



**SRI LANKA
CERT | CC**

SRI LANKA CERT (PVT) LTD

BIDDING DOCUMENT

Title of the Procurement

**PROCUREMENT OF AN EVENT MANAGER FOR THE 16TH
ANNUAL NATIONAL CONFERENCE ON CYBER SECURITY**

IFQ No: CERT/GOSL/SER/NS/2025/33

National Shopping (NS)

October, 2025



Sri Lanka CERT (Pvt.) Ltd

Invitation for Quotation (IFQ)

Procurement of an Event Manager for the 16th Annual National Conference on Cyber Security

IFQ No: CERT/GOSL/SER/NS/2025/33

1. The Chairman, Department Procurement Committee (DPC), on behalf of Sri Lanka Computer Emergency Readiness Team (Sri Lanka CERT), now invites sealed Quotations from eligible and qualified Bidders for providing the required event management services for the 16th Annual National Conference on Cyber Security that is to be held in Colombo in November 12, 2025

Detailed description of schedule of requirements is given in the Bidding Document.

2. **Bidding will be conducted using the National Shopping (NS)** procurement method and is open to all eligible and qualified bidders as defined in Procurement Guidelines of Democratic Socialist Republic of Sri Lanka (GoSL) that meet the eligibility and qualification requirements given in the Bidding Documents.
3. Interested Bidders may obtain further information from Head of HR and Admin, Sri Lanka CERT, Room: 4-112, BMICH, Colombo 7 and the Bidding documents is free of charge, and can be obtained during office hours on working days commencing from October 02, 2025 at the office of Sri Lanka CERT at the above address. Telephone: +94 11 269 1692/269 5749/267 9888, Fax: +94 11 269 1064 or email: procurement@cert.gov.lk. A complete set of Bidding Documents in English Language can be downloaded from “Procurement Tab” of www.cert.gov.lk website.
4. A pre-bid meeting which potential Bidders may attend will be held at **1400 Hrs. (10.00 A.M)** on **October 07, 2025**, at the office of Sri Lanka CERT at the above address.
5. **Sealed Quotations** must be delivered to Head of HR and Admin, C/o Chief Executive Officer, Sri Lanka CERT, Room: 4-112, BMICH, Colombo 7 to be received on or before **1500 Hrs. (3.00 P.M)** on **October 10, 2025**. Late Bids and Bids sent electronically will not be accepted and will be rejected.
6. Bids shall be valid for a period of 77 days from the date of deadline for submission of the Bids.

7. Bids will be opened immediately after the deadline for submission of bids, in the presence of Bidders or their authorized representatives who choose to attend in person at the address stated above (in Para 5).
8. Sri Lanka CERT will not be responsible for any costs or any expenses incurred by the Bidders in connection with the preparation or delivery of Bids.

Chairman

Department Procurement Committee

Sri Lanka CERT (Pvt.) Ltd,

Room: 4-112, BMICH, Colombo 7, Sri Lanka.

Phone: +94112691692, Fax: +94112691064

E-Mail: procurement@cert.gov.lk , www.cert.gov.lk

October, 2025

SECTION I: Instructions to Vendors (ITV)

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 a 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. <ul style="list-style-type: none">• Section I. Instructions to Vendors (ITV)• Section II. Data Sheet• Section III. Schedule of Requirements• Section IV. Technical Specifications & Compliance with Specifications• Section V. Quotation submission Form(s)
C: Preparation of Quotation	
3. Documents Comprising your Quotation	3.1 The Quotation shall comprise the following: <ul style="list-style-type: none">(a) Quotation Submission Form and the Price Schedules;(a) Technical Specifications & Compliance with Specifications
4. Quotation Submission Form and Price Schedules	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. 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.
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 VAT 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	<p>7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Non Consultancy conform to the technical specifications and standards specified in Section IV, "Technical Specifications & 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 Non Consultancy, demonstrating substantial responsiveness of the Non Consultancy 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 Non Consultancy to supply these Non Consultancy in Sri Lanka.</p>
8 Period of Validity of quotation	8.1 Quotations shall remain valid for the period of sixty (60) days after the quotation submission deadline date.
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 10. Submission of Quotation	<p>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.</p> <p>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.</p>
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 Quotation	12.1 The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITV Clause 11.1 above.

