



Ministry of Industry and Entrepreneurship Development INDUSTRIAL DEVELOPMENT BOARD OF CEYLON



Invitation for Bids

Selection of

1. Event Management Agency 2. Creative & Advertising Agency

For the “i5 Industry Excellence Journey & Awards 2026”

The Chairman, Department Procurement Committee (Major) on behalf of the Industrial Development Board of Ceylon (IDB) invites sealed bids from eligible and qualified bidders for the Selection of Event Management Agency and Creative & Advertising Agency for i5 Industry Excellence Journey & Awards 2026.

Description	Event Management Agency	Creative & Advertising Agency
Bid Numbers	T/17/2026	T/18/2026
Bid Name	Selection of Event Management Agency for the i5 Industry Excellence Journey & Awards 2026	Selection of Creative & Advertising Agency for the i5 Industry Excellence Journey & Awards 2026
Bid Documents Fee (non-refundable)	Rs.3,500.00	Rs.3,500.00
Bid Closing Date and Time	05/11/2026 at 11:30 a.m.	05/11/2026 at 11:30 a.m.
Pre-bid Meeting	29/10/2026 at 10:00 a.m. – Board Room, IDB Head Office	29/10/2026 at 11:30 a.m. – Board Room, IDB Head Office
Bid Security Amount	Rs.75,000.00	Rs.75,000.00
Bid Security validity date	18/02/2027	
Period for Issuing Bidding Documents	22/10/2026 - 04/11/2026 from 9:00 a.m. to 3:00 p.m.	
Place of Issuing Documents	Supplies Division – IDB Head Office	

- Bidding will be conducted through National Competitive Bidding Procedure (NCB).
- Interested eligible bidders may obtain further information from the Assistant Director (Supplies) Supply Division, Industrial Development Board of Ceylon, No. 615, Galle Road, Katubedda, Moratuwa and inspect the Bidding Documents from 22/10/2026 to 04/11/2026 on public working days from 9.00 a.m. to 3.00 p.m. The Bidding Documents can also be viewed from the IDB website www.idb.gov.lk and Ministry of Industry and Entrepreneurship Development website www.industry.gov.lk (for viewing purpose only).
However, for submission, the bidders must compulsorily submit the document which is purchased from the office mentioned above. **Contact 011-2607004 (Assistant Director - Supplies), 011-2607003 (Director Marketing) or 011-2605326, 7 (IDB General Line).**
- A complete set (both original and duplicate) of bidding documents in English Language can be collected from the Assistant Director, Supply Division at Katubedda, IDB Head Office from 22/10/2026 to 04/11/2026 (on public working days) from 09.00 a.m. to 3.00 p.m.
 - When a bidder comes to purchase the bid document, he/she should submit the “**Company Request Letter**” to the “Chairman, Department Procurement Committee (Major)” **that includes company name, company registration number, bid number and bid name.**
 - and
 - Before collecting the bid document, the bidder must payment of the **above-mentioned non-refundable Bid Documents fee.** Payment shall be made in **cash only.**
- Duly completed bid documents (Original & Duplicate) shall be placed into the tender box in front of the Chairman Office at the Katubedda IDB Head Office or shall be sent via Registered Post/ Courier to the Chairman, Department Procurement Committee (Major), Industrial Development Board of Ceylon, No.615, Galle Road, Katubedda, Moratuwa, on or before the time mentioned above. Bids will be opened soon after closing at Board Room in IDB Head Office in the presence of the bidders’ representatives who choose to attend. The bid number & the bid name should be mentioned on the top left-hand corner of the envelope containing the bid. **Late Bids will be rejected.**

The Chairman
Department Procurement Committee (Major)
Industrial Development Board of Ceylon
No. 615, Galle Road, Katubedda, Moratuwa.
Tel / Fax – 011-2607004