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**SRI LANKA CONVENTION BUREAU**

Invitation For Quotations

Of

**Selection of an Event Organizer for SL MICE Expo 2025 –**

**Colombo – June 2025**

 Procurement No: **SLCB/PROC/2025/DPC/Major/02**

Section I - Instructions to Vendors (ITV)

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| 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 | * 1. The documents consist of the Sections indicated below.
		+ Section I. Instructions to Vendors (ITV)
		+ Section II. Data Sheet
		+ Section III. Schedule of Requirements
		+ Section IV. Technical Specification & Compliance with Specifications
		+ Section V. Quotation Submission form(s)
 |
| C: Preparation of Quotation |
| 3. Documents Comprising your Quotation | * 1. The Quotation shall comprise the following:
		1. Quotation Submission Form and the Price Schedules;
		2. Technical Specifications & Compliance with Specifications
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| 4. Quotation Submission Form and Price Schedules | * 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.
	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.
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| 5. Prices and Discounts | * 1. Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules.
	2. The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.
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|  | * 1. The applicable VAT shall be indicated separately.
	2. 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 | * 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”.
	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.
	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 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. Submission of Quotation | * 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.
	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 Quotations | 12.1 The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITVClause 11.1 above. |
| 13. Bid Security/Bid Bond |  13.1 If indicated in the Bidding Data, the Bidder shall furnish, as part of the Bid, a Bid Security, in the amount specified in the Bidding Data and valid till the date specified in the Bidding Data. 13.2 If a Bid Security is requested under sub-clause 13.1 above, any bid not accompanied by an acceptable Bid Security shall be rejected by the Employer. 13.3 The Bid Security of unsuccessful bidders will be returned within 28 days of the end of the Bid validity period specified in the bidding data sheet. 13.4 The Bid Security of the successful Bidder will be discharged when the Bidder has signed the Agreement and furnished the required Performance Security (if required).13.5 The Bid Security may be forfeited:  (a) if the Bidder withdraws the Bid after Bid opening during the period of Bid validity; (b) if the Bidder does not accept the correction of the Bid price, (c) in the case of a successful Bidder, if the Bidder fails within the specified time limit to:  (i) sign the Contract; or (ii) furnish the required Performance Security (if required).  |
| 14. Opening of Quotations | The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.A representative of the bidders may be present and mark its attendance. |
| E: Evaluation and Comparison of Quotation |
| 15. Clarifications | 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.The Purchaser’s request for clarification and the response shall be in writing. |
| 16.Responsiveness of Quotations | The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser. |
| 17. 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;price adjustment for correction of arithmetical errors;(b) 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. . |
| 18. 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. |

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| 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. |
| 20. Performance Guarantee | The selected company should be submitted 5 % performance guarantee from the contract value. The guarantee is furnished without a critical departure to the format given in this document (Section VIII) with respect to the amount validity and payment of guaranteed amount upon receipt of first demand in writing. |

# Section II: Data Sheet

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| ITVClause Reference |  |
| 1.1 | The Purchaser is: Sri Lanka Convention Bureau  |
| 1.1 | Name of the contract:**Selection of an Event Organizer for SL MICE Expo 2025 - Colombo - June 2025** |
| 1.1 | Identification No of the Contract**SLCB/PROC/2025/DPC/Major/02**  |
| 2.1 | The documents consist of the Sections indicated below.* Section I. Instructions to Vendors (ITV)
* Section II. Data Sheet
* Section III. Schedule of Requirements
* Section IV. Price Schedule
* Section V. Quotation Submission Forms
* Section VI – Form of Contract
* Section VII- Bid Bond
* Section VIII- Format for Performance Guarantee
* Section IX - Advance Payment Guarantee
* Bid Submission Checklist

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| 3.1 | The quotation shall comprise the followings:1. Price Schedule
2. Quotation Submission Forms
3. Business Registration
4. SLTDA Registration - 2025
5. Audited Financial Accounts for last two years
6. Bid Submission checklist
 |
| 4.2 | Bidder allows submitting one quotation only and options or alternative quotations may not be considered. |
| 7.1, 7.2 & 7.3 | Not applicable  |
| 8.1 | Quotation validity period is 90 days after the quotation submission deadline |
| 10.2 | 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 envelops shall be enclosed in **“Selection of an Event Organizer for SL MICE Expo 2025 - Colombo - June 2025”** on the top left-hand corner of the envelope. Both envelops shall together be enclosed in one envelope and enclosed Contract No and Contract Name on the top left-hand corner. |
| 10.1 | Contract No *:* **SLCB/PROC/2025/DPC/Major/02** Address for submission of Quotations is:Bids shall be submitted by hand or deposited at the following address:**Sri Lanka Convention Bureau** **No 78, Hotel School Building, 4th Floor, Galle Road, Colombo 03****E-mail submissions are not accepted.** |
| 10.2 | Documents should be sealed and marked as follows at the top left-hand corner of the envelope **SLCB/PROC/2025/DPC/Major/02** **Selection of an Event Organizer for SL MICE Expo 2025 – Colombo – June 2025**  |
| 11.1 | Deadline for submission: 24th March 2025 |
| 13.1 | The bid bond should not be less than of 1.2 % of the total bid price. The bid bond should be submitted in line with the given format of this document - SECTION VII - FORMAT OF BID BOND from a reputed Bank in Sri Lanka |
| 15.1 &15.2 | * Sri Lanka Convention Bureau will evaluate the bid of the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.
* Any supplier has not complied with SOR, that BID may be rejected.
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* **A pre-Bid meeting will be held on 11th March 2025 at 10.30 a.m. at Sri Lanka Convention Bureau. Interested Bidders are invited to join the pre-bid meeting in person.**

Section III - Schedule of Requirements (SOR)

**Selection of an Event Organizer for SL MICE Expo** **2025 - Colombo 23rd to 26th June 2025**

1. **Introduction**

Sri Lanka Convention Bureau (SLCB) is a statutory body functioning under the Ministry of Foreign Affairs, Foreign Employment and Tourism is the prime government body to promote MICE tourism (Meetings, Incentive, Conferences and Exhibitions) in Sri Lanka. Among the main activities, Bureau is entrusted to develop various promotional tools in order to promote Sri Lanka as a preferred venue for MICE.

The institution was established in 2008 after the enactment of the Tourism Act No. 38 of 2005 under the portfolio of the Ministry responsible for Tourism. SLCB organizes marketing campaigns targeting Corporates, Incentive Houses, Association Heads and Outbound MICE Agents to support reaching the government’s tourism arrival and revenue targets.

Given below is the underlined theme of the vision and uniqueness of Sri Lanka as a tourism destination.

 **Vision** - To establish and position Sri Lanka as Asia’s most treasured and Green Island, with its beautiful beaches, warm and friendly people, with a strong nature, culture and adventure offering, raising its profile to that of an Asian Tourism Icon and make it the largest foreign exchange earner, benefiting the stakeholders of tourism and people of Sri Lanka.

**Mission** – To position Sri Lanka internationally as a unique venue for MICE activities and to receive optimum revenue from MICE tourism in order to make a positive contribution to Sri Lanka’s economy through the creation of employment thereby uplifting the living standards of those engaged directly and indirectly in the ‘MICE Industry’ in Sri Lanka

1. **Background**

Since 2021, Sri Lanka Convention Bureau (SLCB) organized four MICE Expos. Over the past years, SLCB developed promotional Brand “MICE Expo” as a key annual event of SLCB Calendar. This included Virtual MICE Expo (2021), SLMICE Expo Colombo (2023), SLMICE Expo Jaffna (2023) and the SLMICE Expo Southern (2024).

