



**SRI LANKA  
CERT | CC**

**SRI LANKA CERT (PVT) LTD**

**BIDDING DOCUMENT**

**Title of the Procurement**

**SELECTION OF AN EVENT MANAGER FOR THE 15<sup>TH</sup>  
ANNUAL NATIONAL CONFERENCE ON CYBER SECURITY**

**IFQ No: CERT/GOSL/SER/NS/2023/06**

**National Shopping (NS)**

**April, 2023**



## Sri Lanka CERT (Pvt.) Ltd

### Invitation for Quotation (IFQ)

#### Selection of an Event Manager for the 15<sup>th</sup> Annual National Conference on Cyber Security

**IFQ No: CERT/GOSL/SER/NS/2023/06**

1. The Chairman, Department Procurement Committee (DPC), on behalf of Sri Lanka Computer Emergency Readiness Team (Sri Lanka CERT), now invites sealed Quotations from eligible and qualified Bidders for providing the required event management services for the 15<sup>th</sup> Annual National Conference on Cyber Security that is to be held in Colombo in May, 2023.

Detailed description of schedule of requirements is given in the Bidding Document.

2. **Bidding will be conducted using the National Shopping (NS)** procurement method and is open to all eligible and qualified bidders as defined in Procurement Guidelines of Democratic Socialist Republic of Sri Lanka (GoSL) that meet the eligibility and qualification requirements given in the Bidding Documents.
3. Interested Bidders may obtain further information from Head of HR and Admin, Sri Lanka CERT, Room: 4-112, BMICH, Colombo 7 and the Bidding documents is free of charge, and can be obtained during office hours on working days commencing from April 19, 2023 at the office of Sri Lanka CERT at the above address. Telephone: +94 11 269 1692/269 5749/267 9888, Fax: +94 11 269 1064 or email: [procurement@cert.gov.lk](mailto:procurement@cert.gov.lk). A complete set of Bidding Documents in English Language can be downloaded from “Procurement Tab” of [www.cert.gov.lk](http://www.cert.gov.lk) or [www.onlinesafety.lk/](http://www.onlinesafety.lk/) website.
4. A pre-bid meeting which potential Bidders may attend will be held at **1400 Hrs. (2.00 P.M)** on **April 21, 2023** at the office of Sri Lanka CERT at the above address.
5. **Sealed Quotations** must be delivered to Head of HR and Admin, C/o Chief Executive Officer, Sri Lanka CERT, Room: 4-112, BMICH, Colombo 7 to be received on or before **1500 Hrs. (3.00 P.M)** on **April 27, 2023**. Late Bids and Bids sent electronically will not be accepted and will be rejected.
6. Bids shall be valid for a period of 60 days from the date of deadline for submission of the Bids.

7. Bids will be opened immediately after the deadline for submission of bids, in the presence of Bidders or their authorized representatives who choose to attend in person at the address stated above (in Para 6).
8. Sri Lanka CERT will not be responsible for any costs or any expenses incurred by the Bidders in connection with the preparation or delivery of Bids.

**Chairman**

**Department Procurement Committee**

**Sri Lanka CERT (Pvt.) Ltd,**

**Room: 4-112, BMICH, Colombo 7, Sri Lanka.**

**Phone: +94112691692, Fax: +94112691064**

**E-Mail: [procurement@cert.gov.lk](mailto:procurement@cert.gov.lk) , [www.cert.gov.lk](http://www.cert.gov.lk)**

April, 19 2023

## Section I. Instructions to Bidders (ITB)

<b>A: General</b>	
1. Scope of Bid	1.1. The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Non Consultancy 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 quotation. The Purchaser may not consider you for inviting quotations in the future, if you failed to acknowledge the receipt of this invitation or not submitting a quotation after expressing the intention as above.
<b>B: Contents of Documents</b>	
2. Contents of Documents	2.1. The documents consist of the Sections indicated below. <ul style="list-style-type: none"><li>● Section I. Instructions to Bidders (ITB)</li><li>● Section II. Data Sheet</li><li>● Section III. Schedule of Requirements</li><li>● Section IV. a. Quotation Submission Form(s) b. Price schedule</li><li>● Section V. Payment Schedule</li></ul>
<b>C: Preparation of Quotation</b>	
3. Documents Comprising your Quotation	3.1. The Quotation shall comprise the following: <ul style="list-style-type: none"><li>(a) Quotation Submission Form and the Price Schedule</li><li>(b) Compliance sheet &amp; other relevant technical Documents</li><li>(c) Other Credentials as required by the Purchaser</li></ul>
4. Quotation Submission Form and Price Schedule	4.1. The Bidder shall submit the Quotation Submission Form using the form furnished in Section IV (a). 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. 4.2. Alternative offers shall not be considered; The Bidders are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.
5. Prices and Discounts	5.1. Unless specifically stated in the Data Sheet, all items must be priced separately in the Price Schedules. 5.2. The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered. 5.3. The applicable VAT shall be indicated separately.

6. Currency	6.1. The Bidders shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Non Consultancy	7.1. The documentary evidence may be in the form of literature, data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Non Consultancy, demonstrating substantial responsiveness of the Non Consultancy to the technical specifications.
8. Period of Validity of quotation	8.1. Quotations shall remain valid for the period of Sixty (60) days after the quotation submission deadline date.
9. Format and Signing of Quotation	9.1. The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.
<b>D: Submission and Opening of Quotation</b>	
10. Submission of Quotation	<p>10.1. Bidders may submit their quotations by hand or Registered Post in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number.</p> <p>10.2. If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.</p>
11. Deadline for Submission of Quotation	11.1. Quotation 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.
12. Late Quotation	12.1. The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITB Clause 11.1 above.
13. Opening of Quotations	<p>13.1. The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>13.2. A representative of the bidders may be present and mark its attendance.</p>
<b>E: Evaluation and Comparison of Quotation</b>	
14. Clarifications	<p>14.1. To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any Bidder for a clarification of its quotation. Any clarification submitted by a Bidder in respect to its quotation which is not in response to a request by the Purchaser shall not be considered.</p> <p>14.2. The Purchaser's request for clarification and the response shall be in writing.</p>
15. Responsiveness of Quotations	<p>15.1. The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>15.2. If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>

<p>16. Evaluation of quotation</p>	<p>16.1. The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>16.2. To evaluate a quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"> <li>(a) the Price as quoted;</li> <li>(b) price adjustment for correction of arithmetical errors;</li> <li>(c) price adjustment due to discounts offered.</li> </ul> <p>16.3. The Purchaser's evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Non Consultancy.</p>
<p>17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations</p>	<p>17.1. The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.</p>
<p><b>F: Award of Contract</b></p>	
<p>18. Acceptance of the Quotation</p>	<p>18.1. The Purchaser will accept the quotation of the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.</p>
<p>19. Letter of acceptance</p>	<p>19.1. Prior to the expiration of the period of validity of quotation, the Purchaser will advise the successful Bidder, in writing, that its quotation has been accepted and execute the delivery of services.</p>
<p>20. No Breach of Obligations</p>	<p>20.1. The failure of a Party to fulfil any of its obligations under the Letter of acceptance shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party is affected by such an event.</p> <p>20.2. (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this delivery of services, and</p> <p>20.3. (b) has informed the other Party as soon as possible about the occurrence of such an event.</p>

