

REQUEST FOR PROPOSALS (RFP)

INVITATION TO SUBMIT PROPOSALS FOR SELECTION OF A PRODUCTION COMPANY FOR THE CORPORATE VIDEO OF THE BOARD OF INVESTMENT OF SRI LANKA

CONTRACT NO: BOI/ADMN/Q/063/2023

1. The Chairman, Department Procurement Committee (DPC) on behalf of the Board of Investment of Sri Lanka (BOI) invites sealed bids from the eligible and qualified Bidders for selection of a Production Company for the Corporate Video of the Board of Investment of Sri Lanka (BOI), in keeping with the Organization's objectives.
2. Eligible Bidders shall have experience for more than ten (10) years in Marketing Communication related production including the prior experience in National Brand (Nation Branding) such as Sri Lanka Tourism, Export Development Board and Sri Lankan Airlines etc.
3. The period of contract is three (03) months.
4. Bidding will be conducted through the National Competitive Bidding Procedure.
5. Interested Bidders may obtain further information on the Contract from the Director – Media & Publicity of BOI (Tel. 011-2338063, 077-3500588, E-mail: leslieu@boi.lk).
6. RFP document may be inspected during working days at the Stores & Supplies Unit, Administration Department, Level 9, West Tower, World Trade Center, Colombo 01 from 09:00 to 15:00 hours up to 24.07.2023. The RFP document could also be viewed on the Website of the BOI. (<https://investsrilanka.com/boi-adverts/>)
7. A complete set of RFP document may be purchased by the interested Bidders from the Stores & Supplies Unit on the submission of a written request on a business letter head upon making a non-refundable payment of Rs.10,000/- plus VAT in cash to the Shroff of the BOI during working days between 9:00 and 15:00 hours from 04.07.2023 until 24.07.2023.
8. A Pre-proposal meeting will be held at **10:00 hours** on **18.07.2023** and the venue is notified in the RFP document. The Bidders have the option to attend for the Pre-proposal meeting physically or virtually for which the link will be shared upon sending an email request to lakshmanp@boi.lk.
9. Sealed proposals addressed to **Chairman, Department Procurement Committee II, C/o. Director – Administration, Administration Department, Board of Investment of Sri Lanka, Level 09, West Tower, World Trade Center, Colombo 01** may be sent either by registered post or should be deposited in the Tender Box placed at the Stores & Supplies Unit of the above address to be submitted on or before **14:00 hours on 25.07.2023**. Late Proposals will be rejected. Proposals will be opened immediately after the closing time at the above address in the presence of the Bidder's representatives who choose to attend.
10. Proposals shall be valid up to 24.10.2023.
11. All Proposals shall be accompanied by a Proposal Security of Rs.125,000/- and shall be valid up to 21.11.2023.

Chairman

BOARD OF INVESTMENT OF SRI LANKA