



**Wayamba Development  
Authority  
Northwestern Provincial Council**

Requesting For Proposals

**Selection of an Event Manager  
for**

**Beach Carnival “Chilla24” @ Chillaw Beach Park**

**Held on 5,6,7 April 2024**

Contract No:

WDA/Pro/Tou/2024/NCB/01

**\*\*\* Notice;** The advertisement was published in the newspapers Daily News, Thinakarn, Dinamina on the date of 24<sup>th</sup> January, 2024 the procurement notice to request proposals from event coordinators to organize the "Chilla 24" beach carnival. The deadline mentioned is February 6, 2024. It will be postponed until February 13, 2024. Bid opening time is 11.30 a.m.

**Pre Bid meeting will be held on 06<sup>th</sup> February 2024 at 11.00 a.m. at Wayamba Development Authority, New Malkaduwawa, Boyagane. Interested Bidders are invited to join the pre-bid meeting in person.**

Wayamba Tourism is inviting you to a scheduled Zoom meeting.

Topic: Pre Bid Meeting - Chilla24 Beach Carnival  
Time: Feb 6, 2024 11:00 AM

Join Zoom Meeting  
<https://us05web.zoom.us/j/85438587104?pwd=u5pdqISUVnLhSXWYeNvZaQipvAGDoz.1>

Meeting ID: 854 3858 7104  
Passcode: 6jkHmi

**Section I - Instructions to Vendors (ITV)**

A: General	
1. Scope of Bid	1.1 The Purchaser named in the Data Sheet invites you to submit a Proposal for the event planning, management, and execution of the event Beach Carnival Chilla24, at Chillaw Beach Park as specified in Section III Schedule of Requirements. Upon receipt of this invitation, you are requested to acknowledge the receipt of this invitation and your intention to submit a Proposal. The Purchaser may not consider you for requesting proposals in the future, if you failed to acknowledge the receipt of this invitation or not Submitting a proposal after expressing the intention as above.
2. Qualification and experience of the Bidder	2.1 All Bidders shall provide in Section III , Forms of Bid Qualification and Experience information ,a preliminary description of the proposed work method and schedule, including charts as necessary.

	<p>2.2 If stated in the Bidding Data , all bidders shall include the following information and documents with their bids in Section III:</p> <ol style="list-style-type: none"> <li>a. List of Services performed for each of the last two years;</li> <li>b. Experience in Services of a similar nature for each of the last two years, and details of services under way or contractually committed ; and names and address of clients who may be contracted for further information on those contracts;</li> <li>c. Work plan and Methodology;</li> <li>d. If any, qualifications and experience of key staff proposed for the contract;</li> <li>e. Any other if listed in the Bidding Data.</li> </ol>
3. Cost of Bidding	3.1 The Bidder shall bear all costs associated with the preparation and submission of the Bid, and the Purchaser will no case be responsible or liable for those costs.
4.Site Visit	4.1 The Bidder is encouraged to visit and examine the site of required services and its surroundings and obtain all information that may be necessary for preparing the Bid and entering in to a contract for the Services. The costs of visiting the site shall be at the Bidder's own expense.
<b>B: Contents of Documents</b>	
5. Contents of Documents	<p>5.1 The documents consist of the Sections indicated below.</p> <ul style="list-style-type: none"> <li>• Section I. Instructions to Bidders</li> <li>• Section II. Data Sheet</li> <li>• Section III. Schedule of Requirements</li> <li>• Section IV . Price Schedule</li> <li>• Section V. Bid Submission form(s)</li> <li>• Section VI . Form of Contract</li> <li>• Section VII. Bid Security</li> <li>• Section VIII. Format for Performance Guarantee</li> <li>• Section IX . Advance Payment Guarantee</li> </ul>
6.Clarificatin of Bidding Documents	6.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Purchaser in writing at the purchaser' address Indicated in the invitation to bid.

