INDUSTRIAL TECHNOLOGY INSTITUTE

(MINISTRY OF SCIENCE AND TECHNOLOGY)

EOI DOCUMENT

PROCUREMENT OF GOODS, WORKS AND NON-CONSULTING SERVICES (NATIONAL COMPETITIVE BIDDING PROCEDURE)

BID NO: SUP/SD/EOI/26/01

EXPRESSIONS OF INTEREST FOR PROVISION, IMPLEMENTATION AND MAINTENANCE OF AN INTERIM CLOUD-BASED ERP SOLUTION FOR OPERATIONAL CONTINUITY, DATA PROTECTION AND FUTURE SYSTEM INTEGRATION

CHAIRMAN,
DEPARTMENT PROCUREMENT COMMITTEE,
INDUSTRIAL TECHNOLOGY INSTITUTE,
NO 503 A,
HALBARAWA GARDENS,
THALAHENA,
MALABE.

ORIGINAL **BID No: SUP/SD/EOI/26/01**

INDUSTRIAL TECHNOLOGY INSTITUTE

INVITATION OF BIDS FOR

EXPRESSIONS OF INTEREST FOR PROVISION, IMPLEMENTATION AND MAINTENANCE OF AN INTERIM CLOUD-BASED ERP SOLUTION FOR OPERATIONAL CONTINUITY, DATA PROTECTION AND FUTURE SYSTEM INTEGRATION

EOI DOCUMENT ISSUED UP TO: 30.10.2026 - 20.11.2026 from 9.00am to 3.00pm.

CLOSING OF BIDS : 23.11.2026 at 10.00am

OPENING OF BIDS : 23.11.2026 at 10.00am

Non-refundable Amount payable: **Rs. 2,000**/- Receipt No: ……of ……

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TERMS OF REFERENCE (TOR)

Provision, Implementation and Maintenance of an Interim Cloud-Based ERP Solution for Operational Continuity, Data Protection and Future System Integration

The Industrial Technology Institute (ITI) invites Expressions of Interest (EOI) from qualified and experienced software solution providers for the rapid implementation of an **Interim Cloud-Based Enterprise Resource Planning (ERP) Solution** on a monthly Software as a Service (SaaS) subscription basis.

ITI intends to transition from its existing on-premises system to a modern, secure and scalable cloud-based platform to ensure uninterrupted institutional operations, safeguard critical data and minimize operational risks.

The proposed solution is intended to serve as a **transitional operational platform**, supporting ITI's existing functions while facilitating future integration, data migration or replacement with a comprehensive ERP system incorporating a Laboratory Information Management System (LIMS).

1. Required Functional Modules

The proposed solution shall include the following functional modules:

1. Finance and Accounting Management
2. Laboratory Information Management System (LIMS)
3. Procurement and Supplier Management
4. Stock and Inventory Management
5. Human Resource Management
6. Transport Management
7. Service Master, Billing and Invoicing
8. Customer Relationship Management (CRM), including SMS gateway and email integration
9. User Management with configurable roles, permissions, delegation and approval workflows

2. Mandatory Technical Requirements

The proposed solution must demonstrate the following capabilities:

- **Cloud-Based SaaS Architecture:** Provision of the system on a monthly subscription/rental basis, without substantial upfront software acquisition costs.
- **API Integration:** Ability to integrate with existing and future third-party applications, including ITI's website and other digital platforms.
- **On-Premises Database Integration:** Capability to securely integrate and synchronize data with existing on-premises databases, subject to technical compatibility.
- **Data Backup and Recovery:** Automated backups, secure data storage, disaster recovery arrangements and reliable restoration capabilities.
- **Data Migration and Portability:** Ability to migrate, export and transfer institutional data to another ERP platform without undue technical or contractual restrictions.
- **Scalability:** Ability to expand system functionality, modules and user capacity according to future institutional requirements.
- **Customization:** Flexibility to accommodate ITI-specific workflows, approval procedures, reporting requirements and other operational needs.
- **Security and Access Management:** Role-based access controls, configurable user permissions, audit trails and appropriate information security measures.

