



**INVITATION FOR SUBMISSION OF BIDS FOR  
PROPERTY RENTAL FOR SRILANKAN CARGO *BAG-IT* OPERATION**

**REFERENCE NO: Q/PB/172/2025**

**MANAGER PROPERTIES AND FACILITIES**

**SRILANKAN AIRLINES  
PROPERTIES AND ` FACILITIES DEPARTMENT.  
AIRLINE CENTRE  
BANDARANAYAKE INTERNATIONAL AIRPORT  
KATUNAYAKE  
SRI LANKA**

**Instructions to Bidder (ITB)**

**Description**                - The Property Rental for SriLankan Airlines Cargo Bag-It Office.

**Reference No**            - Q/PB/172/2025

**Price Schedule Form**

Name of the Bidder                : .....

Building location (Address)       : .....

	Cost Item	Year 1	Year 2	Totals
1	Rate per square feet			
2	Total monthly rental			
3	Total rental Value			
4	Refundable deposit			
5	Taxes applicable			
6	Any other costs (please include a description)			

Signature:..... [Signature of person signing the Bid]

Date: ..... [Insert date]

Contact No- Tel - ..... Mobile - .....

Email Address- .....

### Technical/General Specifications & Compliance Form

Name of the Bidder : .....

Running Number	Technical Specifications	Bidder's Response (Yes/ No)	Remarks
1.	Usable indoor floor area between 1000 to 1500 square feet		
2.	Utility connectivity (water, electricity)		
3.	Situated in a prominent area in Colombo municipal council administrative area or Sri Jayewardenepura Kotte municipal council administrative area.		
4.	Availability of Parking for minimum 3 Vehicles		
5.	Situated in a Ground Floor		
6.	Fire Protection.		
7.	Separate Male/ Female Washroom Facilities.		
8.	Uninterrupted water and 3 phase electricity supply with backup power.		
9.	Availability of Air- Conditioning.		
10.	24- hours security service.		
Additional requirements (Not mandatory)			
1.	Road front Access to the Property		
2.	Situated with direct access to a road with a public bus route.		

## Note –

- Bids shall remain valid for a period of 120 days after the bid submission deadline date.
- Bidders shall submit their bids to the E-mail address as specified in the “Data Sheet”
- The E-mail shall bear the specific identification of this bid exercise as indicated follows

### **The Property Rental for SriLankan Airlines Cargo Bag-It Office. - Reference No-Q/PB/172/2025**

- Bidders experiencing any issues in submitting bids must contact SriLankan Airlines staff in advance. Refer to “Data Sheet” for contact details.
- Bid must be received by the SriLankan Airlines to the E-mail address set out in “Data Sheet”, and no later than the date and time as specified in the Data Sheet.
- SriLankan Airlines shall reject any bid that is received after the deadline for submission of bids.
- SriLankan Airlines shall open the bids through a secure mailbox after the submission deadline.
- To assist in the examination, evaluation and comparison of the bids, SriLankan Airlines may, at its discretion, ask any Bidder for a clarification of its bid. Any clarification submitted by a Bidder in respect to its bid which is not in response to a request by the SriLankan Airlines shall not be considered.
- SriLankan Airlines’ request for clarification and the response shall be in writing at SriLankan Airlines’ email address specified in the Data Sheet.
- If a bid is evaluated as not substantially responsive to the documents issued, it may be rejected by the SriLankan Airlines.
- The lease will be subjected to a technical evaluation based on the following criteria:
  - Location prominence
  - Rental price.
  - Infrastructure development cost.
  - Available facilities.
- SriLankan Airlines reserves the right to accept or reject any bid, and to annul the process and reject all bids at any time prior to acceptance, without thereby incurring any liability to bidders.
- SriLankan Airlines will accept the bid of the Bidder whose offer is not necessarily the lowest evaluated bid and is substantially responsive to the documents issued.
- SriLankan Airlines will inform the successful Bidder that their bid has been accepted.
- After notification, SriLankan Airlines shall complete the contract, and inform the successful Bidder to sign it.
- The Contract is extendable for a further period based on mutual agreement under same terms and conditions and supplier performance.

- If the bid is accepted, the bidder agrees to allow a one-month period for rearrangements.
- If the bid is accepted, it is mandatory that the Bidder signs the Contract with SLA.

### **Data Sheet**

1	The email address for submission of Bids is : ulpropbids@srilankan.com For mailing purposes Attention : Manager Properties and Facilities
2	Deadline for submission of bids is on or before 18 <sup>th</sup> <b>November 2025</b> 1000 Hrs SriLankan Time (GMT +4:30)
3	Opening of bids on 18 <sup>th</sup> November <b>2025</b> ,
4	<b><u>For Clarifications/participating for bid opening:</u></b>  Telephone: 0744442797 / 0197332797 E mail address: HIMALI.CHATHURIKA@srilankan.com