C: Preparation of Bids	
7. Documents Comprising the Bid	<p>7.1 The Bidder shall submit the Bid under two separately sealed envelopes as follows :</p> <p>(a) The first envelop shall be marked “Envelop 1- Qualification and Experience Information”; and shall enclose the original and the copy in separately sealed envelope.</p> <p>(b) The Second envelop shall be marked” Envelop 2 – Financial Bid”and shall enclose the original and the copy in separately sealed envelope.</p>
	<p>7.2 The Envelop 1, marked as “Qualification and Experience Information” shall include the originals of the following:</p> <p>(i) Bid Security (ii) Duly filled Schedules of Qualification and Experience Information (iii) Other information listed in Bidding Data (iv) Any other information , bidder may wish to include</p>
	<p>7.3 The Envelop 2, marked as “Original of Financial Bid” shall include the originals of the following:</p> <p>(i) Dully filled and signed price Bid Submission Form (ii) Duly filled Activity Schedule.</p>
	<p>7.4 The two covers shall then be sealed in an outer Envelop and shall :</p> <p>(a) De addressed tom the Employer at the address provided in Bidding Data; (b) Mention the name and identification number of the Contract as defined in Bidding Data;</p>
8. Bid Submission Form and Price Schedules	<p>8.1 The Bidder shall submit the Bid Submission Form using the form furnished in Section V. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.</p> <p>8.2 Alternative offers shall not be considered. The Bidders are advised not to submit different options/proposals for the same but furnish the most competitive among the options available to the bidder.</p>
9. Prices and Discounts	<p>9.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules.</p> <p>9.2 The price to be quoted in the Bid Submission Form shall be the total price of the Bid, including any discounts offered.</p>

	<p>9.3 The applicable VAT shall be indicated separately.</p> <p>9.4 Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Bid submitted with an adjustable price shall be treated as non-responsive and may be rejected.</p>
10. Currency of Bid and payment	10.1 The bid price shall be quoted in Sri Lanka Rupees.(LKR)
11.Period of Validity of Bid	11.1 Bid shall remain valid for the period of sixty (60)days after the Bid submission deadline date.
12.Format and Signingof Bid	12.1 The Bid shall be typed or written in indelible ink and Shall be signed by a person duly authorized to sign on behalf ofthe bidder.
<b>D: Submission and Opening of Bid</b>	
13. Submission of Proposal	<p>13.1 Bidders may submit their bids by mail or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number.</p> <p>13.2If the bid is not sealed and marked as required, thePurchaser will assume no responsibility for the misplacement or premature opening of the bid.</p>

14. Deadline for Submission of Bids	14.1 Bids must be received by the Purchaser at the address set out in Section II, "Data Sheet", and no later than the date and time as specified in the Data Sheet.
15. Late Proposals	15.1 The Purchaser shall reject any bids that arrives after the deadline for submission of bids, in accordance with ITV Clause 11.1 above.
16. Bid Security/Bid Bond	<p>16.1 If indicated in the Bidding Data, the Bidder shall furnish, as part of the Bid, a Bid Security, in the amount specified in the Bidding Data and valid till the date specified in the Bidding Data.</p> <p>16.2 If a Bid Security is requested under sub-clause 13.1 above, any bid not accompanied by an acceptable Bid Security shall be rejected by the Employer.</p> <p>16.3 The Bid Security of unsuccessful bidders will be returned within 28 days of the end of the Bid validity period specified in bidding datasheet.</p> <p>16.4 The Bid Security of the successful Bidder will be discharged when the Bidder has signed the Agreement and furnished the required Performance Security (if required).</p> <p>16.5 The Bid Security may be forfeited:</p> <ul style="list-style-type: none"> <li>(a) if the Bidder withdraws the Bid after Bid opening during the period of Bid validity;</li> <li>(b) if the Bidder does not accept the correction of the Bid price,</li> <li>(c) in the case of a successful Bidder, if the Bidder fails within the specified time limit to: <ul style="list-style-type: none"> <li>(i) sign the Contract; or</li> <li>(ii) furnish the required Performance Security (if required).</li> </ul> </li> </ul>
17. Opening of Bids	17.1 The Purchaser will open the envelope marked, Envelop 1- 'Qualification and Experience' in the presence of Bidders' designated representatives who choose to attend, at the time, date, and location mentioned in the Invitation of Bid.
	17.2 The envelop marked 'Envelop 2- Financial Bid' will be opened after the completing the evaluation of envelope marked, Envelop 1- 'Qualification and Experience'.

