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இலங்கை நிலைபெறுதகு சக்தி அதிகாரசபை
Sri Lanka Sustainable Energy Authority



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

Our Ref: SEA/PD/AD/18 -2025

24.10.2025

The Bidder,

Invitation of Quotations /Bids for Select a Suitable institution to attend the Janitorial Services of SLSEA for the Period of One Year from the Awarding

- The Director General of the Sri Lanka Sustainable Energy Authority (SLSEA) invites you to submit a quotation/bid for the supply of goods/services as specified in the attached Schedule of requirements/ TOR.
- You should submit the quotations/bid in the Annexure 1 (Quotation/bid form) filling all the blank space with the information/data requested therein **together with a detailed quotation.**
- 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 quotation/bid 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 conformity of the goods/services offered to the technical specification/ bid 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.

- The price/rates quoted shall remain valid for a period of sixty (60) days after the date of submission of quotation.
- 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 select a suitable institution to attend the janitorial services of SLSEA for the period of one year (SEA/PD/AD/18-2025) "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 Earnest de Silva Mawatha, Colombo 07" (Deposit to the Tender Box) on or before 10.30 a.m. on 03rd November 2025.** If the quotation/bid is not sealed and marked as required, the SLSEA will assume no responsibility for the misplacement and premature opening of quotation/ bid. The late bids received shall be rejected and returned unopened.

- The quotation/bid will be opened and read out the prices in public at SLSEA Board Room immediately after the closing date and time for submission of quotation/bids.
- 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.

- The SLSEA will accept the quotations/bid which has been determinate 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