reception counter, storage , changing room, ect.
2. The bidder should be flexible to support if any change of the proposed floor plan is required by SLTPB, (within the quoted cost).
3. The rules and regulations, deadlines given by the fair organizer have to be followed in setting up & dismantling. The stand has to be disassembled as per the guidelines of the fair organizer Messe Stuttgart. The levies of late dismantling, damages, damages to the visitors, surcharges, additional costs will not be borne by SLTPB. All the items that are fixed by the construction company have to be taken back at the end of the event. The security, safety of the stand has to be insured by the bidder.
4. The bidders are supposed to bear the electricity bills and should be included in the bid. No additional electricity bills will be paid by SLTPB after the event. The cost of electricity, any suspension cost, management cost should be included in the bid based on the rates of Messe Stuttgart
5. The construction company has to create their relevant online account (If any) to order the required goods & services that has to be ordered by online service shop of Messe Stuttgart regarding the construction of stands. The construction company has to liaise with fair organizer in creating their online ordering system.
6. All documentations necessary for stand design approval should be submitted by the selected company before the deadline specified by the Fair organizer.
7. The approvals required by Fair organizer/German Government relevant to audio, video, visibility of the stand has to be obtained by the contractor. The health safety guidelines provided by the fair organizer to be followed by the fair organizer.
8. The item-wise cost has to be given in the price schedule sent with this document. If the bidder is willing to add any other item such as additional hanging banner, backlit walls,

to enhance the visibility or the appealing effect of the stand (with in the budget limit) would be preferably considered at the marking criteria.

9. The Sri Lanka stand should be spotted, highlighted by the down lighting. The bidder is expected to produce the artworks based on the banners, design of the stand. The images for the artworks could be downloaded from the image gallery and SLTPB would assist to provide images for the banners
10. The security measures have to be taken by the contractor (ex : smooth edges of the stand floor in the way to avoid accidents)
11. Daily break downs of any element of the pavilion need to be attended immediately and maintain the pavilion throughout the fair.
12. Make sure the positioning of the main power supply, cabling and the switches etc do not disturb the day-to-day function of the stand.
13. The technical assistance to be available throughout the event (16th – 24th Jan 2027) and should be available on-call within 1/2 hour of requirement. That coordinator has to be available for any query, responsive, English fluent and corporative. The coordinating person of the bidder should meet SLTPB officer on the previous day of the stand for the final checking of the production.
14. Maintenance during the fair to ensure the stand is clean and orderly at all times.
15. Special considerations: All required labor charges, damages, loses, additional cost with other third parties should be borne by the constructor. In case of any breakdown, failure, injury to a visitor have to be managed & be responsible by the bidder.
16. All the items ordered by the construction company may order on hiring basis as SLTPB does not take any of the items set up by the contractor in the stand or does not take the responsibility of storing for future usage. The construction company has to remove them at the stage of dismantling. Garbage removal cost has to be borne by the construction company.

H	General Requirements
	Electricity cost
	Fixing the stand, Dismantling, cleaning, security, garbage removal
	Agency/management cost

9. Schedule of payment and reporting requirement

Option 1

Full payment to be paid after the event within two weeks after successful completion of the event on submission of satisfactory report in with SOR report issued by SLTPB representative or an appointed representative from the Sri Lanka Embassy in Berlin

Option 2

Interim payments **up to** 60% of the total contract sum will be paid on completion of 80% of the total work to be done after receipt of a report issued by SLTPB representative or an appointed representative from the Embassy in Berlin.

Balance payment of 40% will be made within two weeks after successful completion of the event on submission of the job completion certificate and satisfactory report based on the SOR(Schedule of Requirement) report issued by SLTPB representative or an appointed representative from the Embassy.

Required documents for the interim payments

1. Original invoice addressed to Sri Lanka Tourism Promotion Bureau giving break down of expenses as per the price schedule.
2. Satisfactory completion of the work with relevant proofs/invoices/bills on the reservation of goods /services

Submission of invoice

Invoice should be original, manually signed by authorised person addressed to Sri Lanka Tourism Promotion Bureau. If the invoices are system generated with no signatures, it should be clearly stated in the invoice and a letter should be issued by the company, signed by the authorised signatory to confirm same.

