

Invitation for Bids



Ministry of Industry and Commerce Procuring of Office Premises on Lease for National Intellectual Property Office of Sri Lanka (NIPO)

Bid No: NIPO/PRO-13/OP/2018

1. Sealed bids are hereby invited from eligible and qualified bidders to procure a building on lease for National Intellectual Property Office of Sri Lanka (NIPO).
2. The Bidding will be conducted through the **National Competitive Bidding Procedure**.
3. The office premises to be obtained on lease should comprise of following minimum requirements.
 - **Location:** Preferably within Colombo city area or Battaramulla, Rajagiriya area on main road or approximately 200-300m away from the main road with minimum 15 feet wide road and easy access if located in a by road.
 - **Required Space:** Fully tiled usable floor area between 13,000sq. ft - 16,000 sq.ft (without parking spaces) with air conditioning facilities and other requisite facilities as mentioned in the bidding document. The building should be ready for occupation at the time of submission of bid by the bidder. Ability to use the floor areas for office rooms, conference hall, reception area etc. or be able to make alterations to meet the requirements of NIPO as and when required and the consent of the owner of the building (bidder) should be given to make such alterations.
 - **Parking Space:** The parking space inside the building premises should accommodate a minimum of 10 office vehicles at a time comprising of a high roof van and other long vehicles where necessary. Preferably consider the parking space reserved in a Public or legally allocated Parking Area within 100-150 m proximity to the proposed building to accommodate a minimum of 10 vehicles for customers at a time and if the said Parking area belongs to a third party, the required permission in writing should be submitted with the bid.

- **Period of Lease:** Three (03) Years

4. Bid Documents in this respect could be obtained from the Accounts Division of National Intellectual Property Office located at 02nd Floor, “Samagam Madura”, No.400, D.R.Wijewardena Mawatha, Colombo10 upon payment of a non-refundable fee of Rs. 20,000 in cash. Bid Documents will be issued from 01st August 2018 to 21st August 2018 on working days, between 9.00 a.m. to 3.00 p.m.
5. The bidders should register themselves immediately after the submission of bids and prior to the award of procurement in terms of the Public Contract Act No 03 of 1987. The procurement shall not be awarded to any bidder unless such bidder has submitted the Certificate of Registration issued in terms of the Public Contract Act to the Procurement Committee.
6. Duly Completed bids in 02 copies indicating original and the duplicate should be delivered by registered post to the below mentioned address or deposited in the Tender Box kept at the Accountant’s Office, 02nd Floor of the “Samagam Madura”, National Intellectual Property Office, No 400, D.R. Wijewardena Mawatha, Colombo 10 on or before 2.00 p.m. on 23rd August 2018. Bids received later than 2.00 p.m. on the due date shall not be accepted and returned unopened. The top left-hand corner of the envelope enclosing the bidding documents should be marked as **“Bids for lease of office premises for NIPO”** Bids will be opened immediately after the bid closing time in the presence of Bidders or their authorized representatives.
7. The Ministry Procurement Committee of the Ministry of Industry and Commerce reserves the right to reach the final decision in respect of selecting the qualified bidder.
8. Further information in this regard could be obtained from the National Intellectual Property Office.
 - Director General of Intellectual Property : 011 - 2669179
 - Accountant : 011 - 2669177
 - Administrative Officer : 011 - 2688768

Chairman,
Ministry Procurement Committee,
Ministry of Industry and Commerce
P.O.Box 570, No 73/1, Galle Road,
Colombo 03.