

ORIGINAL



Ministry of Environment, Wildlife, Forest  
Resources, Water Supply, Plantation and  
Community Infrastructure  
Plantation Division

**BIDDING DOCUMENT**

**PROCUREMENT OF EVENT MANAGER  
FOR THE 60<sup>TH</sup> SESSION AND MINISTERIAL MEETING OF  
THE INTERNATIONAL COCONUT COMMUNITY  
IN SRI LANKA 2024**

**Tender No: MPI/ACC/Pro.Minor 16**

Chairman,  
Ministry Minor Procurement Committee  
Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community  
Infrastructure  
Plantation Division  
11<sup>th</sup> Floor, 2<sup>nd</sup> Stage, Sethsiripaya  
Battaramulla.



Ministry of Environment, Wildlife, Forest Resources,  
Water Supply, Plantation and Community Infrastructure  
Plantation Division

**Invitation for Bids (IFB)**  
**Procurement of Event Manager**  
For the 60<sup>th</sup> Session and Ministerial Meeting of the ICC in Sri Lanka  
2024

Tender No. - MPI/ACC/Pro. Minor 16

**Approximates Budget – SLR 3 million**

1. Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community Infrastructure – Plantation Division has scheduled to host the 60<sup>th</sup> Session and Ministerial Meeting which is held annually by the International Coconut Community (ICC) in Sri Lanka in the Year 2024. Chairman of the Ministry Minor Procurement Committee ,on behalf of the Secretary , Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community now invites sealed bids from eligible and qualified bidders to provide Event Manager Services for ICC.
2. Bidding will be conducted using the **National Competitive Bidding (NCB) Two Envelop System procedure and is open to all eligible and qualified bidders as defined in the Procurement Guidelines of Democratic Socialist Republic of Sri Lanka (GOSL) that meet the qualification requirements given in the Bidding Documents. Technical proposal and all other information (such as bid security as a lump sum, eligibility, experience, qualification, resources etc.) other than the financial bid shall be submitted in one envelope. The second envelope shall contain only the financial proposal. The envelope containing the technical proposal shall be evaluated first. The substantial responsiveness of the bid is checked at this stage. If any bid is found to be non-responsive (including not complying with critical functional requirements) will be rejected. The financial proposal shall be opened only if the technical proposal meets all the requirements and is submitted substantially acceptable.** Interested eligible Bidders may obtain further information from Director (Development-Coconut), Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community Infrastructure and inspect the Bidding documents free of charge during office hours on working days commencing from **October 15, 2024** at the Procurement Unit at the above address. Telephone: 011-2186073/011-2177782 only for

reference purposes and interested eligible Bidders shall purchase the Bidding Documents as described in paragraph (3) below.

3. A complete set of Bidding Documents in English Language may be purchased by interested Bidders request letter and upon payment of a non - refundable fee of Sri Lankan Rupees Two Thousand (LKR 2,000.00) effective from **October 15, 2024** during office hours on working days from the office of the Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community Infrastructure – Plantation Division, Accounts Division, 8<sup>th</sup> Floor, “A Wing”, Stage II, Sethsiripaya, Battaramulla, The method of payment will be by cash.
4. A pre-bid meeting which potential Bidders may attend will be held at **10.00 A.M** on **October 28, 2024** at the Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community Infrastructure – Plantation Division, Accounts Division, 8th Floor, “D Wing”, Stage II, Sethsiripaya, Battaramulla.
5. Bids must be delivered to Secretary , Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community Infrastructure – Plantation Division , Accounts Division, 8th Floor, “A Wing”, Stage II, Sethsiripaya, at or before **14.00 Hrs (2.00 P.M) on November 04, 2024**. Late Bids will not be accepted and will be rejected.
6. All Bids must be accompanied by Bid Securities issued by any commercial bank licensed by the Central Bank of Sri Lanka acceptable to Employer using the form for bid security (unconditional guarantee) in the amount of Sri Lankan Rupees Forty Thousand (LKR 40,000.00).
7. Bids shall be valid for a period of 60 days from the date of deadline for submission of the Bids.
8. Technical Proposals will be opened immediately after the deadline for submission of bids, in the presence of bidders or their authorized representatives who choose to attend in person at the address stated above (in Para 3).
9. Financial Bid will be opened only if the technical proposal meets all the requirements and is submitted substantially acceptable.
10. Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community Infrastructure will not be responsible for any costs or any expenses incurred by the Bidders in connection with the preparation or delivery of Bids.

Chairman,  
Ministry Minor Procurement Committee  
Ministry of Environment, Wildlife, Forest Resources,  
Water Supply, Plantation and Community  
Infrastructure – Plantation Division  
Tel- 011-2177782

## Section 1 Instructions to Bidders

### A. General

<p><b>1. Scope of Bid</b></p>	<p><b>1.1</b> The Employer, as defined in the <b>Bidding Data Sheet (BDS)</b>, invites bids for the Services, as described in TOR to the Contract. The name and identification number of this National Competitive Bidding (NCB) Two Envelop System Contract is <b>provided in the BDS.</b></p> <p>1.2 The successful Bidder will be expected to perform on Date <b>provided in the BDS.</b></p>
<p><b>2. Source of Funds</b></p>	<p>2.1 Payments under this contract will be financed by the source <b>specified in the BDS.</b></p>
<p><b>3. Corrupt or Fraudulent Practices</b></p>	<p>3.1 The attention of the bidders is drawn to the followings:</p> <ul style="list-style-type: none"> <li>• Parties associated with Procurement Actions, namely, suppliers/contractors and officials shall ensure that they maintain strict confidentiality throughout the process;</li> <li>• Officials shall refrain from receiving any personal gain from any Procurement Action. No gifts or inducement shall be accepted. Suppliers/contractors are liable to be disqualified from the bidding process if found offering any gift or inducement which may have an effect of influencing a decision or impairing the objectivity of an official.</li> </ul> <p>3.2 The Purchaser requires the bidders, suppliers, contractors, and consultants to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy:</p> <p style="padding-left: 40px;"><i>(a) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;</i></p> <p style="padding-left: 40px;"><i>(b) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract; “collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the Purchaser to establish bid prices at artificial, noncompetitive levels; and</i></p> <p style="padding-left: 40px;"><i>(c) “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.</i></p> <p>3.3 If the Purchaser found any unethical practices as stipulated under ITB Clause 3.2, the Purchaser will reject a bid, if it is found that a Bidder directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.</p>

<p><b>4. Eligible Bidders</b></p>	<ul style="list-style-type: none"> <li>• All bidders shall possess legal rights to supply the Services under this contract.</li> <li>• Bidder does not submit more than one bid in this bidding process.</li> <li>• Demonstrated experience in managing events of similar scale and complexity.</li> <li>• A Bidder that is under a declaration of ineligibility by the Government of Sri Lanka (GOSL), at the date of submission of bids or the date of contract award, shall be disqualified.</li> </ul>
<p><b>5. Qualification of the Bidder</b></p>	<p>5.1 All bidders shall provide in Section III, Bidding Forms, a preliminary description of the proposed method and schedule, as necessary.</p> <p>5.2 In the event that prequalification of potential bidders has been undertaken <b>as stated in the BDS</b>, only bids from prequalified bidders shall be considered for award of Contract. These qualified bidders should submit with their bids any information updating their original prequalification applications or, alternatively, confirm in their bids that the originally submitted prequalification information remains essentially correct as of the date of bid submission. The update or confirmation should be provided in Section IV.</p> <p>5.3 If the Employer has not undertaken prequalification of potential bidders, all bidders shall include the following information and documents with their bids in Section IV, unless otherwise <b>stated in the BDS and Terms of Reference (TOR) attached herewith</b>.</p> <p>5.4. This Bidding document is not transferable. Only the bidder, who has purchased this document, is entitled to quote.</p>
<p><b>6. One Bid per Bidder</b></p>	<p>6.1. Each Bidder shall submit only one Bid, A Bidder who submits or participates in more than one Bid will cause all the proposals with the Bidder’s participation to be disqualified.</p>
<p><b>7. Cost of Bidding</b></p>	<p>7.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Employer will in no case be responsible or liable for those costs.</p>

<p><b>8. Site Visit</b></p>	<p>8.1 The Bidder, at the Bidder’s own responsibility and risk, is encouraged to visit and examine the Site of required Services and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the Services. The costs of visiting the Site shall be at the Bidder’s own expense.</p>
-----------------------------	--

**B. Bidding Documents**

<p><b>9. Content of Bidding Documents</b></p>	<p>9.1 The set of bidding documents comprises the documents listed in the table below and addenda issued in accordance with ITB Clause 11:</p> <p>Section I      Instructions to Bidders</p> <p>Section II      Bidding Data Sheet</p> <p>Section III      Bidding Forms</p> <ul style="list-style-type: none"> <li>• Technical Proposal (section III, V)</li> <li>• Financial Proposal (Section XI)</li> </ul> <p>Section IV      Eligible Countries (If Applicable)</p> <p>Section V      Activity Schedule (According to requirements mentioned in the TOR)</p> <p>Section VI      General Conditions of Contract</p> <p>Section VII      Special Conditions of Contract</p> <p>Section VIII      Performance Specifications (if Applicable)</p> <p>Section IX      Contract Forms</p> <p>Section X      Bank Guarantee for Advance Payment</p> <p>9.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder’s risk and may result in the rejection of its bid. Sections III, and V should be completed and returned with the Bid in the number of copies specified in the <b>BDS</b>.</p>
---	---