**Section II: Data Sheet**

ITB Clause Reference	
1.1	<p>The Purchaser is:</p> <p><b>Sri Lanka CERT (Pvt.) Ltd</b></p>
5.1	<p>Bidder shall quote for all items specified in the section III (Schedule of Requirements)</p>
11.1	<p>Address for submission of Quotation is:</p> <p><b>Head of HR and Admin, Sri Lanka Computer Emergency Readiness Team, Room: 4-112, BMICH, Colombo 7.</b></p> <p>Deadline for submission of quotations; <b><u>on or before 1500 hours (3.00 P.M) on April 27, 2023 to the address given above.</u></b></p> <p>Envelope containing the quotation should be clearly marked <b>“Selection of an Event Manager for the 15<sup>th</sup> Annual National Conference on Cyber Security CERT/GOSL/SER/ NS/2023/06”</b></p>
13	<p>The quotations shall be opened at the following address:</p> <p><b>Sri Lanka CERT (Pvt.) Ltd, Room: 4-112, BMICH, Colombo 7, Sri Lanka.</b></p> <p>The quotations shall be opened at <b><u>1500 hours (3.00 P.M) on April 27, 2023</u></b></p>
16.3	<p>16.3.1 The bidder should be a registered business who is in the business of providing services similar to the services specified in the schedule of requirement as part of the business and should have been in operation during the last 3 years as of date of deadline for submission of quotation. Documentary evidence in this regard (<b>i.e. Company Registration Document and proof of previous experience (minimum 2 years)</b>) should be submitted along with the quotation.</p> <p>16.3.2 If the bidders do not meet the above Minimum Qualification Requirements and documentary evidence in support of the above, as required are not submitted along with the quotations, such quotations may not be considered for evaluation.</p>
17	<p>Purchaser reserves the right to increase or decrease the scope by 20% without any change in the unit price or other terms of the contract.</p>

### **Section III: Schedule of Requirements**

#### **DESCRIPTION OF SERVICES:**

##### **1. BACKGROUND:**

Sri Lanka CERT, an Agency under the purview of the Ministry of Technology, having the mandate to protect the cyberspace of the nation, has planned to host the Annual National Conference on Cyber Security for the 15<sup>th</sup> consecutive year. The 13<sup>th</sup> and 14<sup>th</sup> Conferences were held as remote events due to the COVID-19 and this year's conference has been planned to be conducted as a physical event.

The 15<sup>th</sup> Annual National Conference is organized around the theme of “*Protection of the Critical National Information Infrastructure (CNII)*” of the country. Protecting CNIIs is crucial to the survivability of a nation as the disruption of these systems would significantly affect the economic strength, national security, government’s capabilities to function, and public health.

This premier event brings together experts in the cyber security domain and provides an exceptional opportunity for the private and public sector to engage and showcase their interest in the field of Cybersecurity. Sri Lanka CERT expects 350+ conference attendees and the audience will include Information and cyber security professionals, cyber security solution and service providers, academia, government officials, universities, vocational institutes, K12 education students, teachers and officials, officials in military/defense, media, NGOs, ambassadors and public etc.

In parallel to the National Conference, SRI Lanka CERT has planned to conduct a Hacking Challenge and several technical workshops.

##### **2. OBJECTIVES OF THE ASSIGNMENT:**

Obtain the service of an event manager to;

- Arrange and organize the National Conference on Cyber Security.
- Arrange and organize three workshops.
- Provide and manage the logistics of all workshops and national conference.



### 3. SCHEDULE OF REQUIREMENTS

Sri Lanka CERT has planned to host the National Conference on Cyber Security for the 15<sup>th</sup> Consecutive year and its associated events during the month of May 2023.

The Conference which is the main event will be held on **23<sup>rd</sup> May, 2023** at Waters Edge Hotel, Battaramulla, Colombo. Its associated events have planned to conduct on the **16<sup>th</sup> and 18<sup>th</sup> May 2023** at, Bandaranaike Memorial International Conference Hall (BMICH) and Sri Lanka Institute of Development Administration (SLIDA) premises, Colombo 07.

Sri Lanka CERT intends to procure the services of an event manager to organize, provide and handle the logistics of this event by providing the following requirements.

#### Part I: Professional Event Management Services

	ITEM	DESCRIPTION
1.	Event Planning	Preparation of a work schedule for the conference and its associated events, including a timeline, should involve discussions and planning with Sri Lanka CERT to ensure all activities, timelines, and arrangements are properly organized.
2.	Venue selection, layout & arrangements	Contracting: negotiating the best prices and defining selection criteria in consultation with Sri Lanka CERT. Meal arrangements: selecting the menu in consultation with Sri Lanka CERT, determining meal times with Sri Lanka CERT, planning the venue layout, signage, decorations, and arrangements with the assistance of third-party suppliers (subject to approval by Sri Lanka CERT)
3.	Event promotion & Registration	Liaising with an advertising agency to promote and market the event to local participants, provide support for organizing press conference, engaging and coordinating electronic and printed media activities with selected partners. Processing registration, maintaining a database, issuing receipts, and accepting payments (an online registration platform will be provided by Sri Lanka CERT). Coordinating branding activities during the event, providing onsite registration for all events, distributing gifts, invitations, and collecting/distributing sponsor materials. All activities must be carried out in consultation with and approved by Sri Lanka CERT.
5.	On site event management	Managing on-site event activities during the event, including handling arrangements related to the opening ceremony and arranging cashiering services for cash and cheque collections, as well as issuing receipts. All activities should be carried out in accordance with Sri Lanka CERT guidance, consultation, instructions, and approval.
6.	Equipment & Services required for the Event	As mentioned in Part II - Equipment & Services required for the Event should be provided, organized and managed according to the Sri Lanka CERT guidance, consultation, instructions and approval.

