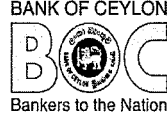


Tele Nos: 2204260/2204263



Properties and Procurement Department.
14th Floor, Bank of Ceylon
No. 01, "BOC Square",
Bank of Ceylon Mawatha,
Colombo 01.

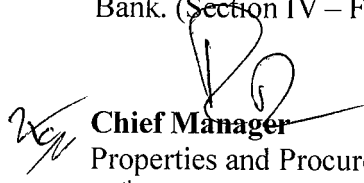
INVITATION FOR BIDS

PRINTING, SUPPLY AND DELIVERY OF DESK CALENDARS (PICTORIAL) FOR BANK OF CEYLON FOR THE YEAR - 2027

BID NO. BOC/PROC/P/2026/453

1. The Chief Manager, Properties and procurement invites sealed bids for the above procurement.
2. Bidders shall have the following qualifications and experience to be eligible for the bidding.
 - i) Minimum of 03 years' experience in Printing and Supplying of Desk Calendars (Pictorial) in Sri Lanka.
 - ii) Supplied Desk Calendars (Pictorial) covering 5,000 Nos. per order and minimum 15,000 Nos. within a calendar year since 01.01.2023. (2023, 2024, 2025 or 2022/2023, 2023/2024 and 2024/2025) to any institution in Sri Lanka.
 - iii) Bidder shall have an Average Annual Turnover of LKR Thirty (30) Million for the last three (03) financial years as per the Audited Financial Statements. (2022/2023, 2023/2024 and 2024/2025 or 2023, 2024, 2025).
 - iv) Bidder should have not been black listed at any time by the bank or Government or any Government agency in Sri Lanka in the past.
3. It is mandatory to submit documentary evidence along with the Bid to prove eligibility for the above Bidder's Qualification Criteria by the Bidder. In the event such documentary evidence is not submitted Bid is liable to be rejected.
4. **Important Dates:**
 - i. Last date & time for issuing Bid documents : 1500 hrs on **30.07.2026**
 - ii. Time duration for issue of Bid Documents : From 09 00 hrs to 15 00 hrs
 - iii. Pre-Bid Meeting : 1100 hrs. on **17.07.2026**
 - iv. Closing date & time of Bid : 1000 hrs on **31.07.2026**
 - v. Opening date & time of Bid : Immediately after closing of the bid
 - vi. Bid shall be valid up to **91 days** from the date of closing of Bids.

5. A complete set of bidding documents in English language may be purchased by interested bidders on the submission of a written application to the address, The Chief Manager, Properties and Procurement, 14th Floor, Bank of Ceylon, "BOC Square", No.01, Bank of Ceylon Mawatha, Colombo-01 upon payment of a non-refundable fee of **LKR 8,000.00** including taxes. Mode of payment is cash. Bidders may make the cash payment at the office of the undersigned.
6. Bid documents should be compiled with the minimum specifications in Section -V Schedule of Requirements and accompanied by the required Bid Security valid up to **27.11.2026** for a sum of **Rs. 300,000.00** issued by a Licensed Commercial Bank operating in Sri Lanka, **other than Bank of Ceylon**. Cash Deposit is also acceptable in lieu of Bid Securities. Cheques drawn by the bidder shall not be accepted. Bidders may make the cash payment at the office of the undersigned. Payment slip should be attached to the bid.
7. Bidders, must in all respects, observe and conform to the Bidding Data Sheet set out in Section -II.
8. The Bid must be registered 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.
9. For Clarification of bid purposes only, the Purchaser's address is:
Attention: Chief Manager
Address: Properties and Procurement Department, 14th Floor, Bank of Ceylon, "BOC Square", No: 01, Bank of Ceylon Mawatha, Colombo 01
Telephone: +94 011 220 42 60 / 63
Electronic mail address: procurement1@boc.lk
10. The Bank of Ceylon reserves the right of rejecting any or all Bids and the right of accepting any portion of the Bid without adducing any reason.
11. Evidence for authorization to sign/commit the bidder should be submitted (Certified copy of extract of Board Resolution /Registered Power of Attorney) as appropriate. Sole proprietors are exempted from this requirement. If it is a Partnership, all partners should appoint the attorney or all partners should sign the bid.
12. The bidders should declare whether spouse or close relations in the case of individuals; spouses or close relations of partners in the case of partnership; spouse or close relations of Directors in the case of Limited Liability Company; are employed / not employed in the Bank. (Section IV – Form 09).


Chief Manager
Properties and Procurement Department,
14th Floor, Bank of Ceylon, "BOC Square",
No: 01, Bank of Ceylon Mawatha, Colombo 01
Date: 09.07.2026