E: Evaluation and Comparison of Bid

18. Clarification of Bids	18.1 To assist in the examination, evaluation and comparison of he bids, the Purchaser may, at its discretion, ask any bidder for aclarification of its bid. Any clarification submitted by a bidder in respect to its bid which is not in response to a request by thePurchaser shall not be considered. The Purchaser’s request for clarification and the response shall be in Writing.
19. Responsiveness of Bids	19.1 The Purchaser will determine the responsiveness of the bid to the documents based on the contents of the bid received. If a bid is evaluated as not substantially responsive to the documents issued; it may be rejected by the Purchaser.
20. Evaluation of Qualification and Experience	<p>20.1 The Purchaser shall evaluate and compare only the bids determined to be substantially responsive in accordance with Clause 19.</p> <p>20.2 A two - stage procedure will be adopted in detailed evaluation of substantial responsive Bids. The evaluation of Qualifications and experience will be completed prior to any financial bid being opened. The Purchaser evaluates The Envelop 1- ‘Qualification and Experience’ on evaluation the basis of their responsiveness to the Purchaser’s requirements, applying the evaluation criteria, and point system specified in Sub Clause 20.3</p> <p>20.3 During the evaluation of Envelope 1 for qualification and Experience , the Purchaser will determine whether the Bidders are qualified and whether work plan and methodology are substantially responsive to requirements set in bidding Document.</p> <p>20.4 Each Substantial responsive bid will be given a score on point system outlined in the Bidding Data. A bid will be rejected at the stage if it does not respond to important aspects of the purchaser’s requirements or if it fails to achieve an overall minimum 60- 70 points together with the minimum given against each criterion.</p>
21. Evaluation of Financial Bid	21.1 After the evaluation of Envelope 1 is completed , Purchaser shall notify Bidders whose qualification and experience did not meet the qualifying marks or were considered nonresponsive to the Purchaser’s requirements ,indicating that their envelop marked “Envelope2 – Financial Bid” will be returned unopened after completing the selection process.

	<p>21.2 The Envelope 2 shall be opened publicly in the presence of the Bidders representatives who choose to attend. The name of the bidder, the bid price together with any discount offered shall be read aloud and recorded when the envelopes marked Envelope 2 Financial Bid.</p>
	<p>21.3 Before evaluating financial bid , the Purchaser will determine whether the Bids is signed properly. If the Bids is not signed properly it will be rejected at this stage.</p>
	<p>21.4 The Purchaser reserves the right to accept or reject any variation, deviation or alternative offer. Variations , deviations, alternative offers and other factors that are in excess of the requirements of the bidding documents shall not taken into account in bid evaluation.</p>
<p>22 Purchaser’s Right to Accept any Bids, and to Reject any or all Bids</p>	<p>22.1 The Purchaser reserves the right to accept or reject any Bids, and to annul the process and reject all Bids at anytime prior to acceptance, without thereby incurring any liability tobidders.</p>



F: Award of Contract	
23. Acceptance of the Proposal	23.1 The Purchaser will accept the bid of the bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.
24. Notification of acceptance	24.1 Prior to the expiration of the period of validity of bid, the Purchaser will notify the successful vendor, in writing, that its bid has been accepted.
25. Performance Guarantee	The selected company should be submitted 5 % performance guarantee from the contract value. The guarantee is furnished without a critical departure to the format given in this document (Section VIII) with respect to the amount validity and payment of guaranteed amount upon Receipt of first demand in writing.