## Part II: Equipment & Services required for the Event

ITEM	DESCRIPTION	QUANTITY REQUIRED Units/Nos
<b>Part II : 1. Hacking Challenge (70pax) – 16<sup>th</sup> May 2023</b>		
1.1 Venue	<ul style="list-style-type: none"> <li>Event venue at Lavender Room (9am to 3pm), Bandaranaike Memorial International Conference Hall (BMICH), Colombo. (including 22 Tables, 70 Chairs and decorations)</li> <li>The client has reserved this place, and the service provider needs to make all necessary arrangements and payments according to the following requirements for 70 participants prior to the event.</li> <li>The actual and original bills/invoices should be submitted to Sri Lanka CERT.</li> </ul>	Item
1.2 Lab Set up (inside of Lavender Room)	<ul style="list-style-type: none"> <li>8MB Fiber Leased Line.</li> <li>4 Wireless Access Points and Cat 6 networking cables.</li> <li>Client has reserved this service from Sri Lanka Telecom and service provider needs to arrange the payments.</li> <li>The actual and original bills/invoices should be submitted to Sri Lanka CERT.</li> </ul>	Item
	<ul style="list-style-type: none"> <li>Power codes – with minimum 4 plug points</li> </ul>	25
1.3 Foods & Beverages	<ul style="list-style-type: none"> <li>Service provider should arrange following meals requirements according to the BMICH guidelines.</li> </ul>	-
	<ul style="list-style-type: none"> <li>Morning snack pack (2 Items) and tea/coffee– for 70 participants</li> </ul>	70
	<ul style="list-style-type: none"> <li>Afternoon snack pack (1 Item) and fruit drinks - for 70 participants</li> </ul>	70
	<ul style="list-style-type: none"> <li>Fried Rice (Chicken) Lunch Packs - for 70 Participants</li> </ul>	70
	<ul style="list-style-type: none"> <li>1Litre Water Bottles</li> </ul>	100
1.4 Audio and Visual equipment	<ul style="list-style-type: none"> <li>Digital Screen - 10 Feet long X 8 Feet height P 3 indoor LED Wall with necessary all equipment.</li> <li>Presentation materials to be provided by client</li> </ul>	Item
	<ul style="list-style-type: none"> <li>Wireless/FM Mikes (3) with Audio Setup</li> </ul>	Item
<b>Part II : 2. One-day Technical Workshop for Selected Participants (35 pax) – 16<sup>th</sup> May 2023</b>		
2.1 Venue	<ul style="list-style-type: none"> <li>Workshop venue is Distance Learning Centre at SLIDA, Colombo (Including 30 Desktop Computers, Projector, Projector Screens, Microphones)</li> <li>The client has reserved this place and the service provider needs to do all payments and necessary arrangements according to the following requirement.</li> <li>The actual and original bills/invoices should be submitted to Sri Lanka CERT</li> </ul>	35pax
2.2 Foods & Beverages	<ul style="list-style-type: none"> <li>The service provider should arrange the following meals through the Distance Learning Centre.</li> </ul>	-
	<ul style="list-style-type: none"> <li>Morning Tea with 2 snacks – for 35 participants</li> </ul>	35
	<ul style="list-style-type: none"> <li>Lunch Boxes with 5 Curries - for 35 participants</li> </ul>	35
	<ul style="list-style-type: none"> <li>Evening Tea with 2 snacks – for 35 participants</li> </ul>	35
	<ul style="list-style-type: none"> <li>1Litre Water Bottles</li> </ul>	60

<b>Part II : 3. Information and Cyber Security Policy Awareness Workshop for Selected Government officials (100pax) – 18<sup>th</sup> May 2023</b>		
3.1 Venue	<ul style="list-style-type: none"> <li>Workshop venue is ‘Sankathani’ Conference hall (9am to 2pm) at Sri Lanka Institute of Development Administration (SLIDA), Colombo.</li> <li>The client has reserved this place, and the service provider needs to make all payments and necessary arrangements according to the following requirements.</li> <li>The actual and original bills/invoices should be submitted to Sri Lanka CERT.</li> </ul>	100pax
3.2 Foods & Beverages	<ul style="list-style-type: none"> <li>Service provider should arrange following meal requirements according to the guidelines of SLIDA. The client has selected Menu number 1 of SLIDA Cafeteria. (The menu prize can take according to the date of quotation)</li> </ul>	-
	<ul style="list-style-type: none"> <li>Morning Tea with 3 snacks – for 100 participants</li> </ul>	100
	<ul style="list-style-type: none"> <li>Buffet Lunch with 5 Curries - for 100 participants</li> </ul>	100
	<ul style="list-style-type: none"> <li>500ml Water Bottles</li> </ul>	100
<b>Part II : 4. Annual National Conference (350 pax) – 23<sup>rd</sup> May 2023</b>		
<b>Location and Meal: Full day</b>		
4.1 Conference Venue	<ul style="list-style-type: none"> <li>Conference venue at Grand Ballroom, Waters Edge Hotel, Battaramulla, Colombo, for 350 persons.</li> <li>Round table seating arrangements with table, chairs decorations and hall decoration.</li> <li>Wall curtains decoration.</li> <li>Flower arrangements on table deco + podium.</li> <li>Wi-Fi capacity for 400 concurrent users.</li> <li>Venue arrangements should be ready by 6am at event day.</li> <li>The client has reserved this place and the service provider should be contracting (best price negotiation, menu negotiation etc.) and do all payments and necessary arrangements according to the following requirement.</li> </ul>	Unit
4.2 Conference Meal Package	<ul style="list-style-type: none"> <li>Welcome Drink</li> <li>Buffet type Mid-Morning Snacks with Tea &amp; Coffee</li> <li>Buffet Lunch</li> <li>Buffet type Evening Snacks with Tea &amp; Coffee.</li> <li>Water throughout the event</li> </ul>	350
4.3 Stage Setup	<ul style="list-style-type: none"> <li>36ft x 12ft x 1ft platform for the presentations and panel discussions with seating arrangements and decorations.</li> <li>Arrange lighting setup (including spot light for presentations + panel discussion) for stage.</li> </ul>	Unit
<b>Audio, Visual &amp; Light Arrangements: Full day</b>		
4.4 Following Audio Visual equipment with staff :	<ul style="list-style-type: none"> <li>To be rented for the entire duration of the event. The supplier shall be obliged to provide the relevant number of personnel to operate and manage the said equipment.</li> </ul>	-
a. Digital Wall	<ul style="list-style-type: none"> <li>42ft X 10ft P 3 indoor LED Wall ; presentation material to be provided by the client.</li> </ul>	Unit
b. PA System	<ul style="list-style-type: none"> <li>Professional sound system with necessary facilities for 350 audiences.</li> <li>6 Wireless Mikes (FM)</li> <li>2 Clip on Mikes</li> </ul>	Unit

