



ශ්‍රී ලංකා සුනිත්‍ය බලශක්ති අධිකාරිය  
இலங்கை நிலைபெறுதகு சக்தி அதிகாரசபை  
Sri Lanka Sustainable Energy Authority



Our Ref : SEA/PD/AD/35-2026

16.10.2026

බලශක්ති අමාත්‍යාංශයේ ව්‍යවස්ථාපිත අධිකාරියකි  
வலுசக்தி அமைச்சின் சட்டரீதியான அதிகாரசபை  
A Statutory Authority of Ministry of Energy

Dear Bidder

**Invitation of Quotations /Bids for Janitorial Services for SLSEA Head office  
for a period of one year from 11.11.2026**

01. The Director General of the Sri Lanka Sustainable Energy Authority invites you to submit a quotation/bid for the supply of goods/services as specified in the attached bidding document.
02. You should submit the quotations/bid in the format provided in the bidding document, filling all the blank space with the information/data requested therein.
03. You are also advised not to quote different options for the same item but submit offer for the competitive among the options available. All the items mentioned in the schedule of requirements/TOR to be priced separately and the total price/cost exclusive of trade discounts to be quoted in Sri Lanka Rupees in the attached quotation submission form.

The price/rates quoted by the bidder shall be fixed and not subject to variation during the contract period. The documentary evidence in the form of technical specifications, drawings, manufacture certificates or other form of data shall be furnished as part of the quotation to prove confirmity of the goods/services offered to the technical specification/standards requested.

Submission of incorrect information as evidence shall result in disqualifying for further evaluation of bid and discontinuation of relationship as a reliable source of supply.

04. The price/rates quoted shall remain valid for a period of sixty days (60) after the date of submission of quotation.
05. 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 bidder.

**The 'Quotations /Bids for Janitorial Service for SLSEA Head Office for a period of one year from 11.11.2026 (SEA/PD/AD/35-2026)' mark in the top left hand corner of the envelope shall be submitted by hand in sealed envelope addressed to "Procurement Division, Sri Lanka Sustainable Energy Authority, No. 80, Sir Ernest De Silva Mawatha, Colombo 07 , to reach on or before 27<sup>th</sup> October 2026 at 10.30 a.m.**

The late bids received after the deadline for submission of quotation/bid shall be rejected and returned unopened.

අංක 80, ශ්‍රීමත් අර්නස්ට් ද සිල්වා මාවත, කොළඹ 07, ශ්‍රී ලංකාව.  
இல. 80, சேர் ஏர்னஸ்ட் டி சில்வா மாவத்தை, கொழும்பு 07, இலங்கை.  
No. 80, Sir Ernest De Silva Mawatha, Colombo 07, Sri Lanka.

|                                |                                  |                                         |                                 |
|--------------------------------|----------------------------------|-----------------------------------------|---------------------------------|
| කාර්යාලය<br>அலுவலகம்<br>Office | දුරකථනය<br>தொலைநகல்<br>Facsimile | විද්‍යුත් තැපෑල<br>மின்னஞ்சல்<br>E-mail | වෙබ් අඩවිය<br>இணையம்<br>Website |
| +94 (0)11 257 5114             | +94 (0)11 257 5071               | info@energy.gov.lk                      | www.energy.gov.lk               |

The quotation /bid will be opened and read out the prices in public at **SLSEA board room** immediately after the closing date and time (27<sup>th</sup> October 2026 at 10.30 a.m) for submission of quotation/ bids.

06. SLSEA will determine the responsiveness of the quotations/bids to the requirements mentioned in this document and substantially responsive quotations/ bids will be listed for further evaluation.

The SLSEA will consider the factors related to the characteristics, performance, life cycle utility and other related terms and conditions of purchase in addition to the prices quoted in the evaluation of quotations/bids.

The SLSEA reserves the right to accept or reject any quotation and annual the procurement process and reject all quotations/bids at any time prior to acceptance without thereby incurring liability to bidders.

- 07 The SLSEA will accept the quotations/bid which has been determinated as the evaluated lowest bid substantially responsive to the requirements mentioned in the bidding documents, and notify the successful bidder accordingly to make necessary arrangements to perform the supply/service contract.



Director General

**SRI LANKA SUSTAINABLE ENERGY AUTHORITY**