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இலங்கை நிலைபெறுதகு சக்தி அதிகாரசபை  
Sri Lanka Sustainable Energy Authority



Our Ref: SEA/PD/ONP/34-2023

12.10.2023

විදුලිබල හා බලශක්ති අමාත්‍යාංශයේ ව්‍යවස්ථාපිත අධිකාරියකි  
மின்சக்தி மற்றும் வலுசக்தி அமைச்சின் சட்டரீதியான அதிகாரசபை  
A Statutory Authority of Ministry of Power and Energy

Dear Supplier

### Invitation of Quotations /Bids for Select a Suitable Institution for 'Production of Social Media Content to Disseminate Knowledge and Best Practices on Energy Management'

The Director General of the Sri Lanka Sustainable Energy Authority invites sealed bids suppliers for Select a Suitable Institution for 'Production of Social Media Content to Disseminate Knowledge and Best Practices on Energy Management'. The proposals should be sent in the prescribed formats issued by SLSEA. The formats and the relevant documents are issued herewith.

#### 1.0 Documentation

The following documents are enclosed herewith to enable you to submit your proposals.

- (a) Terms of Reference
- (b) Instructions to Bidders
- (c) Financial Proposal standard format (Annex I)
- (d) Technical Proposal standard format (Annex II)
- (e) Bid Security (Annex III)
- (f) Contract Agreement (Annex IV)

#### 2.0 Pre-Bid Meeting

A Pre-Bid meeting is open to all bidders to whom bidding documents were sent will be held at **10.00 a.m. on 19<sup>th</sup> October 2023** at the office of the **Sri Lanka Sustainable Energy Authority, No. 72, Ananda Coomaraswamy Mawatha, Colombo 07**. You are kindly requested to attend this meeting as you will have an opportunity to get any clarification on Terms of Reference or any other pertinent information.

#### 3.0 Submission of Proposals

Sealed bids marked 'PRODUCTION OF SOCIAL MEDIA CONTENT TO DISSEMINATE KNOWLEDGE AND BEST PRACTICES ON ENERGY MANAGEMENT - (SEA/PD/ONP/34-2023) on the top left-hand corner of the envelope shall be sent to reach the Chairman, Department Procurement Committee, Sri Lanka Sustainable Energy Authority, No 72, Ananda Coomaraswamy Mawatha, Colombo 07, through registered post or deposit in the tender box placed in SLSEA office at No 72, Ananda Coomaraswamy Mawatha, Colombo 07 on or before **10.00 a.m. on 01<sup>st</sup> November 2023**. Late bids shall be rejected. Bids will be opened soon after the closing time. All bids shall be accompanied by a Bid Security of LKR 20,000.00 either as a cash deposit to SLSEA general bank account or a Bank guarantee as specified in Bid document, which shall be valid until 28<sup>th</sup> February 2024.

Director General  
Sri Lanka Sustainable Energy Authority

අංක 72, ආනන්ද කුමාරස්වාමි මාවත, කොළඹ 07, ශ්‍රී ලංකාව.  
இல. 72, ஆனந்தகுமார சுவாமி மாவத்தை, கொழும்பு 07, இலங்கை.  
No. 72, Ananda Coomaraswamy Mawatha, Colombo 07, Sri Lanka.

කාර්යාලය அலுவலகம் Office +94(0)11 257 5030	දුරකථනය தொலைநகல் Facsimile +94(0)11 257 5089	විදුලිවික மின்னஞ்சல் E-mail info@energy.gov.lk	වෙබ් අඩවිය இணையம் Web Site www.energy.gov.lk
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