

**MINISTRY OF ENERGY**  
**INVITATION FOR BIDS (IFB)**  
**Cleaning and Janitorial Services for the Ministry of Energy – 2026/2027**

**Procurement No. MOE/ADM/LOG/MIN-PROC./2026/02**

The Chairman, Ministry Procurement Committee (MPC), on behalf of the **Ministry of Energy**, invites **sealed bids** from eligible and qualified bidders for the **Provision of Cleaning and Janitorial Services** for the Ministry of Energy for a **period of one (01) year**.

Bidding will be conducted under the **National Competitive Bidding (NCB)** procedure in accordance with Government Procurement Guidelines.

**Scope of Work**

- Daily cleaning of office areas, corridors, staircases, lifts, washrooms, pantries, and common areas
- Periodic cleaning of carpets, furniture, glass panels, and other office fixtures
- Collection and proper disposal of garbage and waste
- Use of approved cleaning materials, equipment, and disinfectants
- Deployment of trained and experienced cleaning staff
- Compliance with health, safety, and environmental standards

\* Interested bidders may obtain further information and inspect the Bidding Documents from the **Senior Assistant Secretary (Logistics), Ministry of Energy**, on working days between **9.00 a.m. and 3.00 p.m.**

A **non-refundable fee of LKR 1,000** shall be paid in favor of the **Secretary, Ministry of Energy** when collecting the bidding documents. Bidders to sign and submit a bid securing declaration in the format instead of a Bid security.

Bids submitted shall be valid until 06<sup>th</sup> July 2026. [77 days]

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

For further details: <https://energymin.gov.lk>

Sealed bids, along with **two copies** and all supporting documents, must be either **Hand delivered to Tender Box** on the **2<sup>nd</sup> Floor, Logistic division**, Ministry of Energy **or sent by registered post** to the Logistic division, Ministry of Energy, No.437, Galle Road, Colombo 03 to be received **on or before 01.00 p.m. on 20<sup>th</sup> April 2026. Late submissions will not be accepted.**

Bids will be opened at 1.30 p.m. in the presence of bidders or their authorized representatives who are expected to attend the above address immediately after the closing time for submission of bids.

Please clearly mark the top left-hand corner of the envelope with: “**Cleaning and Janitorial Services** for the Ministry of Energy – 2026/2027”

**For Clarifications**

Logistics Division,  
Ministry of Energy  
Tel: 011-2574740 / 011-2574922 (Ext.  
205, 206)  
Office Hours: 9:00 a.m. – 3:00 p.m

The Chairman  
Ministry Procurement Committee  
C/O Additional Secretary (Logistics)  
Ministry of Energy  
2<sup>nd</sup> Floor,  
Logistic Division,  
No. 437, Galle Road, Colombo 03  
Date: 27.03.2026