



**Department of Posts
Invitation for Bids (IFB)**



Supplying and Delivering of IT equipment

1. The Chairman Department Procurement Committee on behalf of the Department of Posts now invites sealed bids from eligible and qualified bidders for Supplying, Delivering, Installing and maintaining IT equipment in following categories and quantities.

No.	Category	Quantity
01	Branded desktop computers	125
02	Minicomputers	250
03	UPS	400
04	Laptops computers	52

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.**
- Bidder shall have a minimum of 05 years' experience of **supplying the relevant quoted product.**
 - The bidder shall have supplied at least one order of a similar scale, using the same brand or similar brand within last 05 years
 - The bidder's minimum average annual turnover from the supply of IT equipment shall be LKR 275 million or more during the last five (05) years.
 - The bidder shall not be blacklisted by any government or semi-government organization within the past ten (10) years.
 - 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 25,000.00** /= 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 91 calendar days from the date closing of the bid. (**valid till 03rd November 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 **03rd November 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	Branded desktop computers	584,000.00
02	Minicomputers	750,000.00
03	UPS	48,000.00
04	Laptops computers	220,000.00

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