



## Ministry of Wildlife & Forest Resources Conservation

### PROCUREMENT NOTICE Renting of Office Space

IFB No. MWFC/F/04/25

1. The Ministry of Wildlife & Forest Resources Conservation intends to rent an office space of an area around 18,000ft<sup>2</sup> with or without partitioning in accordance with the requirement of the Ministry for office purposes at **Sri Jayawardenapura Kotte areas** for a duration of three (3) years. Duration will be extended thereafter if necessary.
2. The proposed building should be of reinforced concrete, within a radius of 200 meters from the nearest bus stop or bus station, with easy access for vehicles and provided with essential amenities such as toilet facilities (male & female separately), water, adequate lighting, parking facilities etc., to serve as offices, conference rooms, etc.
3. Bidding document together with the finalized detailed requirements may be collected from the accounts branch upon a payment of non-refundable fee of Rs. 3000/= to the Accounts section of Ministry of Wildlife & Forest Resources Conservation from 09.10.2023 at the address given below (on working hours).
4. A bid security worth of Rs. 30,000/= and valid until 10.02.2024 should be submitted with the bid.
5. The duly completed Bidding Document accompanied by valid bid security should be sealed in a single envelope, clearly marked with the Procurement Reference Number and the Bidder's name at the back of the envelope and addressed to the Secretary, Ministry of Wildlife & Forest Resources Conservation, 1090, Sri Jayawardanapura Mawatha, Rajagiriya. The sealed envelopes should be deposited in the Tender Box located at the said office not later than 14.00 hours local time on or before the 27.10.2023.
6. Sealed bidding documents by hand or by post should reach the same address by the same date and time at latest and bids will be opened in the presence of the bidders or their representatives who choose to attend in person immediately after the bid closing. Late submissions will be rejected and shall be returned unopened to the bidder concerned.
7. The Ministry of Wildlife & Forest Resources Conservation requires that the Office Space with necessary facilities and with or without partitioning be made available as from 01.12.2023 – 30.11.2026. Priority will be given to the bids with partitioning.
8. The Ministry of Wildlife & Forest Resources Conservation reserves the right to
  - (a) accept or reject any bid; and
  - (b) annul the bidding process and reject all bids at any time prior to contract award, without incurring any liability towards the bidder.

Secretary  
Ministry of Wildlife & Forest Resources Conservation  
1090, Sri Jayawardenapura Mawatha,  
Rajagiriya  
Telephone : 0113671498/0113355011