



INVITATION FOR BIDS

Department of the Registrar of Companies

Department Procurement Committee (DPC)

Bids for the Providing Security services

- 2025

(ROC/FG/13/2025)

Chairman, Department Procurement Committee, Department of the Registrar of Companies, will receive sealed bids from local eligible suppliers for the Providing Security services – 2025 (ROC/FG/13/2025) of the Department of Registrar of Companies.

02. Bidders may obtain the Bidding Documents from the Chief Accountant, Department of Registrar of Companies up to **3.00 p.m. on 21.05.2025 on payment of non-refundable fee of Rs. 5,000/-**.

03. All bidders shall have a valid business registration and Ministry of Defense certification of Incorporation in the relevant field. To be eligible for contract award, successful bidder shall not have been blacklisted.

04. 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.

05. The original of the bid should be enclosed in a cover and top left- hand corner shall be marked as "**ROC/FG/13/2025 – Bid for Providing Security 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 22.05.2025 The bids should be forwarded along with a bid security amounting to the Rs.150,000.00 (One hundred and Fifty Thousand rupees) from any reputed commercial bank valid up to 18.09.2025.

07. Bids must be delivered to the address below on or before **22.05.2025 at 2.00 p.m.** Late bids will be rejected. Bids will be opened in the presence of the bidders or their representatives. All bids must be accompanied by a **bid security of Rs.150,000.00 and valid up to 18.09.2025 as mentioned in the bidding document.**

08. 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.

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