



**Department Procurement Committee
Department of the Registrar of Companies**

INVITATION FOR BIDS (IFB)

PROVIDING CLEANING , JANITORIAL AND MAINTENANCE SERVICES – YEAR 2025

The Chairman, Department Procurement Committee on behalf of the Registrar General of Companies, Department of the Registrar of Companies invites sealed bids from eligible and qualified bidders for Janitorial and Maintenance Services (**with chemicals and cleaning tools**) in Department of the Registrar of Companies.

02. To be eligible for contract award, the successful bidder **shall not have been blacklisted** and should meet the basic requirements mentioned below.

1. Must be registered as a Business which provides Cleaning and Janitorial Services.
2. Should have minimum 3 years prior experience in similar works in government / Semi government organizations.
3. The Bidder should provide proof document of payment for ETF & EPF for more than 60 employees for past three years from 2021 January to 2024 December.
4. The Bidder should provide at least four service appreciation letters for past services from government / Semi government organizations.
5. The Bidder should provide financial statements for last three years.

03. Interested eligible bidders may obtain further information from the Chief Accountant, Department of the Registrar of Companies, "Samagam Medura", No.400, D.R.Wijewardena Mawatha, Colombo 10 (0112689205) and may inspect the bidding documents free of charge at the above address from 9.00am to 3.00 pm from 2025.04.30 to 2025.05.21.

04. A complete set of Bidding Documents may be purchased by interested bidders on a payment of a non-refundable tender fee of Rs.5,000.00. Payment shall be made at the Accounts Branch, 04th Floor from 9.00am to 3.00pm from 2025.04.30 to 2025.05.21 on any working day.

05. The original of the bid should be enclosed in a cover and top left-hand corner shall be marked as **"ROC/FG/12/2025 – Bid for Providing Cleaning, Janitorial and Maintenance Services"**. The name & address of the firm submitting the bid should appear in the cover.

06. Sealed bids could be either sent under registered post to the address of Department of the Registrar of Companies, "Samagam Medura", No.400, D.R.Wijewardena Mawatha, Colombo 10 or put into the Tender Box available at the Accounts Branch before 2.00pm on 2025.05.22. The bids should be forwarded along with a bid security amounting to the Rs.96,000.00 (Ninety Six thousand rupees) from any reputed commercial bank valid up to 2025.09.18.

07.The Bidder should submit a copy of the certificate of Registration of Contract (PCA 3 Form) at Department of the Registrar of Companies if the total bid Value is more than five million.

08. Late bids and the bids not accompanying a valid Bid Security for appropriate amount valid up to 2025.09.18 will be rejected. Bids will be opened in the presence of the Bidder 's representatives in person immediately after closing of bids at 2.00pm on 2025.05.22.

**Chairman of the Procurement Committee,
Department of the Registrar of Companies,
"Samagam Medura", No.400,
D.R.Wijewardena Mawatha,
Colombo 10.**