



INVITATION FOR BID (IFB)

MINISTRY OF DIGITAL INFRASTRUCTURE AND INFORMATION TECHNOLOGY

Selecting a training institute to provide Microsoft Office Specialist (MOS) training for 100 officers

(MTDI/ACCT/2018/04/31)

01. The Chairman, Ministry Procurement Committee, on behalf of the Ministry of Digital Infrastructure Information Technology now invites sealed bids for the above, from eligible and qualified bidders to conduct Microsoft Office Specialist (MOS) Certifications training and standard examinations to cover the subjects as specified in below table. Details are given in the bidding documents. All bids must be accompanied by a bid security as indicated in the table.

02.

Subject Areas - Microsoft Office Specialist: Intermediate level	
i	Microsoft Word 2016
ii	Microsoft Excel 2016
iii	Microsoft PowerPoint 2016

Amount of Bid Security	Rs. 55,000/=
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03. The trainings and examinations should be conducted only in Colombo city limits during week days (except Saturdays, Sundays and Public Holidays) during working hours (8.30 a.m. – 4.15 p.m.).
04. The bidder should provide a Testing Center and Examination required for the MOS Certification should be properly conducted as per the international standards.
05. Calling for bids, appraisal and offering will be done through the process of the National Competitive Bidding (NCB).
06. Interested eligible bidders may obtain further information from Accounts Division of the Ministry of Digital Infrastructure and Information Technology, No. 437, Galle Road, Colombo 03 (Tel: 0112577330) and inspect the bidding documents free of charge from 9.00 a.m. to 03.00 p.m. on working days. In addition, it has been facilitated to inspect the bid document on the website www.mdiit.gov.lk.
07. A complete set of bidding documents (prepared in English language) could be purchased by interested bidders from the Accounts Division on submission of a written application to be received from 09.00 a.m. on 29.07.2019 to 03.00 p.m. on 19.08.2019 and upon payment of a nonrefundable fee of Rs: 3,000/= in cash.
08. The interested bidders may deposit the sealed Bid Documents into the Tender Box located at the Accounts Division on the 3rd floor on working office days from 9.00 a.m. 29.07.2019 to 20.08.2019 at 02.00 p.m., alternatively sealed Bid Documents can be sent by registered post to reach the following address before the deadline.
09. The Pre bid Meeting will be held at 10.00 a.m. on 02.08.2019 in the Accounts Division located on the 3rd floor of the Ministry of Digital Infrastructure and Information Technology, No. 437, Galle Road, Colombo 03.
10. Bids will be closed at 2.00 p.m. on 20.08.2019 and opened immediately thereafter on the same date at 2.00 p.m. at the above mentioned address, and the bidder or only one of his authorized representatives may attend it. Late bids will be returned to the bidder without opening.
11. Calling for bids or cancellation of calling for bids for this procurement, is carried out the discretion of the Ministry Procurement Committee.

Chairman
Ministry Procurement Committee
Ministry of Digital Infrastructure and Information Technology
No. 437, Galle Road, Colombo 03.
29.07.2019