- **Future System Integration:** Ability to integrate with a comprehensive ERP–LIMS platform or facilitate a structured transition to a future replacement system.

Added Advantage: Availability of a Laboratory Information Management System (LIMS), or demonstrated capability for future LIMS integration, will be considered an added advantage.

3. Vendor Eligibility

Interested vendors should demonstrate:

- Experience in implementing and maintaining cloud-based ERP solutions.
- Availability of an established, functional ERP product suitable for rapid deployment.
- Capability to provide data migration, implementation, training and ongoing technical support.
- Ability to undertake system customization, API integration and future enhancements.

4. Implementation and Commercial Requirements

- **Preferred Implementation Period:** Within 30–60 days from contract award, subject to finalization of requirements.
- **Subscription Model:** Monthly SaaS rental, with separately identified implementation, migration, customization and support charges.
- **Operational Continuity:** Implementation should minimize disruption to ITI's existing operations.
- **Data Ownership:** All institutional data shall remain the property of ITI, with appropriate provisions for access, retrieval, backup and transfer upon contract termination or transition to another system.

5. Submission of Expressions of Interest

Interested vendors are requested to submit:

1. Company profile and relevant experience.
2. Overview of the proposed ERP solution and available modules.
3. Details of technical architecture, data protection, integration and customization capabilities.
4. Indicative implementation timeline.
5. Proposed monthly subscription and technical support arrangements.

Pre-bid meeting will be held at 10.00 a.m on 09.11.2026 at the New Building Auditorium of the Industrial Technology Institute, Colombo 07.

Shortlisted vendors will be allowed a period of two (02) weeks to engage with designated ITI officials, assess existing operational and technical requirements, and thereafter submit detailed technical and financial proposals based on the identified scope, in accordance with the applicable procurement procedure.

6. General Conditions

ITI reserves the right to shortlist vendors and proceed with subsequent procurement activities in accordance with applicable Government Procurement Guidelines and institutional procedures.

Submission of an EOI shall not constitute a commitment by ITI to award a contract.

All interested parties are informed that their EOI must be addressed to the **Director General, Industrial Technology Institute, 503A, Halbarawa Gardens, Thalahena, Malabe** and the original and a copy of the EOI Document should be sent by registered post or put into to the Tender Box available at **HR Department, Industrial Technology Institute, No. 503A, Halbarawa Gardens, Thalahena, Malabe** under sealed cover, on or before **10.00 a.m on 23.11.2026**. Please mark on the top left hand corner of the envelope "**Bid No. and closing date of the Bid".** Late Bids will be rejected.

Bidding Data Sheet (BDS)

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

ITB Clause Reference	A. General
ITB 1.1	The Purchaser is: **Industrial Technology Institute (ITI),**
ITB 1.1	The name and identification number of the Contract are: **Provision, Implementation and Maintenance of an Interim Cloud-Based ERP Solution for Operational Continuity, Data Protection and Future System Integration** **SUP/SD/EOI/26/01** The number, identification and names of the lots comprising this procurement are: **Not applicable**
ITB 2.1	The source of funding is: **GOSL**
ITB 4.4	Foreign bidders are allowed/not allowed to participate in bidding: **Not Allowed**
	B. Contents of EOI Documents
ITB 7.1	For **Clarification of EOI purposes** only, the Purchaser's address is: Attention : **Senior Supplies Officer, Supplies Section,** **Industrial Technology Institute,** **No. 503A, Halbarawa Gardens,** **Thalahena,** **Malabe.** Telephone : **011-2797314** Facsimile Number : **011-2379832** Electronic Mail Address : **sso@iti.lk**
ITB 11.1	**C. Preparation of Bids** **The bidder shall submit the following additional documents** **1.** Clientele (should provide reference and contact details of supply of similar services for the last **five years**) **2.** Company Registration (Should be attached relevant certificate) **3.** VAT Registration Certificate (a copy of the valid VAT Registration Certificate shall be attached). **4.** Valid VAT Confirmation Letter (a valid VAT Confirmation Letter/Document issued by the Inland Revenue Department (IRD) shall be attached together with a bid) **5.** Brochures **6.** Financial capability (Audited financial statement for the years – 2023/2024, 2024/2025 and 2025/2026). **7.** Technical capabilities and related details (Details of the technical team) **8.** Facilities available for maintenance, support and after sales services **9.** Past relevant experience in the relevant field in Sri Lanka