Section II: Data Sheet

ITV Clause Reference	
1.1	The Purchaser is:  <b>Wayamba Development Authority</b>
1.1	Name of the contract: <b>Selection of an Event Organizer for “Chilla24” Beach Carnival at Chillaw</b>
1.1	Identification No of the Contract: <b>WDA/Pro/Tou/2024/NCB/01</b>
2	<p>The information required from bidders in sub -Clause 2.1 &amp;2.2 In addition to information and documents requested under instructions to bidders ITB Clause 2 The Bidder shall submit following documents along with the bid.</p> <ul style="list-style-type: none"> <li>• Business Registration</li> <li>• SLAPCEO membership/registration</li> <li>• Audited Financial Accounts for last two years</li> <li>• Documents to prove prior experience</li> <li>• Bid Submission checklist</li> </ul>
4.2	Bidder allows submitting one bid only and options or alternative proposals may not be considered.
6.1	<p>Clarification of Bidding documents.</p> <p>Pre Bid meeting will be held on 06<sup>th</sup> February 2024 at 11.00 a.m. at Wayamba Development Authority, New Malkaduwawa, Boyagane</p>
11.1	Proposal validity period is 60 days after the bid submission deadline

13.1	<p>Bid is: Bids shall be submitted by hand or deposited at the following address:</p> <p><b>Director General, Wayamba Development Authority, New Malkaduwawa, Kurunegala.</b></p>		
	<b>E mail submissions are not accepted.</b>		
13.2	<p>Documents should be sealed and mark as follows at the top left-hand corner of the envelope</p> <p><b>Selection of an Event Organizer for “Chilla24” Beach Carnival at Chillaw Beach Park</b></p>		
14	Deadline for submission of bids : 13 <sup>th</sup> February 2024		
	Bid Opening time : 11.30 am		
	Bid Opening Address: Wayamba Development Authority, New Malkaduwawa, Boyagane (Hotel school Complex)		
16	<p>The Bid Security should be 1 % of the total bid price. The bid security should be submitted in line with the given format of this document - SECTION VII - FORMAT OF BID BOND from a reputed Bank in Sri Lanka</p>		
18	<p>Wayamba Development Authority (WDA) shall evaluate each Bid that has been to be substantially responsive. WDA will evaluate the bid of the Bidder whose offer has been determined to be the highest amount of the event revenue share to the purchaser bid and is substantially responsive to the documents issued.</p> <p>Any supplier has not complied with SOR, that BID may be rejected.</p>		
20.2,3,4	Evaluation of Qualification and Experience		
	Criteria	Maximum Point	Minimum Point
	a. Company profile	25	15
	b. Work plan & Methodology	50	25
	c. Past Experience & Team Proposed	25	20

	Total	100	60
	<ul style="list-style-type: none"> <li>The weightage that shall be given for technical proposal and financial proposal shall be 60:40 respectively.</li> </ul>		
25	<p>Performance Security: The amount of Performance Security shall be 5% of the contract price on submission of an unconditional, irrecoverable on first demand of the Purchaser performance Bank Security.</p>		

**Pre Bid meeting will be held on 06<sup>th</sup> February 2024 at 11.00 a.m. at Wayamba Development Authority, New Malkaduwawa, Boyagane. Interested Bidders are invited to join the pre-bid meeting in person.**

## **Section III – Schedule of Requirements (SOR)**

### **Selection an Event Management Firm for “Chilla24” Beach Carnival at Chillaw Beach Park 2024 April 5-7**

#### **Terms and Conditions**

##### **1. Introduction**

Wayamba Development Authority (hereinafter referred to as "WDA") was established under the power vested by 13th Constitutional Amendment of the Democratic Socialist Republic of Sri Lanka as statutory board in Northwestern Provincial Council (NWPC). WDA is executing the duties and functions assigned by the statute and other laws.

##### **2. Background**

Chillaw, a vibrant city in Sri Lanka, has been experiencing a gap in entertainment options for its residents and visitors. While it boasts a rich cultural and historical heritage, the city has recognized the need to diversify its leisure offerings and create a more vibrant atmosphere. To address this, the Northwestern Provincial Council has decided to organize a food festival with entertainment opportunities at the scenic beach front at Chillaw. This initiative is not only aimed at enhancing the quality of life for residents but also at boosting awareness of leisure opportunities available in Chillaw and increasing visibility of the city itself.