<p><b>10. Clarification of Bidding Documents</b></p>	<p>10.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Employer in writing or by cable (“cable” includes telex and facsimile) at the Employer’s address indicated in the invitation to bid. The Employer will respond to any request for clarification received earlier than 7 days prior to the deadline for submission of bids. Copies of the Employer’s response will be forwarded to all purchasers of the bidding documents, including a description of the inquiry, but without identifying its source.</p>
<p><b>11. Amendment of Bidding Documents</b></p>	<p>11.1 Before the deadline for submission of bids, the Employer may modify the bidding documents by issuing addenda.</p> <p>11.2 Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing or by cable to all purchasers of the bidding documents. Prospective bidders shall acknowledge receipt of each addendum by cable to the Employer.</p> <p>11.3 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Employer shall extend, as necessary, the deadline for submission of bids, in accordance with ITB Sub-Clause 21.2 below.</p>

**C. Preparation of Bids**

<p><b>12. Language of Bid</b></p>	<p>12.1 The Bid, as well as all correspondence and documents relating to the Bid (including supporting documents and printed literature) exchanged by the Bidder and the Purchaser, shall be written in English language.</p>
<p><b>13. Documents Comprising the Bid</b></p>	<p>The Bid submitted by the Bidder shall comprise the following:</p> <p><b>13.1 Technical Proposal</b></p> <ul style="list-style-type: none"> <li>(i) The Form of Bid (in the format indicated in Section III)</li> <li>(ii) Bid Security;</li> <li>(iii) Qualification Information Form and Documents</li> <li>(iv) Bid Submission Form of the Technical Proposal</li> </ul> <p>And any other materials required to be completed and submitted by bidders, as <b>specified in the BDS.</b></p> <p><b>13.2 Financial Bid</b></p> <ul style="list-style-type: none"> <li>(i) Priced Schedule (According to the TOR)</li> <li>(ii) Financial Bid submission Form</li> </ul>

<b>14. Bid Prices</b>	<p>14.1 The Contract shall be for the Services, as described in TOR to the contract and in the Specifications, Section VIII, based on the Activity Schedule, Section V, submitted by the Bidder.</p> <p>14.2 The Bidder shall fill in rates and prices for all items of the Services described in the in Specifications (or Terms of Reference), Section VIII and listed in the Activity Schedule, Section V. Items for which no rate or price is entered by the Bidder will not be paid for by the Employer when executed and shall be deemed covered by the other rates and prices in the Activity Schedule.</p> <p>14.3 The Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.</p>
<b>15. Currencies of Bid and Payment</b>	<p>15.1 Unless otherwise stated in Bidding Data Sheet, the Bidder shall quote in Sri Lankan Rupees and payment shall be payable only in Sri Lanka Rupees.</p>
<b>16. Bid Validity</b>	<p>16.1 Bids shall remain valid until the date <b>specified in the BDS</b>. A bid valid for a shorter date shall be rejected by the Purchaser as nonresponsive.</p>
<b>17. Bid Security</b>	<p>17.1 The Bidder shall furnish as part of its bid, a Bid Security, as specified in the BDS.</p> <p>17.2 The Bid Security shall be in the amount specified in the BDS and denominated in Sri Lanka Rupees, and shall:</p> <ul style="list-style-type: none"> <li>(a) at the bidder's option, be in the form of either a bank draft, a letter of credit, or a bank guarantee from a banking institution;</li> <li>(b) be issued by any commercial bank licensed by the Central Bank of Sri Lanka</li> <li>(c) be substantially in accordance with</li> <li>(d) be submitted in its original form; copies will not be accepted;</li> <li>(e) remain valid for a period of 30 days beyond the validity period of the bids, as extended, if applicable, in accordance with ITB</li> </ul> <p>17.3 If a Bid Security is required in accordance with ITB Sub-Clause 17.1, any bid not accompanied by a substantially responsive Bid Security or Bid Securing Declaration in accordance with ITB Sub-Clause 17.1, shall be rejected by the Employer as non-responsive.</p>



	<p>17.4 The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder’s furnishing of the Performance Security pursuant to ITB Clause 35.</p> <p>(a) if the successful Bidder fails to:</p> <p>(i) sign the Contract in accordance with ITB Clause 34;</p> <p>(ii) Furnish a Performance Security in accordance with ITB Clause 35.</p>
<p><b>18. Alternative Proposals by Bidders</b></p>	<p>18.1 Alternative bids shall not be considered.</p>
<p><b>19 Format and Signing of Bid</b></p>	<p>19.1 The Bidder shall prepare one original of the documents comprising the Bid as described in ITB Clause 13 of these Instructions to Bidders, bound with the volume containing the Form of Bid, and clearly marked “ORIGINAL.” In addition, the Bidder shall submit copies of the Bid, in the number <b>specified in the BDS</b>, and clearly marked as “DUPLICATE.” (COPIES.) In the event of discrepancy between them, the original shall prevail.</p> <p>19.2 The original and all copies of the Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder. All pages of the Bid where entries or amendments have been made shall be initialed by the person or persons signing the Bid.</p> <p>19.3 The Bid shall contain no alterations or additions, except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.</p>

**D. Submission of Bids**

<p><b>20 Sealing and Marking of Bids</b></p>	<p>20.1 The Bidder should submit Technical Proposal and Financial Bid separately. Technical Proposal and Financial Bid shall be sealed. The originals and all copies of the Bid in two inner envelopes and one outer envelope, duly marking the inner envelopes as;</p> <p>i. Technical Proposal-“ORIGINAL” and “DUPLICATE” (COPIES).</p> <p>ii. Financial Bid - -“ORIGINAL” and “DUPLICATE” (COPIES).</p> <p>20.2 The inner and outer envelopes shall</p> <p>(a) Bear the name and address of the Bidder;</p> <p>(b) be addressed to the Purchaser at the address provided in the BDS</p> <p>(c) <b>bear the name and identification number of the Contract as defined in the BDS and</b></p> <p>(d) provide a warning not to open before the specified time and</p>
--	---

	<p style="text-align: center;">date for Bid opening as <b>defined in the BDS</b></p> <p>20.3 In addition to the identification required in ITB Sub-Clause 20.2, the inner envelopes shall indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared late, pursuant to ITB Clause 22.</p> <p>20.4 If the outer envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the Bid.</p>
<b>20 Deadline for Submission of Bids</b>	<p>21.1 Bids shall be delivered to the Employer at the address specified above no later than the time and date <b>specified in the BDS</b>. The Employer may extend the deadline for submission of bids by issuing an amendment in accordance with ITB Clause 11, in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline will then be subject to the new deadline.</p>
<b>22. Late Bids</b>	<p>22.1 The Purchaser shall not consider any bid that arrives after the deadline for submission of bids. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.</p>
<b>23. Modification and Withdrawal of Bids</b>	<p>23.1 Bidders may modify or withdraw their bids by giving notice in writing before the deadline prescribed in ITB Clause 21.</p> <p>23.2 Each Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with ITB Clauses 19 and 20, with the outer and inner envelopes additionally marked "MODIFICATION" or "WITHDRAWAL," as appropriate.</p> <p>23.3 No Bid may be modified after the deadline for submission of Bids.</p> <p>23.4 Withdrawal of a Bid between the deadline for submission of bids and the expiration of the period of Bid validity specified in the BDS.</p> <p>23.5 Bidders may only offer discounts to, or otherwise modify the prices of their bids by submitting Bid modifications in accordance with this clause, or included in the original Bid submission.</p>

### **E. Bid Opening and Evaluation**

<p><b>24. Bid Opening</b></p>	<p><b>24.1</b> The Employer will open the bids, including modifications made pursuant to ITB Clause 23, in the presence of the bidders’ representatives who choose to attend at the time and in the place <b>specified in the BDS.</b></p> <p><b>24.2</b> Envelopes marked “WITHDRAWAL” shall be opened and read out first. Bids for which an acceptable notice of withdrawal has been submitted pursuant to ITB Clause 23 shall not be opened.</p> <p><b>24.3</b> The bidders’ names, Bid modifications and withdrawals, the presence or absence of Bid Security, and such other details as the Employer may consider appropriate, will be announced by the Employer at the opening. No bid shall be rejected at bid opening except for the late bids pursuant to ITB Clause 22; Bids, and modifications, sent pursuant to ITB Clause 23 that are not opened and read out at bid opening will not be considered for further evaluation regardless of the circumstances. Late and withdrawn bids will be returned unopened to the bidders.</p> <p><b>24.4</b> The Employer will prepare minutes of the Bid opening, including the information disclosed to those present in accordance with ITB Sub-Clause 24.3.</p>
<p><b>25. Process to Be Confidential</b></p>	<p><b>25.1</b> Information relating to the examination, clarification, evaluation, and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful Bidder is notified of the award. Any effort by a Bidder to influence the Employer’s processing of bids or award decisions may result in the rejection of his Bid.</p> <p><b>25.2</b> If, after notification of award, a bidder wishes to ascertain the grounds on which its bid was not selected, it should address its request to the Employer, who will provide a written explanation. Any request for an explanation from one bidder should relate only to its own bid; information about the bid of competitors will not be addressed.</p>
<p><b>26. Clarification of Bids</b></p>	<p><b>26.1</b> To assist in the examination, evaluation, and comparison of bids, the Employer may, at the Employer’s discretion, ask any Bidder for clarification of the Bidder’s Bid, including breakdowns of the prices in the Activity Schedule, and other information that the Employer may require. The request for clarification and the response shall be in writing, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the bids in accordance with ITB Clause 28.</p>

