BANK OF CEYLON
Bankers to the Nation

INVITATION FOR BIDS
PROCUREMENT OF 2500 NOS. GOOGLE WORKSPACE USER LICENSES (GMAIL) WITH EXISTING SOLUTION MIGRATION FOR A PERIOD OF THREE YEARS
BID NO. BOC/PROC/P/2026/775

1. Sealed Bids are hereby invited for the Procurement of 2500 Nos. Google Workspace User Licenses (Gmail) with existing solution migration for a period of three years.

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

   i. General:
   a) The bidder should not be on the list of Defaulting Contractors of the Government of Sri Lanka or of the Bank of Ceylon.
   b) Bidder or any of its Related Companies (sister or subsidiary) should not have a conflict of interest relate to the business domain of the Bank within Sri Lanka
   c) The bidder shall be a Google nominated partner.

   ii. Financial Capabilities:
   a) The Bidder shall have an Average Annual minimum turnover of LKR 400.00 million for the minimum three (03) financial years (2025/26, 2024/25, 2023/24 or 2025,2024, 2023).

   iii. Performances and Experiences of the Bidder and the Proposed Solution:
   a) The Bidder shall have at least one Google certified engineer who has been involved in similar projects as at bid closing date.

3. A complete set of Procurement 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.1, Bank of Ceylon Mawatha, Colombo 01, upon payment of a non-refundable fee of LKR. 48,500.00 (including taxes).

4. Important Dates:

Last date & time of issuing Procurement Documents	Up to hours on 03.12.2026 between 9:00 hours to 15:00 hours on working days
Pre-bid meeting	**23.11.2026** at 1100 hrs.at the 14th Floor, Bank of Ceylon, Head Office Building
Date & Time of Closing of the Bids	10:00:00 hours on **04.12.2026**
Date & Time of Opening of the Bids	Soon after Closing of the Bids

Bid Security	Rs. 3,000,000.00 (Rupees Three Million only) and shall be valid up to **02.04.2027**

5. Bid documents should be compiled with the minimum specifications in Section V and accompanied by the required Bid Guarantee of Rs. 3,000,000.00 valid up to 02.04.2027 issued by a licensed commercial bank operating in Sri Lanka, other than Bank of Ceylon. Cash Deposits (refundable) / Pay Orders are also acceptable in lieu of Bid Securities. Cheques drawn by the bidder will not be accepted as Bid Security.

6. Bidders, must in all respects, observe and conform to the 'Conditions of Bid' set out in Section VI.

7. The following documents annexed to this Invitation for Bid are required to be read, signed and returned by the Bidder along with this Invitation for Bid.

Section I	-	Instructions to Bidders (ITB)
Section II	-	Bidding Data Sheet (BDS)
Section III	-	Evaluation and Qualification Criteria
Section IV	-	Bidding Forms
Section V	-	Schedule of Requirements
Section VI	-	Conditions of Contract (CC)
Section VII	-	Contract Data
Section VIII	-	Contract Forms

8. Letter of Authorization to sign/ commit the bidder should be annexed.

9. 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.

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