c. Podium Microphone with stand	<ul style="list-style-type: none"> <li>Podium should decorated according to the conference theme</li> </ul>	1
d. Presentation Monitor/TV	<ul style="list-style-type: none"> <li>Presentations Monitor/TV should setup on stage for presenters</li> </ul>	2
e. Presentation Laser Pointers	<ul style="list-style-type: none"> <li>Presentation laser pointers for presenters should arrange and available throughout the event</li> </ul>	2
f. Lighting setup	<ul style="list-style-type: none"> <li>Lighting arrangement should setup according to the conference venue, conference theme; for stage, audience, presenters, panel discussions and walls.</li> <li>Spot Light for podium and presenters</li> </ul>	Unit
<b>Designing, Printing and production</b>		
4.5 Invitation and sponsor passes designing, Printing & postage	<ul style="list-style-type: none"> <li>Designing, printing and post invitations and sponsor passes (The digital version should be available to share with all invitees)</li> <li>Two folds of Size A4, printed in 04 process colours on both sides of a 120 gsm gloss art paper and postage within Colombo</li> </ul>	200
4.6 Conference Brochure, Agenda & Speakers' Profiles	<ul style="list-style-type: none"> <li>Designing, printing and distribute Conference Brochure, Agenda &amp; Speakers' Profiles, with Invitation.</li> <li>A4 Size, 4 pages, printed in 04 process colours on both sides of a 120 gsm gloss art paper</li> </ul>	350
4.7 Certificates of participants and Winners	<ul style="list-style-type: none"> <li>Designing and printing of certificates <ul style="list-style-type: none"> <li>For Hacking Challenge – 65</li> <li>For Technical Workshop – 35</li> <li>For Conference - 200</li> </ul> </li> <li>A4 Size, printed in 04 process colours, 230 gsm conquer paper.</li> <li>Participants name should be printed on certificates</li> </ul>	300
4.8 X Banners with Stands	<ul style="list-style-type: none"> <li>Designing, printing and setup of X Banners</li> <li>3ft X 6ft, 4 colour, Digital Print</li> </ul>	8
4.9 Name badges (including the pouch & the cord)	<ul style="list-style-type: none"> <li>Designing and printing name badges</li> <li>4inch X 5inch, 4 colour, Digital Print, 230 gsm</li> </ul>	400
4.10 Gift Pack for Participants	<ul style="list-style-type: none"> <li>Designing and production of Backpack</li> <li>4 colour printed and branding (logos and texts will be provided by the client)</li> <li>It's better to include (J-zip front panel access to main compartment, 15" padded laptop sleeve, document sleeve, stretch power mesh shoulder strap, side stretch pocket for water bottle, sleeve for transportation cards or small items, large zippered front panel scratch-free pocket, Internal organization, small zip pocket)</li> </ul>	350
	<ul style="list-style-type: none"> <li>Ceramic Mug with branding (logos and texts will be provided by the client)</li> <li>It's better to have a matte outer wall with a contrasting white gloss inner wall and should microwave safe.</li> </ul>	350
<b>Designing, Marketing &amp; Promotion</b>		
4.11 Designing, Marketing and Promotion	<ul style="list-style-type: none"> <li>Service provider can hire a third party advertising agency or deliver by service provider including designing of conference materials and related workshops publicity.</li> </ul>	-

	<ul style="list-style-type: none"> <li>• Design, compiling all videos, advertisements, etc. with consultation of Sri Lanka CERT.</li> </ul>	-
	<ul style="list-style-type: none"> <li>• Organizing press conference with assistant of Sri Lanka CERT.</li> </ul>	Unit
	<ul style="list-style-type: none"> <li>• 1 half a page paper advertisements in, Sunday Times prior to the national conference.</li> </ul>	Unit
	<ul style="list-style-type: none"> <li>• 30 seconds commercial video clip</li> </ul>	1
	<ul style="list-style-type: none"> <li>• 1 Minute video clip for conference</li> </ul>	1
	<ul style="list-style-type: none"> <li>• 1 Minute video clip (Prior to the conference, service provider should create a video including conducted workshops and winners details)</li> </ul>	1
	<ul style="list-style-type: none"> <li>• Design &amp; post social media content on client's social media accounts (100 Posts, 3 video clips, 5 web articles)</li> </ul>	Unit
	<ul style="list-style-type: none"> <li>• Event promotion (Social media and web campaign)</li> </ul>	Unit
<b>Other</b>		
4.12 Participants registration and coordination	<ul style="list-style-type: none"> <li>• Preparing list of participants together with Sri Lanka CERT</li> <li>• Manage online platform for registrations – Sri Lanka CERT will be providing online registration platform and service provider should be manage the platform under guidance of Sri Lanka CERT.</li> <li>• Ensure that all invitation has delivered to participants and follow-up, Sending event reminders and call rounds.</li> <li>• Get confirmations from participants and ensure all attendance prior to the events.</li> </ul>	Unit
4.13 Welcome Dancers & Drummers	<ul style="list-style-type: none"> <li>• 5 Nos of Dancers and 2 Nos of Drummers to welcome the Chief guest and also for the oil lamp ceremony.</li> </ul>	Unit
4.14 Garlands & Flower Deco	<ul style="list-style-type: none"> <li>• 3 Nos garlands for VIPs</li> <li>• Flower deco to the Registration table</li> </ul>	Unit
4.15 Professional Photography and video services	<ul style="list-style-type: none"> <li>• 150 units of photographs of the National Conference</li> <li>• 50 units of photographs of the Hacking Challenge Workshop</li> <li>• 50 units of photographs of the Technical Workshop</li> <li>• 50 units of photographs of the National Conference</li> </ul>	Unit
	<ul style="list-style-type: none"> <li>• Video coverage and social media streaming at the national conference.</li> </ul>	Unit
4.16 Compere	<ul style="list-style-type: none"> <li>• Professional 2 comperes to be hired for the entire duration of the conference.</li> <li>• He/she should be fluent in English &amp; Sinhala.</li> </ul>	2
4.17 Stall setup	<ul style="list-style-type: none"> <li>• 3m x 3m stall setups</li> </ul>	6

#### 4. TERMS AND CONDITIONS

1. The service provider needs to obtain all quotations from places/venues that client has reserved.
2. The service provider needs to handle all payments and necessary arrangements for the places/venues that the client has reserved. Additionally, the original bills must be submitted to Sri Lanka CERT along with the final invoices.

3. All marketing and promotional activities should be carried out for one month from the date of contract signed.
4. The service provider can provide the conference package meal menu with best price negotiation and adding or removing items will be final decision of the client.
5. The service provider can suggest and provide 2-3 Menus (separately) for food and snacks (including workshops) with the quotation. However, the available best option for menu should be included in price schedule according to the specifications.
6. All coordination has to be conducted only with the Sri Lanka CERT focal point.
7. Information, instructions and consultation will be provided by the Sri Lanka CERT team whenever needed.
8. The gift pack for participants should not exceed Rs. 5000 per gift pack, and any changes or removals of gift pack details will be at the final discretion of CERT with the selected service provider.
9. A draft of all content to be published should be sent and verified by CERT before publishing.
10. Sri Lanka CERT has ownership of all the content creates, photos, videos, designs developed and published by service provider and shall not use elsewhere without prior permission of Sri Lanka CERT.
11. Due to the nature of the project, it would be required to work on short deadlines.
12. All locations arrangements and physical activities should be carried out according to the COVID 19 health guidelines and regulations in Sri Lanka and World Health Organization (WHO).
13. Should be carried out Sanitisation Process before each and every events, according to the COVID-19 Health Guidelines.
14. All deliverables will be reviewed by a team designated by Sri Lanka CERT and payments will be released according to the Sri Lanka CERT.

\*The service provider should be confirmed and agreed to provide, organize and manage all above listed items according to the requirement of Sri Lanka CERT.

.....