##### **3. Objective**

###### **i. Tourism Promotion in Regionally**

Wayamba is in one province, which has dynamic and diversified tourism potential. Despite the richness of tourist potential in the province, comparatively, it's getting fewer tourist arrivals. As a tool for mitigating fewer arrivals and upgrading, this will be a kind of positive remedy among local and foreign travellers.

###### **ii. Entertainment Gap Mitigation:**

The primary objective of this procurement notice is to organize a food festival that fills the entertainment gap in Chillaw & surroundings. The event should provide a diverse range of entertainment options, including culinary experiences, cultural performances, music, and family-friendly activities, thereby creating a more enjoyable environment for residents and visitors.

###### **iii. Leisure Opportunities Promotion:**

The festival should serve as a platform to promote and showcase the various leisure opportunities available in Chillaw. This includes not only the event

Itself but also highlighting local attractions, parks, recreational facilities, and potential areas for further leisure development.

iv. Awareness Enhancement:

The event should significantly increase awareness about Chillaw as a destination for leisure and entertainment. It should draw attention to the city's unique cultural heritage, historical sites, and its potential to be a hub for leisure activities in the region.

v. Local Business Promotion:

The festival should provide a platform for local businesses, especially food vendors, artisans, and craftsmen, to showcase their products and services. This will stimulate economic activity within the city and support local entrepreneurs.

vi. Community Engagement:

The event should encourage community participation and engagement. It should provide opportunities for local residents to be involved in the planning, organization, and execution of the festival, fostering a sense of ownership and pride in the city.

vii. Marketing and Promotion:

Effective marketing and promotion strategies should be developed to attract a diverse audience, including residents, Sponsors, tourists, and neighboring communities. The festival should leverage both traditional and digital marketing channels to maximize reach

#### **4. Eligibility Criteria**

- i. The bidder should excel in planning, organizing and managing event, exhibitions/Business Events and should have knowledge on organizing this type of events.
- ii. The bidder should have potential to attract sponsors and vendors to the event.
- iii. The bidder should have a valid business registration for the scope of work and must bid for all the required services depicted in the Schedule of Requirement (SOR). (Business/ Registration need to be annexed with the Bid proposal).
- iv. The bidder should have minimum of five (5) events organizing experience in organizing similar events of the budget more than 7.5 million LKR and securing sponsorships. (The bid proposal must annex successful event completion certificates from respective clients.)
- v. The bidder should be a member of the Sri Lanka Association of Professional Conference Exhibition and Event Organizers (SLAPCEO)
- vi. The bidder must have adequate financial and physical capabilities to manage the Event (Documents confirming financial capacity exceeding at least 10 million LKR should be submitted as attachments)

## **5. Scope of the event**

The bidder is required to coordinate all activities including event planning, management, and execution of the event in consultation with the WDA. WDA expects the following services from the selected bidder.

- I. Overall Event Management (Pre, On sight and Post) & Venue setup
- II. Vendor coordination and management, including food stalls
- III. Negotiate with sponsors to securing the event budget
- IV. Event promotion through social media platforms, PR activities, digital marketing activities, Event publicity and promotion.
- V. The firm will develop and implement a strategy to keep food prices reasonable for attendees, in accordance with NWPC's guidelines
- VI. Selecting firm should retains the exclusive right to invite and negotiate with sponsors for the Event.
- VII. The selected event management firm shall contact sponsors, facilitating sponsorship negotiations and agreements. Successful sponsors shall be granted exclusive rights for their respective categories (e.g., Official beverages partner, Official ice cream partner).
- VIII. Sponsors shall have opportunities for brand promotions during the event in the specified event area.
- IX. Event branding, invitations, follow up and coordination with all connected parties.
- X. Conduct Media/Press Conference (If required)
- XI. Allocation of staff for the event coordination and secretarial services.
- XII. Coordination of Engagement/ experiences/cultural performances, entertainments during event.
- XIII. Obtaining approvals from the relevant authorities where necessary.
- XIV. Post event evaluation completion Report within three weeks after the program
- XV. Ticketing and registration (if required).
- XVI. Provision of adequate sanitation facilities.
- XVII. Solid Waste Management.
- XVIII. Wastewater disposal & management.
- XIX. Security and safety measures.

