



Employees' Trust Fund Board

PROCUREMENT NOTICE

Procurement of Office Buildings for Lease or Rent

With the objective of providing better service to the public, the Employees' Trust Fund (ETF) Board invites sealed bids for suitable buildings located near main towns for the establishment of regional offices in Nuwaraeliya, Kegalle, Rathnapura.

Reference and Requirements Table.

Reference No.	Area	Floor Area (sq. ft.)
ETF/PROC/A/2026/026	Facing a main road within the Nuwaraeliya town limits	3000 - 3500
ETF/PROC/A/2026/027	Facing a main road within the Kegalle town limits	2000 - 2500
ETF/PROC/A/2026/029	Facing a main road within the Rathnapura town limits	2500 - 3000

Basic Requirements / Required Facilities

1. The lease agreement shall be for a period of 3 years, with the possibility of extension thereafter.
2. Clear deeds for the building.
3. Approval must have been obtained from the relevant local government authority for the building plan.
4. Must be able to produce the original legal documents related to the building upon request by the Board.
5. The location must be a secure area, not subject to natural disasters such as floods.
6. Must have pipe-borne water, three phase electricity, telephone, and basic sanitary facilities.
7. Must have vehicle parking facilities.
8. The location must be easily accessible to service recipients via public transport.
9. If it is an upper floor, having an elevator is an added advantage.
10. Having air conditioning and a power generator is considered an added advantage.

Those interested can obtain the bidding documents by visiting the official website of the Employees' Trust Fund Board at www.etfb.lk.

Completed bidding documents must be deposited in Tender Box No. 05, located at the Procurement Division, Mehewara Piyesa, 23rd Floor, Narahenpita on or before **10:30 AM** on **16.06.2026**.

The top left corner of the envelope must indicate the Reference Number and the name of the relevant regional office as follows: "**Building for Regional Office**".

For Further Information:

Please contact the Procurement Manager at **011 280 6198** or **011 774 7221**.

Chairman / Chief Executive Officer
Employees' Trust Fund Board
P.O. Box 807, 23rd Floor, Mehewara Piyesa,
Narahenpita, Colombo 05.