13 Opening of Quotations	<p>13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>13.1 A representative of the bidders may be present and mark its attendance.</p>
E: Evaluation and Comparison of Quotation	
14 Clarifications	<p>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.</p> <p>14.1 The Purchaser's request for clarification and the response shall be in writing.</p>
15 Responsiveness of Quotations	<p>15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>15.2 If a quotation is evaluated as not substantially responsive to the documents issued , it may be rejected by the Purchaser.</p>
16 Evaluation of quotation	<p>16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>16.2 To evaluate a quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"> (a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (a) price adjustment due to discounts offered. <p>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>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>
F: Award of Contract	
18 Acceptance of the Quotation	<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>
19 Notification of acceptance	<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 II: Data Sheet

ITV Clause Reference	
1.1	The Purchaser is: Sri Lanka CERT (Pvt.) Ltd
5.1	Bidder shall quote for all items specified in the section III (Schedule of Requirements)
5.3	If the Bidder is VAT registered, the VAT Registered certificate is required
11.1	Address for submission of Quotation is: Chief Executive Officer, Sri Lanka CERT (Pvt.) Ltd, Room: 4-112, BMICH, Colombo 7. Deadline for submission of quotations; <u>on or before 1500 hours (3.00 P.M) on October 10, 2025 to the address given above.</u> Envelope containing the quotation should be clearly marked “ Procurement of an Event Manager for the 16th Annual National Conference on Cyber Security CERT/GOSL/SER/ NS/2025/33 ”
13	The quotations shall be opened at the following address: Sri Lanka CERT (Pvt.) Ltd, Room: 4-112, BMICH, Colombo 7, Sri Lanka. The quotations shall be opened at <u>1500 hours (3.00 P.M) on October 10, 2025</u>
16.3	16.3.1 The bidder should be a registered business who is in the business of providing services similar to the services specified in the schedule of requirement as part of the business and should have been in operation during the last 2 years as of date of deadline for submission of quotation. Documentary evidence in this regard (i.e. Business Registration Document and proof of previous experience (minimum 2 years)) should be submitted along with the quotation. 16.3.2 If the bidders do not meet the above Minimum Qualification Requirements and documentary evidence in support of the above, as required are not submitted along with the quotations, such quotations may not be considered for evaluation.
17	Purchaser reserves the right to increase or decrease the scope by 20% without any change in the unit price or other terms of the contract.

SECTION III: Schedule of Requirements

DESCRIPTION OF SERVICES:

1. BACKGROUND:

Sri Lanka CERT, an Agency under the purview of the Ministry of Education, Science and Technology, having the mandate to protect the cyberspace of the nation, has planned to host the National Conference on Cyber Security – 2025 for the 16th consecutive year.

The 16th Annual National Conference is organized around the theme of ***“Building a Cyber-Resilient Nation: Policy, Practice, and Preparedness”***, reflecting the urgent need for a comprehensive strategy to protect our digital landscape.

This conference will bring together leaders from government, industry, and academia to explore the creation of adaptive policies, the implementation of robust cybersecurity practices, and the importance of preparedness through effective incident response and resilience infrastructure. By fostering collaboration and sharing insights, the conference aims to strengthen our collective efforts in building a secure digital environment that supports national security, economic growth and public trust.

Sri Lanka CERT expects 350+ conference attendees and the audience will include Information and cyber security professionals, cyber security solution and service providers, academia, government officials, universities, vocational institutes, K12 education students, teachers and officials, officials in military/defense, media, NGOs, ambassadors and public etc.

2. OBJECTIVES OF THE ASSIGNMENT:

Obtain the service of an event manager to;

- Arrange and organize the National Conference on Cyber Security.
- Provide and manage the logistics of national conference.
- Arrange and provide logistics for international speakers.

3. SCHEDULE OF REQUIREMENTS

Sri Lanka CERT has planned to host the National Conference on Cyber Security for the 16th Consecutive year and its associated events during the month of November, 2025.

The Conference, which is the main event, will be held on **12th November at Grand Ballroom, Waters Edge Hotel, Battaramulla, Colombo.**

Sri Lanka CERT intends to procure the services of an event manager to organize, provide and handle the logistics of this event by providing the following requirements.

