



**THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA**

Ministry of Finance, Planning and Economic Development

**Development Lotteries Board  
Bidding Document**

**Invitation to Bids for Hiring of 15 No's Hoardings  
(Including Designing, Developing, Producing and Installing)**

**BID No : DLB/PRO/2025/33**

<b>Bidders Name</b>	<b>:-</b> .....
<b>Receipt No</b>	<b>: -</b> .....
<b>Issued by</b>	<b>: -</b> .....

**Development Lotteries Board,  
356. Dr. Colvin R. De Silva Mawatha,  
Colombo 02.**

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Ministry of Finance, Planning and Economic Development  
**DEVELOPMENT LOTTERIES BOARD**

**INVITING FOR BID**

**Hiring of 15 No's Hoardings (Including Designing, Developing, Producing & Installing)**

**(Sizes 10ft x 20ft or 20ft x 20ft or 20ft x 30ft)**

**Bid No: DLB/ PRO/2025/33**

Chairman, Minor Procurement Committee, on behalf of the Development Lotteries Board invites sealed bids from Interested eligible bidders for Hiring of 15 No's Hoardings for 01 year contract period (Including Designing, Developing, Producing and Installing) at the area of Trincomalee, Batticaloa, Ampara , A9 Road KKS, Jaffna limit who have a minimum of 03 -year experience in handling the Similar type outdoor advertising activities.

02. Bidding will be conducted according to the National Competitive Bidding (NCB) Procedure.
03. A complete set of Bidding documents in English language could be inspected and purchased upon submission of the written request by the supplier from the Procurement Division of Development Lotteries Board, No.356, Dr. Colvin R De Silva Mw, Union Place, Colombo 02, from **26.08.2025** to **16.09.2025** (during working days) between 09.00 am to 03.00 p.m, upon payment of the non-refundable document fees **Rs 2,360.00**. The method of payment will be in cash.
04. The bid should be accompanied by a Bid Security as stated in the bidding documents.
05. Bidders should furnish all the details / information as requested in the bidding documents.
06. The Public Contract Registration Certificate issued by the register of companies under para 8 of the public contract act No.03 of 1987 should be produced along with the bid documents to be eligible for this procurement. (If not submitted treated as rejection of bid)
07. As per the Bid Conditions, Bids shall be delivered in duplicate with marked as top left hand corner of the envelopes “ **Bid for Hiring of 15 No's Hoardings (Including Designing, Developing, Producing and Installing) for the DLB**”.to reach the Chairman, Minor Procurement Committee, Development Lotteries Board, 356, Dr.Colvin R. De Silva Mawatha, Colombo 2, Sri Lanka, not later than **02.30 p.m** on **17.09.2025** and no bids will be accepted thereafter.
08. The Minor Procurement Committee reserves its sole right to accept or reject any or all the offers or any part thereof without assigning any reason therefore and or call for additional information where necessary.
09. Further details, if required , could be obtaining during the period specified under this bid from the Assistant General Manager (Procurement) of the Development Lotteries Board at No356, Dr Colvin R de Silva Mawatha, Colombo 02.
10. The bidding documents could be referred from the dlb website: [www.dlb.lk](http://www.dlb.lk)

Chairman,  
Minor Procurement Committee  
Development Lotteries Board,  
356. Dr. Colvin R. De Silva Mawatha,  
Colombo 2.  
Tel: 011 4824824  
[www.dlb.lk](http://www.dlb.lk)  
25.08.2025



## **GENERAL CONDITIONS OF CONTRACT**

### **01. Issue of Bidding Documents**

Bidding document can be obtained from the Procurement Division Development Lotteries Board at No. 356, Dr. Colvin R. De Silva Mawatha, Union Place, Colombo 02, Sri Lanka from 26.08.2025 between 09.00 a.m. to 3.00 p.m. from Monday to Friday, other than on Public Holidays, up to 16.09.2025 upon a non-refundable payment of Rs. 2,360.00 (Two thousands three hundred sixty Only). Method of payments will be in cash.