	10. Valid Certificate of Registration obtained from the Registrar of Public Contracts, as prescribed in the Public Contract Act, No. 3 of 1987, if the contract exceeds **five million rupees.**
ITB 15.1	**The bidder shall quote the expenditure in Sri Lankan Rupees**
ITB 18.1(b) **ITB 19.1**	After sales service is: Required
	(a) The bid shall be validity until **90 Days**
ITB 20.1	(b) Bid shall include a Bid Security (obtained from a commercial bank operating in Sri Lanka which is approved by the Central Bank or Cash Deposit to ITI) Bid Guarantee Format is included in Section IV Bidding Forms
	(c) Bid shall include "Bid Securing Declaration" using the form included in Section IV Bidding Forms.
ITB 20.2	The amount of the Bid Security shall be: **LKR 20,000/-** The bid security shall be validity until **90 days + 28 days**
ITB 22.2(c)	**D. Submission and Opening of EOI**
	The inner and outer envelopes shall bear the following identification marks: "**Expression of Interest - SUP/SD/EOI/26/01"**
ITB 23.1	For EOI submission purposes, the Purchaser's address is: Attention: **Director General** Address: **Industrial Technology Institute** **No. 503A, Halbarawa Gardens,** **Thalahena, Malabe.**
	The deadline for the submission of EOI is: Date**: 23.11.2026** Time: **10.00am**
	Pre-bid meeting will be held at 10.00 a.m on 09.11.2026 at the New Building Auditorium of the Industrial Technology Institute, Colombo 07.
ITB 26.1	The EOI opening shall take place at: **Human Resource Department** Address: **Industrial Technology Institute** **No. 503A, Halbarawa Gardens,** **Thalahena, Malabe.** Date : **23.11.2026** Time : **10.00am**

Evaluation and Qualification Criteria

This Section complements the Instructions to Bidders. It contains the criteria that the Purchaser use to evaluate a bid and determine whether a Bidder has the required qualifications. No other criteria shall be used.

EVALUATION CRITERIA

The Purchaser's evaluation of a bid may take into account, in addition to the EOI Price quoted in accordance with ITB Clause 14.1 and the following factors.

1. Functional requirement and ERP capabilities
2. Technical architecture and infrastructure
3. Data migration and system integration
4. Cybersecurity and data protection
5. Implementation methodology and project plan
6. Experience and past performance of the bidder
7. Training, knowledge transfer and user support
8. Maintenance, warranty and service-level agreement
9. Scalability and future system development
10. **The following factors and methodology will be used to evaluate the bids.**
    - 10.1 Conforming to the given specification
    - 10.2 Cost of the items
    - 10.3 Credibility of the company
    - 10.4 Eligibility of the supplier
    - 10.5 Acceptance of the bid security
    - 10.6 Submission of the signed form of bid
    - 10.7 Additional Documents
    - 10.8 Technical Capabilities
    - 10.9 Arithmetical Errors
    - 10.10 Omissions
    - 10.11 Quality of after-sales service
    - 10.12 Discounts offered

QUALIFICATION CRITERIA

Experience: Bidders must have a minimum of **five years** of experience in the country in Supplying, Installing and Implementation of similar procurement.

Financial Capability: Bidders shall submit audited financial statements for the years 2023/2024, 2024/2025, and 2025/2026.

