



**MINISTRY OF PUBLIC ADMINISTRATION, HOME AFFAIRS,
PROVINCIAL COUNCILS AND LOCAL GOVERNMENT**

Invitation for Bids (IFB)

**PROCUREMENT OF AN OFFICIAL E-MAIL SOLUTION FOR INSTITUTIONS
UNDER THE HOME AFFAIRS DIVISION OF MINISTRY OF PUBLIC
ADMINISTRATION, HOME AFFAIRS, PROVINCIAL COUNCILS AND LOCAL
GOVERNMENT**

HA/F/PRO/05/e-GN/Proc-5

1. The Chairman, Ministry Procurement Committee (MPC) of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government now invites sealed bids from eligible and qualified bidders for the above procurement.
2. The Ministry of Public Administration, Home Affairs, Provincial Councils & Local Government is seeking the service of a professional E-mail Service Provider, with the capability of deploying its resources, including cloud infrastructure and human resources, to operationalize an official government email service with 15,000 user accounts for a period of one (01) year in consultation with the Ministry.
3. Bidding will be conducted using the **National Competitive Bidding (NCB)** procedure defined in the Procurement Guidelines published by the National Procurement Agency (NPA) in 2006.
4. Qualifications requirements are as follows:
 - i. Bidder shall be a legally registered service providing company in Sri Lanka.
 - ii. The firm and its potential Joint Venture bidding partners (if any) should have minimum three (03) years' experience on providing similar services.
 - iii. Prospective bidder shall have successfully completed minimum three (03) projects of similar nature and capacity during the last five years
 - iv. Shall possess experience in Installation, Configuration and Maintenance of one (01) project with at least 1,500 e-Mail accounts within the last five (05) years.
 - v. The average annual turnover should be more than LKR 25 Million.
 - vi. Submission of bids as Joint Ventures (JVs) are allowed, whereas all parties of such JVs must be legally registered companies in Sri Lanka. Under this type of a bid, one party must be mandatorily in charge of managing E-mail services while the other party must possess adequate technical capacity to facilitate cloud infrastructure, which are physically located within the geographical territory of Sri Lanka along with related licenses.
 - vii. Bids shall be valid for a period of Ninety-one (91) days after the deadline of submission of bids and all bids must be accompanied by a Bid Security for an amount of LKR 400,000/- in the

format given in the bidding document. (The Bid Security must be valid up to 07th Jun 2023) (119 Days)

5. A complete set of Bidding Document in English Language may be purchased by interested bidders on the submission of a written application to the address below **from 25th Jan 2023 to 07th Feb 2023 from 09.00 a.m. to 15.00 p.m. on working days**, and upon a payment of a **non-refundable fee of LKR 10,000/=**. The method of payment will be by cash **at the Finance Division of this Ministry**.
6. Bidders may obtain further information from Accountant (Procurement), Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government, 16th Floor, "Nila Medura", Elvitigala Mawatha, Narahenpita, Colombo 05, Telephone: 0112 050414 Fax: 0112 369181, Email: procurement@moha.gov.lk / procurement.ha@gmail.com
7. Quotations must be delivered to **Secretary, The Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government, 16th Floor, "Nila Medura", Elvitigala Mawatha, Narahenpita, Colombo 05** on or before **14.00 p.m. on 08th Feb 2023**.
8. Late Bids and Bids sent electronically will not be accepted and will be rejected.
9. Quotations will be opened immediately after the deadline for submission of bids, in the presence of Bidders or their authorized representatives who choose to **"Nila Medura" 16th Floor, Finance Division** attend.
10. Ministry will not be responsible for any costs or any expenses incurred by the Bidders in connection with the preparation or delivery of Bids.

Chairman,
Ministry Procurement Committee,
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government
"Nila Medura",
Elvitigala Mawatha,
Narahenpita,
Colombo 05.
25th Jan 2023