### **02. Eligibility**

- I. The Bidders should have,
  - a) Valid Business registration (Certified copy of business registration to be submitted)
  - b) Minimum of 03-year experience in handling the Similar type outdoor advertising activities relating to the production and installation of hoarding, cutouts, outlets etc.
  - c) Bidder must submit documentary evidence to prove his/her ability to carry out the contract and this should include past experience, clientele, staff availability, financial position and other relevant information to complete the bid successfully.

### **03. Specification and Services required**

Specifications and services requirement are given in as per the annexure “A”.

### **04. Bid Security**

- (a). The Bid must be accompanied by a Bid Security payable on demand addressed to the Chairman, Development Lotteries Board, for Rs.150,000/- in Sri Lankan rupees valid for a period of 105 days from the date of closing of bids (validity up to 31.12.2025) and for a period of any extension thereof as decided by the Chairman of the Minor Procurement Committee. The Bid Bond should be furnished and submitted along with the bid.
- (b) The bid bond required shall be furnished by the bidders in the **form “D”** annexed by a commercial bank operating in Sri Lanka approved by the Central Bank of Sri Lanka  
**or**  
Rs. 150,000.00 can be deposited in cash to the DLB as a refundable deposit.

Bids which are not secured with a Bid Bond pursuant to clause (a) & (b) above and not submitted the bids will be rejected.

### **05. Public Contract Registration**

The Public Contract Registration Certificate issued by the register of companies under para 8 of the public contract act No.03 of 1987 should be produced along with the bid documents to be eligible for this procurement. (If not submitted treated as rejection of bid)

### **06. Financial Capability**

Bidder Should have financial capacity to carry out this contract of minimum Rs.3,000,000.00 and should be provided written confirmation of their financial capability (Eg;- Bank confirmation etc.)

### **07. Preparation of Bidding Documents**

- a) Each page of the bids document should be signed by the bidder or duly authorized officer and enclosed in a sealed cover (together with a signed copy of the conditions of the bids) marked **“Bids for Hiring of 15 No’s Hoardings (Including Designing, Developing, Producing and Installing)”** on the top of the left-hand corner and addressed to the

Chairman, Minor Procurement Committee, Development Lotteries Board, No. 356, Dr. Colvin R. De Silva Mawatha, Union Place, Colombo 02. The original and copy have to be clearly marked top side of the envelop.

- b) All literature catalogues and other technical information provided in support of the bids should be in English.
- c) Bidders will be selected on QCBS factors
- d) The installation should be done according to local authority rules and regulations.
- e) The supplier should not assign or sublet his obligations of any part of the contract without consent of the Chairman of Development Lotteries Board.

**08. Bid shall be made in accordance with the Bidding documents, consisting of the following documents:**

- a) Specimen Form of Bid Bond (Annex “D”)
- b) Specimen Form of Performance Bond (Annex “E”)
- c) Bid Form (Annex “H”)
- d) Price Schedules (Annex “B”)
- e) The Bidder should submit documentary evidence of experience in outdoor promotion relating to the given activities.

**09. Language**

All correspondence and documents relating to the Bid shall be in ENGLISH language.  
(Sinhala also accepted)

**10. Closing Date**

Bids should be submitted in duplicate sent by registered post, so as to reach the Chairman, Minor Procurement Committee, Development Lotteries Board, No. 356, Dr. Colvin R. De Silva Mawatha, Union Place, Colombo 02 not later than **2.30 p.m. on 17.09.2025**. with the marked “Hiring of 15 No’s Hoardings (Including Designing, Developing, Producing and Installing) top left hand in the envelop. Bidders if they so desire, may deposit the bids in the box provided for the purpose kept at the Procurement division in 2<sup>nd</sup> building of the Development Lotteries Board.