The inaugural Virtual MICE Expo was held from 1 to 3 December 2021 and concluded with over 70 stalls and 478 registered buyers. The 2nd edition of SLMICE Expo held as a physical event from 13- 15 March 2023 at Shangri-La hotel. There were 101 international hosted buyers and 75 local MICE stakeholders participated at the event. The Jaffna Edition of SLMICE Expo was organized from 30th November to 03rd December 2023 with the participation of 40 hosted buyers plus 05 Indian media along with 69 local vendors. The Southern Edition of the Sri Lanka MICE Expo was organized from 27th to 31at May 2024 with the participation of 100 plus international hosted buyers and 15 media.

In line with the SLCB Marketing Plan 2025 and following the successful staging of 04 SLMICE Expos, Bureau proposed to organize SLMICE Expo 2025 to be held in June 2025 Colombo, Sri Lanka. The tentative dates proposed for the programme are 23-26 June 2025.

The objective of SL MICE Expo 2025 is to showcase the MICE opportunities in Sri Lanka. The proposed programme will positively impact to promote Sri Lanka as a venue for MICE tourism.

The event will provide a single platform for all related MICE sectors involved directly and indirectly in the industry to display and promote their respective sectors and services for potential international and local clients.

1. **Objectives**
* To showcase Sri Lanka as a destination for MICE tourism and contributing for the development of the sector.
* Create and increase awareness and consideration of Sri Lanka as a destination for MICE tourism in the world.
* Positioning Colombo and Kandy (Central part of Sri Lanka) as a unique sales proposition of diversity, compactness and authenticity.
* Create a meeting point for the travel and tourism stakeholders, professionals, Corporates MICE Agents and Associations, media personnel, etc.
1. **Eligibility Criteria**

4.1 The bidder should excel in planning, organizing and managing Conferences, exhibitions/Business Events and should have knowledge on organizing Expos, international conferences, Congresses and Events.

4.2 The bidder should have a valid business registration for the scope of work and must bid for all the required services depicted in the Schedule of Requirement (SOR). (Business/ Registration needs to be annexed with the Bid proposal).

4.3 The bidder should have minimum of seven years of experience in organizing similar Expos, Conferences, Congresses & Events.

4.4 The bidder should be a registered entity of Sri Lanka Tourism Development Authority (SLTDA) for the year 2025.

**Note: If any of the above eligibility criteria not fulfilled, such bidder is considered as non-responsive and will not be considered for evaluation.**

1. **Scope of the Programme**

The bidder is required to coordinate all activities of the MICE Expo 2025 - Colombo in consultation with the Sri Lanka Convention Bureau. SLCB expects the following services and the commitments from the selected bidder.

* + - * Overall Event Management (Pre, Onsight and Post).
			* Coordination with the venues in line with the Event Programme of the MICE Expo 2025
* Coordination with hotels for the accommodation of hosted buyers and media
* Hosting and updating the Expo website – [www.srilankamiceexpo.com](http://www.srilankamiceexpo.com) in line with the SL MICE Expo 2025.
* Selection of over 100 hosted buyers and 15 media representing India, China, Pakistan, Germany, Russia, France, UK, Turkey, Spain, UAE, Bangladesh, Qatar, Saudi Arabia, Malaysia, Japan, Iran & Singapore for SLMICE Expo 2025.
* Register local MICE operators for SL MICE Expo - Minimum 100 Participants and Maximum 120 participants. This includes, providing necessary programme updates and information about the event details.
* Event promotion through social media platforms, PR activities, digital marketing activities, Event publicity and promotion.
* Event branding, invitations, follow up and coordination with all connected parties.
* Organize Welcome Lunch, Sight Seeing tour, Business Forum and Welcome dinner on 23rd June 2025 in Colombo. The Opening Ceremony, B2B meetings, closing remarks and the Theme Night dinner on 24th June 2025 followed by the Familiarization tour on 25th and 26th June 2025 in Kandy. The Farewell Dinner will be held on 26th June 2025 in Kandy.
* Organize launch of the event - Conduct Pre and Post Media/Press Conferences.
* Coordinate with hosted buyers on invitations, air tickets, hotel accommodation, visa and local transport, hospitality & payments.
* The vendor registration fee is LKR 50,000/-. The above collected registration fee is required to be remitted to SLCB by the selected bidder.
* Production/Purchase of Giveaways for buyers (Buyer kit).
* Allocation of staff for the event coordination and secretarial services.
* Coordination of Engagement/ experiences/cultural performances, entertainments during the Welcome Dinner, Inauguration and Theme Night Dinner.
* Obtaining approvals from the Authorities in Colombo and Kandy where necessary in coordination with the SLCB
* Media coverage – Handle Print, digital and the social media campaign.
* Obtain Sponsorships (Financial & in-kind) with the assistance of SLCB – Coordination of meetings, negotiations and prepare Sponsorship proposals
* Post-event evaluation completion Report within two weeks after the programme
* Any other duties/Activities related to the MICE Expo 2025.
1. **Programme – SL MICE Expo 2025**

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| **Date** | **Time** | **Activity** |
| 23rd June 2025  | Morning Hours  | Arrival of SL MICE Expo Hosted Buyers, Welcome and proceed to Colombo  |
| 12.00 - 14.00  | Welcome Lunch  |
| 1430 - 1630 |  Sightseeing in Colombo City  |
| 18.00 onwards  | Business Forum and Welcome Dinner  |
|  |  |  |
| 24th June 2025  | 09:00 to 10:00 | Inauguration Ceremony  |
| 10.00 to 10.30  | Networking Tea break  |
| 10.30 to 15.30 | B2B Meetings with working lunch & evening tea and Closing Remarks |
| 15.30 to 17.30 | Sightseeing in Colombo City |
| 19:00 onwards  | Theme Night Dinner – Outdoor venue -Port City or similar within Colombo  |
|  |  |  |
| 25th June 2025 | 08.00 to 17.30 | Check-out from the hotel & leave for Kandy and start the Familiarization Tour  |
| 19.30 onwards | Dinner at the Hotel where accommodation is provided for the hosted buyers - Kandy |
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| 26 June 2025 | 09.00 to 17.30 | Continue Familiarization Tour – Kandy to Nuwara Eliya |
| 19.30 onwards | Farewell Dinner in Kandy  |
|  |  |  |
| 27th June 2025 | 7.30 to 9.00  | Breakfast at the Hotel  |
| 09.00 to 12.30 | Visit to Temple of Tooth Relic, sightseeing in Kandy city followed by Lunch and check out and preparing for departure - Katunayake/Negombo |
| 28th June 2025 | Whole Day  | Departure  |

 **6.1 Expected Hosted Buyer Composition from the Target Markets**

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| --- | --- | --- |
| **No**  | **Country** | **Share %**  |
|  | IndiaDelhi 05 | 40 |
|  | Mumbai 07 |
|  | Hyderabad 05 |
| 1 | Bangalore 08 |
|  | Chennai 10 |
|  | Cochin 05 |
| 2 | China | 5 |
| 3 | Pakistan | 5 |
| 4 | Germany | 5 |
| 5 | Russia | 5 |
| 6 | France | 5 |
| 7 | UK | 5 |
| 8 | Turkey | 5 |
| 9 | Spain | 4 |
| 10 | UAE | 4 |
| 11 | Bangladesh | 3 |
| 12 | Qatar | 3 |
| 13 | Saudi Arabia | 3 |
| 14 | Malaysia  | 2 |
| 15 | Japan | 2 |
| 16 | Singapore | 2 |
| 17 | Iran  | 2 |
| 18 | International Media – (from different Countries 1-17) | 15 |
|  | **Total** | **115** |

1. **Deliverables**

The expected deliverables are divided to three main areas.

