



# National Gem and Jewellery Authority

Ministry of Industry and Entrepreneurship Development



## Invitation for Bids (IFB)

**Bid Name: Procurement of an Office Building on Rent / Lease Basis in Matara City for 10 Years -2026**

**Bid No: NGJA/18/60/2026**

1. The Chairman, Department Procurement Committee on behalf of the National Gem and Jewellery Authority, invites sealed bids from eligible and qualified bidders for Procurement of an office building for a Rent or Lease with a space between 1800 sq/ft - 2500 sq/ft facing a main road or close to a main road, in Matara city limits to be used as Regional Office. Premises should be available with electricity, AC facility, water supply and drainage facilities and parking space for about 3 vehicles.
2. Detailed description of the scope is given in the Bidding Document.

| Description                           | Value of the Bid Bond                                                     |
|---------------------------------------|---------------------------------------------------------------------------|
| Non-refundable Document Fee           | Rs. 3,500.00 + 2.5% SSCL(87.50) + 18% VAT(645.75) = Rs.4,233.25           |
| Value of the Bid Bond to be Submitted | Rs.120,000.00 (Validity Period 25.08.2026 - 22.12.2026)                   |
| Dates for purchase of Bid Documents   | From 12.08.2026 to 24.08.2026                                             |
| Date / Time and Place of Bid Opening  | 25.08.2026 at 11.00 a.m. at 3 <sup>rd</sup> Floor ,Supply Division - NGJA |

3. Bidding will be conducted through the National Competitive Bidding (NCB) procedure and is open to all eligible and qualified bidders as defined in Procurement Guidelines of Democratic Socialist Republic of Sri Lanka (GOSL) that meets the qualification requirements given in the Bidding Document.
4. Interested eligible bidders may obtain further information from 3<sup>rd</sup> floor, Supply Division at National Gem and Jewellery Authority, No 260, RTFC & WMC Building, Lake Drive Mawatha, Narahenpita, and inspect the Bidding Document during office hours on working days commencing from 12.08.2026 to 24.08.2026 at National Gem and Jewellery Authority on the above address. Tel: 2332197, Email: [supply@ngja.gov.lk](mailto:supply@ngja.gov.lk)
5. A completed set of Bidding Documents in Sinhala Language may be purchased by interested bidders on submission of a written application and upon payment of a non-refundable fee of Rs. 3,500.00 + 2.5% SSCL + 18% VAT Total (Rs.4,233.25) effective from 12.08.2026 to 24.08.2026 between 9.30 a.m. to 3.00 p.m. during office hours on working days from the Supply Division of the National Gem and Jewellery Authority at No 260, RTFC & WMC Building, Lake Drive Mawatha, Narahenpita. The method of payment will be by cash.
6. A pre-bid meeting will be held on 19.08.2026 at 10.00 a.m. in 4<sup>th</sup> Floor Board Room of National Gem and Jewellery Authority at the above address.
7. Bids must be sent to, The Chairman, Department Procurement Committee, National Gem and Jewellery Authority, No 260, RTFC & WMC Building, Lake Drive Mawatha, Narahenpita under registered post or deposited in the Tender Box available at 3<sup>rd</sup> Floor Supply Division, National Gem and Jewellery Authority, Narahenpita on or before 11.00 a.m. on 25.08.2026. Please indicate "Office Building for Regional Office (Matara) - 2026" on the top left hand corner of the sealed envelope.
8. All bids must be accompanied by payment receipt or a Bid Security Valid in 119 days in the form of a Bank Guarantee using the format given with the Bidding Documents in Sri Lankan Rupees One Hundred Twenty Thousand Only. (LKR 120,000.00) (Valid Period: 25.08.2026 - 22.12.2026)
9. Bids shall be valid for a period of 91 days from the date of deadline for submission of the bids (25.08.2026 to 24.11.2026).
10. Bids 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 5)
11. National Gem and Jewellery Authority will not be responsible for any cost of any expenses incurred by the bidders in connection with the preparation of delivery of bids.

**Further details: Assistant Director (Procurement) - 0112 332 197**

**The Chairman - Department Procurement Committee  
National Gem and Jewellery Authority**

No 260, RTFC & WMC Building, Lake Drive Mawatha, Narahenpita.

Tele: 011-2329295, 2325364, and 2390645-8 Fax: 011-2320758, 011-2332197

Web site: [www.ngja.gov.lk](http://www.ngja.gov.lk)