**11. Opening of Bids**

- I. Bids will be closed at **2.30 p.m. on 17.09.2025** and opened immediately thereafter at the office of Development Lotteries Board, No. 356, Dr. Colvin R. De Silva Mawatha, Union Place, Colombo 02.
- II. Bidders or their duly authorized representatives may be present at the time of opening of bids.
- III. Late bids will be rejected.

**12. Validity of Bid**

77 days from the date of the closing of the Bid. (03.12.2025 )

**13. Bid Prices**

- I. Prices should be quoted in Sri Lankan rupees details given in the annexure “B”
- II. If the bids reveal that there are arithmetical or other errors in the rates or amounts quoted in the price schedule submitted with such bids, they should be corrected, and

where there is a discrepancy in the amounts in figures and in words the words will govern.

- III. Bidder should quote the work stipulated in the bids document per unit cost (per Hoarding). Hoarding sites will be selected after site inspection.
- IV. If any discounts applicable please indicate separately in the price schedule.
- V. Quoted price will be considered as the fixed price during the contract period.

#### **14. Right to Accept or Reject**

The Minor Procurement committee reserves the right to accept or reject the bids or any part of it without assigning any reasons or call for additional information where necessary.

#### **15. Notice of Acceptance of Bid**

Acceptance of the bid will be communicated by fax and confirmed in writing by registered post to the successful bidder. Any changes of the address of the bidder should therefore be promptly notified to the Chairman, Development Lotteries Board, No. 356, Dr. Colvin R. De Silva Mawatha, Union Place, Colombo 02.

#### **16. Performance Bond**

- (a) The Bidder shall be submitted a performance Security in favour of the Chairman, Development Lotteries Board within ten(10) working days of the date of notice of award of the bid with on demand in terms of annex "E" from a reputed commercial bank in Sri Lanka. The performance bond to be submitted for ten percent (10%) of the contract value, for the due and punctual performance and fulfillment of the contract and agreement will be signed immediately upon submission of performance bond.
- (b) The performance bond will be discharged by the Development Lotteries Board upon being satisfied that there has been due performance of the obligation of the bidder.
- (c) The performance bond shall be valid for the period of 15 months from the letter of award.

**17.** The bidder is at liberty to submit any additional information, details of features which may be considered desirable together with cost thereon and the same shall be sent out with a separate covering letter which shall accompany the tender. The procurement committee reserves the right to accept or reject such additional features at its discretion.

#### **18. Contract Period**

Contract period is 12 months from the date of the completion.

#### **19. Work Completion Period**

- a) The project to be completed within **30** days of signing the agreements and payments will be released after the completion as per the clause no 29
- b) In the case of any delay, the Chairman, Development Lotteries Board shall have the option of either granting an extension or terminating the contract and collecting the performance bond without prejudice to any other claims that may be lodged in this regard.

#### **20. Force Majeure**

In the event of War or disturbances, strike or pestilence or epidemical sickness or earthquake, fire storms or flood or other hindrance affecting the contractor being the act of God or beyond the control of the parties the terms or contract shall be subject to such modification as the circumstances may warrant.

**21. Governing Law**

The bids and any contract resulting there from shall be governed by and construed according to the Law of Sri Lanka.

**22. Miscellaneous**

- a) Bidders must acquaint themselves fully with the conditions of the bids. No plea of lack of information or insufficient information will be entertained at any time.
- b) Any further information required by bidders can be obtained on application, from the Chairman, Development Lotteries Board, No. 356, Dr. Colvin R. De Silva Mawatha, Union Place, Colombo 02.

**23. Individuals not Personally Liable**

No member or officer or an employee of the Development Lotteries Board shall be in anyway personally bound or liable for the acts or obligations of the bidder under the contract or answerable for any default or omission of the successful bidder in the observance or performance of any of the acts, matters or things which are herein contained.