Experience and Technical Capacity: Bidders shall provide a list of technical personnel, the technical team, and user training sessions.

Warranty: Bidders shall specify the warranty period offered for the equipment.

Manufacturer's Authorization: Bidders shall submit a valid Manufacturer's Authorization letter.

Clientele: Bidders must provide references and contact details for similar ERP solution supplied within the last five years.

EXPRESSION OF INTEREST (EOI) FORM

Provision, Implementation and Maintenance of an Interim Cloud-Based ERP Solution for Operational Continuity, Data Protection and Future System Integration

INSTRUCTIONS TO APPLICANTS

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SECTION 1

Name of the Company	
Company Registration No.	
Registered Address	
Head Office / Correspondence Address (if different)	
Year of Establishment	
Tax Identification Number (TIN)	
VAT No.	
Telephone / Mobile	
Fax	
Email	
Website	

*** Please attach the relevant documents for active registration.**

Contact person for this EOI

Name	
Designation	
Telephone / Mobile	
Email	

Organization profile

SECTION 2: EXPERIENCE IN SIMILAR PROJECTS / CONTRACT

No.	Name of the Projects / Contracts	Client	Contract Value (LKR)	Duration (From – To)
1				
2				
3				
4				
5				
6				

2.1 Client references (for at least three client reference)

No.	Client / Organization	Contact Person & Designation	Telephone / Email
1			
2			
3			

SECTION 3: TECHNICAL CAPACITY

3.1 Available pool of personnel

Category of Personnel	Total Permanent / Regular Staff	Available for this Assignment	Qualifications & Experience

SECTION 4: DOCUMENTS TO BE ENCLOSED

No.	Document	Enclosed (Yes / No) & Page No.
1	Certificate of Incorporation / Business Registration / Establishment document (proof of legal status)	
2	Company profile / brochure and organization chart	
3	Completion certificates / client reference letters for similar assignments	
5	Evidence of field network and capacity (list of enumerators / supervisors, office locations)	
6	Audited financial statements / tax clearance (if available)	
7	Any other supporting documents (specify): _____	

SECTION 5: SUBMISSION DETAILS

Deadline: Before 10.00 am on 23.11.2026, by registered post or by hand.

Envelope: Seal the envelope and mark the upper-left corner:

"EOI – Interim Cloud-Based ERP Solution – BID NO.SUP/SD/EOI/26/01"

EOI Documents could be obtained upon cash payment of a **non-refundable payment** of **Rs.2,000/-** to the Director General, Industrial Technology Institute, No.503A, Halbarawa Gardens, Thalahena, Malabe on working days from **30.10.2026 to 20.11.2026 between 9.00 am to 3.00pm.** Those who download the EOI Document from the institute website should submit a **Bank Draft or Deposit Slip of non-refundable deposit along with the bid.** The bids received without a Bank Draft or Deposit Slip will be rejected.

Name of the Account - Industrial Technology Institute
Bank & Branch - BOC - Torrington
- Bank Deposits – A/c No. 2323303,
- for online transfer: A/c No.6889738

Invoice No/Bid No. - BID NO.SUP/SD/EOI/26/01

Address to: Chairman, Department Procurement Committee,

Industrial Technology Institute, No. 503A, Halbarawa Gardens,Thalahena, Malabe.

Tel: +94 11 2797314/315 | Fax: +94 11 2379832 | Email: sso@iti.lk | Web: www.iti.lk

SECTION 6: CERTIFICATION

I, the undersigned, being the duly authorized officer of the institute named in Section 1, hereby certify that:

1. the information provided in this Expression of Interest and its attachments is true and accurate to the best of my knowledge and belief;
2. I understand that any false statement or material omission may result in disqualification of the institute, and that submission of this EOI does not guarantee shortlisting or the award of any contract.

*** Name of Authorized Officer**	
Designation	
NIC	
Signature	
Date (DD/MM/YYYY)	
Official Seal / Company Stamp	

*** Please attached the authorized letter**