## **6. Limitations**

- i. The existing laws and regulations should be followed.
- ii. The operations/income earning rights of the selected firm should be limited to the dedicated event area.
- iii. The Road or paved area is not allowed damage for event setup or decoration

purposes.

- iv. The WDA is not liable for all obligations related to the fulfillment or breach of agreements or agreements made with commercial institutions or sponsoring institutions.
- v. The WDA will not provide additional funds for the event.
- vi. Additional fees, entrance fees and other additional charges shall be imposed with the permission of the Provincial Council.
- vii. The number of alcoholic products outlets should be limited to 3 outlets in the declared event area.
- viii. WDA reserves the right to amend these terms and conditions as necessary. Any amendments will be communicated to the participating firms.

**7. Legal Compliance:**

- i. The selected firm shall adhere to all applicable laws, regulations, and permits necessary for the Event.
- ii. Any legal liabilities arising from the Event will be the responsibility of the event management firm.
- iii. The selected firm shall cover its costs from sponsorships and manage the Event within the approved budget.

**8. Termination Clause:**

- i. Either party may terminate the agreement in writing with a notice period, as specified in the contract, in case of a breach of terms and conditions or unforeseen circumstances.

**9. Confidentiality:**

- i. All information related to the Event, including proposals, financial details, and agreements, shall be treated as confidential and not disclosed to third parties without the consent of both parties.

**10. Deliverables**

The expected deliverables are divided to three main areas.

- i. Deliverable 1 - Hosted Buyer coordination and handling
- ii. Deliverable 2 - Event coordination and handling
- iii. Deliverable 3 - Event publicity: Local & International, Event Website, social media and PR Campaign in target markets and boosting



## 11. Event Program

Date	Time	Activity
2024/04/05	6.00pm to mid night	Tourist Based Activities (can be proposed)
2024/04/06	6.00pm to mid night	Tourist Based Activities (can be proposed)
2024/04/07	6.00pm to mid night	Tourist Based Activities (can be proposed)

## 12. Deliverables

The expected deliverables are divided to three main areas.

**Deliverable 1** - Hosted Buyer coordination and handling

**Deliverable 2** - Event coordination and handling

**Deliverable 3** - Event publicity: Advertising, social media and PR Campaign in target markets and boosting

## 13. Evaluation Criteria on Qualification & Experience

Bidders who have unable to meet eligibility criteria under ELIGIBILITY CRITERIA, will be considered as nonresponsive for further evaluation. The qualified bids will be evaluated based on the highest amount of the event revenue share to the purchaser with below criteria.

Evaluation of bids		
Criteria	Maximum points	Minimum points
Company profile	25	15
Work plan & Methodology	50	25
Past Experience & Team Proposed	25	20
Total	100	60

## 14. Payment Terms

- i. The Purchaser will provide Advance Payment maximum 20% of the contract price.

## 15. Other Information

- i. Other additional services which the bidder would supply should be mentioned in the proposal with a cost breakdown for each additional service that will be considered in the evaluation.

- ii. Set up should be completed at all at least one hour prior to the beginning of the event with pre-checking of all equipment and arrangements.
- iii. A program completion report should be submitted by the selected bidder after the event.
- iv. The selected bidder is encouraged to come up with innovative/novel ideas to make attractive of the participation of hosted buyers and to retain active/ live participation throughout the event.
- v. The selected bidder should obtain all necessary approvals with regard to conduct the event.

## **16.Copy Rights**

WDA shall receive all the exclusive rights including copyrights, right to editing, online / offline usage of all creative and material (including raw video footage and images). Intellectual property remains vested with WDA.

