



INSURANCE  
REGULATORY  
COMMISSION OF  
SRI LANKA

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இலங்கை காப்புறுதி ஒழுங்குமுறைப்படுத்தல் ஆணைக்குழு  
INSURANCE REGULATORY COMMISSION OF SRI LANKA

11 වන මහල, නැගෙනහිර කුළුණ  
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කොළඹ 01, ශ්‍රී ලංකාව.

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11ம் மாடி, கிழக்கு கோபுரம்  
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கொழும்பு 01, இலங்கை.

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Level 11, East Tower  
World Trade Centre  
Colombo 01, Sri Lanka.

www.ircsl.gov.lk



14<sup>th</sup> May 2019

Dear Sir/ Madam,

**Request for Proposals for Board Meeting Management Solution**  
**The Insurance Regulatory Commission of Sri Lanka**

The Insurance Regulatory Commission of Sri Lanka (The Commission) is a statutory body established under the Regulation of Insurance Industry Act, No. 43 of 2000, and having its office at Level 11, East Tower, World Trade Centre, Echelon Square, Colombo 1.

The Commission invites proposals from interested parties in Sri Lanka to indicate their interest for a Board Meeting Management Solution. You may provide information indicating that you are qualified to provide the required solution (description of similar solutions provided to customers, availability of appropriate skills among staff etc.).

(1) Evaluation Criteria

- (i) Acceptability of product features
- (ii) Proposed cost with applicable taxes
- (iii) Availability of appropriate skills among staff
- (iv) Description of similar solutions provided
- (v) Transfer of knowledge (training)

(2) Submission of Proposals:

You are required to submit your proposal by Registered Post to below address by mentioning subject as "Proposals for Board Meeting Management Solution". Deadline for submission of proposals is at 2.00 p.m. on 06/06/2019 and the proposals will be opened at the above address at 2.01 p.m. on 06/06/2019. The respective bidders may be present and mark its attendance.

Chairman, Procurement Committee  
Insurance Regulatory Commission of Sri Lanka  
Level 11, East Tower  
World Trade Centre  
Colombo 1.

The Commission shall reject any proposal that arrives after the deadline for submission of proposals.

(3) Clarifications :

- (i) To assist in the examination, evaluation and comparison of the proposals, the Commission on behalf of TEC may, at its discretion, ask any bidder for clarification of their proposal. Any clarification submitted by an interested party to the proposal which is not in response to a request by the Commission shall not be considered.
- (ii) The request of the Commission for clarification and the response shall be in writing.

- (4) Right of the Commission to accept any proposal and to reject any or all proposals:

The Commission reserves the right to accept or reject any proposal, and to annul the process and reject all proposals at any time prior to acceptance, without thereby incurring any liability to the interested party.

- (5) Notification of acceptance:

Prior to the expiration of the period of validity of proposal, the Commission will notify the successful interested party, in writing that the proposal has been accepted.

- (6) Proposal Validity Period:

The proposal should be valid for at least one month from the due date of submission of the same.

- (7) Factors to be considered in preparation of proposals:

- (8) Required product features, expected deliverables are attached as annexure I

If you require clarifications relating to the proposal, please email your request to [dfa@ircsl.gov.lk](mailto:dfa@ircsl.gov.lk) (Director Finance & Administration) and copy to [dg@ircsl.gov.lk](mailto:dg@ircsl.gov.lk) (Director General).

Yours faithfully,



I. Sathiesh Kumar

**Director Finance and Administration**

CW/-