	<p>26.2 Subject to ITB Sub-Clause 26.1, no Bidder shall contact the Employer on any matter relating to its bid from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Employer, he should do so in writing.</p> <p>26.3 Any effort by the Bidder to influence the Employer in the Employer’s bid evaluation or contract award decisions may result in the rejection of the Bidder’s bid.</p>
<p><b>27. Examination of Bids and Determination of Responsiveness</b></p>	<p>27.1 Prior to the detailed evaluation of bids, the Employer will determine whether each Bid (a) meets the eligibility criteria defined in ITB Clause 4; (b) has been properly signed; (c) is accompanied by the required securities; and (d) is substantially responsive to the requirements of the bidding documents.</p> <p>27.2 A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the bidding documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the Services; (b) which limits in any substantial way, inconsistent with the bidding documents, the Employer’s rights or the Bidder’s obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.</p> <p>27.3 If a Bid is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.</p>
<p><b>28. Correction of Errors</b></p>	<p>28.1 Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Arithmetical errors is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail.</p> <p>28.2 The amount stated in the Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited in accordance with ITB b-Clause 17.</p> <p>will be rectified by the Employer on the following basis: if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected; if there.</p>

<b>29. Currency for Bid Evaluation</b>	29.1 Sri Lankan Rupees
<b>30. Evaluation and Comparison of Bids</b>	<p>30.1 The Employer will evaluate and compare only the bids determined to be substantially responsive in accordance with ITB Clause 27.</p> <p>30.2 In evaluating the bids, the Employer consider the Technical Proposal will determine for selected Bid the evaluated Bid price by adjusting the Bid price as follows:</p> <ul style="list-style-type: none"> <li>(a) making any correction for errors pursuant to ITB Clause 28;</li> <li>(b) excluding provisional sums and the provision, if any, for contingencies in the Activity Schedule, Section V, but including Day work, when requested in the Specifications (or Terms of Reference) Section VIII;</li> <li>(c) making appropriate adjustments to reflect discounts or other price modifications offered in accordance with ITB Sub-Clause 23.5.</li> </ul> <p>30.3 The Employer reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, and alternative offers and other factors, which are in excess of the requirements of the bidding documents or otherwise result in unsolicited benefits for the Employer will not be taken into account in Bid evaluation.</p> <p>30.4 The estimated effect of any price adjustment conditions under ITB-Clause 7 of the General Conditions of Contract, during the period of implementation of the Contract, will not be taken into account in Bid evaluation.</p> <p>30.5 The employer will evaluating Technical and Financial Bid based on criteria included in TOR (refers TOR – Annex I)</p>
<b>31. Preference for Domestic Bidders</b>	31.1 Domestic bidders shall not be eligible for any margin of preference in Bid evaluation.

### **F. Award of Contract**

<b>32. Award Criteria</b>	<p>32.1 The Employer shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.</p> <p>32.2 Subject to ITB Clause 33, the Employer will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and who</p>
---------------------------	--

	<p>has offered the lowest evaluated Bid price, provided that such Bidder has been determined to be (a) eligible in accordance with the provisions of ITB Clause 4, and (b) qualified in accordance with the provisions of ITB Clause 5.</p> <p>32.3 If, pursuant to ITB Sub-Clause 13.2 this contract is being let on a “slice and package” basis, the lowest evaluated Bid Price will be determined when evaluating this contract in conjunction with other contracts to be awarded concurrently. Taking into account any discounts offered by the bidders for the award of more than one contract.</p>
<b>33. Employer’s Right to Accept any Bid and to Reject any or all Bids</b>	<p>33.1 Notwithstanding ITB Clause 32, the Employer reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Employer’s action.</p>
<b>34. Notification of Award and Signing of Agreement</b>	<p>34.1 Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted.</p> <p>34.2 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.</p> <p>34.3 Upon the successful Bidder’s furnishing of the signed Contract Form and performance security pursuant to ITB Clause 35, the Purchaser will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 17.4</p>
<b>35. Performance Security</b>	<p>35.1 Within Seven (07) days of the receipt of notification of award from the Employer, the successful Bidder, if required, shall furnish the Performance Security in accordance with the GCC, using for that purpose the Performance Security Form included in Section IX Contract forms. The Employer shall promptly notify the name of the winning Bidder to each unsuccessful Bidder and discharge the Bid Securities of the unsuccessful bidders pursuant to ITB Sub-Clause 17.4.</p> <p>35.2 Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Purchaser may award the Contract to the next lowest evaluated Bidder, whose offer is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily.</p>

<p><b>36. Advance Payment and Security</b></p>	<p>36.1 The Employer will provide an Advance Payment not exceeding 20 % on the Contract Price as stipulated in the Conditions of Contract, subject to the amount <b>stated in the BDS.</b></p> <p>Advance payment shall be made against the provision by the Service Provider of a bank guarantee for the same amount, and shall be valid for the period <b>stated in the SCC.</b></p>
--	--

## Section II. Bidding Data Sheet

### Instructions to Bidders Clause Reference

<b>A. General</b>	
<b>1.1</b>	<p>The Employer is: Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community Infrastructure – Plantation Division</p> <p>The name and identification number of the Contract is: Procurement of Event Manager for the 60<sup>th</sup> Session and Ministerial Meeting of the International Coconut Community in Sri Lanka 2024</p> <p>Contract Number: MPI/ACC/Pro.Minor 16</p> <p>Bidders are required to quote for the total requirement of services as given in the Scope of Services in the bidding document. Bids for partial requirements shall be treated as non-responsive and shall be rejected.</p>
<b>1.2</b>	Event Manager Services shall be provided as required in the Bidding Document (According to the attached TOR)
<b>2.1</b>	The source of funding is: Government of Sri Lanka (GOSL)
<b>5.2</b>	Prequalification has not been undertaken for this present activity
<b>5.3</b>	Pre-qualification of potential bidders has not undertaken. All bidders shall include all information and documents stated in ITB 5.3.
	The Bidder shall fulfill all the requirements mentioned in the Terms of Reference (TOR). The financial proposal submitted by the successful bidder shall be considered for further evaluation.



<b>B. Bidding Data</b>	
<b>9.2 and 19.1</b>	The number of copies of the Bid to be completed and returned shall be one original and one Duplicate (copy) of both technical & financial Proposals.
<b>C. Preparation of Bids</b>	
<b>10.1</b>	<p>For <b><u>Clarification of bid purposes</u></b> only, the purchaser's address is:            Additional Secretary, Plantation Industry Modernization and Diversification Division,            Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community Infrastructure            Stage II, Sethsiripaya, Battaramulla</p> <p>Tel: 0112187167            Email : <a href="mailto:addsec.mpi@gmail.com">addsec.mpi@gmail.com</a></p> <p><b>A pre-Bid meeting will be held : Yes</b>            Date : <b>October 28, 2024</b>            Time : <b>10.00 hrs.</b></p> <p><b>Venue:</b> Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community Infrastructure Plantation Division, 8<sup>th</sup> Floor, D wing Stage II, Sethsiripaya, Battaramulla</p>
<b>16.1</b>	The period of Bid validity shall be 60 days after the deadline for Bid submission specified in the BDS, <b>November 04 , 2024</b>
<b>17.1</b>	<p>The Bidder shall provide Bid Security in the form of a Bank guarantee be issued by any commercial bank licensed by the Central Bank of Sri Lanka (as per the format given in the bidding document) Bid Security shall be issued in favor of ;            Secretary,            Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community Infrastructure, Plantation Division, 8<sup>th</sup> Floor, Sethsiripaya Stage II, Battaramulla</p>
<b>17.2</b>	The amount of Bid Security shall be LKR 40,000.00 and it should be valid until <b>January 03, 2025</b>
<b>D. Submission of Bids</b>	
<b>20.2</b>	<p>The Employer's address for the purpose of Bid submission is:            Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community Infrastructure – Plantation Division, Accounts Division, 8<sup>th</sup> Floor, A wing Stage II, Sethsiripaya, Battaramulla</p>

	<p>For identification of the bid the envelopes should indicate:</p> <p><b>Contract:</b> Procurement of Event Manager for the 60<sup>th</sup> Session and Ministerial Meeting of the International Coconut Community in Sri Lanka 2024</p> <p><b>Contract Number:</b> <i>MPI/ACC/Pro. Minor 16</i></p>
<b>21.1</b>	<b>The deadline for submission of bids shall be no later than 1400 hours (2.00 P.M) on November 4, 2024</b>
<b>E. Bid Opening and Evaluation</b>	
<b>24.1</b>	<p>Bids will be opened immediately after bid closing. The Bidder should submit Technical Proposal and Financial Bid separately. Technical Proposal and Financial Bid shall seal. The originals and all copies of the Bid in two inner envelopes and one outer envelope, duly marking the inner envelopes as;</p> <ul style="list-style-type: none"> <li>i. Technical Proposal-“ORIGINAL” and “DUPLICATE”(COPIES).</li> <li>ii. Financial Proposal -“ORIGINAL” and “DUPLICATE”(COPIES).</li> </ul>
<b>F. Award of Contract</b>	
<b>35.0</b>	The Performance Security acceptable to the Employer shall be in the form of given in this bidding document and the amount shall be 10% of the contract value excluding any recurrent costs.
<b>36.1</b>	The Employer will <b>Not provide an Advance Payment</b>

# **Section III. Bidding Forms**

## **Technical Proposal**

### **Table of Forms**

**Bid Qualification Information**

**Letter of Acceptance**

**Form of Contract**

**Bid Submission Form**

**Bid Security (Bank Guarantee)**

## Qualification Information

<p><b>1. Individual Bidders or Individual Members of Joint Ventures</b></p>	<p>1.1 legal status of Bidder: <i>[attach copy]</i></p> <p>Place of registration: <i>[insert]</i></p> <p>Principal place of business: <i>[insert]</i></p> <p>Power of attorney of signatory of Bid: <i>[attach]</i></p>
<p><b>2.</b></p>	<p>2.1 Must fulfill all requirements as mentioned in TOR and provide necessary documents to prove eligibility</p>

**Letter of Acceptance**  
*[letterhead paper of the Employer]*

*[date]*

To: *[name and address of the Service provider]*

This is to notify you that your Bid dated *[date]* for execution of the *[name of the Contract and identification number, as given in the Special Conditions of Contract]* for the Contract Price of the equivalent of *[amount in numbers and words]* , as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by our Agency.