## **17.Contact Persons for further details.**

- **Contact 1**
  - **Name ;** Mr Ajantha Gunawardhane
  - **Designation ;** Director General
  - **Address ;** Wayamba Development Authority, New Malkaduwwaw, Boyagane
  - **Contact numbers :** +94 37 2225210, 071 8003969
  - **e-mail :** wayambatourism1@gmail.com
- **Contact 2**
  - **Name:** T.M.P.M. Thennakoon
  - **Designation :** Accountant
  - **Address :** Wayamba Development Authority, New Malkaduwwaw, Boyagane
  - **Contact numbers:** +94 37 2225210, 076 8565390
  - **e-mail :** wayambatourism1@gmail.com

**Section IV - Price Schedule**  
**Selection of an Event Organizer for “Chilla24” Beach Carnival, Beach Park Food Festival – Chillaw**

Bidder should submit detailed expenditure estimate which prepared using their own format with total estimate amount with their signature and official stamp.

If there are any taxes in addition to the government taxes, these should not be indicated separately and should be included in the unit price. Only the government tax components should be included separately in the price schedule.

Section V – Bid Submission Forms

**Selection of Event Organizer for “Chilla24” Beach Carnival at Chillaw Beach Park**

Submission Form 1

[The Vendor shall fill in this Forms in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions will be accepted.]

Date:

To: *[insert complete name of Purchaser]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;
- (b) We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods *[insert a brief description of the Service]*
- (c) The total price of our bid including any discounts offered is: *[insert the total quoted price in words and figure]*;
- (d) Our bid shall be valid for the period of time specified in ITV Sub-Clause 11.1, from the date fixed for the bid submission deadline in accordance with ITV Sub- Clause 14.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: *[insert signature of person whose name and capacity are shown]*

Name: *[insert complete name of person signing the Bid Submission Form]*

Dated:

## Submission Form 2

### GENERAL INFORMATION

Name of the Bidder	
Address of the Bidder	
Contact Details	
Contact Number	
E-mail address	
Website	
Field of Business (scope)	
Business Registration Certificate (Annex the copy of the certificate)	
SLAPCEO membership number	
Annual Turnover	
Number of Staff	

Name	Company Seal
Designation	
Date	
Signature	

**Submission Form 3 – Past experience handling Food festival Events**

<b>No</b>	<b>Year</b>	<b>Name/ Description of the Event</b>	<b>Dates</b>	<b>Nature of the activities done</b>

**Submission Form 4 - Experience in the field of Professional Conference, Exhibition and Events and the Contracts undertaken**

No	Name and Address of the Client	Name & Description of the Contract	Value of the contract (LKR)	Time and duration of the contract (M/Y to M/Y)	Scope of work of the Contract (Achieved targets, ROIs)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**Submission Form 5 – Work Plan & Methodology**  
**(should be highlighted through following fields)**

1. Proposed Methodology for management of the “Chilla24” Beach Carnival at Chilaw Beach Park 2024 April 5-7
2. Proposed Methodology to organize and increase Quality of the event as mentioned in SOR(Section III)
3. Proposed footfall creation Activities.
4. PR and Communication Methodology.
5. Proposed Action Plan based on proposed methodology for the scope of the event.



**Submission Form 6 – Detailed of Key Staff of the Event**

Composition of the team of the company for management of event.

S/N	Position in the team	Member Name (if any)	Full Time or Part Time	Task to be performed in the team

**Section VI - Form of Contract**

This CONTRACT (hereinafter called the “Contract”) is made the [day] day of the month of [month], [year], between, on the one hand, [name of Employer] (hereinafter called the “Employer”) and, on the other hand, [name of Service Provider] (hereinafter called the “Service Provider”).

