



National Gem and Jewellery Authority

Ministry of Industry and Entrepreneurship Development



Invitation for Bids (IFB)

Bid Name : Selection of an Event Management Company for the International Gem and Jewelry Exhibition to be held at "Grand Silver Ray Hotel" at Ratnapura on 15th, 16th, 17th of August 2025

Bid No : NGJA/18/50/2025 - 02

1. The Chairman Department Procurement Committee on behalf of National Gem and Jewellery Authority, invites sealed bids from eligible and Qualified bidders for the selection of an Event Management Company for the International Gem and Jewellery Exhibition at Ratnapura on 15th, 16th and 17th August 2025.

Value of the Bid Bond	Rs.400,000.00 (From 02.07.2025 to 30.07.2025)
Purchase of Bid documents	From 11.06.2025 to 01.07.2025 (9.30 a.m. to 3.00 p.m.)
Date / Time and Place of Bid Opening	02.07.2025 at 10.05 a.m. at 7 th Floor, Auditorium -NGJA

2. Bidding will be conducted through National Competitive Bidding Procedure. (NCB)
3. A completed set of Budding Documents in English may be purchased by interested Bidders on submission of a written request and upon payment of a non-refundable fee of Rs. 3,500.00 + 2.5% SSCL (Rs.87.50) + 18%VAT (Rs.645.75) = Total (Rs.4,233.25) effective from 11.06.2025 to 01.07.2025 between 9.30 a.m. to 3.00 p.m. during office hours on working days from the office of the National Gem and Jewellery Authority, 4th Floor, Supply Division, No-12, "Macksons Tower", Alfred House Gardens, Colombo 03. The method of payment will be by cash.
4. Bids must be sent to The Chairman, Department Procurement Committee, National Gem and Jewellery Authority, No-12, "Macksons Tower", Alfred House Gardens, Colombo 03 under registered post or deposited in the Tender Box available at 4th Floor, Supply Division, National Gem and Jewellery Authority, Colombo 03 on or before 10.00 a.m. on 02.07.2025 Please indicate "Event Management Company for the Exhibition at Ratnapura - 2025" on the top Left hand Corner of the Sealed Envelope.
5. A pre-bid meeting will be held on 2025.06.20 at 10.00 a.m. in 7th Floor, Auditorium of National Gem and Jewellery Authority No-12, "Macksons Tower", Alfred House Gardens, Colombo 03.
6. All Bids must be accompanied by Payment receipt or a Bid Security in the form of a Bank Guarantee in Sri Lankan Rupees Four Hundred Thousand. (LKR 400,00.00) (Valid Period : From 02.07.2025 to 30.07.2025)
7. Bids shall be valid for a period of 91 days from the date of deadline for submission of the Bids. (From 02.07.2025 to 01.10.2025)
8. Bids will be opened at 7th Floor - Auditorium, National Gem and Jewellery Authority, No-12, "Macksons Tower", Alfred House Gardens, Colombo 03, at 10.05 a.m. on 02.07.2025. The bids received after 10.00 a.m. will be rejected and returned unopened. The bidder or his representative may participate at the bid opening
9. National Gem and Jewellery Authority will not be responsible for any expenses incurred by the Bidders in connection with the preparation of delivery of Bids.

Further details: Assistant Director (Procurement) Tel.: 011 2332197 / Email: supply@ngja.gov.lk

The Chairman - Department Procurement Committee

National Gem and Jewellery Authority

No-12, "Macksons Tower", Alfred house Gardens, Colombo 03.

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