You are hereby instructed to proceed with the execution of the said contract for the provision of Services in accordance with the Contract documents.

Please return the attached Contract dully signed

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Attachment: Contract

## Form of Contract

*[letterhead paper of the Employer]*

### LUMP-SUM CONTRACT

This CONTRACT (hereinafter called the “Contract”) is made the *[day]* day of the month of *[month]*, *[year]*, between, on the one hand, *[name of Employer]* (hereinafter called the “Employer”) and, on the other hand, *[name of Service Provider]* (hereinafter called the “Service Provider”).

*[Note: In the text below text in brackets is optional; all notes should be deleted in final text. If the Service Provider consist of more than one entity, the above should be partially amended to read as follows: “...(hereinafter called the “Employer”) and, on the other hand, a joint venture consisting of the following entities, each of which will be jointly and severally liable to the Employer for all the Service Provider’s obligations under this Contract, namely, [name of Service Provider] and [name of Service Provider] (hereinafter called the “Service Provider”).]*

#### WHEREAS

- (a) the Employer has requested the Service Provider to provide certain Services as defined in the General Conditions of Contract and TOR attached to this Contract (hereinafter called the “Services”);
- (b) the Service Provider, having represented to the Employer that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of .....

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, and the priority of the documents shall be as follows:

- (a) the Letter of Acceptance;
- (b) the Service Provider’s Bid
- (c) the Special Conditions of Contract;
- (d) the General Conditions of Contract and TOR;

- (e) the Specifications;
  - (f) the Priced Activity Schedule; and
  - (g) The following Appendices
2. The mutual rights and obligations of the Employer and the Service Provider shall be as set forth in the Contract, in particular:
- (a) the Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
  - (b) the Employer shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *[name of Employer]*

\_\_\_\_\_  
*[Authorized Representative]*

For and on behalf of *[name of Service Provider]*

\_\_\_\_\_  
*[Authorized Representative]*

*[Note: If the Service Provider consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]*

For and on behalf of each of the Members of the Service Provider

\_\_\_\_\_  
*[name of member]*

\_\_\_\_\_  
*[Authorized Representative]*

\_\_\_\_\_  
*[name of member]*

\_\_\_\_\_  
*[Authorized Representative]*

# Bid Submission Form

## Technical Proposal

**Bids No.:** .....

**Name of**

**Contract:**.....

.....

.....

Secretary,

Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and  
Community Infrastructure, Plantation Division

8<sup>th</sup> Floor, Stage II Sethsiripaya, Battaramulla

We, the undersigned Bidder, hereby submit the Technical Proposal of our Bid.

In submitting our Technical Proposal, we make the following additional declarations:

- (a) **Bid Validity Period:** Our Bid shall be valid for the period specified under 16.1 of the Bid Data sheets from the date fixed for the bid submission deadline specified under 20.2 of the Bid Data sheets, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (b) **Binding Contract:** We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed.

.....

Bidder's Signature (with Rubber Stamp)

*[insert signature of person whose name and capacity are shown]*

.....

Name: *[insert complete name of person signing the Bid Submission Form]*

**Date:**.....



## Bid Security (Bank Guarantee)

*[The Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]*

---

**Beneficiary:** Secretary,

Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community Infrastructure, Plantation Division

**Date:** \_\_\_\_\_

**BID GUARANTEE No.:** \_\_\_\_\_

We have been informed that \_\_\_\_\_ (hereinafter called "the Bidder") has submitted to you its bid dated (hereinafter called "the Bid") for the execution of \_\_\_\_\_ under Invitation for Bids No. \_\_\_\_\_ ("the IFB").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we \_\_\_\_\_ hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of \_\_\_\_\_ (\_\_\_\_\_) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

(a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or

(b) having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the performance security, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) twenty-eight days after the expiration of the Bidder's Bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

---

*[signature(s)]*

**Section IV – Eligible Countries.**

**(Not Applicable)**

## **Section V. – Activity Schedule**

**The bidder shall provide a detailed activity plan/schedule to meet the requirements mentioned in the TOR (Annex I).**

# **Section VI Conditions of Contract and Contract Forms**

## Section VI. General Conditions of Contract

### A. General Provisions

<b>1.1 Definitions</b>	<p>1.1 The following words and expressions shall have the meanings hereby assigned to them:</p> <p>1.1.1. “Contract” means the Contract Agreement signed by the Parties, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.</p> <p>1.1.2. “Contract Documents” means the documents listed in the Contract Agreement, including any amendments thereto.</p> <p>1.1.3 “Contract Price” means the price payable to the Supplier as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.</p> <p>1.1.4 “Day” means calendar day.</p> <p>1.1.5. “Completion Date” means the date of completion of the Services by the Service Provider as certified by the Employer.</p> <p>1.1. 6 “GCC” mean the General Conditions of Contract.</p> <p>(a) “Services” means the work to be performed by the Service Provider pursuant to this Contract, as described in Appendix A; and in the Specifications and Schedule of Activities included in the Service Provider’s Bid.</p> <p>(b) “Employer” means the entity who employs the Service Provider</p> <p>1.1.7. “Subcontractor” means any natural person, private or government entity, or a combination of the above, to whom any part of the Services is subcontracted by the Supplier.</p> <p>1.1.8. “Service Provider” means the natural person, private or government entity, or a combination of the above, whose bid to provide the Services has been accepted by the Employer and is named as such in the Contract Agreement.</p> <p>©“Service Provider’s Bid” means the completed bidding document submitted by the Service Provider to the Employer</p>
------------------------	--

	<p>(d) “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;</p> <p>(e)“Specifications” means the specifications of the service included in the bidding document submitted by the Service Provider to the Employer</p> <p>(g)“The Project Site,” where applicable, means the place named in the SCC.</p> <p>(h)“Activity Schedule” is the priced and completed list of items of Services to be performed by the Service Provider forming part of his Bid;</p>
<b>1.2 Applicable Law</b>	The Contract shall be interpreted in accordance with the laws of the Democratic Socialist Republic of Sri Lanka.
<b>1.3 Language</b>	This Contract has been executed in the language <b>specified in the SCC</b> , which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.
<b>1.4 Notices</b>	<p>1.4.1 ; Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, or facsimile to such Party at the address <b>specified in the SCC</b>.</p> <p>; A notice shall be effective when delivered or on the notice’s effective date, whichever is later.</p>
<b>1.5 Location</b>	The Services shall be performed at such locations as are specified in Appendix A, in the specifications and, where the location of a particular task is not so specified, at such locations, whether in the Government’s country or elsewhere, as the Employer may approve.
<b>1.6 Authorized Representatives</b>	Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Employer or the Service Provider may be taken or executed by the officials <b>specified in the SCC</b> .
<b>1.7 Inspection and Audit by the GOSL</b>	Not applicable
<b>1.8 Taxes and Duties</b>	The Service Provider, Subcontractors, and their Personnel shall pay such taxes, duties, fees, and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

## 2. Commencement, Completion, Modification, and Termination of Contract

<b>2.1 Effectiveness of Contract</b>	This Contract shall come into effect on the date the Contract is signed by both parties.
<b>2.2 Commencement of Services</b>	
<b>2.2.1 Program</b>	Before commencement of the Services, the Service Provider shall submit to the Employer for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.
<b>2.2.2 Starting Date</b>	As specified <b>in the SCC</b> .
<b>2.3 Intended Completion Date</b>	Unless terminated earlier pursuant to Sub-Clause 2.6, the Service Provider shall complete the activities by the Intended Completion Date, as is <b>specified in the SCC</b> . In this case, the Completion Date will be the date of completion of all activities.
<b>2.4 Modification</b>	Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties.
<b>2.5 Force Majeure</b>	
<b>2.5.1 Definition</b>	For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.
<b>2.5.2 No Breach of Contract</b>	The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.
<b>2.5.3 Extension of Time</b>	Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall not be extended .
<b>2.6 Termination</b>	
<b>2.6.1 By the Employer</b>	Not applicable.

	<p>unable to perform a material portion of the Services for a period of not less than sixty (60) days; or</p> <p>(d) if the Service Provider, in the judgment of the Employer has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.</p> <p>For the purposes of this Sub-Clause:</p> <p>(i) “corrupt practice”<sup>1</sup> is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;</p> <p>(ii) “fraudulent practice”<sup>2</sup> is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;</p> <p>(iii) “collusive practice”<sup>3</sup> is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;</p> <p>(iv) “coercive practice”<sup>4</sup> is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;</p> <p>(v) “obstructive practice” is</p> <p>(aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a GOSL investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or</p> <p>(bb) acts intended to materially impede the exercise of the GOSL’s inspection and audit rights</p>
<p><b>2.6.2 By the Service Provider</b></p>	<p>Not applicable</p>

<sup>2</sup>

<sup>3</sup>

<sup>4</sup>For the purpose of this Contract, “party” refers to a participant in the procurement process or contract execution.