**WHEREAS**

- a. the Employer has requested the Service Provider to provide certain Services as defined in the schedule of requirement Data attached to this Contract (hereinafter called the “Services”);
- b. the Service Provider, having represented to the Employer that they have the required skills, and personnel and resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of... ..;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

- a. The Submission Form
- b. The Priced Activity Schedule
- c. The Schedule of Requirements

2. The mutual rights and obligations of the Employer and the Service Provider shall be as set forth in the Contract, in particular:

- a. The Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
- b. The Employer shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of [name of Employer]  
[Authorized Representative]

For and on behalf of [name of Service Provider]

[Authorized Representative]

Section IV. Conditions of Contract

**SECTION VII - FORMAT OF BID SECURITY**

Date –.....

Director General,  
Wayamba Development Authority,  
Aluth Malkaduwawa,  
Kurunegala.

BID SECURITY NO -.....

We have been informed that (company name ..... ) has submitted to you its dated ..... for the organizing the Beach park Chillaw.

Furthermore, we understand that, according to your bid conditions, bids must be supported by a bid guarantee.

We therefore guarantee to pay any claim made by you hereunder, upon receipt by us of your first written demand, without any reference to or contestation on the part of the bidder, up to a sum of Sri Lankan Rupees .....

This guarantee shall remain valid until .....

We further agree that not changing or adding to or other modification of the terms of the contract or of the works to be performed there under or of any of the contract document which may be made between you and the contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice or any such change, addition or modification. All claims under this guarantee must be submitted to us in writing, address to the ...(Bank Name & Address ) before .....2024, after which date this guarantee shall immediately become automatically null and void and our liability extinguishes completely whether the original of this guarantee is returned to us or not .

Signature & seal of the Guarantor : .....

Name of the Bank : .....

Address : .....

Date : .....

Witness :

01. ....

02. ....

**SECTION VIII - FORMAT FOR PERFORMANCE GUARANTEE**

**PERFORMANCE GUARANTEE**

----- *[Issuing Agency's Name, and Address of Issuing Branch or Office]*

**Beneficiary:** ----- *[Name and Address of Employer]* -----

-----

**Date:** .....

**PERFORMANCE GUARANTEE No.:** .....

We have been informed that ----- *[name of Contractor/Supplier]* (hereinafter called "the Contractor") has entered into Contract No ----- *[reference number of the contract]* dated ----- with you, for the ----- *[insert "construction"/ "Supply"]* of -----  
- --- *[name of contract and brief description of Works]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Contractor, we ----- *[name of Agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- *[amount in figures]* (-----) *[amount in words]*, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the .... day of ....., 20.. *[insert date, 28 days beyond the scheduled contract completion date]* and any demand for payment under it must be received by us at this office on or before that date.

\_\_\_\_\_

*[ signature(s) ]*

**Section IX**

**Guarantee for Payment**

-----[ Name and address of Agency, and Address of Issuing Branch or Office] -----

**Beneficiary** -----[Name and Address of Employer]

**Date:** -----

**PAYMENT GUARANTEE No.:** -----

We have been informed that -----[name of Contractor/supplier] (hereinafter called “the Contractor”) has entered into Contract No -----[reference number of the contract] dated ----- with you, for the ----- Service of-----[name of contract and brief description] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum ----- [amount in figures] ( -----) [amount in words] is to be made against an advance payment guarantee.

At the request of the Contractor, we -----[name of issuing agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- [amount in figures] (-----) [amount in words]1 upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor.

This guarantee shall expire, *Insert the date, 28 days beyond the expected expiration date of the Contract*

Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

.....  
Signature

### Bid Submission Check List

S/N	Item	Submitted (Yes/ No)
1	Price Schedule	
2	Submission Form 1 – Duly signed Bid Submission Form	
3	Submission Form 2 – General Information	
4	Submission Form 3 - Past experience of handling Food Festivals	
5	Submission Form 4 - Experience in the field of Professional Conference, Exhibition and Events	
6	Submission Form 5 – Work Plan & Methodology	
7	Submission Form 6 - Key staff of the event	
8	Business Registration Certificate	
9	Copy of the SLAPCEO Registration certificate	
10	Copies of certificates to prove staff capacity	
11	Section VII – Bid Bond/Security	
12	Audited Financial Accounts for last two years	