**Deliverable 1** - Hosted Buyer canvassing, coordination and handling

**Deliverable 2** - Event coordination and handling

**Deliverable 3** - Event publicity: Local & International, Event Website, social media and PR

Campaign in target markets and boosting

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| **SOR No**  | **Expected Deliverables**  | **Description** |
| **Deliverable 1 - Hosted Buyer Canvassing, Coordination and Handling**  |
| **7.1** | Inviting over 100 Outbound MICE Agents/Incentive Houses/Corporates and Association Heads and 15 media | Ensure to invite and confirmed 100 hosted buyers and 15 media. * + These 115 should be from 115 different MICE-related Companies/Institutes/Associations etc.
	+ Should only be opened for high-level decision-makers.
	+ Develop Hosted Buyer Application Form and Evaluation criteria for hosted buyer selection in consultation with SLCB.
	+ Invite buyers to apply through the hosted buyer application form and evaluate the applications and submit SLCB for selection approval. SLCB will appoint a three-member committee to sign off the selection of hosted buyers.

Inform the selected buyers and coordinate with them for their visit to SL MICE Expo 2025 – Ex: Canvassing of hosted buyers, Air tickets, hotel accommodation, logistics, transport, visa and insurance facilitation with required details.  |
| **7.2** | Hotel Accommodation for Hosted buyers and Media | **Accommodation for Hosted Buyers** Should be a hotel/s in Colombo (5 star as per the SLTDA classification) and Kandy (4 or 5 star as per the SLTDA classification). (The registered hotels in the above classifications are given along with the bid document). The selected company needs to get competitive rates for hotel accommodation for the benefit of SLCB.* Accommodation for buyers and media who will be arriving on 21st and 22nd June 2025 depending on the flight availability.
* All hosted buyers and media need to be accommodated at one hotel in Colombo on 23rd and 24th June 2025.
* All hosted buyers and media need to be accommodated at one or two hotels in Kandy on 25th & 26th June 2025.
* In line with the Programme, the room requirements and basis of the rooms are as follows.
* 23rd June 2025 - BB basis
* 24th June 2025 - BB basis
* 25th June 2025 - BB basis – and get a special rate for lunch and dinner on 25th June 2025
* 26th June 2025 - BB basis – and get a special rate for lunch
* 27th June 2025 - After breakfast check out
* Accommodation to be provided for buyers and media who will be departing on 27th June 2025 and 28th June 2025 depending on the flight availability.
 |
| **7.3** | Airport transfers and ground handling for Hosted buyers | * 21st and 22nd June 2025 from Katunayake Airport to Negombo (4 or 5 star) and transport for 50 delegates with luggage (Pre-Arrivals)
* 23rd June 2025 from Katunayake Airport/Negombo to hotel in Colombo and transport (Sightseeing in Colombo City) needs for 115 delegates with luggage - Three (03) SUVs on standby basis depending the profile of the hosted buyers/invitees.
* 24th June 2025 – Colombo Running, from hotel to B2B venue, Evening – B2B venue to hotel where buyers are residing, Sightseeing in Colombo City, Hotel to Theme Night Dinner venue and return for 115 delegates with transfer guide is required. Three (03) SUVs on standby basis depending the profile of the hosted buyers/invitees.
* 25th and 26th June 2025 – From Colombo to Kandy/Nuwara Eliya/Kandy - Familiarization Tour for 115 delegates with guides.
* 27th June 2025 – Required transport from the hotel (Kandy) to Katunayake Airport or Negombo for 115 delegates with luggage and a transfer guide is required. Three (03) SUVs on standby basis depending the profile of the hosted buyers/invitees.
* 27th & 28th June 2025 - Required transport from Negombo to Katunayake Airport based on departure itinerary

**The payments for transport will be made based on the actual mileage/meter reading. The price schedule comprises the estimated distance of the itinerary and the per vehicle rate (one way).** |
| **7.4** | Air tickets for fully hosted 100 buyers and 15 media  | * SLCB will be coordinated with the respective Airlines for purchasing Air tickets. Once the hosted buyers are selected, the selected bidder needs to coordinate with buyers to finalize the buyers itinerary and the ticketing schedule for purchasing air tickets. Based on the itinerary of the buyers, SLCB will make arrangements to purchase air tickets and the payments for air tickets will be paid to the respective airline/ticketing agent by SLCB.
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| **7.5** | Kandy/Nuwara Eliya Familiarization Tour25th & 26th June 2025 | * Kandy/Nuwara Eliya familiarization tour will be organized on 25th & 26th June 2025 from 8.00 a.m. to 5.00 p.m.
* The selected bidder needs to develop a suitable familiarization itinerary in consultation with SLCB. The itinerary should include both MICE facilities and tourism attractions/ experiences (PEKOE Trail) and CSR activity/initiative in Kandy/Nuwara Eliya.
* Water bottles, snacks, Cold towels in the Bus/Coach are required.
* Lunch needs to be arranged at Hotel/Restaurant in Kandy/Nuwara Eliya on 25th & 26th June 2025.
* Both Vegetarian options and non-Vegetarian options are required to be included in the menus.
* Transport coordination & buyer coordination should be done.
* The bidder needs to quote for all entrance fees of the sites in the itinerary of the familiarization tour
* As per the itinerary, the selected bidder needs to obtain necessary approvals from the authorities and make the payments for entrance fees.
* The bidder needs to coordinate the possible CSR activity during the familiarization tour
 |
| **7.6** | Site Inspection Tours for the SLCB organizing Committee - April and June 2025 | * The selected event organizing company needs to organize two site inspection tours for the SLCB organizing committee during the months of April and June 2025 to finalize the arrangements of the Familiarization Tour (Kandy/Nuwara Eliya)
* Two nights and three days hotel accommodation for five (05) senior staff
* Room selection – 4 star as per the SLTDA classification
* Meals and Transport need to be provided
 |
|  **Deliverable 2 - Event Coordination and handling** |
| **7.7** | Transport for Organizing Committee of SLCB who are travelling from Colombo to Kandy/Nuwara Eliya to coordinate the SL MICE Expo Familiarization Tour 25th & 26th June 2025 | **Transport for SLCB Organizing Committee** * One 07-seater high roof vehicle required for the transport of the organizing committee of SLCB on 25th June 2025 from Colombo (leave morning) to Kandy and return on 27th June 2025. Meal cost – breakfast, tea & lunch need to be included for 7 pax