Part I: Professional Event Management Services

	ITEM	DESCRIPTION
1.	Event Planning	Preparation of a work schedule for the conference including a timeline, should involve discussions and planning with Sri Lanka CERT to ensure all activities, timelines, and arrangements are properly organized.
2.	Venue selection, layout & arrangements	Contracting: negotiating the best prices and defining selection criteria in consultation with Sri Lanka CERT. Meal arrangements: selecting the menu in consultation with Sri Lanka CERT, determining mealtimes with Sri Lanka CERT, planning the venue layout, signage, decorations, and arrangements with the assistance of third-party suppliers (subject to approval by Sri Lanka CERT)
3.	Event promotion & Registration	Liaising with an advertising agency or carried out event promotion activities to promote and market the event to local participants, engaging and coordinating electronic and printed media activities with selected partners. Processing registration, maintaining a database, issuing receipts, and accepting payments (an online registration platform will be provided by Sri Lanka CERT). Coordinating branding activities during the event, providing onsite registration, distributing gifts, invitations, and collecting/distributing sponsor materials. All activities must be carried out in consultation with and approved by Sri Lanka CERT.
5.	On site event management	Managing on-site event activities during the event, including handling arrangements related to the opening ceremony and arranging cashiering services for cash and cheque collections, as well as issuing receipts. All activities should be carried out in accordance with Sri Lanka CERT guidance, consultation, instructions, and approval.
6.	Equipment & Services required for the Event	As mentioned in Part II - Equipment & Services required for the event should be provided, organized and managed according to the Sri Lanka CERT guidance, consultation, instructions and approval.
7.	Arrange and provide logistics for international speakers.	According to the requirement of Sri Lanka CERT, service provider should arrange the travels, logistics for international speakers.

Part II: Equipment & Services required for the Event

ITEM	DESCRIPTION	QUANTITY REQUIRED Units/Nos
Part II: Annual National Cybersecurity Conference (400 pax) – 12th November 2025		
Location and Meal: Full day		
4.1 Conference Venue	<ul style="list-style-type: none"> • Conference venue at Grand Ballroom, Waters Edge Hotel, Battaramulla, Colombo, for 400 persons. • Conference Type and Round table seating arrangements with table, chairs decorations and hall decoration. • Wall curtains decoration. • Flower arrangements on table deco + podium. • Wi-Fi capacity for 400 concurrent users. • Decoration of Main entrance, Hall entrance with (LED entrance arch), walking path and suitable locations according to the event theme. • Event promotion outdoor flags (20) within Waters Edge location (H- 10ft x W- 1 1/2ft) • Red carpet arrangement in Grand Ballroom • Letter structure (Sri Lanka CERT + logo), size W- 10ft x H- 3ft with platform 	Unit
4.2 Conference Meal Package	<ul style="list-style-type: none"> • Welcome Drink • Buffet type Mid-Morning Snacks with Tea & Coffee • Buffet Lunch • Buffet type Evening Snacks with Tea & Coffee • Water throughout the event 	400
4.3 Stage Setup	<ul style="list-style-type: none"> • 54ft x 12ft x 1ft platform for the presentations and panel discussions with seating arrangements (6 chairs on stage) and decorations. • Arrange lighting setup (including spotlight/s for presentations + panel discussion) for stage. 	Unit
Audio, Visual & Light Arrangements: Full day		
4.4 Following Audio Visual equipment with staff	<ul style="list-style-type: none"> • To be rented for the entire duration of the event. The supplier shall be obliged to provide the relevant number of personnel to operate and manage the said equipment. 	-
a. Digital Wall	<ul style="list-style-type: none"> • 12 ft X 12ft P 3 indoor LED Walls with appropriate digital theme design and decorations. 	2 Unit
	<ul style="list-style-type: none"> • 48ft X 12ft P 3 indoor LED Wall ; presentation material to be provided by the client. 	Unit
b. PA System	<ul style="list-style-type: none"> • Professional sound system with necessary facilities for 400 audiences. • 6 Wireless Mikes (FM) • 2 Clip on Mikes 	Unit
c. Podium Microphone with stand	<ul style="list-style-type: none"> • Podium should decorate according to the conference theme 	1
d. Presentation Monitor/TV	<ul style="list-style-type: none"> • Presentations Monitors /TVs should setup on stage for presenters 	2
e. Presentation Laser Pointers	<ul style="list-style-type: none"> • Presentation laser pointers for presenters should arrange and available throughout the event 	2

