INDUSTRIAL TECHNOLOGY INSTITUTE (ITI)

PRE-BID MEETING MINUTES

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

Procurement No.: SUP/SD/EOI/26/01

Date: 09th November 2026
Time: 10.00 a.m.
Venue: Industrial Technology Institute (ITI), No.363, Baudhaloka Mawatha Colombo 07.

1. Introduction

A Pre-Bid Meeting for the procurement of the **Provision, Implementation and Maintenance of an Interim Cloud-Based ERP Solution for Operational Continuity, Data Protection and Future System Integration** was held on **09th November 2026 at 10.00 a.m.** at the Auditorium of the Industrial Technology Institute, No.363, Bauddhaloka Mawatha Colombo 07.

The Pre-Bid Meeting commenced to explain the EOI document, technical specifications and, discuss any practical difficulties faced by prospective bidders, and clarify their queries before the submission of proposals.

2. ITI Representatives

- Director General- ITI
- Governing Board Member
- Additional Director General (R & D)
- Director - Finance
- Director - MTS
- Director - ETL
- Chief Accountant
- Senior Research Scientist - PL
- Research Scientist – MBD
- Research Scientist – MTS
- Senior Supplies Officer
- Senior Stores Officer
- Accountant
- Computer System Administrator
- Senior Customer Liason Officer
- Management Assistant - Stores
- Consultant - ITI
- DMS Representative

3. Service Providers

No.	Name	Organization
1	Ms.Chanudhi Aluthge	OAK Integrated Systems Pvt. Ltd
2	Mr.Sanudith Madushankha	Ceyontra Technologies
3	Mr.Ashoka	Zincat Technology Pvt.Ltd
4	Mr.Hasitha Jayasuriya	Victory Information System
5	Ms.Shukri Mansoor	Tech One Global Lanka Pvt.Ltd
6	Ms.Dinusha Senawirathne	Bileeta Pvt.Ltd
7	Mr.Wenura	Blue Matrix Pvt.Ltd
8	Mr.Dinil Perera	Sri Lanka Telecom Services
9	Mr.Dinesh Kumar	D T Innovations
10	Mr.Dhanushka Sampath Perera	Zincat Technology Pvt.Ltd
11	Mr.S Ratnam	Tech Pacific Solutions Pvt.Ltd
12	Mr.Asela Priyadarshana	Bluelotus 360 Pvt.Ltd
13	Mr.Sujith Kumar	Bileeta Pvt.Ltd
14	Mr.Benton Samuel	Victory Information Systems
15	Mr.Lakmal Siriwardena	SLT Mobitel Pvt.Ltd
16	Ms.Isuri Weerarathne	Blue Matrix Pvt.Ltd

4. Clarifications and Discussions

The following matters were discussed during the meeting:

a) **Scope of the ERP Solution**

The scope of the proposed ERP solution, including the eligibility of employees and their eligible dependents, was discussed and clarified with the prospective bidders.

b) Number of Users and ITI Locations

The ITI representatives clarified that the system should initially accommodate approximately **500 currently employed members** and operate at both ITI Colombo and Malabe premises. The bidders were requested to ensure centralized system access for both locations.

c) **Implementation of Finance and HR Modules**

It was emphasized that the Finance and Human Resource (HR) Modules are the immediate priorities of ITI and should be implemented as the first phase of the ERP solution.

d) Payment Schedule and Completion Period

The payment settlement procedure and proposed payment schedule were discussed. It was agreed that the payment schedule would be attached to the **Annexure 1**. The bidders were also informed that the implementation and commissioning of the ERP system must be completed within **60 days from the date of issuance of the formal Purchase Order (PO)**.

e) Existing Finance System and Coordination with DMS

The ITI representatives explained that the existing Finance Module is maintained by DMS, the current service provider, with the involvement of the IT Officer. The bidders were requested to explain the migration process, technical requirements, compatibility issues and possible challenges in transferring the existing system to the proposed ERP solution.

f) Migration of Financial and Stores Information

The migration of existing financial and stores data was discussed, including:

- Financial opening balances.
- Existing vendor and supplier records.
- Main Stores and stock transactions
- Existing inventory balances.
- Stores receipt, issue and stock transfer procedures.

The bidders were requested to explain how these records and existing operational procedures could be accommodated in the proposed ERP system.

g) Fixed Asset Register and Future LIMS Integration

The migration of the existing Fixed Asset Register and vendor database was discussed. The bidders were also informed of ITI's future requirement to integrate the Laboratory Information Management System (LIMS) with the ERP solution. The proposed system should therefore support future integration without major system modifications.

5. Amended and Attached Relevant Documents

Amended:

> **Clarification closing date** on 18.11.2026 and all service providers will be submitted the relevant clarification before that date.

Attached document:

i. **Annexure 1:** Proposed Payment Schedule.

ii. **Annexure 2:** Bid submission form

iii. **Annexure 3:** Price schedule

iv. **Annexure 4:** Bid Security (Guarantee)

v. **Annexure 5:** List of related Services and Completion Schedule

vi. **Annexure 6**: Contract Agreement

vii. **Annexure 7**: Performance Security

viii. **Annexure 8**: Bank Guarantee for Advance Payment

ix. **Annexure 9**: Presented ERP Document – Pre-bid meeting on 09.11.2026

x. **Annexure 10**: Presented ERP Finance – Pre-bid meeting on 09.11.2026

xi. **Annexure 11**: Non-collusion Affidavit

6. The prospective bidders will be informed that the procurement of the ERP system will be carried out in accordance with the applicable Government Procurement Guidelines, Financial Regulations and relevant government procedures. It will also be emphasized that a formal contract agreement will be prepared and signed by both parties upon completion of the procurement process and before the commencement of the services.

7. Conclusion

There being no further matters for discussion, the Chair thanked all participants for their valuable participation and constructive observations.

The meeting concluded at **12.30 P.M**