

Invitation for Submission of Expressions of Interest

DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
*Ministry of Trade, Commerce, Food Security and
Cooperative Development*

Name of Procuring Entity:

Department of the Registrar of Companies

**Consultancy Procurement for Business Process
Re-engineering (BPR) and Contract Management
of the Version 2.0 of the e-ROC System
(e-Roc System - Version 2 - ROC/FG/24/2025)**

The **Ministry Consultants Procurement Committee** on behalf of the **Department of the Registrar of Companies** invites eligible consultants to provide proposal for above consulting services. More details on the services are provided in the Terms of Reference (TOR).

A Consultancy Organization will be selected under Quality and Cost Based Selection (QCBS) method, in accordance with the policies described in the latest version of the "**Selection and Employment of Consultants**", published by National Procurement Commission of Sri Lanka.

Interested consultants must provide following information according to the format submitted by the Procurement Entity indicating that they are qualified to perform the services.

- I. Eligibility
- II. Legal and Statutory Compliance:
- III. Project Experience
- IV. Financial and Administrative Strength
- V. Technical Expertise and Experience
- VI. Management and Quality Assurance
- VI. Management Competence (Please answer each question in one paragraph of 5-7 sentences strictly)
- VII. Submit brief methodology and work plan to conduct this project/assessment (Max 5 pages):

EOI must include requested information as specified in the "EOI Information Form" along with documentary evidence. All documentations shall be in English Language and strictly needed to follow the given formats. Information provided without given formats will not be considered for evaluation. Interested consulting firm should submit the hard copy along with soft copy (USB drive). In case of discrepancy, the hard copy will prevail.

Expression of Interest document in English shall be purchased by interested bidders on submission of a written application to the address below upon a non-refundable Cash payment of LKR Five Thousand (Sri Lankan Rupees 5,000.00) during normal working days from 02/04/2026 to 04/05/2026 between 09.00hrs and 15.00hrs (Local Time) and no further extensions will be generated.

Expressions of Interest including all requested information must be delivered no later than 14:00 Hrs. (Local Time) on 04/05/2026 either: (i) hand delivered or (ii) by registered post to the address below. The envelope containing EOI must clearly be marked on the top left-hand corner as "**Expressions of Interest for Consultancy Procurement for Business Process Re-engineering (BPR) and Contract Management of the Version 2.0 of the e-ROC System. (e-Roc System -Version 2) - ROC/FG/24/2025**". Late submission of EOI shall be rejected unopened

Chief Procurement Officer
Department of the Registrar of Companies,
No.400, "Samagam Medura",
D.R. Wijewardena Mawatha,
Colombo 10.

Interested consultants may obtain further information. Please use the following details :

G.L. Darshika
Chief Procurement Officer
Accountant(Actg.)
Department of the Registrar of Companies
"Samagam Medura"
D.R. Wijewardene Mawatha.
Colombo 10.
TP.No.0112689205

Only the short-listed consultants will be contacted for future assignments.

Chairman

Ministry Consultant Procurement Committee
Department of the Registrar of Companies,
No.400, "Samagam Medura",
D.R. Wijewardene Mawatha,
Colombo 10.