	<p>paragraphs (a) and (b) of this Sub-Clause 2.6.2:</p> <p>(a) if the Employer fails to pay any monies due to the Service Provider pursuant to this Contract and not subject to dispute pursuant to Clause 7 within forty-five (45) days after receiving written notice from the Service Provider that such payment is overdue; or</p> <p>(b) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days.</p>
<b>2.6.3 Suspension of Loan or Credit</b>	Not applicable
	<p>(a) The Employer is obligated to notify the Service Provider of such suspension within 7 days of having received the GOSL’s suspension notice.</p> <p>(b) If the Service Provider has not received sums due to by the due date stated in the SCC in accordance with Sub-Clause 6.5 the Service Provider may immediately issue a 14 day termination notice.</p>
<b>1. Obligations of the Service Provider</b>	
<b>3.1 General</b>	The Service Provider shall perform the Services in accordance with the TOR Specifications and the Activity Schedule, and carry out its obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Service Provider shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the Employer, and shall at all times support and safeguard the Employer’s legitimate interests in any dealings with Subcontractors or third parties.
<b>3.2 Conflict of Interests</b>	
<b>3.2.1 Service Provider Not to Benefit from Commissions and Discounts.</b>	The remuneration of the Service Provider pursuant to Clause 6 shall constitute the Service Provider’s sole remuneration in connection with this Contract or the Services, and the Service Provider shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Service Provider shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

<b>3.2.2 Service Provider and Affiliates Not to be Otherwise Interested in Project</b>	The Service Provider agrees that, during the term of this Contract and after its termination, the Service Provider and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing goods, works, or Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.
<b>3.2.3 Prohibition of Conflicting Activities</b>	Neither the Service Provider nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:  (a) during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;
	(b) after the termination of this Contract, such other activities as may be <b>specified in the SCC</b> .
<b>3.3 Confidentiality</b>	The Service Provider, its Subcontractors, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Employer's business or operations without the prior written consent of the Employer.
<b>3.4 Insurance to be Taken Out by the Service Provider</b>	The Service Provider (a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Subcontractors', as the case may be) own cost but on terms and conditions approved by the Employer, insurance against the risks, and for the coverage, as shall be <b>specified in the SCC</b> ; and (b) at the Employer's request, shall provide evidence to the Employer showing that such insurance has been taken out and maintained and that the current premiums have been paid.
<b>3.5 Service</b>	The Service Provider shall obtain the Employer's prior approval in
<b>Provider's Actions Requiring Employer's Prior Approval</b>	writing before taking any of the following actions:  (a) entering into a subcontract for the performance of any part of the Services,  (b) appointing such members of the Personnel not listed by name in Appendix C ("Key Personnel and Subcontractors"),  (c) changing the Program of activities; and  any other action that may be <b>specified in the SCC</b> .
<b>3.6 Reporting Obligations</b>	The Service Provider shall submit to the Employer the reports and documents specified in Appendix B in the form, in the numbers, and within the periods set forth in the said Appendix.

<p><b>3.7 Documents Prepared by the Service Provider to Be the Property of the Employer</b></p>	<p>All plans, drawings, specifications, designs, reports, and other documents and software submitted by the Service Provider in accordance with Sub-Clause 3.6 shall become and remain the property of the Employer, and the Service Provider shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Employer, together with a detailed inventory thereof. The Service Provider may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be <b>specified in the SCC</b>.</p>
<p><b>3.8.Liquidated Damages</b></p>	
<p><b>3.8.1 Payments of Liquidated Damages</b></p>	<p>Not applicable</p>
<p><b>3.8.2 Correction for Over-payment</b></p>	<p>Not applicable</p>
<p><b>3.8.3 Lack of performance penalty</b></p>	<p>Not applicable</p>
<p><b>3.9 Performance Security</b></p>	<p>The Service Provider shall provide the Performance Security to the Employer no later than the date specified in the Letter of acceptance. The Performance Security shall be issued in an amount and form and by a bank acceptable to the Employer, and denominated in the types and proportions of the currencies in which the Contract Price is payable. The performance Security shall be valid until a date 28 days from the Completion Date of the Contract.</p>
<p><b>2. Service Provider’s Personnel</b></p>	
<p><b>4.1 Description of Personnel</b></p>	<p>The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider’s Key Personnel are described in Appendix C. The Key Personnel and Subcontractors listed by title as well as by name in Appendix C are hereby approved by the Employer.</p>

<p><b>4.2 Removal and/or Replacement of Personnel</b></p>	<p>(a) Except as the Employer may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as a replacement a person of equivalent or better qualifications.</p> <p>(b) If the Employer finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at the Employer's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Employer.</p> <p>(c) The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.</p>
<p><b>3. Obligations of the Employer</b></p>	
<p><b>5.1 Assistance and Exemptions</b></p>	<p>The Employer shall use its best efforts to ensure that the Government shall provide the Service Provider such assistance as <b>specified in the SCC.</b></p>
<p><b>5.2 Change in the Applicable Law</b></p>	<p>If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provider, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Sub-Clauses</p>
	<p>6.2 (a) or (b), as the case may be.</p>
<p><b>5.3 Services and Facilities</b></p>	<p>The Employer shall make available to the Service Provider the Services and Facilities listed under Appendix F.</p>
<p><b>4. Payments to the Service Provider</b></p>	
<p><b>6.1 Lump-Sum Remuneration</b></p>	<p>The Service Provider's remuneration shall not exceed the Contract Price and shall be a fixed lump-sum including all Subcontractors' costs, and all other costs incurred by the Service Provider in carrying out the Services described in TOR. Except as provided in Sub- Clause 5.2, the Contract Price may only be increased above the amounts stated in Sub-Clause 6.2 if the Parties have agreed to additional payments in accordance with Sub-Clauses 2.4 and 6.3.</p>

<b>6.2 Contract Price</b>	The price payable in Sri Lankan Rupees
<b>6.3 Payment for Additional Services, and Performance Incentive Compensation</b>	For the purpose of determining the remuneration due for additional Services as may be agreed under Sub-Clause 2.4, a breakdown of the lump-sum price is provided in SCC.
<b>6.4 Terms and conditions of Payments</b>	Payments will be made to the Service Provider according to the payment schedule <b>stated in the SCC. Unless otherwise stated in the SCC</b> , the advance payment shall be made against the provision by the Service Provider of a bank guarantee for the same amount, and shall be valid for the period <b>stated in the SCC</b> . Any other payment shall be made after the conditions <b>listed in the SCC</b> for such payment have been met, and the Service Provider have submitted an invoice to the Employer specifying the amount due.
<b>6.5 Period allocated for Payments</b>	Payments shall be made within the period specified in the <b>SCC</b>
<b>6.6 Day works</b>	6.6.1 If applicable, the Day work rates in the Service Provider's Bid shall be used for small additional amounts of Services only when the Employer has given written instructions in advance for additional services to be paid in that way.
<b>5. Quality Control</b>	
<b>7.1 Identifying Defects</b>	The principle and modalities of Inspection of the Services by the Employer shall be as <b>indicated in the SCC</b> . The Employer shall check the Service Provider's performance and notify him of any Defects that are found. Such checking shall not affect the Service Provider's responsibilities. The Employer may instruct the Service Provider to search for a Defect and to uncover and test any service that the Employer considers may have a Defect. Defect Liability Period is as <b>defined in the SCC</b> .
<b>Correction of Defects, and Lack of Performance Penalty</b>	<ul style="list-style-type: none"> <li>(a) The Employer shall give notice to the Service Provider of any Defects before the end of the Contract.</li> <li>(b) Every time notice a Defect is given, the Service Provider shall correct the notified Defect within the length of time specified by the Employer's notice or specified in the Service Level Agreement (SLA).</li> <li>(c) If the Service Provider has not corrected a Defect within the time specified in the Employer's notice, the Employer will assess the cost of having the Defect corrected, the Service Provider will pay this amount, and a Penalty for Lack of</li> </ul>

	Performance calculated as described in Sub-Clause 3.8.
<b>6. Settlement of Disputes</b>	
<b>8.1 Amicable Settlement</b>	The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

## Section VII. Special Conditions of Contract

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
<b>1.1</b>	The words “in the Government’s country” are amended to read “in the Democratic Socialist Republic of Sri Lanka.”
	The contract name is : Procurement of Event Manager for the 60 <sup>th</sup> Session and Ministerial Meeting of the International Coconut Community in Sri Lanka 2024
	The Employer is : Secretary, Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community Infrastructure, Plantation Division 8 <sup>th</sup> Floor, Stage II Sethsiripaya, Battaramulla
	The Service Provider is; _____
	The Member in Charge is;
<b>1.3</b>	The language is; English
<b>1.4</b>	<p>The addresses are:</p> <p>Employer: Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community Infrastructure, Plantation Division 8<sup>th</sup> Floor, Stage II Sethsiripaya, Battaramulla Attention: Additional Secretary, Tel 0112187167 Email : addsec.mpi@gmail.com</p> <p>Service Provider: _____ Attention: _____ Tel: _____ Facsimile: _____ e-mail: _____</p>
<b>1.6</b>	The Authorized Representatives are: For the Employer :.....For the Service Provider:..... .....
<b>2.1</b>	This Contract shall come into effect on the date the Contract is signed by both parties.