**24. Agreement**

The successful bidder shall enter into an agreement as per annex "F" with the Development Lotteries Board, for the due performance of the contract.

**25. Arbitration**

- a. All disputes arise in connection with the present contract shall be finally settled in accordance with the provisions of arbitration Act No 11 of 1995.
- b. Performance of the contract shall continue during arbitration proceedings.
- c. All proceedings and hearings by arbitrators or umpires shall be held in Sri Lanka.

**26. Termination Clause**

The Chairman of Development Lotteries Board has the right to terminate the agreement; in the event of the services do not meet the requirements specified in the bids document.

**27. Notice**

- a. Any notice given by one party to the other pursuant to this contract shall be sent in writing or by fax and confirmed in writing to the address specified in the documents.
- b. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

**28.** The Minor Procurement Committee shall not be liable or pay for any expenses or losses, which may be incurred by any bidder in the preparation or otherwise of this bid.

**29.** The supplier should responsible if any damage or disruption caused to an asset, near where the hoarding located.

**30.** The hoardings should be checked at least three times during the contract period and a service report should be given by the supplier to DLB

**31.** Cost of the Insurance cover for Hoarding should be taken and cost borne by the supplier

### **32. Payment terms**

Payments Will be made within 30 days from the completion of the project. Final payments will be released after submitting following documents as per the clause no (C),

- Tax Invoice
- Photographs of the completed hoarding site.
- Based on the Job completion report submitted by the nominated technical representative of DLB.

**(a) Retention money: -**

10% of the work done value will be deducted from the final payment as the retention money. Retention will be released after end of the contract. (after 01-year period)

**(b) An officer/ supervisor nominated by DLB shall recommend the amount of payment of the contractor in accordance with the measurement and evaluation determined as per the completion of the works.**

Approval from the Local government authorities/ RDA/ UDA or other relevant parties (relevant legal documents should also be submitted to confirm the ownership of the particular site) should be obtained regarding the installing and displaying the Hoarding.

**(c) Taxes and Duties**

The supplier is responsible for all taxes, stamp duties, license fee and other levies related to obtaining the permission for the hoardings. Transport and installation cost must be included to the estimate.

### **33. Break Down, Technical Faults, etc.**

- In the case of any breakdowns within the 1-year contract period, the supplier should repair or reinstall the hoarding free of charge within 48 hours, once informed by the Development Lotteries Board.
- If not a sum of Rs.5000/= has to be paid per day by the supplier to the Development Lotteries board and Development Lotteries board has the right to claim that amount from performance bond submitted by the supplier or from the retention money kept in the DLB
- The supplier should negotiate and coordinate with the local government authorities or the relevant parties regarding the installing and displaying the hoarding.

**Chairman,  
Minor Procurement Committee,  
Development Lotteries Board,  
No. 356, Dr. Colvin R De Silva Mawatha,  
Union Place,  
Colombo 02**