Signature

Confirmed by Authorized Officer:

## 5. COMPLIANCE SHEET

ITEM	DESCRIPTION	QUANTITY REQUIRED Units/Nos	Complied (Y/N), If not complied provide Bidder's offer
<b>Part II : 1. Hacking Challenge (70pax) – 16<sup>th</sup> May 2023</b>			
1.1 Venue	<ul style="list-style-type: none"> <li>Event venue at Lavender Room (9am to 3pm), Bandaranaike Memorial International Conference Hall (BMICH), Colombo. (including 22 Tables, 70 Chairs and decorations)</li> <li>The client has reserved this place, and the service provider needs to make all necessary arrangements and payments according to the following requirements for 70 participants prior to the event.</li> <li>The actual and original bills/invoices should be submitted to Sri Lanka CERT.</li> </ul>	Item	
1.2 Lab Set up (Inside of Lavender Room)	<ul style="list-style-type: none"> <li>8MB Fiber Leased Line.</li> <li>4 Wireless Access Points and Cat 6 networking cables.</li> <li>The client has reserved this service from Sri Lanka Telecom and service provider needs to arrange the payments.</li> <li>The actual and original bills/invoices should be submitted to Sri Lanka CERT.</li> </ul>	Item	
	<ul style="list-style-type: none"> <li>Power codes – with minimum 4 plug points</li> </ul>	25	
1.3 Foods & Beverages	<ul style="list-style-type: none"> <li>The service provider should arrange following meals requirements according to the BMICH guidelines.</li> </ul>	-	-
	<ul style="list-style-type: none"> <li>Morning snack pack (2 Items) and tea/coffee - for 70 participants</li> </ul>	70	
	<ul style="list-style-type: none"> <li>Afternoon snack pack (1 Item) and fruit drink - for 70 participants</li> </ul>	70	
	<ul style="list-style-type: none"> <li>Fried Rice (Chicken) Lunch Pack – for 70 Participants</li> </ul>	70	
	<ul style="list-style-type: none"> <li>1Litre Water Bottles</li> </ul>	100	
1.4 Audio and Visual equipment	<ul style="list-style-type: none"> <li>Digital Screen - 10 Feet long X 8 Feet height P 3 indoor LED Wall with necessary all equipment.</li> <li>Presentation materials to be provided by client.</li> </ul>	Item	
	<ul style="list-style-type: none"> <li>Wireless/FM Mikes (3) with Audio Setup</li> </ul>	Item	
<b>Part II : 2. One-day Technical Workshop for Selected Participants (35 pax) – 16<sup>th</sup> May 2023</b>			
2.1 Venue	<ul style="list-style-type: none"> <li>Workshop venue is Distance Learning Centre at SLIDA, Colombo (Including 30 Desktop Computers, Projector, Projector Screens, Microphones)</li> <li>The client has reserved this place and the service provider needs to do all payments and necessary arrangements according to the following requirement.</li> <li>The actual and original bills/invoices should be submitted to Sri Lanka CERT</li> </ul>	35pax	
2.2 Foods & Beverages	<ul style="list-style-type: none"> <li>The service provider should arrange following meals through Distance Learning Centre .</li> </ul>	-	-
	<ul style="list-style-type: none"> <li>Morning Tea with 2 snacks – for 35 participants</li> </ul>	35	

	<ul style="list-style-type: none"> <li>• Buffet Lunch with 5 Curries - for 35 participants</li> </ul>	35	
	<ul style="list-style-type: none"> <li>• Evening Tea with 2 snacks – for 35 participants</li> </ul>	35	
	<ul style="list-style-type: none"> <li>• 1Litre Water Bottles</li> </ul>	60	
<b>Part II : 3. Information and Cyber Security Policy Awareness Workshop for Selected Government officials (100pax) – 18<sup>th</sup> May 2023</b>			
3.1 Venue	<ul style="list-style-type: none"> <li>• Workshop venue is ‘Sankathani’ Conference hall (9am to 2pm) at Sri Lanka Institute of Development Administration (SLIDA), Colombo.</li> <li>• The Client has reserved this place and service provider needs to do all payments and necessary arrangements according to the following requirement.</li> <li>• The actual and original bills/invoices should be submitted to Sri Lanka CERT.</li> </ul>	100pax	
3.2 Foods & Beverages	<ul style="list-style-type: none"> <li>• The service provider should arrange following meal requirements according to the guidelines of SLIDA. Client has selected Menu number 1 of SLIDA Cafeteria. (The menu prize can take according to the date of quotation)</li> </ul>	-	-
	<ul style="list-style-type: none"> <li>• Morning Tea with 3 snacks – for 100 participants</li> </ul>	100	
	<ul style="list-style-type: none"> <li>• Buffet Lunch with 5 Curries - for 100 participants</li> </ul>	100	
	<ul style="list-style-type: none"> <li>• 500ml Water Bottles</li> </ul>	100	
<b>Part II : 4. Annual National Conference (350 pax) – 23<sup>rd</sup> May 2023</b>			
<b>Location and Meal: Full day</b>			
4.1 Conference Venue	<ul style="list-style-type: none"> <li>• The conference venue at Grand Ballroom, Waters Edge Hotel, Battaramulla, Colombo, for 350 persons.</li> <li>• Round table seating arrangements with table, chairs decorations and hall decoration.</li> <li>• Wall curtains decoration</li> <li>• Flower arrangements on table deco + podium</li> <li>• Wi-Fi capacity for 400 concurrent users</li> <li>• Venue arrangements should be ready by 6am at event day.</li> <li>• The client has reserved this place and service provider should be contracting (best price negotiation, menu negotiation etc.) and do all payments and necessary arrangements according to the following requirement.</li> </ul>	Unit	
4.2 Conference Meal Package	<ul style="list-style-type: none"> <li>• Welcome Drink</li> <li>• Buffet type Mid-Morning Snacks with Tea &amp; Coffee</li> <li>• Buffet Lunch</li> <li>• Buffet type Evening Snacks with Tea &amp; Coffee.</li> <li>• Water throughout the event</li> </ul>	350	
4.3 Stage Setup	<ul style="list-style-type: none"> <li>• 36ft x 12ft x 1ft platform for the presentations and panel discussions with seating arrangements and decorations.</li> <li>• Arrange lighting setup (including spot light for presentations + panel discussion) for stage</li> </ul>	Unit	
<b>Audio, Visual &amp; Light Arrangements: Full day</b>			
4.4 Following Audio Visual equipment with staff :	<ul style="list-style-type: none"> <li>• To be rented for the entire duration of the event. The supplier shall be obliged to provide the relevant number of personnel to operate and manage the said equipment.</li> </ul>		



