

**Ministry of Buddhasasana, Religious and Cultural Affairs,
National Integration, Social Security and Mass Media**

Letter of Invitation (LOI)

**Procurement of Selection and Employment of Event Management
Firm for
Event Management of Presidential Media Awards Ceremony
2024**

No. MMM/NCB/2024-2

The Chairman, Procurement Committee of Mass Media now invites technical and financial proposals from eligible and qualified firms of event management for contract described below.

Contract No	Contract Name and Location	Non-refundable Document Fee
MMM/NCB/2024-2	Event Management of Presidential Media Awards Ceremony 2024 in the Main Hall of Temple Trees in December 2024	LKR 2,000.00

2. Scope of Work

- a) Event stage management including set design, decoration lighting and electronic
- b) Decorations outside and inside of the event hall
- c) Cultural events (3-4 events of 5 minutes) – Department of Cultural Affairs or any government institute or recognized university.
- d) Preparation and display of videos of awardees (50 nomination clips/videos of 10-30 seconds, Lifetime Awards 2 -3 minute's videos).
- e) Nomination Press
- f) Live coverage of the event and the video & photographs of the event – with the coordination of Department of Government Information/Government media institute

3. The bidding will be conducted through Quality and Cost Based Selection method (QCBS) by following open competitive procedures on two envelop system of technical proposal and financial proposal.

4. Eligibility Criteria

Proposals can be forwarded by a qualified firm for event management established in Sri Lanka. The event management firm should have minimum 7 years of experience in conducting event management.

5. Interested event management firm may obtain further information from Development Branch, Mass Media Division, 163, Asi Disi Medura, Kirulapone Mawatha, Polhengoda,

Colombo 05 through telephone number 011-2513737 from **0900hrs to 1500hrs** any workdays (except public and bank holiday) from **2024/10/28 to 2024/11/19**.

6. A complete set of Request for Proposals (RFP) Documents in English can be purchased by interested event management firms upon payment of a fee of **LKR 2,000.00 from 0900hrs to 1500hrs up to 2024/11/19** during the office days from Accounts Branch, Mass Media Division, 163, Asi Disi Medura, Kirulapone Mawatha, Polhengoda, Colombo 05.
7. Separated envelopes of technical proposal and financial proposal must be delivered to the address below on or before the time of **closing of bids on 2024/11/20 at 1400hrs**. Late proposals will be rejected. Technical proposal will be opened soon after closing of bids in the presence of the bidders or whose authorized representatives at Auditorium, Mass Media Division, 163, Asi Disi Medura, Kirulapone Mawatha, Polhengoda, Colombo 05.
8. **Pre bid meeting will be held on the 2024/11/11 at 1400hrs** at the Auditorium, Mass Media Division, 163, Asi Disi Medura, Kirulapone Mawatha, Polhengoda, Colombo 05.
9. The decision taken by the Procurement Committee of Mass Media will be the final decision.

The Chairman
Procurement Committee – Mass Media
Ministry of Buddhasasana, Religious and Cultural Affairs,
National Integration, Social Security and Mass Media