

EMPLOYEES' TRUST FUND BOARD

REQUEST FOR PROPOSAL

**DESIGN CONSULTANCY FOR
SERVICE DESK AT THE ETF BOARD**

RFP No.: ETF/PROC/A/2024/028

The Department Consultants Procurement Committee (CPCD) on behalf of Employees' Trust Fund Board invites proposals to provide the above Consulting Service.

1. A qualified Consultant will be selected under "Quality & Cost Based Selection" (QCBS) method and procedures described in this RFP, in accordance with the policies described in the latest version of the Guidelines on **Selection and Employment of Consultants, published by National Procurement Agency.**
2. This RFP includes the following documents;
 - i. Letter of Invitation
 - ii. Instructions to Consultants (including Data Sheet)
 - iii. Technical proposal – Standard Forms
 - iv. Financial proposal - Standard Form
 - v. Terms of Reference
 - vi. Standard Form of Contract
3. The complete set of document "Request for Proposal"(RFP) could be downloaded from the ETF Board Official website; www.etfb.lk
4. Pre-proposal meeting will be held **on 9th May 2024 (Thursday) at 10.30 am** at ETF Board
5. The submission proposals of "Technical" & "Financial" in 02 separate Envelopes and to be deposited in the Tender Box No. 08, kept at Procurement Section, 23rd Floor, "Mehewara Piyesa", Narahenpita, Colombo 5, on or before **10.30 a.m. on 22nd May 2024 (Wednesday).**
6. The "Technical proposals" of RFP shall be opened at **10.30 am on 22nd May 2024 (Wednesday)** at Procurement Section, 23rd Floor, "Mehewara Piyesa", Narahenpita, Colombo 5 and the "Financial proposals" shall be remained unopened.
7. The Date & Time for the opening of "Financial proposals" of the qualified proposals shall be notified in advance to the individual consultants and consultancy organizations.
8. For further clarifications on Guidelines please refer the website for the document "NPA Standard Request for proposal – Selection of Consultant - published by NPA in December 2007"
9. Envelopes shall be marked as "Technical" or "Financial" in the top left side.
10. Proposals receive after the deadline shall be not accepted and rejected.
11. For further information on "Design Consultancy for the Service Desk"; please contact Mr. H.G.D. Nihal Prasanna – AGM (Member Services), Tel: 011-7747216 OR Mr. Pushparanga Weerasekara – AGM (IT), Tel : 011-7747826 and for Procurement related information please contacts Manager (Procurement); 011 7747236/ 011 2806198.



Chairman / CEO
Employees' Trust Fund Board
19th – 23rd Floors, "Mehewara Piyesa"
Narahenpita, Colombo 05.