a. Digital Wall	<ul style="list-style-type: none"> <li>• 42ft X 10ft P 3 indoor LED Wall ; presentation material to be provided by client</li> </ul>	Unit	
b. PA System	<ul style="list-style-type: none"> <li>• Professional sound system with necessary facilities for 350 audience</li> <li>• 6 Wireless Mikes (FM)</li> <li>• 2 Clip on Mikes</li> </ul>	Unit	
c. Podium Microphone with stand	<ul style="list-style-type: none"> <li>• Podium should decorated according to the conference theme</li> </ul>	1	
d. Presentation Monitor/TV	<ul style="list-style-type: none"> <li>• Presentations Monitor/TV should setup on stage for presenters</li> </ul>	2	
e. Presentation Laser Pointers	<ul style="list-style-type: none"> <li>• Presentation laser pointers for presenters should arrange and available throughout the event</li> </ul>	2	
f. Lighting setup	<ul style="list-style-type: none"> <li>• Lighting arrangement should setup according to the conference venue, conference theme; for stage, audience, presenters, panel discussions and walls.</li> <li>• Spot Light for podium and presenters</li> </ul>	Unit	
<b>Designing, Printing and production</b>			
4.5 Invitation and sponsor passes designing, Printing & postage	<ul style="list-style-type: none"> <li>• Designing, printing and post invitations and sponsor passes (The digital version should be available to share with all invitees)</li> <li>• Two folds of Size A4, printed in 04 process colours on both sides of a 120 gsm gloss art paper and postage within Colombo</li> </ul>	200	
4.6 Conference Brochure, Agenda & Speakers' Profiles	<ul style="list-style-type: none"> <li>• Designing, printing and distribute Conference Brochure, Agenda &amp; Speakers' Profiles, with Invitation.</li> <li>• A4 Size, 4 pages, printed in 04 process colours on both sides of a 120 gsm gloss art paper</li> </ul>	350	
4.7 Certificates of participants and Winners	<ul style="list-style-type: none"> <li>• Designing and printing of certificates <ul style="list-style-type: none"> <li>○ For Hacking Challenge – 65</li> <li>○ For Technical Workshop – 35</li> <li>○ For Conference - 200</li> </ul> </li> <li>• A4 Size, printed in 04 process colours, 230 gsm conquer paper.</li> <li>• Participants name should be printed on certificates</li> </ul>	300	
4.8 X Banners with Stands	<ul style="list-style-type: none"> <li>• Designing, printing and setup of X Banners</li> <li>• 3ft X 6ft, 4 colour, Digital Print</li> </ul>	8	
4.9 Name badges (including the pouch & the cord)	<ul style="list-style-type: none"> <li>• Designing and printing name badges</li> <li>• 4inch X 5inch, 4 colour, Digital Print, 230 gsm</li> </ul>	400	
4.10 Gift Pack for Participants	<ul style="list-style-type: none"> <li>• Designing and production of Backpack</li> <li>• 4 colour printed and branding (logos and texts will be provided by the client)</li> <li>• It's better to include (J-zip front panel access to main compartment, 15" padded laptop sleeve, document sleeve, stretch power mesh shoulder strap, side stretch pocket for water bottle, sleeve for transportation cards or small items, large zippered front panel scratch-free pocket, Internal organization, small zip pocket)</li> </ul>	350	
	<ul style="list-style-type: none"> <li>• Ceramic Mug with branding (logos and texts will be provided by the client)</li> <li>• It's better to have a matte outer wall with a contrasting white gloss inner wall and should microwave safe.</li> </ul>	350	

<b>Designing, Marketing &amp; Promotion</b>			
4.11 Designing, Marketing and Promotion	<ul style="list-style-type: none"> <li>• Service provide can hire a third party advertising agency or deliver by service provider including designing of conference materials and related workshops publicity.</li> </ul>	-	-
	<ul style="list-style-type: none"> <li>• Design, Compiling all videos, advertisements, etc. with consultation of Sri Lanka CERT.</li> </ul>	-	-
	<ul style="list-style-type: none"> <li>• Organizing press conference with assistant of Sri Lanka CERT</li> </ul>	Unit	
	<ul style="list-style-type: none"> <li>• 1 half a page paper advertisements in Sunday Times prior to the national conference.</li> </ul>	Unit	
	<ul style="list-style-type: none"> <li>• 30-second commercial video clip</li> </ul>	1	
	<ul style="list-style-type: none"> <li>• 1 Minute video clip for conference</li> </ul>	1	
	<ul style="list-style-type: none"> <li>• 1 Minute video clip (Prior to the conference, the service provider should create a video including conducted workshops and winners details)</li> </ul>	1	
	<ul style="list-style-type: none"> <li>• Design &amp; post social media content on client's social media accounts (100 Posts, 3 video clips, 5 web articles)</li> </ul>	Unit	
	<ul style="list-style-type: none"> <li>• Event promotion (Social media and web campaign)</li> </ul>	Unit	
<b>Other</b>			
4.12 Participants registration and coordination	<ul style="list-style-type: none"> <li>• Preparing list of participants together with Sri Lanka CERT</li> <li>• Manage online platform for registrations – Sri Lanka CERT will be providing online registration platform and service provider should be manage the platform under guidance of Sri Lanka CERT.</li> <li>• Ensure that all invitation has delivered to participants and follow-up, Sending event reminders and call rounds.</li> <li>• Get confirmations from participants and ensure all attendance prior to the events.</li> </ul>	Unit	
4.13 Welcome Dancers & Drummers	<ul style="list-style-type: none"> <li>• 04 Nos of Dancers and 2 Nos of Drummers to welcome the Chief guest and also for the oil lamp ceremony.</li> </ul>	Unit	
4.14 Garlands & Flower Deco	<ul style="list-style-type: none"> <li>• 3 Nos garlands for VIPs</li> <li>• Flower deco to the Registration table</li> </ul>	Unit	
4.15 Professional Photography and video services	<ul style="list-style-type: none"> <li>• 150 units of photographs of the National Conference</li> <li>• 50 units of photographs of the Hacking Challenge Workshop</li> <li>• 50 units of photographs of the Technical Workshop</li> <li>• 50 units of photographs of the National Conference</li> </ul>	Unit	
	<ul style="list-style-type: none"> <li>• Video coverage and social media streaming at the national conference.</li> </ul>	Unit	
4.16 Compere	<ul style="list-style-type: none"> <li>• Professional 2 comperes to be hired for the entire duration of the conference.</li> <li>• He/she should be fluent in English &amp; Sinhala.</li> </ul>	2	
4.17 Stall setup	<ul style="list-style-type: none"> <li>• 3m x 3m stall setups</li> </ul>	6	

## SECTION IV: QUOTATION SUBMISSION FORM AND PRICE SCHEDULE

### a. QUOTATION SUBMISSION FORM

*[The Bidder shall fill in this Form in accordance with the instructions indicated No Alterations to its format shall be permitted and no substitutions will accepted.]*

Date:

To: **Chairman  
Department Procurement Committee  
Sri Lanka Computer Emergency Readiness Team,  
Room: 4-112, BMICH,  
Colombo 7.**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;

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 Non Consultancy of Providing ***Title and reference number of the procurement***

- (b) The total price of our quotation including any discounts offered is: ***[insert the total quoted price in words and figure in Rupees ]***;
- (c) Our quotation shall be valid for the period of time specified in ITB Sub-Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITB Sub-Clause 11.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) We understand that this quotation, together with your written letter of acceptance, shall constitute a binding contract between us.
- (e) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation 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]***

Company Seal: ***[company/owner's seal to be stamped ]***

Dated:

**b. PRICE SCHEDULE (IN LKR)**

The Price schedule should cover all points and items in the compliance sheet.