f. Lighting setup	<ul style="list-style-type: none"> • Lighting arrangement should setup according to the conference venue, conference theme; for walking path, entrance, stage, audience, presenters, panel discussions and walls. • Spotlight for podium and presenters 	Unit
Designing, Printing and production		
4.5 Invitation and sponsor passes designing, Printing & postage	<ul style="list-style-type: none"> • Designing, printing and post invitations and sponsor passes (The digital version should be available to share with all invitees) • Two folds of Size A4, printed in 04 process colours on both sides of a 120-gsm gloss art paper and postage within Colombo 	200
4.6 Conference Brochure, Agenda & Speakers' Profiles	<ul style="list-style-type: none"> • Designing, printing and distribute Conference Brochure, Agenda & Speakers' Profiles, with Invitation. • A4 Size, 4 pages, printed in 04 process colours on both sides of a 120-gsm gloss art paper 	350
4.7 Certificates of participants	<ul style="list-style-type: none"> • Designing and printing of certificates for online registered participants for the Conference. • A4 Size, printed in 04 process colours, 230 gsm conquer paper. • Participants name should be printed on certificates 	200
4.8 X Banners with Stands	<ul style="list-style-type: none"> • Designing, printing and setup of X Banners • 3ft X 6ft, 4 colour, Digital Print 	8
4.9 Name badges (including the pouch & the cord)	<ul style="list-style-type: none"> • Designing and printing name badges • 4inch X 5inch, 4 colour, Digital Print, 230 gsm 	400
4.10 Gift Packs for Participants	<ul style="list-style-type: none"> • Gift Box or suitable arrangement containing following (4 colour printed and branding). • Journal Book (Portable A5 size, 160 blank, acid-free pages, Durable, long-lasting journal) + writing Pen with branding • logos and texts will be provided by the client 	400
Designing, Marketing & Promotion		
4.11 Designing, Marketing and Promotion	<ul style="list-style-type: none"> • Service provider can hire a third-party advertising agency or deliver by service provider including designing of conference materials and related workshops publicity. 	-
	<ul style="list-style-type: none"> • Design, compiling all videos, advertisements, etc. with consultation of Sri Lanka CERT. 	-
	<ul style="list-style-type: none"> • Organizing press conference with the assistance of Sri Lanka CERT. 	Unit
	<ul style="list-style-type: none"> • 1 half a page paper advertisements in, Sunday Times prior to the national conference. 	Unit
	<ul style="list-style-type: none"> • 30-seconds commercial video clip 	1
	<ul style="list-style-type: none"> • 1 Minute video clip for conference 	1
	<ul style="list-style-type: none"> • Design & post social media content on client's social media accounts (150 Posts, 5 video clips, 15 web articles) 	Unit
	<ul style="list-style-type: none"> • Design and update event website (Sri Lanka CERT will be providing the dedicated website for the conference and service provider should redesign and update website according to the conference theme) Boosting social Media 	Unit
	<ul style="list-style-type: none"> • Event promotion (social media and web campaign) • Service provider can hire a third-party advertising agency or deliver by service provider including designing of conference materials and related workshops publicity. 	Unit

Other		
4.12 Participants registration and coordination	<ul style="list-style-type: none"> • Preparing list of participants together with Sri Lanka CERT • Manage online platform for registrations – Sri Lanka CERT will be providing online registration platform and service provider should be manage the platform under guidance of Sri Lanka CERT. • Ensure that all invitation has delivered to participants and follow-up, Sending event reminders and call rounds. • Get confirmations from participants and ensure all attendance prior to the events. 	Unit
4.13 Welcome Dancers & Drummers	<ul style="list-style-type: none"> • 5 Nos of Dancers and 2 Nos of Drummers to welcome the Chief guest and for the oil lamp ceremony. 	Unit
4.14 Garlands & Flower Deco	<ul style="list-style-type: none"> • 3 Nos garlands for VIPs • Flower deco to the Registration table 	Unit
4.15 Professional Photography and video services	<ul style="list-style-type: none"> • 400 units of photographs of the National Conference 	Unit
	<ul style="list-style-type: none"> • Video coverage and social media streaming at the national conference. (including drones arrangement for videos) 	Unit
4.16 Compere	<ul style="list-style-type: none"> • Professional 2 comperes to be hired for the entire duration of the conference. • He/she should be fluent in English & Sinhala. 	2
4.17 Stall Setup	<ul style="list-style-type: none"> • 10ft x 10ft stall setups 	6
4.18 Logistics Coordination for international speakers	<ul style="list-style-type: none"> • Arrangement of air ticket, accommodation, and on-site services for international speakers. • Speakers from these countries (Australia, New Zealand, UK or USA) • Four-star class hotel room within Colombo city limits for three nights. 	2