## GENERAL SPECIFICATIONS

### Invitation to bids for Hiring of 15 No's Hoardings (Including Designing, Developing, Producing and Installing)

- 1) **Printing System:** Flex / Digital printing
- 2) **Colors** : Processing 4 color digital printing or use advance printing methodology
- 3) **Order quantity/:** All together 15 hoardings will be installed at the locations as per  
**Selection of** List and ideal locations will be selected based on proposal.  
**Locations** Priority will be given for the proposal, which is proposed the most  
Prominent places or town. DLB sole right to reduce the hoarding  
Quantity without prior notice.
- 4) **Sizes** : Sizes 10ft x 20ft or 20ft x 20ft or 20ft x 30ft (Actual size will be selected  
considering the location)
- 5) **Artwork**
  - Artwork will be provided by DLB.
  - Approval should be obtained from DLB, Prior to printing and installation of hoardings.
  - During the contract period, flex might be changed with new artwork. The change cost has to be same as the initial quote. Thus, please specify the cost for the flex change separately as per the price schedule. (Printing, Fixing Labor charges and transport cost)
- 6) **Minimum Technical Specifications**
  - The Iron structure shall be painted with anticorrosive. In addition, an approved color should be quoted. (It should not be a reflecting color)
  - Installation of the structure should be built according to the surface of the particular site and the basement should be set accordingly.
  - The hoardings should not have any reflecting colors on it.
  - The proposals/ Bids must comply costs for the sizes given above (separate costing for the above two sizes), and all the locations as the evaluation based on the total cost of the project. (Annex “B”)
  - The hoarding should be erected without any interruption to electricity, telephone or any other connections, and also it shouldn't be a disruption for hoarding display area.
  - Hoarding should be erected to get the maximum display advantage, the distance between the bottom of the hoarding and the surface should be changed according to the location.
  - DLB has its rights to change the above listed locations (add new locations or remove any) prior to commencing the project.
  - Hoarding site should face the incoming traffic to the nearest town (front -facing)
  - Hoardings structure should erected on ground level (readable height)
  - Hoarding site should have a clear view without any disturbance for long view (clutters)
  - Hoarding site should be visible from a long distance
  - Hoarding structure angled properly
  - Hoarding site should located on the main road

## 7) Proposed Locations

### Eastern Province

1. Trincomalee – Kalpathur to Trincomalee - 01
2. Trincomalee to Nilaweli Road - 01
3. Walachchena to Eravur - 01
4. Batticaloa to Kaluwanchikudy - 01
5. Samanturei to Karathiv - 01  
(Near South Eastern University)

### Northern Province

1. Top of Chavakachcheri New Market Complex - 01
2. Navatkuli Junction (Near Jaffna Railway Station) - 01
3. Near Barathiyar Statue, Point Pedro Road Nallur - 01
4. Muththaveli Grounds. (Near Veerasingham Hall, Jaffna Town) - 01
5. Kankesanthurai Road, Maruthanarmadam Junction - 01
6. Nellyyady Bus Stand or Vallai Pillaiyar Temple - 01
7. Parameswara Junction, Thirunelveli (Near University of Jaffna) - 01
8. Karainagar Road, Sankanai Bus Stand - 01
9. Point Pedro Road, Kalviyankadu Junction - 01
10. Elephant Pass - 01

A proposal should be submitted before the installation with the ground plan, way of display, size of the Hoarding (Height & Weight) with the structure and the detailed materials that planned to be used and supplier proposed locations with photographs other all details with structural diagrams should also be submitted.

- Location will be confirmed after join inspection with the selected supplier.

**8) Contract Period:** Initial contract period is 01 year, DLB sole right to extent the contract period up to 2<sup>nd</sup> year with a new flex changing.

**9) Bid Price** : Bidder should be submitted bid prices for 1<sup>st</sup> year & 2<sup>nd</sup> year rental with additional flex changing cost as per the price schedule.

**10) Warranty Period:** 1 Year from the date of the completion

## Price Schedule

## FORM “1”

Locations of the proposed hoardings and cost for each hoarding

Board Size: 10ft X 20ft

Location	Hoarding Quantity	Bidder Proposed location (Please see note given bellow)	Annual Rent Per Unit (without Vat) Rs.		Additional Flex Changing Cost At one time (without Vat) Rs.
Eastern Province			1 <sup>st</sup> year	2 <sup>nd</sup> year	
1.Trincomalee – Kalpathur to Trincomalee	01				
2. Trincomalee to Nilaweli Road	01				
3.Walachchena to Eravur	01				
4. Batticaloa to Kaluwanchikudy	01				
5.Samanturei to Karathiv (Near South Eastern University)	01				
Northern Province					
1.Top of Chavakachcheri New Market Complex	01				
2.Navatkuli Junction (Near Jaffna Railway Station)	01				
3.Near Barathiyar Statue, Point Pedro Road Nallur	01				
4.Muththaveli Grounds. (Near Veerasingam Hall, Jaffna Town)	01				
5.Kankesanthurai Road, Maruthanarmadam Junction	01				
6.Nelliyady Bus Stand or Vallai Pillaiyar Temple	01				
7.Parameswara Junction, Thirunelveli (Near University of Jaffna)	01				
8. Karainagar Road, Sankanai Bus Stand	01				
9.Point Pedro Road, Kalviyankadu Junction	01				
10.Elephant Pass	01				
		Total Rs.			
		Vat 18%			
		Grand Total			

