



Department of Posts
Invitation for Bids (IFB)
Supplying and delivering 375 no's of Dot-matrix Printers and 20 no's of Laser Printers

1. The Chairman Department Procurement Committee on behalf of the Department of Posts now invites sealed bids from eligible and qualified bidders for Supplying and delivering 500 no's of Dot-matrix Printers and 20 no's of Laser Printers
2. Bidding will be conducted through National Competitive Bidding.
3. **Bidders must fully comply with the following eligibility criteria to be considered for this procurement,**
 - a) Bidder shall have minimum 05 years' experience of **supplying branded printers**
 - b) The bidder shall have supplied at least one order of a similar scale, using the same brand or similar products within last 05 years
 - c) The bidder's minimum average annual turnover from the supply of printers shall be LKR 55 million or more during the last five (05) years.
 - d) The bidder shall not be blacklisted by any government or semi-government organization within the past ten (10) years.
 - e) The bidder must be a legally registered business entity in Sri Lanka
4. A complete set of bidding documents in English Language may be purchased by interested bidders on the submission of a written application by Bidder himself or by bidders' representatives to the address below and upon payment of non-refundable fee of **LKR 10,000.00** /= for bidding documents to the Postmaster General up to 14.00 hour on **03rd August 2026**.
5. All Bids must be delivered to the address below at on or before 14.00 hour on **04th August 2026**. Late bids will be rejected. Bids will be opened in the Presence of the bidders or their representatives who choose to attend at the address below immediately after the closing time.
6. Pre-bid meeting in this regard will be held on **22th July 2026 at 01.00 p.m.** hour at 3rd floor Conference Room, Postal headquarters, Department of posts, no.310, D.R. Wijewardhana Mw, Colombo-10.
7. Bids shall be valid up to 77 calendar days from the date closing of the bid. (**valid till 20th October 2026**)
8. All bids shall be accompanied by a Bid Security issued by a Bank Operating in Sri Lanka (on demand unconditional) as follows and it should be valid up to **20th October 2026** and drawn in favor of "Postmaster General, Department of Post" and bid issued otherwise will be rejected.

No.	Category	Bid Bond Values (LKR)
01	Dot Matrix Printers	300,000.00
02	Laser Printers	12,000.00

9. interested eligible bidders may obtain further information from Accountant (Procurement) from Telephone 011- 4927249 on working days between 09.00 hours to 15.00 hour and inspect the Bidding Documents at the address given below.

Accountant (Procurement)
Postal Head Quarters, 6th Floor,
No. 310, D.R. Wijewardena Mawatha, Colombo 10.

10. The chairman of Department procurement committee reserves the right to rejecting any or all bids and the right of accepting any portion of a bid without adducing any reasons.

The Chairman,
Department Procurement Committee,
Department of Posts,
No.310, D.R.Wijewardana Mawatha,
Colombo 10.

15.07.2026