

# TELECOMMUNICATIONS REGULATORY COMMISSION OF SRI LANKA



## Invitation for Bids



### ACQUISITION OF OFFICE SPACE (on Lease)

Chairman, Department Procurement Committee of the Telecommunications Regulatory Commission of Sri Lanka, No.276, Elvitigala Mawatha, Colombo 08 invites sealed bids for obtaining office spaces on Lease Basis to establish office facilities in the districts of **Anuradhapura, Kandy, Matara, Jaffna, and Batticaloa** for a period of one year.

Basic requirements that should be fulfilled are as follows:

- Application should be submitted by the owner of the property
- Property should have clear deeds
- Requirements specified in the bidding document should be fully complied
- Duration of the leasing premises is one year
- Located within the Municipal Council Area facing the main road
- Single story/ Ground floor in a Multi-story building with a floor area of around 700 sq.ft
- Parking facilities should be available for at least 05 vehicles
- Age of the building should be less than 15 years
- Separate bids should be submitted for each district

A complete set of Bidding Documents in English language may be purchased by interested bidders on submission of a written application to the Director (Admin & CA), Telecommunications Regulatory Commission of Sri Lanka (TRCSL) from 24.02.2026 until 13.03.2026 between 9.00 a.m. and 3.00 p.m. upon payment of a non-refundable fee of Rupees Five Thousand (Rs.5000.00)

or

by sending an application to **ada.admin@trc.gov.lk** along with a copy of bank payment slip at least 3 working days before 17.03.2026

The method of payment may be in cash or online transfer /bank payment to Account No. 119-1001-4-3693169. People's Bank: Narahenpita

The duly filled Bidding Documents should be in original and duplicate in separate covers marked "Original" and "Duplicate" and both should be inserted in a single sealed envelope. The caption "Providing Office Space on lease in ..... District" should be mentioned on the left-hand top corner of the envelope containing the Bid.

The Bid may be submitted either by the owner of the building or by the owner's authorized representative using the formats provided in the Bidding Document. Authorized representative need to submit the letter of authorization along with the bid.

All bids shall be accompanied by a "Bid-Security", of Sri Lankan Rupees Twenty Thousand (LKR 20,000.00) obtained from a commercial bank operating in Sri Lanka approved by the Central Bank of Sri Lanka or as a cash deposit. This Bid Security shall be in the format specified in the bidding document and shall be valid up to 16.05.2026.

Bids shall be delivered to the below address by registered post or placed in the tender box kept at the Administration Division of Telecommunications Regulatory Commission of Sri Lanka, No.276, Elvitigala Mawatha, Colombo 08 at or before 2.00 p.m. on 17.03.2026.

Late bids will be rejected. Bids will be opened soon after closing in the presence of the bidders or their representatives.

Further details: Assistant Director (Admin) - 011-2669789

**Director /Administration & Corporate Affairs,  
Telecommunications Regulatory Commission of Sri Lanka,  
No. 276, Elvitigala Mawatha,  
Colombo 08.**

22.02.2026

**Chairman  
Department Procurement Committee (Major)  
Telecommunications Regulatory Commission of Sri Lanka  
No. 276, Elvitigala Mawatha,  
Colombo 08.**