**The payments for transport will be made based on the actual milage/meter reading. The price Schedule comprises per vehicle rate (one way).** |
| **7.8** | Hotel Accommodation for the Organizing Committee who are travelling from Colombo to Kandy/Nuwara Eliya 25th & 26th June 2025 | **Accommodation for Organizing committee - SLCB**SL MICE Expo Organizing Committee – 25th & 26th June 2025 (2 nights) on BB Basis for 7 committee members where the majority of hosted buyers are staying. Lunch and dinner cost need to be provided separately.**The payment for hotel accommodation for invitees will make on the actual number of participants.**  |
| **7.9** | Welcome Lunch on 23rd June 2025 | The bidder needs to arrange the welcome lunch at Colombo hotel for 130 pax (115 hosted buyers and 15 other invitees including organizing committee |
| **7.10** | Business Forum – 23rd June 2025 from 6.00 to 7.00 p.m. (Business Forum need to be organized at the hotel proposed for welcome dinner) | * The bidder needs to organize the Business Forum on 23rd June 2025 at the hotel where the welcome dinner is organized. This includes coordination with speakers, logistics and arrangements.
* Theatre-style seating arrangement for 140 participants
* Podium and Oil Lamp with natural flower decoration
* Stage setup & decoration, sounds & mikes, LED wall (10\*20 ft), backdrops, signages, sounds for announcements, venue decors, brandings both indoor and outdoor, Electrical supplies/wiring and lighting, Stage chairs (7 chairs).
* Prepare programme for the Business Forum
* Welcome dinner needs to be served after the business forum.
 |
| **7.11** | Welcome Dinner on 23rd June 2025 from 7.00 pm onwards at a hotel in Colombo(the same hotel where business forum is being held) | * The welcome dinner needs to be organized for approximately 140 pax (100 hosted buyer + 15 Media + 25 invitees) at hotel in Colombo.
* Vegetarian, Seafood and Non-Vegetarian options are required. The minimum requirement of the menu include: welcome drink, canapes, salads, dinner featuring local flavors and desserts. Mocktails and beverages need to be served during the dinner. The requirement of the mocktails and beverages will be discussed with the selected bidder.
* Dinner will be started at 7.00 p.m. and run until 11.30 p.m. on 23rd June 2025.
* Decors at the venue, Event branding, lighting and sound need to be included in the bid. The bidder is required to plan creative decorations at the venue such as, outdoor classic string lightning, table deco etc.
* Full band need to be played. - to be discussed with the selected bidder.
* JAZZ Music need to be played at the beginning of the dinner (Saxophonist).
* Stage needs to be sufficient for the full band. – The Marquee should be Parabolic & Transparent.
 |
| **7.12** | Inauguration Ceremony on 24th June 2025 at a hotel in Colombo | The inauguration ceremony of the SL MICE Expo 2025 needs to be organized at the same venue/hotel where B2B meetings programme is happening. The inauguration will start at 9.00 a.m. and will continue for nearly one hour. Need below arrangements.* Need theater style seating approximately for 250 participants.
* Live Streaming of the inauguration.
* Podium and Oil Lamp with natural flower decoration
* Stage decoration, sounds, end to end LED wall - Needs to match with the size of the banquet hall, backdrops, signages, sounds for announcements, venue decors, brandings both indoor and outdoor, Electrical supplies/wiring and lighting, playing of Sri Lanka national anthem.
* Prepare programme for the inauguration
* Cultural Performance – three acts including Welcome Act (to be discussed with the selected bidder.)
 |
| **7.13** | B2B Meetings programme on 24th June 2025 | * The B2B meetings programme will be held at the hotel banquet hall in Colombo.

Conference Package * The conference package should be booked for 275 pax, with food flowing throughout the event need to be organized within the same venue from 10.30 a.m. to 3.30 p.m. for the SL MICE Expo 2025.
* B2B setup for 100 tables (with name Boards) and two chairs per table, one plug point per table - 13amp
* Note pads, Pens, mints and water bottles on each table
* Need to arrange registration desk outside (entrance) of the banquet hall for SLCB along with branding (backdrop and standees). A visiting card collection point is required.
* 20 standees need to be placed in the banquet hall (Size of the standees -1m width×3m height
* The same LED screen used during the inauguration needs to be arranged to play Sri Lanka Tourism MICE videos throughout the B2B Session.
* Background music need to be arranged – Violin & Keyboard
* The selected bidder needs to design artworks for the LED screen.
* Dismantling of the setup after the B2B.
 |
| **7.14** | Theme Night dinner on 24th June 2025 at an outdoor venue – Port city or similar within Colombo | * Theme Night dinner (Beach Theme) will be arranged for 270 pax (100 hosted buyers and 15 media + 100 local vendors + 55 local invitees) at outside venue – port city Colombo or similar venue in Colombo city.
* Dinner will be started at 7.00 p.m. and run until 11.30 p.m. on 24th June 2025.
* Mocktails and Beverages are required. - to be discussed with the selected bidder.
* Two (02) Mocktail bars, twenty-five (25) High tables & twenty (20) tables for dining need be included. All tables and bars should be in line with the theme.
* Vegetarian, Sea Food and Non-Vegetarian options are required. The minimum requirement of the menu include: welcome drink, canapes, salads, dinner featuring local flavors and desserts. Mocktails and beverages need to be served during the dinner.
* Decors at the venue (Sky Lanterns, String lights), Entrance branding, branding of the event, Live entertainments (Full band + DJ - to be discussed with the selected bidder), beach type or suitable seating arrangements, fireworks (10 Minutes) and three fire dance acts need to be included in the bid.
* Three marquees are required, one for the sound and band, other two for foods.
* Stage needs to be sufficient for the full band. – Marquees should be Parabolic & Transparent.
* Need Dance Floor.
* Need to arrange 270 Printed cotton shirts/blouses in variable sizes for the attendees. The design will be finalized with the selected company by SLCB.
* The selected bidder needs to coordinate with the all arrangements of the Theme Night dinner in consultation with SLCB.
 |
| **7.15** | Farewell Dinner on 26th June 2025 in Kandy  | * The Farewell dinner needs to be organized for approximately 125 pax (100 hosted buyer + 15 Media + 10 invitees) in Kandy.
* Vegetarian, Seafood and Non-Vegetarian options are required. The minimum requirement of the menu include: welcome drink, canapes, salads, dinner featuring local flavors and desserts. Mocktails and beverages need to be served during the dinner. The requirement of the mocktails and beverages to be discussed with the selected bidder.
* Dinner will be started at 7.00 p.m. and run until 11.30 p.m. on 26th June 2025.
* Live Entertainment (Calypso band – minimum three piece)
* The selected bidder needs to coordinate with the all arrangements of the farewell dinner in consultation with SLCB.
 |
| **7.16** | Press Conferences (Pre & Post) | * A Pre event press conference needs to be organized during the third week of April 2025 and Post event Press Conference needs to be organized just after the MICE Expo 2025 (After one week).
* Both press conferences will be held in Colombo.
* Inviting press, preparation of programme, venue arrangements required to be done.
* End to end LED wall for press conferences.
* Head table, PA system and sounds, press kits and dockets, articles and decors need to be arranged.
* PR Articles syndicated on foreign websites in key markets
* A compere is required for press conferences.
* Refreshments, tea & coffee and mocktails & beverages at the venue.
 |
| **7.17** | Buyer Kit/ Giveaways/ Lanyards | * A suitable giveaway for hosted buyers and media (Item having functional/reusable value) needs to be finalized in coordination with SLCB
* The allocated cost per person for giveaway should not be higher than LKR 10,000/-
* “Meet In Sri Lanka” & SLCB Logo– tagline needs to be printed on the giveaways.
* 115 giveaways with wrapping are required. Wrapping papers will be provided by SLCB.
* Hosted Buyers’ lanyards - The name of the hosted buyer and Company name need to be printed on the name tag.
* Vendor lanyards with Name and Company name printed
 |
| **7.18** | Preparation of programmes, invitations and follow up | * The selected bidder is required to be developed programmes for all connected events of the SL MICE Expo 2025.