<b>2.2.2</b>	The Starting Date for the commencement of Services is; Immediate after signing the contract agreement.
<b>2.3</b>	The Intended Completion Date is as specified in the Scope of Services.
<b>3.4</b>	The risks and coverage by insurance shall be: (i) Employer's liability and workers' compensation in accordance with current requirements of the Government of Sri Lanka.
<b>3.5(d)</b>	Not applicable
<b>3.7</b>	Restrictions on the use of documents prepared by the Service Provider are: None
<b>3.8.1</b>	Not applicable
<b>5.1</b>	The assistance and exemptions provided to the Service Provider are: Not applicable
<b>6.2</b>	The amount in local currency is : Sri Lanka Rupees
<b>6.3.2</b>	The performance incentive paid to the Service Provider shall be: Not applicable
<b>6.4</b>	Payments shall be made After completion of the work upon receipt of invoice along with acceptance certificate.
<b>6.5</b>	Payment shall be made within 30 days of receipt of the invoice and the relevant documents specified in Sub-Clause 6.4, and within 45 days in the case of the final payment.
<b>7.1</b>	N/A



**Section VIII - Performance Specifications and  
DrawingsNot applicable**

**Section IX Bank Guarantee for Advance Payment**

Not applicable

## Section X. Contract Forms

### Performance Bank Guarantee (Unconditional)

To: \_\_\_\_\_

Whereas \_\_\_\_\_ (hereinafter called "the Service Provider") has undertaken, in pursuance of Contract No. \_\_\_\_\_ dated \_\_\_\_\_ to execute \_\_\_\_\_ (hereinafter called "the Contract");

And whereas it has been stipulated by you in the said Contract that the Service Provider shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

And whereas we have agreed to give the Service Provider such a Bank Guarantee;

Now therefore we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Service Provider, up to a total of \_\_\_\_\_, \_\_\_\_\_, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of \_\_\_\_\_/ as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Services to be performed there under or of any of the Contract documents which may be made between you and the Service Provider shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall be valid until a date 28 days from the date of issue of the Certificate of Completion.

Signature and seal of the Guarantor \_\_\_\_\_

Name of Bank \_\_\_\_\_ Address  
\_\_\_\_\_ Date  
\_\_\_\_\_

## **Section XI. Financial Proposal**

### **Procurement of Event Manager for the 60<sup>th</sup> Session and Ministerial Meeting of the International Coconut Community in Sri Lanka 2024**

- Financial bid should be submitted according to the attached TOR (Annex I).
- The second envelope shall contain only the Financial Bid.
- The sealed envelope containing your bid should be marked “**(Financial Bid – Procurement of Event Manager - ICC 2024)**” in the top left corner.
- Original and Duplicate of Financial Proposal.
- Items and descriptions should be matched with TOR.

## Financial Bid Submission Form

**Bids No.:** .....

**Name of Contract:**.....

.....  
Secretary, Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and  
Community Infrastructure,

Plantation Division  
8<sup>th</sup> Floor, Stage II Sethsiripaya, Battaramulla

We, the undersigned Bidder, hereby submit the Financial Proposal of our Bid.

In submitting our Financial Proposal, we make the following additional declarations:

(c) **Bid Validity Period:** Our Bid shall be valid for the period specified under 16.1 of the Bid Data sheets from the date fixed for the bid submission deadline specified under 20.2 of the Bid Data sheets, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(d) **Total Price:** The total price of our Bid is  
.....  
.....  
...

*[Insert the total price of the bid in words and figures, indicating the various amounts and the respective currencies];*

(e) **Binding Contract:** We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed.

.....  
Bidder's Signature (with Rubber Stamp)  
*[insert signature of person whose name and capacity are shown]*

.....  
Name: *[insert complete name of person signing the Bid Submission Form]*

Date:.....

**Financial Proposal (According to the TOR- Annex I)**

**PROCUREMENT OF EVENT MANAGER FOR THE 60<sup>TH</sup> SESSION AND THE  
MINISTERIAL MEETING OF ICC IN SRILANKA 2024**

Secretary, Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community  
Infrastructure, Plantation Division  
8<sup>th</sup> Floor, Stage II, Sethsiripaya, Battaramulla

<b>Item</b>	<b>Description</b>	<b>Sub-Item Description</b>	<b>Quantity</b>	<b>Rate (SLR)</b>	<b>Cost (SLR)</b>
<b>1</b>	Refer TOR				
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					
<b>6</b>					
<b>7</b>					

8					
9					
10... ..... ..... ....					
<b>Total Rs. (Without VAT)</b>					
<b>VAT</b>					
<b>Total Rs. (With VAT)</b>					

VAT No.
---------

.....

Bidder's Signature (with Rubber Stamp)

Date .....

- **Items and descriptions should be matched with TOR.**

Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation  
and Community Infrastructure, Plantation Division

**Terms of Reference (TOR) for Event Manager**  
**60<sup>th</sup> Session and the Ministerial Meeting of International Coconut**  
**Community, Hilton Hotel, Colombo Sri Lanka**  
**25<sup>th</sup> -28<sup>th</sup> November 2024**

## 1. Background Information

The International Coconut Community (ICC) is a pivotal intergovernmental organization established in 1969 to bolster the global coconut industry by fostering cooperation among coconut-producing and consuming nations. Its mission includes enhancing production techniques, promoting trade, and ensuring the sustainability of coconut cultivation. Through comprehensive research, technical support, and capacity-building initiatives, the ICC addresses challenges such as fluctuating market prices, environmental sustainability, and product innovation. The organization also plays a critical role in gathering and analyzing industry data, which aids member countries in strategic planning and decision-making. Based in Jakarta, Indonesia, the ICC serves as a central hub for collaboration and knowledge exchange, striving to improve the livelihoods of coconut farmers and drive economic growth within the sector. By advancing best practices and supporting new product developments, the ICC aims to ensure a prosperous future for the coconut industry and its global stakeholders.

The ICC's Annual Ministerial Meeting is a key event that brings together high-level representatives from member countries to discuss and shape the future of the global coconut industry. Held each year, this meeting serves as a vital forum for dialogue on critical issues affecting the coconut sector, including trade policies, production challenges, and sustainability efforts. Ministers and senior officials collaborate to review progress, set strategic priorities, and formulate resolutions aimed at enhancing the industry's global competitiveness. The meeting also provides an opportunity for member countries to share the best practices, propose new initiatives, and address emerging concerns. Through these high-level discussions, the Annual Ministerial Meeting plays a crucial role in steering the ICC's agenda and ensuring that member countries work together effectively to overcome common challenges and seize new opportunities in the coconut industry.

The 60<sup>th</sup> Session & Ministerial Meetings of ICC will be hosted by Sri Lanka. This prestigious event is scheduled to take place at the Hilton Hotel in Colombo from the 25<sup>th</sup> to 28<sup>th</sup> of November. The event will comprise of three main components: Inauguration Ceremony, Ministerial meeting /session and welcome dinner.

## 2. Basic roles of the Event Manager:

To ensure the success of this event, an event manager is to be selected through a competitive process. The event manager selected will be tasked with fulfilling the critical needs of the event, including but not limited to:

- Organizing sessions and presentations
- Ensuring the smooth execution of all event-related activities



The role of the event manager is crucial to the overall success of the 60<sup>th</sup> Session and Ministerial meeting of the ICC, and as such, Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community Infrastructure, Plantation Division is seeking a qualified and experienced company to undertake this responsibility. The selected company will work closely with the Additional Secretary (Plantation Industry Modernization and Diversification) and other relevant officials and authorities to deliver a seamless and impactful event that upholds the reputation and objectives of the ICC.

By hosting this event, Sri Lanka aims to showcase its commitment to the Coconut industry, highlight its contributions to the global market, and foster stronger international relationships that will benefit all member and associate member countries of the ICC.

### 3.Objective

The purpose of this Terms of Reference (TOR) is to procure the services of a professional event management company. The selected company will be responsible for ensuring the seamless planning, organization, and execution of the functions and services listed below for the International Coconut Community (ICC) event. This will involve comprehensive coordination to deliver a successful and memorable 60<sup>th</sup> Session and Ministerial Meeting the high standards expected by the ICC and its stakeholders with the aim of enhancing the reputation that can be given to the country.

### 4.Scope of Work

#### 4.1 Pre-Event Planning

The event manager will be responsible for the following tasks:

##### 4.1.1 Event Management Plan:

1. Develop a comprehensive event management plan according to the requirements and guidelines provided by the Ministry, this plan should cover all aspects of the event from inception to completion, ensuring that every detail is meticulously planned and executed.
2. **Coordination:** Coordinating with the Ministry, International Coconut Community (ICC), and the Hilton Hotel to ensure the successful delivery of all event-related activities. Effective communication and collaboration with these stakeholders are crucial to achieving the event's objectives. Ensuring the presence of the technical team throughout the event in case of emergency breakdown.
3. **Timely Delivery:** The event manager is responsible for ensuring that all goods and services are delivered on time and to the highest standards. The event manager must demonstrate reliability and efficiency in managing timelines and deliverables.

## 4.2 Description of the Program:

### The 60<sup>th</sup> Session and Ministerial Meetings of the ICC

ICC holds regular Sessions and Meetings every year which are hosted by the ICC member country on a rotation basis. Each member country is represented by a delegate with plenipotentiary authority to the Session. This year, the 60<sup>th</sup> Session and Ministerial Meetings of ICC will be hosted by the Government of Sri Lanka and organized jointly by Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community Infrastructure and the International Coconut Community (ICC) in Hilton Hotel Colombo, Sri Lanka from 25 -28 November 2024.

This annual event mainly comprises four (04) sessions.

- a. Inauguration
- b. Session and Ministerial meeting
- c. Welcome dinner
- d. Field tour

The event management company will be responsible for the first three (03) sessions (a, b and c).

#### 4.2.1 Inauguration Ceremony Requirements:

This will be held in the Grand Ballroom from 9.00 am to 11.00 am on the 25<sup>th</sup> of November. Expected number of participants 150.

