



NATIONAL INSURANCE TRUST FUND

National Competitive Bidding (NCB)

Invitation for Quotations for Procurement of Board Meeting Management Software

Contract No: NITF/ADM/PRO/MINOR/2026/73

The National Insurance Trust Fund (NITF) has been established in 2006 under the National Insurance Trust Fund Act No. 28 of 2006 and subsequently by National Insurance Trust Fund (Amended) Act No. 28 of 2007. NITF is deemed to be a general insurance provider registered/licensed and regulated by Insurance Regulatory Commission of Sri Lanka. NITF provides benefits and safeguards against unforeseen health risks, personal accident and damage to property through contributory insurance schemes which will be operated by the NITF. In providing the benefits, NITF has implemented the Agrahara health Insurance Scheme, General Insurance Schemes, 30% compulsory Reinsurance cover to the general insurers in Sri Lanka and legal custodian of the Strike, Riot, Civil Commotion and Terrorism Fund. It has also implemented Agricultural Insurance Scheme.

Bids are invited for Board Meeting Management Software in accordance with the National Competitive Bidding Procedure of the Procurement Guidelines of the Democratic Socialist Republic of Sri Lanka.

Request for Proposal can be collected from National Insurance Trust Fund, 3rd Floor, Procurement Unit, No. 95, Chittampalam A Gardiner Mawatha, Colombo – 02, Sri Lanka from 09:00 hours to 16:00 hours on working days till on **20th October 2026** upon payment of a non-refundable fee of LKR 1,000/- , by way of direct remittance to NITF bank account below mentioned. Bidding documents can also be downloaded from the NITF website (www.nitf.lk). A deposit slip or the bank draft of non-refundable deposit should be submitted along with the bid.

LKR Bank Account	
Name of the Bank	People's Bank
Branch	Headquarters
Account Name	National Insurance Trust Fund
Account Number	033-1001-42467951
Swift Code	PSBKLKLX

Bids must be submitted in a sealed envelope, either delivered by hand or couriered to reach The Chairman, Department Procurement Committee, National Insurance Trust Fund, 3rd Floor (Procurement Unit), No. 95, Chittampalam A Gardiner Mawatha, Colombo – 02, Sri Lanka, not later than **14:00 hours** Sri Lanka Standard time on **21st October 2026** and be clearly marked “Bid for Procurement of Board Meeting Management Software” at the top left corner of the envelope.

Bids shall be opened immediately after the closing of Bids at the Board Room of the NITF, 4th Floor, No. 95, Chittampalam A Gardiner Mawatha, Colombo – 02, Sri Lanka and virtually in the presence of Board Meeting Management Software provider firms or their authorized representatives with official authorization letter. NITF will declare the names of bidders and quoted prices at the meeting.

The language of correspondence is English. However, if any of the above documents are in a language other than in English, such documents should be accompanied by a certified English translation. This translation will govern and be used for interpreting the information provided.

All bidders shall furnish either Bid Security or Bid Guarantee worth LKR 20,000/- valid for 77 days from the closing of bid, obtained from any commercial bank approved by the Central Bank of Sri Lanka or a bank based in another country, but the guarantee “confirmed” by a bank operating in Sri Lanka. The Bid Security should be deposited in the NITF bank account mentioned above. The Bid Guarantee should be addressed to the Chief Executive Officer, National Insurance Trust Fund, No. 95, Chittampalam A Gardiner Mawatha, Colombo 02, Sri Lanka.

Interested parties may obtain further information from the following contact person.

Contact Person –Gihan Kossinna
Direct – 011-2026600 (6662)
Mobile – 071-0722201
E-mail: gihan@nitf.lk

For The Chairman

Department Procurement Committee
National Insurance Trust Fund Board
No 95, Sir Chittampalam A Gardiner Mawatha,
Colombo 02,
Sri Lanka