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4. TERMS AND CONDITIONS

1. The service provider needs to obtain all quotations from places/venues that client has reserved. (Grand Ballroom, Waters Edge Hotel, Battaramulla, Colombo.)
2. The service provider needs to handle all payments and necessary arrangements for the places/venues that the client has reserved. Additionally, the original bills must be submitted to Sri Lanka CERT along with the final invoices.
3. All marketing and promotional activities should be carried out for two months from the date of contract signed.
4. In logistics coordination for international speakers, when arranging air tickets, provide the cost for the most expensive destination.
5. The service provider can provide the conference package meal menu with best price negotiation and adding or removing items will be final decision of the client.
6. All coordination has to be conducted only with the Sri Lanka CERT focal point.
7. Information, instructions and consultation will be provided by the Sri Lanka CERT team whenever needed.
8. The gift pack for participants should not exceed Rs. 1,000 per gift pack, and any changes or removals of gift pack details will be at the final discretion of CERT with the selected service provider.
9. A draft of all content to be published should be sent and verified by CERT before publishing.
10. Sri Lanka CERT has ownership of all the content creates, photos, videos, designs developed and published by service provider and shall not use elsewhere without prior permission of Sri Lanka CERT.
11. Due to the nature of the project, it would be required to work on short deadlines.
12. All deliverables will be reviewed by a team designated by Sri Lanka CERT and payments will be released according to the Sri Lanka CERT.

*The service provider should be confirmed and agreed to provide, organize and manage all above listed items according to the requirement of Sri Lanka CERT.

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Signature

Confirmed by Authorized Officer

SECTION IV: Technical Specifications & Compliance with Specifications

ITEM	DESCRIPTION	QUANTITY REQUIRED Units/Nos	Complied (Y/N), If not complied provide Bidder's offer
Part II : Annual National Cybersecurity Conference (400 pax) – 12th November 2025			
Location and Meal: Full day			
4.1 Conference Venue	<ul style="list-style-type: none"> • Conference venue at Grand Ballroom, Waters Edge Hotel, Battaramulla, Colombo, for 400 persons. • Conference Type and Round table seating arrangements with table, chairs decorations and hall decoration. • Wall curtains decoration. • Flower arrangements on table deco + podium. • Wi-Fi capacity for 400 concurrent users. • Decoration of Main entrance, Hall entrance with (LED entrance arch), walking path and suitable locations according to the event theme. • Event promotion outdoor flags (20) within Waters Edge location (H- 10ft x W- 1 1/2ft) • Red carpet arrangement in Grand Ballroom • Letter structure (Sri Lanka CERT + logo), size W- 10ft x H- 3ft with platform 	Unit	
4.2 Conference Meal Package	<ul style="list-style-type: none"> • Welcome Drink • Buffet type Mid-Morning Snacks with Tea & Coffee • Buffet Lunch • Buffet type Evening Snacks with Tea & Coffee • Water throughout the event 	400	
4.3 Stage Setup	<ul style="list-style-type: none"> • 54ft x 12ft x 1ft platform for the presentations and panel discussions with seating arrangements (6 chairs on stage) and decorations. • Arrange lighting setup (including spotlight/s for presentations + panel discussion) for stage. 	Unit	
Audio, Visual & Light Arrangements: Full day			
4.4 Following Audio Visual equipment with staff	<ul style="list-style-type: none"> • To be rented for the entire duration of the event. The supplier shall be obliged to provide the relevant number of personnel to operate and manage the said equipment. 	-	
a. Digital Wall	<ul style="list-style-type: none"> • 12 ft X 12ft P 3 indoor LED Walls with appropriate digital theme design and decorations. 	2 Unit	
	<ul style="list-style-type: none"> • 48ft X 12ft P 3 indoor LED Wall ; presentation material to be provided by the client. 	Unit	
b. PA System	<ul style="list-style-type: none"> • Professional sound system with necessary facilities for 400 audiences. • 6 Wireless Mikes (FM) • 2 Clip on Mikes 	Unit	
c. Podium Microphone with stand	<ul style="list-style-type: none"> • Podium should decorate according to the conference theme 	1	