- a. **Main Stage Preparation:** Designing and setting up the main stage, which is sized approximately 30x15 feet, ensuring it meets the aesthetic and functional requirements of the event. Two (02) sets of stairs should be available with an elegant look (decorated with flowers and/or minor light arrangement) from both the left and right sides. Two (02) podiums; one (01) is dedicated to the compere. Stage background should be a digital screen of 20x 10 feet.
- b. **Seating arrangement:** Classroom setup for 35 delegates/ guests and 100 seats in theatre setup.
- c. **Floral Arrangement and Creative Designs – The main theme should be Coconut-based; but the event manager is allowed to add other creative decorations** to enhance the aesthetic appeal of the venue including the main stage, podium and entrance/s, creating a welcoming and festive atmosphere. A creative oil lamp will be provided by the Ministry. Coconut Cultivation Board will collaborate with the event manager for decorations.
- d. **Sound System and Sound Tracks:** Setting up a high-quality sound system, including microphones for the 02 podiums and any other required locations to ensure clear and effective communication. Necessary facilitation for cultural events (National Anthem, cultural dance, etc.)
- e. **Compere:** one compere (Master of Ceremony). Compere should be fluent in both Sinhala and English languages. The level of comperes: Skills suitable for an international event. The event manager should obtain prior approval from the ministry for the selected compere.

- f. **Podiums:** 02 numbers. One for the compere and the second for the speakers. (one will be provided by the Hotel)
- g. **Lighting:** Installing appropriate lighting to create an environment suitable for the inauguration ceremony, highlighting key areas such as the stage, tables and oil lamps/candles.
- h. **Table Arrangement:** Preparing the tables with necessary items, including nameplates, tabletop flags, and any other required accessories, ensuring it is organized and presentable.
- i. **National Flags:** Installing 21 large national flags and ICC flag (44 stands) of the key member countries prominently and respectfully on the stage, and flags of the member countries outside the main hall. Flag size and the flagpole size should be standard, and it should be according to the guidelines of the embassy of the relevant country. Tabletop flags for the delegates and international NGO representatives. (ICC will provide one set of large and small flags)
- j. **Escort for Chief Guests:** Coordinate with the group of dancers to escort the chief guests and other dignitaries, adding a traditional and festive touch to their entrance.
- k. **Seating Arrangement:** Managing the seating arrangement for guests, including directing them to their seats efficiently and ensuring the seating plan is followed to accommodate all attendees comfortably. An ushering team with 04 members will be provided by the Ministry to accompany the delegates to their seats. Additionally, it is recommended to arrange visual guidance for this purpose at all necessary places including the main entrance.
- l. **Lighting of the Oil Lamp:** Coordinating the lighting of the oil lamp, a ceremonial act to mark the beginning of the event, ensuring it is conducted smoothly and respectfully.
- m. **Technical Support:** Providing on-site technical support to handle any issues with audio-visual equipment, presentations, or other technical requirements promptly **throughout the ceremony.**
- n. **Other matters related to the smooth functioning of the event.** The event manager is required to overcome any unexpected circumstances, which may obstruct the smooth flow of the event. It may include issues that are disrupting the delegates participating in the event.

#### 4.2.2 Event set up for the Awarding ceremony and Welcome dinner

- Awarding ceremony of the Coconut Development Authority will be held at the same venue where Inauguration ceremony holds from 4.00 pm to 6.30pm on 25<sup>th</sup> of November 2024
- The dinner will be held at the whole Grand Ballroom from 7.00 pm to 11.00 pm on the 25th November. Expected no. of participants is 250.
  - a. **Seating arrangement:** Banquet setup for 250 guests.
  - b. **Floral Arrangement:** The main theme should be Coconut-based; but the event manager is allowed to add other foliage creatively.
  - c. **Table Decoration:** Creating an inviting and elegant atmosphere for the awarding ceremony and dinner through thoughtful table decoration.
  - d. **Sound and Lighting:** Setting up a high-quality sound system will provide background music and announcements, ensuring clear audio without overpowering conversation. Lighting will create a warm, inviting atmosphere, using soft up lighting and table decorations. Focusing lighting will highlight key areas, such as the buffet and stage for any speeches or performances.
  - e. Master of Ceremony (compare)

- f. Facilitate to Cultural Events & calypso band which will be provided by the Ministry.

### 4.2.3 Event Setup for Session and Ministerial Meeting

The Ministerial Meeting is a strategic assembly of delegates from the member countries, convened to address the future plans pertinent to the Coconut industry within their respective nations. During this session, critical decisions are made concerning coconut and allied products. The meeting also serves as a platform for sharing vital information, discussing policy matters, present country status and reviewing statistical data related to the coconut industry.

This will be held at the Ruby Hall from the 25<sup>th</sup> to 27<sup>th</sup> November, and the no. of participants will be 70. The meeting will be started at 11.00 am on the 25<sup>th</sup> and 9.00 am on the 26<sup>th</sup> and 27<sup>th</sup>. The following functions and services are required for the successful execution of the Ministerial meeting.

- a. **Table Arrangement:** A U-shaped table arrangement is required for ICC representatives, heads of delegates, and other delegates. Preparing the table for thirty (30), ICC officials, 21 delegates and international NGO representative's delegates with necessary items, including microphones, nameplates, tabletop flags, and any other required accessories, ensuring it is organized and presentable.
- b. **Backdrop:** Installing a double-side printed backdrop (8x12) with a stand.
- c. **Flags:** Installing 21 large national flags and ICC flag (22 stands) of the key member countries prominently and respectfully inside the Ruby Hall.
- d. **Flower Arrangement:** Providing floral arrangements to enhance the aesthetic appeal of the meeting venue, creating a professional and welcoming atmosphere and decorate the podium.
- e. **Sound System & Lighting:** Installing a background screen to facilitate presentations and enhance the visual experience for participants, while integrating a high-quality sound system to ensure clear audio for all speakers and performances. Additionally, implementing dynamic lighting to create an engaging atmosphere, highlighting key moments and enhancing the overall visual impact of the event.
- f. **Background Screen:** Setting up a background LED screen (12x8) and 4 TV screens (42 Inches) for better visual presentations and to display relevant information throughout the meeting.
- g. **Audio-Visual Equipment:** Utilizing state-of-the-art audio-visual equipment to enhance the event experience, including high-definition projectors and large screens for clear visuals. A professional sound system with high-quality speakers will ensure optimal audio clarity for all presentations and performances. Establishing 3 wireless microphones, and 30 goose-neck mics, to accommodate various speaking styles and panel discussions, ensuring every speaker is heard clearly. Incorporating video conferencing capabilities for remote participants allows for a more inclusive experience. Additional components, such as cameras for live streaming and recording, will capture key moments of the event, providing valuable content for future use. Ensuring all equipment is tested and set up in advance will contribute to a seamless event flow.
- h. **Multimedia and Presentation Facilities:** Ensuring that multimedia and presentation facilities are available and functioning for presenters, including projectors, screens, and audio-visual equipment.

- i. **Wi-Fi Setup:** Establishing a robust Wi-Fi network to ensure reliable internet connectivity for all participants throughout the event. This includes deploying high-capacity routers and access points strategically placed to provide seamless coverage across the venue. Bandwidth will be allocated to support various activities, including live streaming, video conferencing, and online interactions. Additionally, implementing a secure guest network will allow participants to connect easily while safeguarding the event's internal network. Regular monitoring will be in place to address any connectivity issues promptly, ensuring an uninterrupted experience.
- j. **IT Equipment:** Providing comprehensive IT equipment to support all technical aspects of the event. This includes laptops and desktops for registration, presentation management, and real-time content updates. Servers will be deployed for data management and storage, ensuring fast access to information. Networking equipment, such as switches and routers, will facilitate reliable internet connectivity. Additionally, backup devices and storage solutions will be on hand to prevent data loss and ensure smooth operations. All IT equipment will be configured and tested prior to the event to guarantee seamless integration and performance.
- k. **Technical Support:** Providing on-site technical support to handle any issues with audio-visual equipment, presentations, or other technical requirements promptly.
- l. **Other matters related to the smooth functioning of the event.** The event manager is required to overcome any unexpected circumstance, which may obstruct the smooth flow of the event. It may include issues that are disrupting the delegates participating in the event.
- m. **Redundant Power Systems:** Implementing fully redundant power systems to ensure uninterrupted operation throughout the event. This includes backup generators (supply by premises) and uninterruptible power supplies (UPS) that will automatically engage in the event of a power failure, safeguarding all audio-visual equipment and ensuring consistent performance.
- n. **QR Codes and ID Cards:** Implementing QR codes for efficient registration and access control during the event. Each participant (200 number) will receive an ID card featuring a unique QR code, enabling quick scanning for entry and tracking attendance. This system will streamline check-in processes, reduce wait times, and enhance security by ensuring that only authorized individuals can access specific areas. Additionally, QR codes can link to event schedules, speaker bios, and other resources, providing participants with easy access to important information. This innovative approach enhances the overall attendee experience and facilitates smooth event management.

#### 4.2.4 Setup for Secretariat rooms

Two secretariat rooms with 10 supportive staff in each room will be functioned at the premises. The following items are needed for only one secretariat room.

- LCD Projector and Screen
- Laptop and 3 in 1 Printer

## 5. Post-Event Activities

### a. Remove (Teardown) Setups and Cleanup:

- Organize the systematic teardown and cleanup of the event venue immediately following the conclusion of the event.
- Ensure all equipment, decorations, and materials are safely dismantled and removed.
- Coordinate with the venue staff to ensure the venue is returned to its original condition.
- Properly dispose of or recycle waste materials in an environmentally responsible manner.

### b. Comprehensive Event Report:

- Prepare a detailed report documenting the event's successes, challenges, and recommendations for future events.
- Identify any issues encountered and provide actionable recommendations for addressing them in future events.

