

## MINISTRY OF ENERGY

### INVITATION FOR BIDS (IFB)

Acquiring of Office Premises with Parking Facilities on Rental Basis for the Ministry of Energy – 2026/2027

**Procurement No. PE/AD/11/Rent a Building/2025/Proc.**

Ministry of Energy intends to acquire an office premises with parking facilities for rental basis. Accordingly, the Chairman, Ministry Procurement Committee (MPC), on behalf of the **Ministry of Energy of Sri Lanka**, hereby invites **sealed bids** from eligible and qualified bidders for the **rental of an office building** with the following minimum requirements:

- **Location:** Easily accessible premises within **Inner Colombo, Battaramulla and Rajagiriya**
- **Minimum Floor Area:** 40,000 square feet
- **Facilities:** Electricity treated portable pipe-borne water supply (NWS&DB), sanitary facilities and required number of toilets. Required number of Electric lifts. Adequate air conditions and maximum ventilation, automatically starting generator at electricity outage, Fire protection system.
- **Parking:** Minimum capacity for four wheel **60 vehicles** (Parking facilities within the premises or around 500m circle)
- **Rental Period:** Three (3) years on an extendable basis

Bidding will be conducted through the **National Competitive Bidding (NCB)** method.

#### **Bid Document Collection:**

Interested and eligible bidders may obtain bidding documents and further information from the **Senior Assistant Secretary (Logistic), Ministry of Energy**, on any working day between **9:00 a.m. and 3:00 p.m.** from **September 29, 2025, to October 22, 2025**.

A **non-refundable fee of Sri Lankan Rupees Twenty Thousand (LKR 20,000.00)** must be paid in favor of the **Secretary, Ministry of Energy** when collecting the bidding documents.

Bid documents may be inspected free of charge at the logistics division [2<sup>nd</sup> floor] of the Ministry of Energy.

All bids shall be accompanied by a Bid Security valid until 18<sup>th</sup> February 2026 [Bid validity date + 28 days] to the value of rupees 1,200,000.00 (1.2 Mn] as per the form attached to the bid document. Incomplete bids, submitted on an illegal form, and bids without the required bid security will be rejected.

Bids shall be valid until 21<sup>st</sup> January 2026 [91 days] from the date of the deadline for submission of the bids.

The pre-bid meeting will be held on 09<sup>th</sup> October 2025 at 10:00 a.m. at the auditorium of the Ministry. Bid Submission Requirements and for further details: <https://energymin.gov.lk>

### **Submission Deadline:**

Sealed bids, along with **two copies** and all supporting documents, must be either:

- **Sent by registered post**, or
- **Hand-delivered** to the tender box at the Logistic division, address below

to be received **on or before 01.00 p.m. on 22<sup>nd</sup> October 2025**. **Late submissions will not be accepted.**

Bids will be opened immediately after the deadline for submission of bids, in the presence of Bidders or their authorized representatives who choose to attend in person at the address given below.

Please clearly mark the top left-hand corner of the envelope with: “Acquiring of Office Premises with Parking Facilities on Rental Basis for the Ministry of Energy”

### **For Clarifications:**

Contact the **Logistics Division**,  
Ministry of Energy:  
Tel: 011-2574740 / 011-2574922 (Ext. 205, 206)  
Office Hours: 9:00 a.m. – 4:00 p.m.

**The Chairman**  
Ministry Procurement Committee  
Ministry of Energy  
No. 437, Galle Road, Colombo 03  
Date: 26/09/2025