



INVITATION FOR BIDS

Telephone: 011 2204265
Email : procurement1@boc.lk

Properties & Procurement Dept.,
14th Floor,
No.1, "BOC Square",
Bank of Ceylon Mawatha,
Colombo 01.

Bid No. P/PROC/2025/668

SELECTION OF RECOVERY AGENCIES FOR THE BOC CARD CENTRE FOR THE PERIOD OF THREE YEARS

1. The Chief Manager, Properties and Procurement, 14th Floor, Bank of Ceylon, Head Office, "BOC Square", No.1, Bank of Ceylon Mawatha, Colombo - 01 now invites sealed bids from qualified firms to select five (05) Debt Collection firms.

Applicable non-refundable Fee	Rs. 15,000.00 including taxes
Last date & time of issuing Bidding Documents	15:00 hours on 26.02.2026
Date & Time of Closing and Opening of the Bid	10:00 hours on 27.02.2026
Pre- Bid meeting will be held on	13.02.2026 at 11:00 hours at the Bank of Ceylon Head Office premises.

2. Bidders shall comply with the following minimum Eligibility Criteria to be eligible for this bid.

- (i) **The Bidder shall have a Registered Business in Sri Lanka for a minimum period of two years and have an experience in the field of Debt Collection during last two (02) consecutive years.** Please provide a valid Business registration/ Certificate of Incorporation **and** relevant agreements, purchase orders, or credential letters from clients to demonstrate experience. (Evidence for any consecutive two years from 2023 shall be attached).

- (ii) **Annual Commission on Debt Collection over Rs. 30 Million for last two (02) years** (2023/24 and 2022/23 or 2024 and 2023). Companies shall submit Annual Reports or Audited Financial Statements. Sole proprietor or Partnerships shall submit Financial Reports certified by a Chartered Accountant, if Annual Reports or Audited Financial Statements, are not available.)
3. Bidding documents can be inspected free of charge at the Office of the Chief Manager, Properties and Procurement Dept, 14th Floor, Bank of Ceylon Head Office, No. 01, "BOC Square", Bank of Ceylon Mawatha, Colombo 01, during **0900 hrs to 1500 hrs** on working days **until 26.02.2026**.
 4. Perfected Bid documents should be accompanied by a Bid Guarantee for a sum of **LKR 264,000.00** obtained from a licensed commercial bank in Sri Lanka (other than Bank of Ceylon) acceptable to the Bank valid until **26.06.2026**. Cash Deposits/ Pay Orders/ Bank Drafts in LKR are also acceptable in lieu of Bid Guarantee. Cheques drawn by the Bidder will not be accepted.
 5. The bidder must be registered for the particular bid under the 'Public Contract Act. No.3 of 1987 at Registrar of Companies' office and submit a PCA3 form accordingly as per the provisions made in the said act.
 6. Authorized person who signed the Bidding Document shall be declared by a Board Resolution/ registered Power of Attorney as appropriate and such document shall be submitted along with the Bid. (If it is a Company, extract of resolution made by the Board of Directors and certified by (recent date) the company secretary. If it is a Partnership, all partners shall appoint the attorney or all partners shall sign the bid or sign as per the registered Partnership Agreement. If it is a Sole Proprietorship, the Owner shall sign.)
 7. Bids will be opened immediately after closing at 10.00 a.m. on the due date and the bids received later than 10.00 a.m. will be rejected and returned unopened.
 8. The Bank of Ceylon reserves the right of rejecting any or all bids and the right of accepting any portion of a bid without adducing any reasons.



Chief Manager

Properties & Procurement Department,
14th Floor, Bank of Ceylon Head Office,
"BOC Square", No. 01, Bank of Ceylon Mawatha,
Colombo 01, Sri Lanka.
Telephone: 011 2204265, 011 2544310, 011 2434786
E-mail: procurement1@boc.lk