

MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT
REQUEST FOR PROPOSAL (RFP)

SELECTION OF A CONSULTANCY FIRM FOR ESTABLISHMENT OF A SINGLE WINDOW FOR INVESTMENT

Ref NO. MF1/11/12(3)/SWS/P1/2026

1. The Chairman, Ministry Consultants Procurement Committee (MCPC) on behalf of the Ministry of Finance, Planning and Economic Development shall invite proposals to provide the consultancy services for **Establishment of a Single Window for Investment**.
2. Qualification requirements to qualify for consultancy firm on the above project:
2.1 Experience as a consultant for at least three (03) of a national-scale assignments / equivalent assignment to the proposed works over the period of last 10 years.
3. Interested consultancy firm must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skilled staff to be deployed, etc).
4. The Consultancy organization will be selected under Quality and Cost Based Selection (QCBS) method and procedures described in this RFP, in accordance with the policies described in the August 2007 version of the Guideline on 'Selection and Employment of Consultants', published by the National Procurement Agency.
5. A complete set of Application Document in English language may be purchased by interested Consultants on submission of written request to the Director, Room No: 217, Ministry of Finance, The Secretariat, Colombo 01 from 04.08.2026 until 24.08.2027 between 0900 hours to 1500 hours, upon payment of a non-refundable fee of Rs. 10,000 /-(Including **SSCL** + VAT). The method of payment will be by cash.
6. Application Document shall be inspected free of charge at the Room No. 217, Ministry of Finance during normal office hours. For further details, please contact the Director, Corporate Affairs. (Tel: 0112 484 600 Ext:1581)
7. Bids must be submitted in sealed two envelopes (financial and Technical Separately), either delivered by hand or by registered post to reach the chairman, Ministry Consultants Procurement Committee, Ministry of Finance, The Secretariat, Colombo 01 and deposited in the tender box located in Room No. 217 on or before 25.08.2026 at 14.00 hrs (2.00 p.m) with indicating **"SELECTION OF A CONSULTANCY FIRM FOR ESTABLISHMENT OF A SINGLE WINDOW FOR INVESTMENT"** on the left hand corner of the envelope. Late proposals will be rejected. Technical proposals will be opened soon after closing time a consultancy firm or authorized representative of a consultancy firm can be present.
8. A Pre-Proposal meeting has been scheduled to be held at 10.00 hrs on 11.08.2026 at the New Auditorium (1st Floor, New Building), Ministry of Finance, Planning and Economic Development.

Chairman

Consultant Procurement Committee
Ministry of Finance, Planning and Economic Development
The Secretariat
Colombo 01