



Ministry of Foreign Affairs, Foreign Employment and Tourism Invitation for Bids

Procurement of Twenty (20) Brand New Hybrid Motor Cars, Four (04) Brand New Passenger Vans,
and Three (03) Brand New Double Cabs

Bid Number: MFA/AD/vehicle Prurchase-2025

1. The Chairman, Ministry Procurement Committee on behalf of the Secretary, Ministry of Foreign Affairs, Foreign Employment and Tourism, invites sealed bids from eligible and qualified bidders for “Procurement of Twenty (20) Brand New Hybrid Motor Cars, Four (04) Brand New Passenger Vans, and Three (03) Brand New Double Cabs” for Ministry of Foreign Affairs, Foreign Employment and Tourism, Republic Building, Sir Baron Jayathilaka Mawatha, Colombo 01.

The details are as follows:

Item	Description		Quantity
1	Brand New Hybrid Motor Cars		20
1.1	Brand New Hybrid Motor Car (1300 CC – 1500 CC)	17	
1.2	Brand New Hybrid Motor Car (1600 CC – 1800 CC)	03	
2	Brand New Passenger Vans		04
3	Brand New Double Cabs		03

2. Bidding will be conducted through the National Competitive Bidding procedure.
3. Qualification requirements to qualify for contract award include:
 - I. The bidder shall provide documentary evidence demonstrating experience in supplying and maintaining the offered make of Brand New Automobiles and related accessories in Sri Lanka during the last ten (10) years.
 - II. The bid should be accepted only from an Authorized local agent nominated by the respective Manufacturer.
 - III. The bidder shall provide documentary evidence demonstrating experience in the supply of at least 1000 Nos. Brand New above mentioned categories of Vehicles of the proposed make, within the last ten (10) years. This document shall be submitted with confirmation from the internal Auditor or External Auditor of the bidder's Entity.
 - IV. The bidder shall maintain a minimum of three (03) service and repair centers under the ownership of the respective bidder located in the Western Province. A franchise or associate is not accepted.

- V. The bidder shall have maintained a minimum average annual turnover of not less than Rs. 5,000 million (Rs.5 Bn) during the period 2015 to 2019, which is prior to the period of the vehicle importation ban (five consecutive years).
- VI. The bidder shall submit documentary evidence confirming registration and compliance under the Public Contract Act, No. 03 of 1987 (PC3 Certificate).
- VII. The bidder shall submit confirmation letters issued by the Department of Inland Revenue verifying tax compliance of the respective bidder.
- VIII. The bidder shall submit a Non-Collusion Affidavit.
5. Interested eligible bidders may obtain further information from **Procurement Unit (Tel – 011-7711109)** and inspect the bidding documents at the **Deputy Director/ Administration, General Administration Division, Ministry of Foreign Affairs, Foreign Employment and Tourism, 5th Floor, No. 03, Times Building (Miloda Building), Sir Razik Fareed Mawatha (Bristol Street), Colombo 01** from **24th October 2025 to 12th November 2025** from **0900hrs to 1500hrs**.
6. Interested bidders may purchase a complete set of bidding document in English language on submission of a written application to the **Deputy Director/ Administration, General Administration Division, Ministry of Foreign Affairs, Foreign Employment and Tourism, 5th Floor, Times Building (Miloda Building), No. 03, Sir Razik Fareed Mawatha (Bristol Street), Colombo 01** from **24th October 2025 to 12th November 2025** from **0900hrs to 1500hrs upon payment of Non-refundable fee of Rupees Rs. 75,000.00**. The method of payment will be in cash only. In addition to that procurement document available in the web site of the Ministry of Foreign Affairs, Foreign Employment and Tourism only for reference purposes. (<https://www.mfa.gov.lk/>)
7. Sealed Bids must be either delivered to the **Deputy Director/ Administration, General Administration Division, Ministry of Foreign Affairs, Foreign Employment and Tourism, 5th Floor, No. 03, Times Building (Miloda Building), Sir Razik Fareed Mawatha (Bristol Street), Colombo 01** or deposit in the ‘Bid Box’ keep in **General Administration Division** of the Ministry of Foreign Affairs, Foreign Employment and Tourism on or before **1400hrs on 13th November 2025**. Bidder must mark as “**Procurement of Brand New Vehicles**” on left hand corner of the envelope of the sealed bid.
8. Late bids will be rejected. Bids will be opened soon after closing in the presence of the bidder/bidder’s representative who chooses to attend for bid opening.
9. Bids shall be valid up to 12 February 2026.
10. All bids shall be accompanied by a Bid Security as follows. Separate bids securities must be submitted for each category:

Item	Description	Bid Security Value (Rs million)	Validity Period
1	Brand New Hybrid Motor Car (1300 CC – 1500 CC)	3.5	11 March 2026
2	Brand New Hybrid Motor Car (1600 CC – 1800 CC)	1.0	
3	Brand New Passenger Vans	1.0	
4	Brand New Double Cabs	1.0	

The bid security shall be in the form of a Bank Guarantee issued by a commercial bank operated in Sri Lanka approved by the Central Bank of Sri Lanka, in favor of the **Secretary, Ministry of Foreign Affairs, Foreign Employment and Tourism.**

11. Volume I

- Section I. Instructions to Bidders (ITB)
- Section VI. Conditions of Contract (CC)
- Section VIII. Contract Forms

Please refer to the Ministry of Finance website (<https://www.treasury.gov.lk/>) for Volume I of the Standard Bidding Document for National Competitive Bidding.

12. The Purchaser reserves the right to accept or reject any bid, and to amend the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to bidders.

**Chairman,
Ministry Procurement Committee ,
Ministry of Foreign Affairs, Foreign Employment and Tourism,
Republic Building, Sir Baron Jayathilaka Mawatha
Colombo 01.**

Date: 24.10.2025