**Price Schedule**

ITEM (1)	DESCRIPTION (2)	Total Price (LKR) Excluding VAT (3)
<b>Part I</b>	<b>Professional Event Management Services</b>	

**Part II: Equipment & Services required for the Event**

ITEM (1)	DESCRIPTION (2)	QUANTITY REQUIRED Units/Nos (3)	UNIT PRICE (LKR) Excluding VAT (4)	Total Price (LKR) Excluding VAT (5)=(3)x(4)
<b>Part II : 1. Hacking Challenge (70pax) – 16<sup>th</sup> May 2023</b>				
1.1 Venue	<ul style="list-style-type: none"> <li>• Event venue at Lavender Room (9am to 3pm), Bandaranaike Memorial International Conference Hall (BMICH), Colombo. (including 22 Tables, 70 Chairs and decorations)</li> <li>• The client has reserved this place, and the service provider needs to make all necessary arrangements and payments according to the following requirements for 70 participants prior to the event.</li> <li>• The actual and original bills/invoices should be submitted to Sri Lanka CERT.</li> </ul>	Item		
1.2 Lab Set up (inside of Lavender Room)	<ul style="list-style-type: none"> <li>• 8MB Fiber Leased Line.</li> <li>• 4 Wireless Access Points and Cat 6 networking cables.</li> <li>• The client has reserved this service from Sri Lanka Telecom and the service provider needs to arrange the payments.</li> <li>• The actual and original bills/invoices should be submitted to Sri Lanka CERT.</li> </ul>	Item	Fixed (80,000)	
	• Power codes – with minimum 4 plug points	25		
1.3 Foods & Beverages	• Service provider should arrange following meals requirements according to the BMICH guidelines.	-	-	-
	• Morning snack pack (2 Items) and tea/coffee – for 70 participants	70		
	• Afternoon snack pack (1 Item) and fruit drink - for 70 participants	70		
	• Fried Rice Lunch Pack - for 70 Participants	70		
	• 1Litre Water Bottles	100		

1.4 Audio and Visual equipment	<ul style="list-style-type: none"> <li>Digital Screen - 10 Feet long X 8 Feet height P 3 indoor LED Wall with necessary all equipment.</li> <li>Presentation materials to be provided by client</li> </ul>	Item		
	<ul style="list-style-type: none"> <li>Wireless/FM Mikes (3) with Audio Setup</li> </ul>	Item		
<b>Part II : 2. One-day Technical Workshop for Selected Participants (35 pax) – 16<sup>th</sup> May 2023</b>				
2.1 Venue	<ul style="list-style-type: none"> <li>The workshop venue is Distance Learning Centre at SLIDA, Colombo (Including 30 Desktop Computers, Projector, Projector Screens, Microphones)</li> <li>The client has reserved this place and the service provider needs to do all payments and necessary arrangements according to the following requirement.</li> <li>The actual and original bills/invoices should be submitted to Sri Lanka CERT</li> </ul>	35pax		
2.2 Foods & Beverages	<ul style="list-style-type: none"> <li>Service provider should arrange following meals through Distance Learning Centre .</li> </ul>	-	-	-
	<ul style="list-style-type: none"> <li>Morning Tea with 2 snacks – for 35 participants</li> </ul>	35		
	<ul style="list-style-type: none"> <li>Buffet Lunch with 5 Curries - for 35 participants</li> </ul>	35		
	<ul style="list-style-type: none"> <li>Evening Tea with 2 snacks – for 35 participants</li> </ul>	35		
	<ul style="list-style-type: none"> <li>1Litre Water Bottles</li> </ul>	60		
<b>Part II : 3. Information and Cyber Security Policy Awareness Workshop for Selected Government officials (100pax) – 18<sup>th</sup> May 2023</b>				
3.1 Venue	<ul style="list-style-type: none"> <li>Workshop venue is ‘Sankathani’ Conference hall (9am to 2pm) at Sri Lanka Institute of Development Administration (SLIDA), Colombo.</li> <li>The client has reserved this place and the service provider needs to do all payments and necessary arrangements according to the following requirement.</li> <li>The actual and original bills/invoices should be submitted to Sri Lanka CERT.</li> </ul>	100pax		
3.2 Foods & Beverages	<ul style="list-style-type: none"> <li>The service provider should arrange following meal requirements according to the guidelines of SLIDA. Client has selected Menu number 1 of SLIDA Cafeteria. (The menu prize can take according to the date of quotation)</li> </ul>	-	-	-
	<ul style="list-style-type: none"> <li>Morning Tea with 3 snacks – for 100 participants</li> </ul>	100		
	<ul style="list-style-type: none"> <li>Buffet Lunch with 5 Curries - for 100 participants</li> </ul>	100		
	<ul style="list-style-type: none"> <li>500ml Water Bottles</li> </ul>	100		
<b>Part II : 4. Annual National Conference (350 pax) – 23<sup>rd</sup> May 2023</b>				
<b>Location and Meal: Full day</b>				
4.1 Conference Venue	<ul style="list-style-type: none"> <li>Conference venue at Grand Ballroom, Waters Edge Hotel, Battaramulla, Colombo, for 350 persons.</li> <li>Round table seating arrangements with table, chairs decorations and hall decoration.</li> <li>Wall curtains decoration</li> <li>Flower arrangements on table deco + podium</li> <li>Wi-Fi capacity for 400 concurrent users</li> </ul>	Unit		

	<ul style="list-style-type: none"> <li>• Venue arrangements should be ready by 6am at event day.</li> <li>• Client has reserved this place and service provider should be contracting (best price negotiation, menu negotiation etc.) and do all payments and necessary arrangements according to the following requirement.</li> </ul>			
4.2 Conference Meal Package	<ul style="list-style-type: none"> <li>• Welcome Drink</li> <li>• Buffet type Mid-Morning Snacks with Tea &amp; Coffee</li> <li>• Buffet Lunch</li> <li>• Buffet type Evening Snacks with Tea &amp; Coffee.</li> <li>• Water throughout the event</li> </ul>	350		
4.3 Stage Setup	<ul style="list-style-type: none"> <li>• 36ft x 12ft x 1ft platform for the presentations and panel discussions with seating arrangements and decorations.</li> <li>• Arrange lighting setup (including spot light for presentations + panel discussion) for stage</li> </ul>	Unit		
<b>Audio, Visual &amp; Light Arrangements: Full day</b>				
4.4 Following Audio Visual equipment with staff :	<ul style="list-style-type: none"> <li>• To be rented for the entire duration of the event. The supplier shall be obliged to provide the relevant number of personnel to operate and manage the said equipment.</li> </ul>	-	-	-
a. Digital Wall	<ul style="list-style-type: none"> <li>• 42ft X 10ft P 3 indoor LED Wall ; presentation material to be provided by client</li> </ul>	Unit		
b. PA System	<ul style="list-style-type: none"> <li>• Professional sound system with necessary facilities for 350 audience</li> <li>• 6 Wireless Mikes (FM)</li> <li>• 2 Clip on Mikes</li> </ul>	Unit		
c. Podium Microphone with stand	<ul style="list-style-type: none"> <li>• Podium should decorated according to the conference theme</li> </ul>	1		
d. Presentation Monitor/TV	<ul style="list-style-type: none"> <li>• Presentations Monitor/TV should setup on stage for presenters</li> </ul>	2		
e. Presentation Laser Pointers	<ul style="list-style-type: none"> <li>• Presentation laser pointers for presenters should arrange and available throughout the event</li> </ul>	2		
f. Lighting setup	<ul style="list-style-type: none"> <li>• Lighting arrangement should setup according to the conference venue, conference theme; for stage, audience, presenters, panel discussions and walls.</li> <li>• Spot Light for podium and presenters</li> </ul>	Unit		
<b>Designing, Printing and production</b>				
4.5 Invitation and sponsor passes designing, Printing & postage	<ul style="list-style-type: none"> <li>• Designing, printing and post invitations and sponsor passes</li> <li>• Two folds of Size A4, printed in 04 process colours on both sides of a 120 gsm gloss art paper and postage within Colombo</li> </ul>	200		
4.6 Conference Brochure, Agenda & Speakers' Profiles	<ul style="list-style-type: none"> <li>• Designing, printing and distribute Conference Brochure, Agenda &amp; Speakers' Profiles, with Invitation.</li> <li>• A4 Size, 4 pages, printed in 04 process colours on both sides of a 120 gsm gloss art paper</li> </ul>	350		