❖ Note :-Space is not sufficient for mentioned the locations, please use separate sheets

.....  
Signature with seal

Grand Total amount in words:

.....  
.....

.....  
Signature of the supplier with Rubber Stamp

Date:

Name & Designation: .....

Name of the Company: .....

Contact Person: .....

Vat Reg. No: .....

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## Price Schedule

## FORM “2”

Locations of the proposed hoardings and cost for each

Board Size: 20ft X 20ft

Location	Hoarding Quantity	Bidder Proposed location (Please see note given bellow)	Annual Rent Per Unit (without Vat) Rs.		Additional Flex Changing Cost At one time (without Vat) Rs.
Eastern Province			1 <sup>st</sup> year	2 <sup>nd</sup> year	
1.Trincomalee – Kalpathur to Trincomalee	01				
2. Trincomalee to Nilaweli Road	01				
3.Walachchena to Eravur	01				
4. Batticaloa to Kaluwanchikudy	01				
5.Samanturei to Karathiv (Near South Eastern University)	01				
Northern Province					
1.Top of Chavakachcheri New Market Complex	01				
2.Navatkuli Junction (Near Jaffna Railway Station)	01				
3.Near Barathiyar Statue, Point Pedro Road Nallur	01				
4.Muththaveli Grounds. (Near Veerasingam Hall, Jaffna Town)	01				
5.Kankesanthurai Road, Maruthanarmadam Junction	01				
6.Nelliyady Bus Stand or Vallai Pillaiyar Temple	01				
7.Parameswara Junction, Thirunelveli (Near University of Jaffna)	01				
8. Karainagar Road, Sankanai Bus Stand	01				
9.Point Pedro Road, Kalviyankadu Junction	01				
10.Elephant Pass	01				
		Total Rs.			
		Vat 18%			
		Grand Total			

❖ Note :-Space is not sufficient for mentioned the locations, please use separate sheets

.....  
Signature with seal

Grand Total amount in words:

.....  
.....

.....  
Signature of the supplier with Rubber Stamp

Date:

Name & Designation: .....

Name of the Company: .....

Contact Person: .....

Vat Reg. No: .....

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## Price Schedule

## FORM “3”

Locations of the proposed hoardings and cost for each

Board Size: 20ft X 30ft

Location	Hoarding Quantity	Bidder Proposed location (Please see note given bellow)	Annual Rent Per Unit (without Vat) Rs.		Additional Flex Changing Cost At one time (without Vat) Rs.
Eastern Province			1 <sup>st</sup> year	2 <sup>nd</sup> year	
1.Trincomalee – Kalpathur to Trincomalee	01				
2. Trincomalee to Nilaweli Road	01				
3.Walachchena to Eravur	01				
4. Batticaloa to Kaluwanchikudy	01				
5.Samanturei to Karathiv (Near South Eastern University)	01				
Northern Province					
1.Top of Chavakachcheri New Market Complex	01				
2.Navatkuli Junction (Near Jaffna Railway Station)	01				
3.Near Barathiyar Statue, Point Pedro Road Nallur	01				
4.Muththaveli Grounds. (Near Veerasingam Hall, Jaffna Town)	01				
5.Kankesanthurai Road, Maruthanarmadam Junction	01				
6.Nelliyady Bus Stand or Vallai Pillaiyar Temple	01				
7.Parameswara Junction, Thirunelveli (Near University of Jaffna)	01				
8. Karainagar Road, Sankanai Bus Stand	01				
9.Point Pedro Road, Kalviyankadu Junction	01				
10.Elephant Pass	01				
		Total Rs.			
		Vat 18%			
		Grand Total			

❖ Note :-If space is not sufficient for mentioned the locations, please use a separate sheets

.....  
Signature with seal

Grand Total amount in words:

.....  
.....

