



# PROCUREMENT NOTICE

Ministry of Education, Higher Education and Vocational Education  
National Apprentice and Industrial Training Authority



## Invitation for Bids (IFB) Supply of Security Services

The Chairman, Departmental Procurement Committee (Major) of National Apprentice and Industrial Training Authority (NAITA) invites the sealed bids from eligible and qualified bidders for the supply of security services to secure all movable and immovable assets in the organization for one year period.

1.	Description	Bid No	Bid Security Guarantee Amount (LKR.)	Non – Refundable Fee (LKR.)	Date of Pre-Bid Meeting	Bid Closing Date & Time
1.	Supply of Security Service's (For Secure all movable and immovable assets for one year Period )	P&S/PRO/08/01	950,000.00	15,000.00	11.00 a.m on 18 <sup>th</sup> July 2025	10.30 a.m 29 <sup>th</sup> July 2025

- Bidding will be conducted through the National Competitive Bidding method (NCB)
- Interested eligible bidders may obtain further information from the office of the Director (Admin & HR), National Apprentice and Industrial Training Authority (NAITA), 971, Sri Jayawardhanapura Mawatha, Welikada, Rajagiriya and Free of Charge inspect the bidding documents at the address given above from 07<sup>th</sup> July.2025 up to 28<sup>th</sup> July .2025 during 9.00 a.m to 3.00 p.m on Working days. Contact for Procurement Division for further details Tel: 0112888782-5, Ext.343 and Fax: 0112875553.
- Bid eligible criteria's are included in the Bidding Documents.
- A set of Bidding Documents in Sinhala language for each Bid may be purchased by interested Bidders with submission of request letter for issuing bid document to the Director (Admin & HR), National Apprentice and Industrial Training Authority (NAITA), 971, Sri Jayawardhanapura Mawatha, Welikada, Rajagiriya. from 07.07.2025 up to 28.07.2025 during 9.00 a.m to 3.00 p.m on working days upon payment of a non-refundable fee.
- Pre-Bid meeting will be held on 18<sup>th</sup> July 2025 at 11.00 a.m at the NAITA Head office, Rajagiriya ( Ground floor Board Room), All Bidders are expected to attended for Pre Bid meeting.
- Sealed Bids shall be delivered registered post or by hand deposited in the Bid Box kept at the Ground floor of NAITA, separately in **ORIGINAL** and **COPY** address to the Chairman, Department Procurement Committee (Major), National Apprentice and Industrial Training Authority , No. 971, Sri Jayawardhanapura Mawatha, Welikada, Rajagiriya on or before 10.30 a.m on 29<sup>th</sup> July 2025 . It should be written as “**Security Services for NAITA-2025**” at the left hand corner of the Envelop. Bids will be opened soon after the closing in the presence of the bidder / bidders' representatives who choose to attend. Late Bids will be rejected and not accepted.
- The Bids shall be valid until the date 30<sup>th</sup> October 2025 (91 days).
- Bids shall be accompanied by a “Bid Security Guarantee”, for an amount of Rs. 950,000/- , in unconditional on demand guarantee obtained from a Commercial Bank approved by Central Bank of Sri Lanka on the format given in the Bidding Document. The Bid Security shall be valid until the date 27<sup>th</sup> November 2025.
- The Department Procurement Committee decision will be the final decision. Further NAITA has the right to accept or reject any Bid without adducing any reasons and NAITA will not be responsible for any costs or any expenses incurred by the prospective bidders in connection with the preparation or delivery of bids.

Chairman, Department Procurement Committee,  
National Apprentice and Industrial Training Authority,  
971, Sri Jayawardhanapura Mawatha,  
Welikada,  
Rajagiriya 10100  
06.07.2025