d. Presentation Monitor/TV	<ul style="list-style-type: none"> • Presentations Monitors /TVs should setup on stage for presenters 	2	
e. Presentation Laser Pointers	<ul style="list-style-type: none"> • Presentation laser pointers for presenters should arrange and available throughout the event 	2	
f. Lighting setup	<ul style="list-style-type: none"> • Lighting arrangement should setup according to the conference venue, conference theme; for walking path, entrance, stage, audience, presenters, panel discussions and walls. • Spotlight for podium and presenters 	Unit	
Designing, Printing and production			
4.5 Invitation and sponsor passes designing, Printing & postage	<ul style="list-style-type: none"> • Designing, printing and post invitations and sponsor passes (The digital version should be available to share with all invitees) • Two folds of Size A4, printed in 04 process colours on both sides of a 120-gsm gloss art paper and postage within Colombo 	200	
4.6 Conference Brochure, Agenda & Speakers' Profiles	<ul style="list-style-type: none"> • Designing, printing and distribute Conference Brochure, Agenda & Speakers' Profiles, with Invitation. • A4 Size, 4 pages, printed in 04 process colours on both sides of a 120-gsm gloss art paper 	350	
4.7 Certificates of participants	<ul style="list-style-type: none"> • Designing and printing of certificates for online registered participants for the Conference. • A4 Size, printed in 04 process colours, 230 gsm conquer paper. • Participants name should be printed on certificates 	200	
4.8 X Banners with Stands	<ul style="list-style-type: none"> • Designing, printing and setup of X Banners • 3ft X 6ft, 4 colour, Digital Print 	8	
4.9 Name badges (including the pouch & the cord)	<ul style="list-style-type: none"> • Designing and printing name badges • 4inch X 5inch, 4 colour, Digital Print, 230 gsm 	400	
4.10 Gift Pack for Participants	<ul style="list-style-type: none"> • Gift Box or suitable arrangement containing following (4colour printed and branding). • Journal Book (Portable A5 size, 160 blank, acid-free pages, Durable, long-lasting journal) + writing Pen with branding • logos and texts will be provided by the client 	400	
Designing, Marketing & Promotion			
4.11 Designing, Marketing and Promotion	<ul style="list-style-type: none"> • Service provider can hire a third-party advertising agency or deliver by service provider including designing of conference materials and related workshops publicity. 	-	-
	<ul style="list-style-type: none"> • Design, compiling all videos, advertisements, etc. with consultation of Sri Lanka CERT. 	-	-
	<ul style="list-style-type: none"> • Organizing press conference with the assistance of Sri Lanka CERT. 	Unit	
	<ul style="list-style-type: none"> • 1 half a page paper advertisements in, Sunday Times prior to the national conference. 	Unit	
	<ul style="list-style-type: none"> • 30 seconds video clip to promote event with voice 	1	
	<ul style="list-style-type: none"> • 1 Minute video clip for conference 	1	

	<ul style="list-style-type: none"> • Design & post social media content on client’s social media accounts (150 Posts, 5 video clips, 15 web articles) 	Unit	
	<ul style="list-style-type: none"> • Design and update event website (Sri Lanka CERT will be providing the dedicated website for the conference and service provider should redesign and update website according to the conference theme) Boosting social Media 	Unit	
	<ul style="list-style-type: none"> • Event promotion (social media and web campaign) • Service provider can hire a third-party advertising agency or deliver by service provider including designing of conference materials and related workshops publicity. 	Unit	
Other			
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4.13 Welcome Dancers & Drummers	<ul style="list-style-type: none"> • 5 Nos of Dancers and 2 Nos of Drummers to welcome the Chief guest and for the oil lamp ceremony. 	Unit	
4.14 Garlands & Flower Deco	<ul style="list-style-type: none"> • 3 Nos garlands for VIPs • Flower deco to the Registration table 	Unit	
4.15 Professional Photography and video services	<ul style="list-style-type: none"> • 400 units of photographs (selected) of the National Conference. 	Unit	
	<ul style="list-style-type: none"> • Video coverage and social media streaming at the national conference. (including drones arrangement for videos) 	Unit	
4.16 Compere	<ul style="list-style-type: none"> • Professional 2 comperes to be hired for the entire duration of the conference. • He/she should be fluent in English & Sinhala. 	2	
4.17 Stall setup	<ul style="list-style-type: none"> • 10ft x 10ft stall setups. 	6	
4.18 Logistics Coordination for international speakers	<ul style="list-style-type: none"> • Arrangement of air ticket, accommodation, and on-site services for international speakers. • Speakers from these countries (Australia, New Zealand, UK or USA) • Four-star class hotel room within Colombo city limits for three nights. 	2	

SECTION V: Quotation Submission Form and Price Schedule

a. 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 accepted]

Date:

To: **Chairman
Department Procurement Committee
Sri Lanka Computer Emergency Readiness Team,
Room: 4-112, BMICH,
Colombo 7.**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;

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 Non Consultancy of Providing ***Title and reference number of the procurement***

- (b) The total price of our quotation including any discounts offered is: ***[insert the total quoted price in words and figure in Rupees]***;
- (c) 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;
- (d) We understand that this quotation, together with your written letter of acceptance, shall constitute a binding contract between us.
- (e) 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]***

Company Seal: ***[company/owner's seal to be stamped]***

Dated: of October 2025

b. PRICE SCHEDULE (IN LKR)

The Price schedule should cover all points and items in the compliance sheet.

