BOARD OF INVESTMENT OF SRI LANKA

INVITATION TO SUBMIT PROPOSALS FOR SELECTION OF A SERVICE PROVIDER FOR SUPPLY, DEVELOPMENT, IMPLEMENTATION, COMMISSIONING, TESTING, DEPLOYMENT AND MAINTENANCE OF A WEB-BASED DOCUMENT MANAGEMENT SYSTEM (DMS) FOR THE BOARD OF INVESTMENT OF SRI LANKA

CONTRACT NO: BOI/ADMN/Q/086/2026

The Chairman, Department Procurement Committee (DPC), on behalf of the Board of Investment of Sri Lanka (BOI), invites sealed bids from eligible and qualified bidders for selection of a service provider for the following procurement event**,**

Description of Work	Non-Refundable Procurement Document Fee (LKR)	Bid Validity Period	Bid Security (LKR)	Bid Closing Date & Time
Supply, Development, Implementation, Commissioning, Testing, Deployment And Maintenance Of a Web-Based Document Management System (DMS) for the Board of Investment of Sri Lanka.	15,000.00 (Including SSCL) & + VAT	Up to 02.03.2027	800,000.00 & Valid up to 30.03.2027	14:00 hrs on 01.12.2026

1. To be eligible to submit bids & be considered for contract award,
    I. The successful bidder shall not have been blacklisted.
    II. Any of the interested parties who wish to submit a bid shall register himself at the Department of Registrar of Companies www.drc.gov.lk (e–ROC) as per the Public Contracts Act. no. 03 of 1987 for every public contract value exceeding Sri Lankan Rupees five million (LKR 5,000,000.00).
    III. The bidder has previous experience in providing similar-nature solutions for at least three (03) reputed organizations, of which a minimum of one project should exceed Rs.10 million during the last five (05) years in public or private sector organizations in Sri Lanka.
    IV. The bidder shall possess a valid ISO/IEC 27001:2022 certification for its Information Security Management System (ISMS) and ISO 9001 for Quality Management Systems (QMS) , issued by an accredited certification body. A valid copy of the certificates shall be submitted with the Bid.
    V. Shall submit a valid Manufacturer Authorization Letter (MAL) confirming its authorization to Supply, Development, Implementation, Commissioning, Testing, Deployment, and provide technical support and maintenance for the proposed DMS solution for the year 2026.

2. The period of the **contract is three (03) years**.

3. Inviting bids will be conducted through the **National Competitive Bidding (NCB)** Procedure.

4. Interested Bidders may obtain further information from the Senior Deputy Director– Information Technology, Mr. Channa Mendis – (Tel: 011-2424381, 011-2427295, E-mail: channam@boi.lk)

5. Procurement Documents may be inspected during working days at the Procurement Unit, Administration Department, Level 9, West Tower, World Trade Center, Colombo 01 during working days between 09:00 and 15:00 hours from **10.11.2026** until **30.11.2026.**

6. A complete set of Procurement Documents may be purchased by the interested Bidders from the Procurement Unit on the submission of a written request on a business letterhead upon making a non-refundable payment of Rs.12,500/- (incl. SSCL) + VAT in cash to the Shroff of the BOI during working days between 09:00 and 15:00 hours from **10.11.2026** until **30.11.2026** to the Senior Deputy Director – Administration at 011-2427190 or E-mail: pavithrar@boi.lk

7. Sealed bids addressed to the **Chairman, Department Procurement Committee, 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 Procurement Unit of the above address to be received on or before **14:00 hours on 01.12.2026.** Late bids will be rejected. Bids will be opened immediately after the closing time.

8. A pre-bid meeting of this contract will be held at **10:00 hours** on **18.11.2026** and the bidders have the option to attend the pre-bid meeting physically at the BOI Auditorium.

9. Sealed Bids shall be accompanied by appropriate Bid Security as stated above.

Chairman

Department Procurement Committee