Ex: Inauguration & Business forum , B2B meetings programme, Closing ceremony, welcome dinner, Theme Night dinner, Farewell dinner & Press conferences.  |
| **7.19** | Design and Printing of promotional Material for the Event  | Standees* Design, production & set up of 20 Standees with Sri Lanka attractions to keep at the venue during the MICE Promotion. (Size of the standees -1m width×3m height)
* Design artworks for LED screens
* Flags 100 numbers (Size 12f x 3 ft).
* The bidder needs hire and place the flag poles in both locations and relevant approvals need to be obtained by the bidder
 |
| **7.20** | Compere | * Provide the service of compere fluent in English. A compere needs to be arranged by the selected company should be presented at the Business forum, Welcome Dinner, Inauguration, B2B meetings Programme and the Theme Night Dinner.
 |
| **7.21** | Video and Photography  | * Video and Photography have to be arranged by the selected bidder
* All the VIPs, Participants and the main events/activities should be covered. A Photo Album of the event has to be submitted by the Association via Google link/drive.
* All the participants and events have to be captured by the photographer and the videographer
 |
| **Deliverable 3 - Event Publicity** |
| **7.22** | Event publicity: Local & International, Event Website, social media and PR campaign in target markets and boosting  | * The existing website [www.srilankamiceexpo.com](http://www.srilankamiceexpo.com) needs to be updated, hosted and maintain to facilitate for SL MICE Expo 2025.
* The bidder is required to handle social media campaign and the PR activities of SL MICE Expo 2025 in Coordination with SLCB.
* The bidder required to be caried out social media campaign in international markets. Total allocation for the paid media campaign is LKR 1.5 million.
* Local vender promotions – The bidder required to prepare e flyers and promotional flyers targeting local venders.
* Design and Production of SL MICE Expo event Brochure. (Maximum 15 Pages)
* The bidder is required to design e - story book on SL MICE Expo after the programme.
* Video Production - Production of SL MICE Expo video (pre) – 1 minute, (post) video - 2 minutes
* Leading media personalities representing Digital, Print and Electronic Media should be invited to cover the event.
* Preparation/circulation/publishing of a minimum of three pre-event and three post-press releases in digital and or print media
* Press clippings of media attended should also be attached with the final report of the SL MICE Expo 2025 and media value and circulation should be mentioned.
* Feedback – the company needs to prepare the post event feedback forms for both hosted buyers and the local vendors and needs to get feedback from both parties after the Expo
* The all-copy rights of the developments and creatives should be vested with SLCB
 |
| **7.23** | Event Management Fee | * The selected bidder needs to provide the fee for handling the Event and for the services under the subject.
 |

**Evaluation of Bid Proposals**

* 1. **Evaluation Criteria**

Bidders who have unable to meet eligibility criteria under SOR point number 4 (**ELIGIBILITY CRITERIA)**, will be considered as nonresponsive for further evaluation. The qualified bids will be evaluated based on the below criteria.

|  |
| --- |
| **Evaluation of quotations** |
| **Criteria** | **Maximum points** | **Minimum points** |
| No. of years in the business – Submission Form 2 | 10 | 05 |
| Past Experience of handling International & Local conferences, exhibitions, congresses & events undertaken during the past 7 years - Submission Form 3 | 30 | 15 |
| Past experience of handling Sri Lanka Tourism Events during the past 5 years – Submission Form 4 | 20 | 10 |
| Financial Feasibility & Turnover | 10 | 05 |
| Price quoted | 30 | 15 |
| **Total** | **100** | **50** |

**8.2 Financial Criteria**

PMIN: The Lowest tender price among all the tenders

P1: The actual price of the tender of the tenderer who is being assessed

**8.3 The Evaluation Formula**

The weighted score of the tender is calculated according to the formula given below:

**= A \* 70% + (PMIN \*100/P1) \* 30%**

X = the total number X of points for the tenderer who is being appraised

A = Total marks, gathered by the technical criteria

Evaluation will be made in accordance with the discretional evaluation by the members of the Selection Committee, based on the presentation/material delivered by the tenderer.

1. **Payment Terms**

**Option 1**

A 20% of advance payment will be paid upon the submission of the Advance Payment Guarantee.

Balance 80% payment will be paid after the programme upon the submission of invoice along with the programme completion report and the E- Story book.

**Option 2**

The total payment will be paid after the programme upon the submission of the invoice along with the programme completion report and the E- Story book.

1. **Other Information**
* Other additional services which the bidder would supply should be mentioned in the proposal with a cost breakdown for each additional service that will be considered in the evaluation.
* To be available during the event for all necessary activities, arrangements, coordination with the hotels/venues and SLCB staff and to attend to any issues that may arise during the event. Set up should be completed at all hotels/venues latest one hour prior to the beginning of the event with pre-checking of all equipment and arrangements.
* A programme completion report and E-Story book should be submitted by the selected bidder after the SL MICE Expo 2025 within two weeks.
* The selected bidder is encouraged to come up with innovative/novel ideas to make attractive of the participation of hosted buyers and to retain active/ live participation throughout the event. If the price schedule doesn’t give space to fill any other unseen cost, the bidder can include them in the Price Schedule with the type of activity.
* The selected bidder should obtain all necessary approvals with regard to conduct the SL MICE Expo 2025 – Colombo from 23rd to 26th June 2025 in coordination with SLCB.
* All hotel selection should be based on SLTDA classification.
* Optional and Alternative bids are not accepted.
* The selected bidder needs to enter in an agreement with SLCB.
* The selected bidder needs to submit 5% of performance guarantee from the awarded contract value.
1. **Copy Rights**

Sri Lanka Convention Bureau (SLCB) shall receive all the exclusive rights including copyrights, right to editing, online / offline usage of all creative and material (including raw video footage and images). Intellectual property remains vested with SLCB once the payment is made for all material developed and purchased by the selected bidder for SLCB. SLCB shall be deemed to be the sole and exclusive owner of any material produced during the course of the contract. For the avoidance of doubt, at termination of this agreement, all promotional material (Including raw video footage and images). /Creative developed or purchased by the Bidder as commissioned by SLCB including any unused and unpublished material, in possession of the agency, shall be returned forthwith to SLCB. The selected bidder shall not use any of the commissioned material/creatives as described above for third-party usage without prior written consent from SLCB. SLCB should receive the right to publish the creatives and material (including raw video footage and images) on any platform or media without any restrictions.