Price Schedule

ITEM (1)	DESCRIPTION (2)	Total Price (LKR) Excluding VAT (3)
Part I	Professional Event Management Services	

Part II: Equipment & Services required for the Event

ITEM (1)	DESCRIPTION (2)	QUANTITY REQUIRED Units/Nos (3)	UNIT PRICE (LKR) Excluding VAT (4)	Total Price (LKR) Excluding VAT (5)=(3)x(4)
Part II : Annual National Cybersecurity Conference (400 pax) – 12th November 2025				
Location and Meal: Full day				
4.1 Conference Venue	<ul style="list-style-type: none"> • Conference venue at Grand Ballroom, Waters Edge Hotel, Battaramulla, Colombo, for 400 persons. • Conference Type and Round table seating arrangements with table, chairs decorations and hall decoration. • Wall curtains decoration. • Flower arrangements on table deco + podium. • Wi-Fi capacity for 400 concurrent users. • Decoration of Main entrance, Hall entrance with (LED entrance arch), walking path and suitable locations according to the event theme. • Event promotion outdoor flags within Waters Edge location (H- 10ft x W- 1 1/2ft) • Red carpet arrangement in Grand Ballroom • Letter structure (Sri Lanka CERT + logo), size W- 10ft x H- 3ft with platform 	Unit		
4.2 Conference Meal Package	<ul style="list-style-type: none"> • Welcome Drink • Buffet type Mid-Morning Snacks with Tea & Coffee • Buffet Lunch • Buffet type Evening Snacks with Tea & Coffee • Water throughout the event 	400		
4.3 Stage Setup	<ul style="list-style-type: none"> • 54ft x 12ft x 1ft platform for the presentations and panel discussions with seating arrangements (6 chairs on stage) and decorations. • Arrange lighting setup (including spotlight/s for presentations + panel discussion) for stage. 	Unit		

Audio, Visual & Light Arrangements: Full day				
4.4 Following Audio Visual equipment with staff :	<ul style="list-style-type: none"> To be rented for the entire duration of the event. The supplier shall be obliged to provide the relevant number of personnel to operate and manage the said equipment. 	-	-	-
a. Digital Wall	<ul style="list-style-type: none"> 12 ft X 12ft P 3 indoor LED Walls with appropriate digital theme design and decorations. 	2 Unit		
	<ul style="list-style-type: none"> 48ft X 12ft P 3 indoor LED Wall ; presentation material to be provided by the client. 	Unit		
b.PA System	<ul style="list-style-type: none"> Professional sound system with necessary facilities for 400 audiences. 6 Wireless Mikes (FM) 2 Clip on Mikes 	Unit		
c. Podium Microphone with stand	<ul style="list-style-type: none"> Podium should decorate according to the conference theme 	1		
d.Presentation Monitor/TV	<ul style="list-style-type: none"> Presentations Monitors /TVs should setup on stage for presenters 	2		
e. Presentation Laser Pointers	<ul style="list-style-type: none"> Presentation laser pointers for presenters should arrange and available throughout the event 	2		
f. Lighting setup	<ul style="list-style-type: none"> Lighting arrangement should setup according to the conference venue, conference theme; for stage, audience, presenters, panel discussions and walls. Spotlight for podium and presenters 	Unit		
Designing, Printing and production				
4.5 Invitation and sponsor passes designing, Printing & postage	<ul style="list-style-type: none"> Designing, printing and post invitations and sponsor passes (The digital version should be available to share with all invitees) Two folds of Size A4, printed in 04 process colours on both sides of a 120-gsm gloss art paper and postage within Colombo 	200		
4.6 Conference Brochure, Agenda & Speakers' Profiles	<ul style="list-style-type: none"> Designing, printing and distribute Conference Brochure, Agenda & Speakers' Profiles, with Invitation. A4 Size, 4 pages, printed in 04 process colours on both sides of a 120-gsm gloss art paper 	350		
4.7 Certificates of participants	<ul style="list-style-type: none"> Designing and printing of certificates for online registered participants for the Conference. A4 Size, printed in 04 process colours, 230 gsm conquer paper. Participants name should be printed on certificates 	200		
4.8 X Banners with Stands	<ul style="list-style-type: none"> Designing, printing and setup of X Banners 3ft X 6ft, 4 colour, Digital Print 	8		
4.9 Name badges (including the pouch & the cord)	<ul style="list-style-type: none"> Designing and printing name badges 4inch X 5inch, 4 colour, Digital Print, 230 gsm 	400		