Section V
Quotation Submission Form

[The Vendor 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 Vendor shall fill in this Form and compulsory to submit signature. Otherwise bid will be rejected]

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 ITV Sub-Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITV 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

No	Description	Qty	Rate EURO	Cost EURO
Deliverables related to - section “A”				
	Cost for design of four (04) side open , Sri Lanka Stand, covering space of 98 sqm. Stand Size – 14m x 7m	1		
1	4 Speaker system	1		
2	A DVD player and a mike,	1		
3	Carpeting – 98sqm (different colour for dancing area)	98sqm		
4	An elevated area for the dancing performance (approx. Dancing Stage area: 5m x 2.5m)	1		
5	A LED screen to play promotional videos (medium screen -standard size)	1		
6	Banners for the walls – Minimum 70 sqm area	1		
Deliverables related to SLTPB’s Co-exhibitors – Section “B”				
7	Counters for co-exhibitors – 4 feet x 2.5 feet	15		
8	cupboard (lockable/under the table)	15		
9	high chairs	15		
10	Each counter should be branded with the company name & the logo (artwork will be provided) –	15		
11	Universal plug point - 15	15		
12	Wifi facility	15		
Deliverables related to Cloakroom /storage room – section “C”				
13	Lockable cloak room (Proposed approx. 6 sqm area – (3m x 2m) with appropriate height	1		
14	Lockable storage room (proposed approx. 4 sqm area – 2m x 2m with appropriate height)			
15	Hangers for around 40 winter Jackets	1		

16	Appropriate wall racks to store material (material for 9 days)	1		
Deliverables related to changing room – section “D”				
17	Changing room (approx. 10 sqm area)	1		
18	One (1) universal plug point	1		
19	Six (6) folding chairs	6		
Deliverables related to Reception - Section “E”				
20	The Reception Counter - (2 m x .5m width x 1m Hight)	1		
21	Backlit Banner for the reception counter (2m x 1m)	1		
22	Two (2) high chairs for the reception counter	2		
23	One (1) universal plug points	1		
24	flower arrangement for the reception table	1		
25	Fresh plants – as appropriate	-		
26	A half covered mini meeting area/working space with a one table with two chairs	1		
27	A lockable cupboard for mini meeting area (2.5 feet x1.5 feet)			
Delivery related to Promotional material – Section “ F”				
28	Cost to collect promotional material from Sri Lanka Embassy , Berlin /to arrange a courier	1		
Delivery related to Consumable items – Section “G”				
29	Water dispenser	1		
30	15 liter water bottles - 27bottles	27		

31	garbage Bags – 20,	20		
32	Dustbin (small) 05	05		
33	Plastic cups – 200	200		
General Requirements – Section “H”				
34	Electricity cost	1		
35	Fixing the stand, cost of artworks , designing, Dismantling, cleaning, insurance, security, garbage removal, documentation, cost of approval. Delivery, labour etc..	1		
36	Agency/management cost	1		
37	Any other unforeseen cost not stated in the above			
	Total Amount (Euro)			
	VAT(Euro)			
	Grand Total (Euro)			

We submit herewith our quotation for stand construction at CMT 2027, Germany according to conditions laid down in the bid document.

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

Please select the payment terms (√)

Option 01

☐

Option 02

☐

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)	
Company Registration Number *	

*Please make sure that this registration number should be traced in the Business registration submitted by the bidder

Submission Form II – Past Experience in minimum of 5 Stand construction jobs at International Travel Fairs in Germany from 2018 to 2026.

	Year	Name of the Event	Description of the Contract/event/activities
1			
2			
3			
4			
5			
6			
7			
8			

Section VII
Letter of Acceptance

[Letterhead paper of the Employer]

(to be filled after the award of contract)

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 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

- **Mandatory requirement (If this is not completed bid will be rejected.)**

Format for Bid Security Declaration
<i>[If required, the Bidder shall fill in this form in accordance with the instructions indicated in brackets]</i> 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:.....<i>[insert the name of the Employer/ Purchaser preferably PE to fill before issuing the bidding document]</i> 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 <i>three years starting on the latest date set for closing of bids of this bid</i>, 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 <i>[insert signature(s) of authorized representative]</i> in the Capacity of <i>[insert title]</i> Name <i>[insert printed or typed name]</i> Duly authorized to sign the bid for and on behalf of <i>[insert authorizing entity]</i> Dated on <i>[insert day]</i> day of <i>[insert month]</i>, <i>[insert year]</i>

List of documents that should be submitted by the bidders

S/N	Item	Submitted (Yes/ No)
1	Price Schedule in the given format -signed (with cost breakdown) (Section VI)	
2	Quotation submission form – signed (Section V)	
3	Bid Security Declaration (Annexure 1)	
4	Company Profile in the given format (Submission form I)	
5	Past Experience (Submission form II)	
6	Business Registration Certificate	
7	Proposed stand design (Printed copies)	