4.7 Certificates of participants and Winners	<ul style="list-style-type: none"> <li>• Designing and printing of certificates <ul style="list-style-type: none"> <li>○ For Hacking Challenge – 65</li> <li>○ For Technical Workshop – 35</li> <li>○ For Conference - 200</li> </ul> </li> <li>• A4 Size, printed in 04 process colours, 230 gsm conquer paper.</li> <li>• Participants name should be printed on certificates</li> </ul>	300		
4.8 X Banners with Stands	<ul style="list-style-type: none"> <li>• Designing, printing and setup of X Banners</li> <li>• 3ft X 6ft, 4 colour, Digital Print</li> </ul>	8		
4.9 Name badges (including the pouch & the cord)	<ul style="list-style-type: none"> <li>• Designing and printing name badges</li> <li>• 4inch X 5inch, 4 colour, Digital Print, 230 gsm</li> </ul>	400		
4.10 Gift Pack for Participants	<ul style="list-style-type: none"> <li>• Designing and production of Backpack</li> <li>• 4 colour printed and branding (logos and texts will be provided by the client)</li> <li>• It's better to include (J-zip front panel access to main compartment, 15" padded laptop sleeve, document sleeve, stretch power mesh shoulder strap, side stretch pocket for water bottle, sleeve for transportation cards or small items, large zippered front panel scratch-free pocket, Internal organization, small zip pocket)</li> </ul>	350		
	<ul style="list-style-type: none"> <li>• Ceramic Mug with branding (logos and texts will be provided by the client)</li> <li>• It's better to have a matte outer wall with a contrasting white gloss inner wall and should microwave safe.</li> </ul>	350		
<b>Designing, Marketing &amp; Promotion</b>				
4.11 Designing, Marketing and Promotion	<ul style="list-style-type: none"> <li>• Service provide can hire a third party advertising agency or deliver by service provider including designing of conference materials and related workshops publicity.</li> </ul>	-	-	-
	<ul style="list-style-type: none"> <li>• Design, Compiling all videos, advertisements, etc. with consultation of Sri Lanka CERT.</li> </ul>	-	-	-
	<ul style="list-style-type: none"> <li>• Organizing press conference with assistant of Sri Lanka CERT</li> </ul>	Unit		
	<ul style="list-style-type: none"> <li>• 1 half a page paper advertisements in Sunday Times prior to the national conference</li> </ul>	Unit		
	<ul style="list-style-type: none"> <li>• 30-second commercial video clip</li> </ul>	1		
	<ul style="list-style-type: none"> <li>• 1 Minute video clip for conference</li> </ul>	1		
	<ul style="list-style-type: none"> <li>• 1 Minute video clip (Prior to the conference, service provider should create a video including conducted workshops and winners details)</li> </ul>	1		
	<ul style="list-style-type: none"> <li>• Design &amp; post social media content on client's social media accounts (100 Posts, 3 video clips, 5 web articles)</li> </ul>	Unit		
<ul style="list-style-type: none"> <li>• Event promotion (Social media and web campaign)</li> </ul>	Unit			

<b>Other</b>				
4.12 Participants registration and coordination	<ul style="list-style-type: none"> <li>• Preparing list of participants together with Sri Lanka CERT</li> <li>• Manage online platform for registrations – Sri Lanka CERT will be providing online registration platform and service provider should be manage the platform under guidance of Sri Lanka CERT.</li> <li>• Ensure that all invitation has delivered to participants and follow-up, Sending event reminders and call rounds.</li> <li>• Get confirmations from participants and ensure all attendance prior to the events.</li> </ul>	Unit		
4.13 Welcome Dancers & Drummers	<ul style="list-style-type: none"> <li>• 04 Nos of Dancers and 2 Nos of Drummers to welcome the Chief guest and also for the oil lamp ceremony.</li> </ul>	Unit		
4.14 Garlands & Flower Deco	<ul style="list-style-type: none"> <li>• 3 Nos garlands for VIPs</li> <li>• Flower deco to the Registration table</li> </ul>	Unit		
4.15 Professional Photography and video services	<ul style="list-style-type: none"> <li>• 150 units of photographs of the National Conference</li> <li>• 50 units of photographs of the Hacking Challenge Workshop</li> <li>• 50 units of photographs of the Technical Workshop</li> <li>• 50 units of photographs of the National Conference</li> </ul>	Unit		
	<ul style="list-style-type: none"> <li>• Video coverage and social media streaming at the national conference.</li> </ul>	Unit		
4.16 Compere	<ul style="list-style-type: none"> <li>• Professional 2 comperes to be hired for the entire duration of the conference.</li> <li>• He/she should be fluent in English &amp; Sinhala.</li> </ul>	2		
4.17 Stall setup	<ul style="list-style-type: none"> <li>• 3m X 3m stall set up</li> </ul>	6		
<b>Total</b>				



**Price Schedule (Summary)**

No (1)	Description (2)	Total Price Excluding VAT (LKR) (3)	VAT (LKR) (4)	Total Price Including VAT (LKR) (5) = (3) + (4)
Part I	Professional Event Management Services			
Part II	Equipment & Services required for the Event			
<b>Total</b>				

**Section V: PAYMENT SCHEDULE**

Payment will be made upon satisfactory completion of services mentioned in **Price Schedule** and receipt of invoice along with and acceptance certificate according to the following schedule:

	Deliverable	Payment
1	After Completion of Hacking Challenge, Technical Workshop and Cyber Security Policy Awareness Workshop	20 % of the Total Contract Price will be paid upon submission of invoices and Completion Certification issued by the Sri Lanka CERT
2	After Completion of Main Conference and submitting all completion documents related to all workshops including final report (photos, videos, content and logistics etc.)	80% of the Total Contract Price will be paid upon submission of invoices and Completion Certificate issued by the Sri Lanka CERT

**Section VI: CREDENTIALS & FINANCIAL STATEMENTS**

Schedule A – Experience in similar Assignments last three years				
Period	Employer	Description of Services	Amount	Bidder Responsibility (%)
		Total		

Annual Turnover Information (Last Two Years)		
Year	Turnover	Remarks
1		Attach Audited Reports
2		

\* The bidder should be a registered business who is in the business of providing services similar to the services specified in the schedule of requirement as part of the business and should have been in operation during the last one year as of date of deadline for submission of proposal. Documentary evidence should be submitted in this regard.