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Ministry of Justice, State Administration, Home Affairs, Provincial Councils, Local Government and Ministry of Labour



Sri Lanka Bureau of Foreign Employment

Calling for quotations for acquisition of office buildings on leasehold basis

Open quotations are invited for the acquisition of suitable buildings on lease basis for maintaining the branch offices of the Sri Lanka Bureau of Foreign Employment in the following cities.

| | Branch Office | Size of square feet |
|----|---|---------------------|
| 01 | Trincomalee District Center | Between 3000 - 3500 |
| 02 | Batticola Distric Center | Between 3000 - 3500 |
| 03 | Eastern Province Migrant Resource Center – Ampara | Between 3000-3500 |

1. Qualifications to be followed in respect of buildings

- This building should be given on monthly lease basis.
- This building should be located in a commercial area that can be easily reached by using public transport facilities and should be constructed for commercial use.
- There should be space to park at least 05 vehicles.
- There should be a separate electricity meter with a three-phase power supply. Having a generator to use in the event of a power outage is an added advantage.
- There should be a separate water meter with direct water pipe connection and the building should be equipped with water tank/tanks capable of storing up to 2000L of water.
- Should have landline telephone facility.
- The primary electrical circuit system with the main power distribution board should be separated from fans and other devices.
- The availability of the building must be within 2 weeks of the complete completion of the work after notification of the site selection.
- About 10 clients who come to receive services must have space inside the facility to sit and perform their duties at the same time.
- There should be 02 lecture halls of about 400 square feet that can hold classes for approximately 30 trainees at a time.
- Our water and sewage system should be a properly arranged building.
- About 06 toilets should be separated for use by staff and external parties.
- Room partitioning, electrical circuits and computer scanning should be done as required by the Bureau.
- Due to maintaining the office, the area where the relevant building is located should be a place where there is no obstruction to the residents.
- Having an air conditioning system installed is an additional qualification.
- Location of two or more separate rooms with toilet facilities in the buildings and having a separate entrance or a building for this purpose in this premise is an additional qualification.
- The monthly rent specified by the lessor is subject to the government assessment report. (minimum amount)

The building owner must submit copies of the documents mentioned herein.

1. Tender document provided by the agency along with the price list
2. A letter stating the monthly rent amount
3. Exact address of the property subject to the tax.
4. A certified copy of the building owner rights deed and related papers.
5. Brochure relating to the property
6. Certified approved building plan (relevant building plan should be a photocopy of A4 size or reduced to A3 size).
7. Name/Address/National Identity Number of lessor and a clear photocopy thereof.
8. Telephone number of building owner.
9. Certificate of Compliance
10. Copies of electricity, telephone, tax etc. bills received within the last 6 months.
11. A title report for the property to be leased should be submitted along with the genealogy and it should be prepared by a local lawyer and finally submitted with his recommendation.
12. In cases where only personal ownership is not shown in relation to the property to be leased, i.e. in cases where the absolute owner of the property is the Republic of Sri Lanka (Swarnabhumi/Yabhumi/Grant papers/Land given on a 30-year lease basis etc.) it is essential to submit with a letter of permission from the concerned Divisional Secretary.

In this regard, clarifications should only be made through the following telephone numbers, and making agreements with intermediaries or any other official or external party will result in the rejection of this bid.

Tenders should be deposited in the tender box kept at the Procurement Section of Sri Lanka Bureau of Foreign Employment, Second Floor, Densil Kobbekaduwa Mawatha, Koswatta, Battaramulla, No. 234 on or before 11.00 am on 29.10.2024. Your application should be superscribed at the top left corner of the envelope containing “Procurement of Building on Rent Basis/Lease Basis - Anuradhapura.PR/02/04-1(80).

The Bureau's Procurement Committee reserves the right to accept or reject any application, and the decision of the Procurement Committee is final. Selections are made subject to the reports of the Government Assessor. A non-refundable amount of Rs.1000.00 should be deposited in the Bank of Ceylon Bureau account 0000001650 and the receipt submitted and bid documents can be obtained from the Foreign Employment Bureau branch office at No. 29, Wanela House, Anuradhapura during office hours from 07.10.2024 to 28.10.2024.

| | Branch Office | Address |
|----|---|---|
| 01 | Trincomalee District Center | No.697/B,NC Rd, Murugapuri, Trincomalee. |
| 02 | Batticola Distric Center | No.12, Pioneer Road, Batticaloa. |
| 03 | Eastern Province Migrant Resource Center – Ampara | No. 651, Uhana Road, Ampara |

Chairman - Departmental Procurement Committee
Sri Lanka Bureau of Foreign Employment,
No. 234, Densil Kobbekaduwa Mawatha,
Koswatta, Battaramulla.
Tel/Fax:2880550/2887585
Website: www.slbfe.lk



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