1. **Contact Persons for further details.**

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Section IV - Price Schedule

**Selection of an Event Organizer for SL MICE Expo 2025 – Colombo**

**23rd to 26th June 2025**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SOR Ref** | **S/N** | **Description** | **Qty** | **Rate****(LKR)** | **Cost****(LKR)** |
| **Deliverable 1 - Hosted buyer Coordination and Handling** |
| **01. Invite 100 Outbound MICE Agents/Incentive Houses/Corporates and Association Heads and 15 Media** |
| 7.1 | 1.1 | Ensure to invite and confirmed hosted buyers and media  | 115 |  |  |
| 1.2 | Develop Hosted Buyer Application and Evaluation Criteria for Hosted Buyer Evaluation.  | 02 |  |  |
| **02. Hotel Accommodation for Hosted Buyers & Media**  |
|  | 2.1 | Number of rooms on 21st & 22nd June 2025 FB basis  | 50 |  |  |
| 7.2 | 2.2 | Number of Rooms 23rd June 2025 on BB basis  | 115 |  |  |
| 2.3 | Number of Rooms 24th June 2025 on BB basis | 115 |  |  |
| 2.4 | Number of Rooms 25th June 2025 on BB basis | 115 |  |  |
| 2.5 | Lunch & Dinner on 25th June 2025 | 115 |  |  |
| 2.6 | Number of Rooms 26th June 2025 on BB basis | 115 |  |  |
| 2.7 | Lunch on 26th June 2025 | 115 |  |  |
| 2.8 | Number of Rooms 27th & 28th June 2025 on BB basis | 50 |  |  |
| 2.9 | Any additional rooms  | Actual  |  |  |
| 2.10 | Any additional meals, lunches or breakfasts | Actual  |  |  |
| **03. Airport transfers and ground handling for Hosted buyers** |
| 7.3 |  | **21st & 22nd June 2025 from Airport to Hotel in Negombo (Pre-arrivals):**  |  |  |  |
| 3.1 | Transfer of 50 delegates with luggage and transfer guide  | 40 Kms |  |  |
|  | **23rd June 2025 from Negombo & Airport to the hotel in Colombo:** |  |  |  |
| 3.2 | Transfer of 115 delegates with luggage and transfer guide  | 40 Kms  |  |  |
| 3.3 | 03 Cars (SUV)  | 40 Kms  |  |  |
|  | **24th June 2025 – Colombo Running for 115 delegates - hotel to Inauguration & B2B Venue and back to hotel. Evening** **Sightseeing in Colombo City,** H**otel to Theme Night Dinner venue and** **beck to hotel where buyers are residing.**  |  |  |  |
| 3.4 | Colombo running for 115 delegates with the transfer guide  | 100 Kms |  |  |
| 3.5 | 03 Cars (SUV)  | 100 Kms  |  |  |
|  | **25th & 26th June 2025 - Familiarization Tour - from Colombo to Kandy/Nuwara Eliya and back Kandy**  |  |  |  |
| 3.6 | 115 delegates with the transfer guide | 400 Kms |  |  |
|  | **27th June 2025 - from Hotel (Kandy) to Katunayake Airport**  |  |  |  |
| 3.7 | Transfer for 115 delegates with the transfer guide with luggage | 140 Kms  |  |  |
| 3.8 | 03 Cars (SUV)  | 140 Kms  |  |  |
| **04. Coordination of Air tickets for fully hosted 100 buyers and 15 media** |
| 7.4 | 4.1 | Preparation of ticketing schedules and coordination with hosted buyers and SLCB for ticketing. **Payments for Tickets will be done by SLCB.** | 115 |  |  |
| **05. Familiarization Tour (Vehicle Cost is included in the Price Schedule Item No 03 above) – 25th & 26th June 2025**  |
| 7.5 | 5.1 | Water bottles 500 ml for 2 Days | 300 |  |  |
| 5.2 | Soft Drinks for 2 Days | 230 |  |  |
| 5.3 | Snacks for 2 Days | 230 |  |  |
| 5.4 | Cold Towels for 2 Days | 230 |  |  |
| 5.5 | Lunch at Hotel/Restaurant for 2 Days | 230 |  |  |
| 5.6 | Evening Tea for 2 Days | 230 |  |  |
| 5.7 | Entrance fee – As per the suggested itinerary  | 120 pax |  |  |
| 5.8 | Chauffer Guide for coordination of the Tour for 2 Days | 02 |  |  |
| 5.9 | Development of Itinerary for familiarization tour  | 01 |  |  |
| **6. Site Inspection Tours – April & June 2025** |
|  |  | ***Site Inspection Tour 1 (April 2025)*** |  |  |  |
| 7.6 |  | Transport & Vehicle Selection including driver |  |  |  |
| 6.1 | Estimated Distance for Transport (Colombo/ Kandy/ Nuwara Eliya and back including Driver's expenses | 600 Kms |  |  |
| 6.2 | Hotel Selection – Pl mention the hotel nameKandy………………………………….Nuwara Eliya……………………………… |  |  |  |
| 6.3 | Single Rooms – Half board (For day one) | 5 Rooms |  |  |
| 6.4 | Single Rooms – Half board (For day two) | 5 Rooms |  |  |
|  | Meals |  |  |  |
| 6.5 | Breakfast on the way to Kandy (Day one) | 5 Pax |  |  |
| 6.6 | Lunch and evening tea at hotel/restaurant for two days. | 5 Pax |  |  |
|  |  | ***Site Inspection Tour 2 (June 2025)*** |  |  |  |
|  |  | Transport & Vehicle Selection including driver |  |  |  |
|  | 6.7 | Estimated Distance for Transport (Colombo/ Kandy/ Nuwara Eliya and back including Driver's expenses | 600 Kms |  |  |
|  | 6.8 | Hotel Selection – Pl mention the hotel nameKandy………………………………….Nuwara Eliya……………………………… |  |  |  |
|  | 6.9 | Single Rooms – Half board (For day one) | 5 Rooms |  |  |
|  | 6.10 | Single Rooms – Half board (For day two) | 5 Rooms |  |  |
|  |  | Meals |  |  |  |
|  | 6.11 | Breakfast on the way to Kandy (Day one) | 5 Pax |  |  |
|  | 6.12 | Lunch and evening tea at hotel/restaurant for two days. | 5 Pax |  |  |
|  **Deliverable 2 - Event Coordination and handling** |
| **7. Transport for SL MICE Expo Organizing Committee - SLCB Staff** |
| 7.7 |  | **Transport for SLCB Organizing Committee to travel Kandy/Nuwara Eliya and return**  |  |  |  |
| 7.1 | A 7 seater high roof Vehicle required for the transport of the organizing Committee of SLCB on 25th June 2025 from Colombo (leave morning) to Kandy, Nuwara Eliya and return on 27th June 2025.  | 01 |  |  |
| **8. Hotel Accommodation for Organizing Committee of SLCB**  |
| 7.8 |  | **Accommodation for SL MICE Expo Organizing Committee in Kandy** |  |  |  |
| 8.1 | 25th & 26th June 2025. (2 nights) on BB Basis for 5 committee members. Lunch and dinner cost need to be provided separately.  | 05 Pax |  |  |
| 8.2 | Any additional rooms nights  | Actual |  |  |
| 8.3 | Any additional meals, lunches or breakfasts | Actual |  |  |
| **9. Welcome Lunch on 23rd June 2025**  |
| 7.9 | 9.1 | Welcome Lunch - Including veg & non veg options/beverages | 130 Pax |  |  |
| **10. Business Forum** **– 23rd June 2025 from 6.00 to 7.00 p.m.** |  |
| 7.10 | 10.1 | Chairs -Theatre Style  | 140 |  |  |
| 10.2 | Podium with flower arrangement and Oil Lamp | 01 |  |  |
| 10.3 | LED Wall (10\*20 ft) | 01 |  |  |
| 10.4 | Venue Decors, Sounds, Brandings, Stage setup for panel discussion, Lighting, PA system | One setup  |  |  |
|  | 10.5 | Stage Chairs  | 07 |  |  |
| **11. Welcome Dinner on 23rd June 2025 from 7.00 p.m. to 11.30 p.m.** |
| 7.11 | 11.1 | Vegetarian, Seafood & Non-vegetarian meals, Welcome drink, canapes, salads, dinner featuring local flavors and desserts. | 140 Pax  |  |  |
| 11.2 | Mocktails and Beverages | 140 Pax |  |  |
| 11.3 | Live entertainment (Full band) | 01 |  |  |
| 11.4 | JAZZ Music (Saxophonist) | 01 |  |  |
| 11.5 | Decors at the venue, Event branding, Stage for band, Sounds and Lighting of the venue (Outdoor classic String Lighting). | One Setup |  |  |
| 11.6 | Marquees – parabolic & Transparent if required  | 01 |  |  |
| **12. Inauguration Ceremony on 24th June 2025 from 9.00 to 10.00 a.m.** |
| 7.12 | 12.1 | Inauguration ceremony - theatre style  | 250 |  |  |