4.10 Gift Pack for Participants	<ul style="list-style-type: none"> • Gift Box or suitable arrangement containing following (4colour printed and branding). • Journal Book (Portable A5 size,160 blank, acid-free pages, Durable, long-lasting journal) + writing Pen with branding • logos and texts will be provided by the client 	400		
Designing, Marketing & Promotion				
4.11 Designing, Marketing and Promotion	<ul style="list-style-type: none"> • Service provider can hire a third-party advertising agency or deliver by service provider including designing of conference materials and related workshops publicity. 	-	-	-
	<ul style="list-style-type: none"> • Design, compiling all videos, advertisements, etc. with consultation of Sri Lanka CERT. 	-	-	-
	<ul style="list-style-type: none"> • Organizing press conference with assistant of Sri Lanka CERT. 	Unit		
	<ul style="list-style-type: none"> • 1 half a page paper advertisements in, Sunday Times prior to the national conference. 	Unit		
	<ul style="list-style-type: none"> • 30-seconds commercial video clip 	1		
	<ul style="list-style-type: none"> • 1 Minute video clip for conference 	1		
	<ul style="list-style-type: none"> • Design & post social media content on client's social media accounts (150 Posts, 5 video clips, 15 web articles) 	Unit		
	<ul style="list-style-type: none"> • Design and update event website (Sri Lanka CERT will be providing the dedicated website for the conference and service provider should redesign and update website according to the conference theme) Boosting social Media 	Unit		
	<ul style="list-style-type: none"> • Event promotion (social media and web campaign) 	Unit		
<ul style="list-style-type: none"> • Service provider can hire a third-party advertising agency or deliver by service provider including designing of conference materials and related workshops publicity. 	-			
Other				
4.12 Participants registration and coordination	<ul style="list-style-type: none"> • Preparing list of participants together with Sri Lanka CERT • Manage online platform for registrations – Sri Lanka CERT will be providing online registration platform and service provider should be manage the platform under guidance of Sri Lanka CERT. • Ensure that all invitation has delivered to participants and follow-up, Sending event reminders and call rounds. • Get confirmations from participants and ensure all attendance prior to the events. 	Unit		

4.13 Welcome Dancers & Drummers	<ul style="list-style-type: none"> • 5 Nos of Dancers and 2 Nos of Drummers to welcome the Chief guest and for the oil lamp ceremony. 	Unit		
4.14 Garlands & Flower Deco	<ul style="list-style-type: none"> • 3 Nos garlands for VIPs • Flower deco to the Registration table 	Unit		
4.15 Professional Photography and video services	<ul style="list-style-type: none"> • 400 units of photographs (selected) of the National Conference. 	Unit		
	<ul style="list-style-type: none"> • Video coverage and social media streaming at the national conference. (including drones arrangement for videos) 	Unit		
4.16 Compere	<ul style="list-style-type: none"> • Professional 2 comperes to be hired for the entire duration of the conference. • He/she should be fluent in English & Sinhala. 	2		
4.17 Stall setup	<ul style="list-style-type: none"> • 10ft x 10ft stall setups. 	6		
4.18 Logistics Coordination for international speakers	<ul style="list-style-type: none"> • Arrangement of air ticket, accommodation, and on-site services for international speakers. • Speakers from one of these countries (Australia, New Zealand, UK and USA - *provide the cost for most expensive destination). • Four-star class hotel room within Colombo city limits for three nights. 	2		
Total				

Price Schedule (Summary)

No (1)	Description (2)	Total Price Excluding VAT (LKR) (3)	VAT (LKR) (4)	Total Price Including VAT (LKR) (5) = (3) + (4)
Part I	Professional Event Management Services			
Part II	Equipment & Services required for the Event			
Total				

*All taxes and fees other than VAT are to be bare by the supplier and are considers as part of the Supplier costs.

Payment Schedule

Payment will be made upon satisfactory completion of services mentioned in **Price Schedule** and receipt of invoice along with and acceptance certificate according to the following schedule:

	Deliverable	Payment
1	Before the Conference (Advance Payment), Preparation of a work schedule for the conference including a timeline.	20 % of the Total Contract Price will be paid upon submission of invoices
2	After Completion of Conference and submitting all completion documents related the conference including final report (photos, videos, content and logistics etc.)	80% of the Total Contract Price will be paid upon submission of invoices and Completion Certificate issued by the Sri Lanka CERT

Credentials & Financial Statements

Schedule A – Experience in similar Assignments last two years				
Period	Employer	Description of Services	Amount	Bidder Responsibility (%)
		Total		

Annual Turnover Information (Last Two Years)		
Year	Turnover	Remarks
1		Attach Audited Financial Reports
2		

* The bidder should be a registered business who is in the business of providing services similar to the services specified in the schedule of requirement as part of the business and should have been in operation during the last two years as of date of deadline for submission of proposal. Documentary evidence should be submitted in this regard.