### c. Documentation and Archiving:

- Collect and archive all event documentation, including audio/video materials, and promotional materials.
- Ensure that all digital assets, such as photos, videos, and presentations, are properly stored and organized for future reference.

## 6. Deliverables

The event manager is expected to provide the following deliverables:

- Detailed event plan and timeline.
- List of all event materials designed and produced.
- Registration platform and attendee list.
- On-site management plan.
- Post-event report
- Any archived material

## 7. Timeline for the Event

The timeline for the contract period is critical for the successful execution of the event. Below is an expanded timeline with detailed phases and activities:

### a. Contract Period:

- The contract period will commence on 25<sup>th</sup> November 2024 and conclude on 27<sup>th</sup> November 2024, covering all aspects of pre-event planning, event execution, and post-event activities.

### b. Pre-Event Planning (From tender award to 25 November 2024):

- **Initial Meetings (From tender award and onward):** Conduct kickoff meetings with the Ministry and other stakeholders to outline objectives, requirements, and deliverables.
- **Planning and Coordination (From tender award to 25<sup>th</sup> November 2024):** Develop a detailed event management plan, and coordinate with the Ministry, ICC and Hilton Hotel.
- **Technical Setup and Rehearsals (November 25-27, 2024):** Set up technical equipment, conduct rehearsals, and ensure all systems are functional.

- c. **Event Execution (November 25 - 27, 2024):**
  - **Session and Ministerial Meeting (November 25, 26 and the 27, 2024):** Oversee the Heads of Delegations meeting, ensuring all technical and logistical requirements are met.
  - **Inauguration Ceremony (November 25, 2024):** Manage the inauguration ceremony, including stage preparation, sound system setup, and cultural performances.
  - **Awarding ceremony and Welcome dinner (November 25, 2024):** Facilitate and entertain of all the participants to have dinner while enjoying cultural performances.
- d. **Post-Event Activities (November 28, 2024 - December 4, 2024):**
  - **Teardown and Cleanup (November 27-28, 2024):** Organize the teardown and cleanup of the event venue, ensuring it is returned to its original condition.
  - **Comprehensive Event Report (December 3-4, 2024):** Prepare and submit a detailed report documenting the event's successes, challenges, and recommendations for future events to the Ministry.
- e. **Final Review and Handover (November 4, 2024):**
  - **Review Meeting:** Conduct a final review meeting with the Ministry to discuss the event outcomes and any remaining issues.
  - **Handover Documentation:** Handover all relevant documentation, feedback, and recommendations to the DEA.

## 8. Qualifications Required by the Event Managing Company

- a. **Proven Experience:**
  - Demonstrated experience in managing international events of similar scale and complexity.
  - A portfolio of past events showcasing successful execution, including client testimonials and digital evidence.
- b. **Event Management Skills:**
  - Strong event management skills with a proven track record of meeting deadlines.
  - Experience in using event management tools and software to streamline planning and execution.
- c. **Communication and Coordination Skills:**
  - Excellent communication and coordination skills to effectively liaise with multiple stakeholders.
  - Ability to provide regular updates and reports to the Ministry
- d. **Familiarity with Local Regulations:**
  - In-depth knowledge of local regulations and procedures in Sri Lanka, including event permits, safety regulations, and compliance requirements.
- e. **Quality of Event Materials and Services:**
  - Capability to provide high-quality event materials and services, ensuring a professional and polished experience for attendees.
- f. **Financial Stability:**
  - Evidence of financial stability and the capacity to manage the financial aspects of large-scale events, including budgeting and cost control. (Please provide details)
- g. **Technical Expertise:**
  - Access to state-of-the-art technical equipment and expertise in setting up audio-visual systems, lighting, and multimedia presentations.
  - Capability to provide on-site technical support throughout the event.

**h. Creativity and Innovation:**

- Demonstrated ability to incorporate creative and innovative elements into the event to enhance attendee engagement and experience.
- Experience in organizing cultural performances, entertainment, and other unique activities.

**i. Sustainability Practices:**

- Commitment to sustainable event management practices, including waste reduction, recycling, and eco-friendly materials.
- Ability to implement green initiatives and promote environmental responsibility.

**j. Crisis Management and Contingency Planning:**

- Proven experience in crisis management and the ability to develop and implement contingency plans for unforeseen circumstances.
- Capability to handle emergencies and ensure the safety and well-being of all participants

**k. Team Expertise:**

- A dedicated team of professionals with relevant expertise and experience in various aspects of event management.
- Clear roles and responsibilities within the team to ensure efficient coordination and execution.

## 9. Proposal Submission

Interested event management companies are requested to submit their proposals, including:

- All government procurement procedure-related documents (Will be provided by the Ministry)
- Company profile and relevant experience.
- Detailed approach and methodology for the event.
- Proposed team and their qualifications.
- Detailed budget breakdown.
- References from previous clients.



## 10. Evaluation Criteria

When evaluating potential event management companies for the 60<sup>th</sup> Annual Session of the ICC, the Ministry considers the following criteria to ensure a comprehensive and fair assessment:

S. No.	Item	Description	Marks (%)	Remark
1	<b>Experience and Track Record</b>	<ul style="list-style-type: none"> <li>○ <b>Relevant Experience:</b> Proven track record in managing international events of similar scale and complexity. <ul style="list-style-type: none"> <li>● 5 points for each national-level event, maximum for six national-level events (Providing proof of experience is mandatory. Attach with the application)</li> </ul> </li> <li>○ <b>This may include the</b> successful execution of past events (client testimonials) and positive feedback from previous clients or any other documents that can be accepted by the committee</li> <li>○ Please indicate in your portfolio</li> </ul>	30%	Critical requirement  Minimum required marks – 20
2	<b>Event Management Plan</b>	<ul style="list-style-type: none"> <li>○ <b>Event</b> Timeline Plan and Milestones Establishment (Marks will be given after Evaluating the plan)</li> </ul>	5%	Minimum required marks -25 (Any subcategory cannot be scored 0)
		<ul style="list-style-type: none"> <li>○ <b>Resource</b> planning (Identify necessary resources for the event as follows but not limited to) <ul style="list-style-type: none"> <li>● Resource Requirements Analysis</li> <li>● Personnel Requirements</li> <li>● Equipment and Technology Needs</li> <li>● Material and Supply Needs</li> <li>● Venue and Infrastructure Requirements</li> <li>● Vendor and Supplier Coordination</li> <li>● Resource Management Before and During Event</li> </ul> </li> </ul>	10%	
		<ul style="list-style-type: none"> <li>○ Stakeholder Coordination plan (with ICC, Ministry, CCB, CDA, Hilton hotel, and other non-specified). This may include the following actions but is not limited to <ul style="list-style-type: none"> <li>● Meetings and Workshops</li> <li>● Allocation of proper personnel for coordination</li> </ul> (Evaluate the way the event manager coordinates with the other players of the event) </li> </ul>	5%	
		<ul style="list-style-type: none"> <li>○ Content Development Plan /Event Design All the soft and hard content required. The event layout includes the following</li> </ul>	10%	

		<ul style="list-style-type: none"> <li>• Cultural events</li> <li>• Floral arrangement</li> <li>• Head Table</li> <li>• Podium</li> <li>• Stage arrangement</li> <li>• Oil Lamp</li> <li>• Ushering Plan</li> <li>• Sound and Light system etc.</li> </ul>		
		○ <b>Timely Delivery Plan</b> <b>Evaluate the time plan of the deliverables</b>	5%	
		○ Crisis Management and Contingency Plan <b>Evaluate the crisis management and contingencies management</b>	5%	
3	<b>Team Expertise and Capacity</b>	<ul style="list-style-type: none"> <li>○ <b>Professional Team:</b> A dedicated team of professionals with relevant expertise in various aspects of event management. (Acceptable documents must be attached</li> <li>○ to prove experience and expertise)</li> <li>○ <b>Clear Roles:</b> Defined roles and responsibilities within the team for efficient coordination.</li> <li>○ <b>Team Experience:</b> Proven experience and skills of team members in executing large-scale events.</li> </ul>	20%	Minimum required marks -10
4	<b>Technical Expertise</b>	<ul style="list-style-type: none"> <li>○ <b>Audio-Visual Equipment:</b> Access to state-of-the-art <b>audio</b>-visual equipment and expertise in setting it up (Please indicate the type of equipment you wish to use/ may include in your plan). The quality and capacity of the proposed equipment should be consistent to provide clear and quality sound to the audience.</li> <li>○ <b>Technical Support:</b> Availability of on-site technical support throughout the event (Please <b>provide</b> a list of technical members for the event / a short biodata)</li> </ul>	5%	Minimum required marks - 2.5
5	<b>Financial Stability</b>	<ul style="list-style-type: none"> <li>○ <b>Evidence of financial stability and capability to manage large-scale event budgets. (must provide bank statements for the last three months and the Audited Financial Accounts for the previous three years-2021-2022/2022-2023/ 2023-2024)</b></li> <li>○ The Annual Turnover must be above 06 million Rupees.</li> <li>○ Working Capital: Positive Working capital</li> </ul>	5%	Minimum required marks - 2.5
<b>Total</b>			100%	60%

## **Submission Deadline**

Proposals must be submitted by the mentioned date in the Bidding Document. and late submissions will not be considered.

## **Contact Information**

For any inquiries or further information, please contact:

Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community Infrastructure, Plantation Division,

- 1) Ms. Sureka Attanayake, Additional Secretary,  
Tel: 0112187167  
Email : addsec.mpi@gmail.com
- 2) Mr. Sanjeewa Senewirathne , Director (Development I)  
Tel: 0112884611  
Email : smckpdevelopment@gmail.com