|  | Live streaming of the inauguration in SLCB owned social media platforms  | 01 hour |  |  |
| 12.2 | Podium with flower arrangement and Oil Lamp  | 01 |  |  |
| 12.3 | PA system & Sound System | One setup |  |  |
| 12.4 | End to end LED Wall  | 01 |  |  |
| 12.5 | Stage decor  | 01 |  |  |
| 12.6 | Signage  | 10 |  |  |
| 12.8 | Electrical supplies/ Wiring & Lighting |  |  |  |
| 12.9 | Cultural Performance – welcome dance and other acts  | 03 Acts |  |  |
| **13. B2B Meetings Programme on 24th June 2025 from 10.30 a.m. to 3.30 p.m.** |
| 7.13 | 13.1 | B2B setup - tables with flower arrangement on each table | 100  |  |  |
| 13.2 | Artworks for LED screen  | 10 |  |  |
| 13.3 | Plug points for each table 13 amp | 100 |  |  |
| 13.4 | Name Boards on Tables along with table numbers  | 100 |  |  |
| 13.5 | Chairs  | 200 |  |  |
| 13.6 | Note pads  | 200 |  |  |
| 13.7 | Pens | 200 |  |  |
| 13.8 | Water bottles 500 ml  | 250 |  |  |
| 13.9 | Mints  | 600 |  |  |
| 13.10 | The conference package for 275 pax, with food flowing throughout the event need to be organized within the same venue from 9.30 a.m. to 3.30 p.m. (morning tea, lunch & evening tea) | 275 pax |  |  |
| 13.11 | Registration Stall/Reception for SLCB | 01 |  |  |
| 13.12 | Background Live music (Violin & Keyboard) | 01 |  |  |
| **14. Theme Night Dinner on 24th June 2025 from 7.00 p.m. to 11.30 p.m. – 270 Pax**  |
| 7.14 | 14.1 | Mocktail bars | 02 |  |  |
| 14.2 | High tables | 25 |  |  |
| 14.3 | Tables for Dining | 20 |  |  |
| 14.4 | Vegetarian, Seafood & Non-vegetarian meals, Welcome drink, canapes, salads, dinner featuring local flavors and desserts. | 270 pax |  |  |
| 14.5 | Mocktails and Beverages. | 270 pax |  |  |
| 14.6 | Decors at the venue (Sky Lanterns, outdoor classic String Lights) | One Setup |  |  |
| 14.7 | Entrance Branding | 01 |  |  |
| 14.8 | Branding of the event  | 01 |  |  |
| 14.9 | Live entertainment – Full Band + DJ | 01 |  |  |
| 14.10 | Stage for the band | 01 |  |  |
| 14.11 | Sounds & PR system | One setup  |  |  |
| 14.13 | Marquees – Parabolic & transparent | 03 Nos  |  |  |
| 14.14 | Lighting and illumination of the venue  | One setup |  |  |
| 14.15 | Fire Works | 10 Mins |  |  |
| 14.16 | Fire Dance acts | 03 Acts |  |  |
| 14.17 | Dance Floor | 01 |  |  |
| 14.18 | Printed Cotton Shirts and Blouses in different sizes | 270 |  |  |
| 14.19 | Beach type or suitable seating Arrangements | For 270 Pax |  |  |
| **15. Farewell Dinner on 26th June 2025 in Kandy**  |
| 7.15 | 15.1 | Vegetarian, Seafood & Non-vegetarian meals, Welcome drink, canapes, salads, dinner featuring local flavors and desserts. | 125 Pax |  |  |
| 15.2 | Calypso Band (Three piece) | 01 |  |  |
|  | 15.3 | Mocktails and Beverages | 125 Pax  |  |  |
| **16. Press Conferences (Pre & Post)** |
|  |
| 7.16 | **Press Conference (Pre-event) – April 2025** |
| 16.1 | Venue cost including refreshments for the pre-event press conference | 100 pax |  |  |
| 16.2 | Inviting press – Number of media for press conference | 30  |  |  |
| 16.3 | Preparation of programme and presentation | 01 |  |  |
| 16.4 | End to end LED Wall | 01 |  |  |
| 16.5 | Head tables for 6 pax  | 01 |  |  |
| 16.6 | Chairs for the press conference  | 100 |  |  |
| 16.7 | Press kits, file dockets and articles  | 30 |  |  |
| 16.8 | Podium, PA system and decors for the press conferences | 01 |  |  |
| 16.9 | Sounds and equipment for the press conferences | one setup |  |  |
| 16.10 | Compere | 01 |  |  |
| **Press Conference (post-event) – June 2025** |
| 16.12 | Venue cost including refreshments for the post-event press conference | 100 pax |  |  |
| 16.13 | Inviting press – Number of media for press conference | 30 |  |  |
| 16.14 | Preparation of programme and presentation | 01 |  |  |
| 16.15 | End to end LED Wall | 01 |  |  |
| 16.16 | Head tables for 6 pax  | 01 |  |  |
| 16.17 | Chairs for the press conference  | 100 |  |  |
| 16.18 | Press kits, file dockets and articles  | 30 |  |  |
| 16.19 | Podium, PA system and decors for the press conferences | 01 |  |  |
| 16.20 | Sounds and equipment for the press conferences | one setup |  |  |
| 16.21 | Compere | 01 |  |  |
| **17. Buyer Kit/ Giveaways/Lanyards**  |
| 7.17 | 17.1 | Hosted buyers’ giveaways  | 115 |  |  |
| 17.2 | Lanyards for Hosted buyers and local vendors, Invitee & SLCB Staff | 270 |  |  |
| **18. Preparation of programmes, invitations and follow-up** |
| 7.18 | 18.1 | Preparation of programmes for SL MICE Forum, Welcome lunch, Welcome dinner, Inauguration B2B meetings programme - Invitations and follow up  | All programmes |  |  |
| **19. Design and Printing of promotional Material for the Event**  |
| 7.19 | 19.1 | Design, production & set up of 20 Standees with Sri Lanka attractions Size - 1m width×3m height | 20 |  |  |
| 19.2 | Artwork designs for LED Screens | 20 |  |  |
| 19.3 | Flags (Size 12f x 3 ft) | 100 |  |  |
|  | 19.4 | Flag poles  | 100 |  |  |
| **20. Compere -English**  |
| 7.20 | 20.1 | Compere to address at Business Forum, Welcome dinner, Inauguration, B2B meetings, closing ceremony remakes & Theme Night Dinner  | 01 |  |  |
| **21. Video and Photography** |
| 7.21 | 21.1 | * A Professional photographer & videographer has to be arranged by the selected bidder to cover arrivals and departures of buyers at Katunayake Airport, Business Forum, Welcome Lunch, Welcome dinner, Inauguration, B2B meetings and closing ceremony, Theme Night Dinner and familiarization tours.
* All the VIPs, participants and the main events/activities should be covered. A photo album of the SL MICE Expo 2025 has to be submitted by the selected bidder via Google Link/ drive.
 | 02 |  |  |
| **Deliverable 3 - Event publicity**  |
| **22. Event publicity: Local & International, Event Website, social media and PR Campaign in target markets and boosting** |
| 7.22 | 22.1 | Website update with SL MICE Expo 2025 details, hosting and maintenance [www.srilankamiceexpo.com](http://www.srilankamiceexpo.com) | 01 |  |  |
| 22.2 | Design, post and social media posts  | 25 posts  |  |  |
| 22.3 | Paid media Campaign in the SLCB Social media platform LKR 1.5 million (Allocation)  |  |  |  |
| 22.4 | Event publicity on Local and international advertising platforms | 05 |  |  |
| 22.5 | Design of SL MICE Expo 2025 brochure  | 15 pages  |  |  |
| 22.6 | Local vendor promotions – Posts & Flyers  | 10 |  |  |
| 22.7 | Production of SL MICE Expo video – 1 minute (Pre event ) | 01 |  |  |
| 22.8 | Post event video - 02 minutes  | 01 |  |  |
| 22.9 | Inviting of Leading media personalities representing Digital, Print and Electronic Media to cover the event. | 08 - 10 |  |  |
| 22.10 | Preparation/circulation/publishing of a minimum of 03 pre-event and 03 press releases in digital and or print media  | 06  |  |  |
| 22.11 | Feedback - hosted buyers and local vendors  | 215 forms |  |  |
| 22.12 | Development of E story book on SL MICE Expo after the programme  | 01 |  |  |
| **23. Event Organizing and Management Fee** |
| 7.23 | 23.1 | Event organizing & Management Fee |  |  |  |
| **Total Cost (LKR) (without Taxes)** |  |
| **Tax /s (LKR)** |  |
| **Total Cost (LKR)** |  |

