



Ministry of Plantation and Community Infrastructure

Palmyrah Development Board

Request for Proposal (RFP)

Invitation for Bid

**Leasing of Palmyrah Fiber Production Centers
on Contract Basis**

Contract No: PDB/2026/Lease/Pro/01.

Original

Palmyrah Development Board

Kandy Road, Kaithady, Jaffna, Sri Lanka.

PALMYRAH DEVELOPMENT BOARD (PDB)

REQUEST FOR PROPOSALS (RFP)

Leasing of Palmyrah Fiber Production Centers on Contract Basis

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SECTION I – INSTRUCTIONS AND TERMS OF REFERENCE TO BIDDERS

1. Scope of Bid

1.1 The Palmyrah Development Board (PDB) invites sealed bids from eligible and qualified individuals, business entities, cooperatives, or organizations for **leasing and operating** the following **Palmyrah Fiber Production Centers** on a **five (05)-year contract basis**:

- Katpity – Puttalam District
- Selvari – Mannar District
- Sarasalai – Jaffna District

1.2 The objective is to ensure the **efficient and sustainable utilization** of the production centres, promote the **palmyrah fiber industry**, and support **value-added manufacturing**.

1.3 Ownership of all land, buildings, machinery, and assets will remain with the PDB. The successful bidder shall operate under a **formal lease and contract agreement**.

2. Eligibility of Bidders

Bidders must:

- 2.1 Be legally registered in Sri Lanka as a business entity, cooperative, or individual enterprise.
- 2.2 Demonstrate **financial stability and technical capacity** to manage and operate fiber production centers.
- 2.3 Have **prior experience** in fiber processing or related industrial operations.
- 2.4 Not have been **blacklisted or defaulted** under any Government or Semi-Government contract.
- 2.5 Have **no record of fraudulent or corrupt practices**.
- 2.6 Submit supporting documentation, including:
 - Certified copy of Business Registration.
 - Company profile and management details.
 - Audited financial statements (last two years).
 - References or certificates of past performance.

3. Contents of Bidding Document

The Bidding Document shall consist of:

- **Section I:** Instructions and Terms of Reference to Bidders
- **Section II:** Bidder's Price Schedule
- **Section III:** Bid Submission Form

4. Site Inspection

Bidders are encouraged to inspect the production centers prior to bid submission at their own expense. Site visits can be arranged on working days (9.00 a.m. to 3.00 p.m.) by contacting the PDB Procurement Division.

5. Preparation of Bids

Bidders shall submit the following proposals separately, together with the bidding documents:

- **Technical Proposal:** business plan, operational strategy, staffing plan, equipment list, and production methods.
- **Financial Proposal:** proposed annual rental, payment schedule, and investment details.

Each proposal must be signed and stamped by the authorized signatory.

6. Bid Validity

Bids shall remain valid for **forty-five (45) days** from the date of bid opening.

7. Submission and Sealing of Bids

Sealed bids shall be delivered by registered post or by hand to **Chairman, Procurement Committee, Palmyrah Development Board, Kandy Road, Kaithady, Jaffna**. The deadline for submission is **15th July 2026 at 2.30 p.m.** Envelopes must clearly bear the label: “**Bid for Leasing of Palmyrah Fiber Production Centers – IFB No. PDB/2026/Lease/Pro/01**”. Late or incomplete bids will be rejected.

8. Evaluation of Bids

8.1 Bids will be evaluated **center-wise** by a committee appointed by the Chairman, PDB.

8.2 Evaluation will consider:

- Technical soundness and feasibility of the proposed plan.
- Financial offer and benefit to PDB.
- Past experience and technical capability.
- Commitment to local employment, sustainability, and community development.

8.3 The PDB reserves the right to seek clarifications, reject any bid, or negotiate with the highest-ranked bidder prior to award.

9. Award of Contract

The contract shall be awarded to the bidder whose proposal is **substantially responsive** and offers the best value to PDB. The successful bidder must sign the **Lease and Contract Agreement** within **10 working days** from the date of the Letter of Award. Failure to do so may result in cancellation of the award.

10. Performance Security

The successful bidder shall furnish a **Performance Security** equal to **five percent (05%)** of the total lease value within **fourteen (14) days** of contract award. The security shall be released within **twenty-eight (28) days** after successful completion of contractual obligations.

11. Lease Period and Conditions

11.1 Lease period: **Five (05) years** from the date of signing the agreement.

11.2 The lessee shall comply with all statutory, environmental, and labour laws.

11.3 Bear all operational, maintenance, and utility costs. Allow PDB to inspect and monitor performance.

11.4 The agreement may be terminated by PDB for **non-performance, breach, or misuse** of facilities.

11.5 Furthermore, the agreement may be terminated by mutual consent with **Six months' notice**, upon **settling all outstanding dues**.

12. Payments

All lease payments shall be made to PDB as per the agreed payment schedule in the contract without delay.

13. Governing Law

This bidding process and resulting contract shall be governed by the **laws of the Democratic Socialist Republic of Sri Lanka**.

SECTION II – BIDDER’S PRICE SCHEDULE

#	Centers Description	Land, Building and Some Machineries & Equipment rate per yearly	Royalty for Production per Kg in %	Total Money Value For the Year
1	Katpity (Puttalam)			
2	Selvari (Mannar)			
3	Sarasalai (Jaffna)			

Bidder's Signature:
(Rubber Stamp)

Date :

SECTION III – BID SUBMISSION FORM

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

Date:

To: The Chairman, Palmyrah Development Board, Kandy Road, Kaithady, Jaffna.

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;
- (b) We hereby submit our offer, in full conformity with the documents issued and in accordance with the Schedules specified in the Schedule of Requirements, for the **Leasing of Palmyrah Fiber Production Centers.**
- (c) The total price of our bid including any discounts offered is:.....
[insert the total quoted price in words and figure];
- (d) Our bid shall be valid for the period of time specified in RFP Sub-Clause 6, from the date fixed for the quotation submission deadline in accordance with RFP Sub-Clause 7, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the highest evaluated bid or any other bid 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]

Dated:.....

SECTION IV – PROPERTY DETAILS

Leasing of Palmyrah Fiber Production Centers

No.	Location	District	Type of Facility	Remarks
1	Katpity	Puttalam	Land, Building and Some Machineries & Equipment	Operational facility with basic infrastructure that requires further refurbishment.
2	Selvari	Mannar		
3	Sarasalai	Jaffna		

Bidder's Details

Applicants must attach supporting documents (Business Registration, Company Profile, Audited Financial Statements, and references of past experience).

Name of individuals, business entities, or organizations:	
Address:	
Contact No.:	
Name of the Proprietor	
Registration Certificate (Certified Copy)	
How many years of experience in the field?	
How many employees work in the Institution?	
How many skilled labours work?	
Do you have any other related facilities? State the details.	
Any other details (Please attached)	

Bidder's Signature:
(Rubber Stamp)

Date :.....