.....  
Signature of the supplier with Rubber Stamp

Date:

Name & Designation: .....

Name of the Company: .....

Contact Person: .....

Vat Reg. No: .....

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**Invitation to bids for Hiring of 15 No's Hoardings  
(Including Designing, Developing, Producing and Installing)**

**DOCUMENTS PERTAINING TO THE BIDDER'S ORGANISATION  
AND INFORMATION TO BE SENT WITH THE BID**

We hereby submit for your examination and consideration the certified true copies of the following marked as indicated below:

- |           |   |  |
|-----------|---|--|
| ANNEXE C1 | - | Certified copy of Business registration  |
| ANNEXE C2 | - | Bid Security payable on demand addressed to the Chairman, Development Lotteries Board, as per annex “D”  |
| ANNEXE C3 | - | Price Schedule in Annex from “B” & “H”   |
| ANNEXE C4 | - | The signed General Conditions, Confirming, General and Technical specifications in Annex "A" other documents that may be relevant.   |
| ANNEXE C5 | - | Financial Information: - Bidder shall submit at least two years audited financial statements audited by qualified audit firm as stipulated in the companies Act with notes of the Accounts. Bank Statements of last six months should be provided. |
| ANNEXE C6 | - | Details of Technical staff   |
| ANNEXE C7 | - | Information on Current contracts which have been awarded to the company right now.<br>- Location list with photographs<br>- Structure drawing for (10'x 20', 20'x 20', 20'x 30')<br>- Locations noted area map.                                    |

**SPECIMEN FORM OF BID SECURITY**

----- [insert issuing agency’s name, and address of issuing branch or office] ---

Beneficiary: ----- [insert (by PE) name and address of Employer/Purchaser]

Date: ----- [insert (by issuing agency) date]

**BID GUARANTEE No.: ----- [insert (by issuing agency) number]**

We have been informed that ----- [insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners] (hereinafter called "the Bidder") has submitted to you its bid dated ----- [insert (by issuing agency) date] (hereinafter called "the Bid") for the execution/supply [select appropriately] of [insert name of Contract] under Invitation for Bids No.

----- [insert IFB number] (“the IFB”).

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

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

- (a) has withdrawn its Bid during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter “the ITB”) of the IFB; or.
- (c) having been notified of the acceptance of its Bid by the Employer/Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to ----- (insert date)

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

.....

[Signature of authorized representative(s)]

**SPECIMEN FORM OF PERFORMANCE BANK 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 ....., 2021... [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)]

## AGREEMENT

This agreement is made on this.....Day of..... Between the Development Lotteries Board duly incorporated under parliament Act No of 1997 of Sri Lanka and having its registered office at No. 356, Dr. Colvin R. De Silva Mawatha, Union Place, Colombo 02, Sri Lanka (Hereinafter “The Board”) of the one part and (Name of Supplier) of (City and country of supplier) (hereinafter “The Supplier”) of the other part.