If there are any taxes in addition to the government taxes, these should not be indicated separately and should be included in the unit price. Only the government tax components should be included separately in the price schedule.

We submit herewith our quotation for **“Selection of Event Organizer for SL MICE Expo 2025 – Colombo”** in accordance with Schedule of Requirement (SOR) and other condition laid down in the bid document.

Our quoted price is Rs …………………………………………………………………… (In figures)……………………………………………………………………………………… (In word) without taxes.

Signature …………………….

Name ………………………… Designation …………………….

Company Seal ……………………. Date ……………………………

**Please select the payment terms ( √ ) (No 09 in SOR)**

**Option 01**

**Option 02**

# Section V – Quotation Submission Forms

**Selection of Event Organizer for SL MICE Expo 2025 - Colombo**

# **Submission Form 1**

[The Vendor shall fill in this Forms in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions will be accepted.]

Date:

To: *[insert complete name of Purchaser]*

We, the undersigned, declare that:

1. We have examined and have no reservations to the document issued;
2. 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 Service]*
3. The total price of our quotation including any discounts offered is: *[insert the total quoted price in words and figure];*
4. 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;
5. We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
6. 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:

**Submission Form 2**

**GENERAL INFORMATION**

|  |  |
| --- | --- |
| Name of the Bidder |  |
| Address of the Bidder |  |
| Contact Details  |  |
| Contact Number |  |
| E-mail address  |  |
| Website |  |
| Field of Business (scope)  |  |
| Business Registration Certificate (Annex the copy of the certificate) |  |
| SLTDA registration (Annex the copy of the Renewal Certificate for 2025)  |  |
| Annual Turnover as per the Audited Financial statements 2022/2023 and 2023/2024 |  |

|  |  |  |
| --- | --- | --- |
|  | Name  | Company Seal |
|  | Designation |
|  | Date  |
|  | Signature |

**Submission Form 3 – Past Experience of handling International & Local Professional Conference, Exhibition and Events and the Contracts undertaken during the past 7 Years**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Name and Address of the Client  | Name & Description of the Contract | Value of the contract (LKR) | Time and duration of the contract (M/Y to M/Y) | Scope of work of the Contract(Achieved targets, ROIs) |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |

**Submission Form 4** - **Past experience handling Sri Lanka Tourism Events during last 5 years**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Year** | **Name/ Description of the Event** | **Dates** | **Nature of the activities done** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Section VI**

Form of Contract

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

## **SECTION VII - FORMAT OF BID BOND**

Date –…………………

Chairman Departmental Procurement Committee

Sri Lanka Convention Bureau

No 78,4th Floor, Hotel School Building

Galle Road, Colombo 3

BID BOND NO -………………….

We have been informed that (company name …….) has submitted to you its dated ………… for the **SL MICE Expo 2025 – Colombo 23rd to 26th June 2025.**

Furthermore, we understand that, according to your bid conditions, bids must be supported by a bid guarantee.

We therefore guarantee to pay any claim made by you hereunder, upon receipt by us of your first written demand, without any reference to or contestation on the part of the bidder, up to a sum of Sri Lankan Rupees …………………………………………….

This guarantee shall remain valid until **24th July 2025**

We further agree that not changing or adding to or other modification of the terms of the contract or of the works to be performed there under or of any of the contract document which may be made between you and the contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice or any such change, addition or modification.

All claims under this guarantee must be submitted to us in writing, address to the …(Bank Name & Address ) before **24th July 2025**, after which date this guarantee shall immediately become automatically null and void and our liability extinguishes completely whether the original of this guarantee is returned to us or not .

Signature & seal of the Guarantor : …………………………………………………

Name of the Bank : ………………………………………………………………….

Address : ……………………………………………………………………

Date : ………………………

Witness :

01. ……………………………………………………

02. ……………………………………………………

## **SECTION VIII -** **FORMAT FOR PERFORMANCE GUARANTEE**

**PERFORMANCE GUARANTEE**

------------------------------- *[Issuing Agency’s Name, and Address of Issuing Branch or Office]* **Beneficiary**: --------------------------- *[Name and Address of Employer]* ---------------------------------------

**Date**: ------------------------------

**PERFORMANCE GUARANTEE No**.: -------------------------

We have been informed that ----------------- *[name of Contractor/Supplier]* (hereinafter called "the Contractor") has entered into Contract No. --------------- *[ reference number of the contract]* dated ------------- with you, for the -------------- *[insert “construction”/ “Supply”]* of ------------------- *[name of contract and brief description of Works]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Contractor, we ---------------- *[name of Agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ------------*[amount in figures]* (--------------) *[amount in words],* such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the …. day of ……, 20. *[insert date, 28 days beyond the scheduled contract completion date]* and any demand for payment under it must be received by us at this office on or before that date.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[ signature(s)]*

**Section IX**

**Guarantee for Advance Payment**

*------------------------- [ Name and address of Agency, and Address of Issuing Branch or*

*Office] ------*

**Beneficiary: ----------------------------** *[Name and Address of Employer]*

**Date: ----------------------------------**

**ADVANCE PAYMENT GUARANTEE No.: ---------------------------**

We have been informed that --------------- *[name of Contractor/supplier]* (hereinafter called “the Contractor”) has entered into Contract No. ------------- *[reference number of the contract]* dated ---------------- with you, for the ----------- Service of ----------------- *[name of contract and brief description]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum ---------------- *[amount in figures*] ( ----------------) *[amount in words]* is to be made against an advance payment guarantee.

At the request of the Contractor, we --------------- *[name of issuing agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----------- *[amount in figures]* (--------------) *[amount in words]*1 upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor.

This guarantee shall expire, *Insert the date, 28 days beyond the expected expiration date of the Contract*

Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

……………….

Signature

**Bid Submission Check List**

|  |  |  |
| --- | --- | --- |
| **S/N** | **Item** | **Submitted (Yes/ No)** |
| 1 | Price Schedule in the given format  |  |
| 2 | Submission Form 1 – Duly signed Bid Submission Form  |  |
| 3 | Submission Form 2 – General Information  |  |
| 5 | Submission Form 3 - Past Experience of handling International & Local Professional Conference, Exhibition and Events and the Contracts undertaken during the past 7 Years |  |
| 4 | Submission Form 4 - Past experience of handling Sri Lanka Tourism Events during last 5 years  |  |
| 6 | Copy of the Business Registration Certificate  |  |
| 7 | Copy of the SLTDA registration renewal 2025  |  |
| 9 | Section VII – Bid Bond/Security  |  |
| 10 | Audited Financial Statements for last two years  |  |

**Colombo Five Star Hotels**

1. Cinnamon Grand Hotel

2. Cinnamon Lakeside Colombo

3. Hilton-Colombo

4. Shangri- La Hotel Colombo

5. Taj Samudra Hotel

6. ITC Ratnadipa

7. Cinnamon Life

8. NH Collection

9. Sheraton Hotel

**Kandy Hotels**

5 Star – Earl’s Regency Hotel, Mahaweli Reach Hotel, the Grand Kandyan & the Golden Crown Hotel

4 Star - Amaya Hills