

# 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. MOE/ADM/LOG/MIN-PROC./2026/01**

Ministry of Energy intends to acquire an office premises with parking facilities for rental basis. The Chairman, Ministry Procurement Committee (MPC), 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 **Colombo 1-14, Sri Jayawardenepura Kotte and Rajagiriya**
- **Minimum Floor Area:** 40,000 square feet
- **Facilities:** Electricity, water supply (NWS&DB), sanitary facilities, Electric lifts & Fire protection system.
- **Parking:** Minimum capacity for **60, four - wheel vehicles** ( All vehicles inside the premises or 30 vehicles inside the premises and other vehicles around 1KM circle space with 500 sq.ft. building )
- **Rental Period:** Two (2) 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 **February 23, 2026, to March 17, 2026.**

A **non-refundable fee of Sri Lankan Rupees Three Thousand and five hundred (LKR 3,500)** and **refundable fee of Sri Lankan Rupees Sixteen Thousand and five hundred (LKR 16,500)** must be paid in favor of the **Secretary, Ministry of Energy** when collecting the bidding documents.

All bids shall be accompanied by a Bid Security valid until 24<sup>th</sup> July 2026 [Bid validity date + 28 days] to the value of rupees 1,650,067.00 [1.6 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 25<sup>th</sup> June 2026. [91 days]

The pre-bid meeting will be held on 05<sup>th</sup> March 2026 at 10:00 a.m. at the auditorium of the Ministry.

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 2<sup>nd</sup> Floor, Logistic division, Ministry of Energy, No.437, Galle Road, Colombo 03 .

to be received **on or before 01.00 p.m. on 17<sup>th</sup> March 2026**. 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  
C/O Senior Assistant Secretary (Log.)  
Ministry of Energy  
2<sup>nd</sup> Floor,  
Logistic Division,  
No. 437, Galle Road, Colombo 03  
Date: 18.02.2026