Whereas the board is desirous that certain goods and services should be provided by the supplier, viz. Hiring of 05 number of Hoardings Including designing, developing, producing and installing has accepted the bids made by the supplier for the provision of those goods and services. (The said accepted bids is annexed hereto and shall part and parcel of this agreement)

### NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the conditions of bids referred to.
2. Agreement will be valid for 01 years from the date of signing. Extension will be granted for another one-year period at the same rate by mutually agreed both parties, it necessary.
3. The following documents shall be deemed to form and be read and construed as part of this agreement. Viz.
  - a. Bids Notice
  - b. General Conditions of Bids.
  - c. General Specifications.
  - d. Price Schedule
  - e. All other relevant documents in the Bidding documents.
4. In consideration of the payments to be made by the board to the supplier as hereinafter mentioned, the supplier hereby covenants with the board to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the agreement.
5. The board hereby covenants to pay the supplier, in consideration of the provision of the goods and services and the remedying of defects herein, the contract price or such other sum as may become payable under the provisions of the agreement at the times and in the manner prescribed by the agreement.
6. Breakdown, Technical Faults, etc.
  - In the case of any breakdowns within the 1-year contract period, the supplier should repair or reinstall the hoarding free of charge within 48 hours, once informed by the Development Lotteries Board.

- If not a sum of Rs.5,000/= has to be paid per day by the supplier to the Development Lotteries Board and Development Lotteries Board has the right to claim that amount from the performance bond submitted by the supplier.
- The supplier should obtain approval from the local government authorities or the relevant parties regarding the installing and displaying the hoardings.
- The monthly rental has to be paid by the supplier to the local government authorities or relevant parties and that should be included in the bid price.
- The permission issued by the local government authorities or the relevant parties should be submitted before release the mobilization advance payment of 20 percent.

7. This agreement constitutes the entire understanding between parties as to the subject matter thereof and may be amended or modified only by an agreement in writing signed by both parties.

In witness whereof, the parties hereto have caused this agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

Said ..... (For the Board)

In the presence of .....

Signed, Sealed and Delivered by the

Said ..... (For the Board)

In the presence of .....

Witnesses:

1. ....

2. ....

**Workshop Facilities and Trained Personnel**

1. Name of Bidder :-

.....  
.....

2. No. of Technical Personnel

A) Full Time :- .....

B) Part Time :- .....

3. Full time Engineer / Technician

**Name****Qualification**

.....

.....

.....

.....

4. List of special equipment available

1. ....

2. ....

3. ....

4. ....

5. Similar Contract details for last 2 years

Customer Name	Contract Value	Contact Person	Telephone No

(Documentary evidence to be submitted)

7. Workshop Facilities available : Yes/ No

7.1 Floor Area (approx.) : .....

7.2 Address of the workshop : .....

8 Whether the workshop facilities are owned by the Bidder: Yes / No

Signature : .....

Designation : .....

Seal of Bidder : .....

**BID FORM**

The Chairman,  
 Minor Procurement Committee,  
 Development Lotteries Board,  
 No. 356, Dr. Colvin R. De Silva Mawatha,  
 Union Place,  
 Colombo 02.

Dear Sir,

**Invitation to bids for Hiring of 15 No's Hoardings**  
**(Including Designing, Developing, Producing and Installing)**  
**Bid No. DLB/ PRO/2025/33**

I/We, the undersigned having read and fully acquainted myself/ ourselves with the contents of the “Information and instructions to bidders and terms and conditions of Bidder” pertaining to the above Bidder ..... Thereto ..... Hereby undertake to designing, developing, producing and installing of hoardings. Referred to therein, in accordance with the foresaid instructions, Terms and Conditions of the price schedules attached with the bids.

I/We, confirm that this officer shall be open for acceptance until 03.12.2025 And that it will not be withdrawn or revoked prior to that date.

I/We, attach here to the following documents as part of my/our bid.

- a. Specimen Form of Bid Bond
- b. Specimen Form of Performance Bond
- c. Price Schedules
- d. General specifications
- e. Bids Form
- f. Any other documents

I/We, understand that you are not bound to accept the lowest bids and that you reserve the right to reject any or all the bids or to accept any part of a bids without assigning any reasons therefore.

My/Our bank reference is as follows .....

Signature of bidder: .....

Name of the bidder: .....

Address: .....

Fax: .....

Company Seal

SAMPLE SPECIFICATION FOR  
HOARDING BASE





