

Minutes of Pre-Bid Meeting

Procurement of the Services of a Systems Integrator for the Establishment of a Trusted Digital Repository at the National Archives (Phase 1)

Procuring Entity (PE)	Department of National Archives (Sri Lanka National Archives)
Procurement Reference	DNA/15/ARO/1/1/1/3
Procurement Method	National Competitive Bidding (NCB)
Date of Pre-bid Meeting	15 October 2026
Time / Venue	10:30 hrs, Conference Room, Department of National Archives, No. 7, Philip Gunawardena Mawatha, Colombo 07
Bid Invitation Published	7 October 2026 – Dinamina, Thinakaran and Daily News
Bid Closing Date	29 October 2026, 14:00 hrs (IFB para 9(b)); 14 calendar days after this meeting
Procurement Guideline Reference	Section 5.10 – Clarity of Procurement Documents

1. Purpose of the Meeting

This pre-bid meeting was convened so that prospective bidders could understand the requirements of the Procuring Entity and submit bids without ambiguity. Its objective was to clarify issues raised by prospective bidders.

2. Attendance

2.1 Procurement Committee (PC)

Dr. Nadeera Rupesinghe, Director General National Archives, Chair

Ms. R.I.D. Karunaratne, Accountant, Department of National Archives, Member

2.2 Bid Evaluation Committee (BEC)

Mr. Janaka Sampath Geekiyanage, Director (Development), Ministry of Digital Economy, Chair

Mr. N.A.G.S. Weeraratne, Chief Accountant, Department of National Museums, Member

Mr. Samith Porage, Head of Services – Cloud and Infrastructure, GovTech Sri Lanka (Pvt) Ltd, Member

Ms. Chamila Priyangani, National Archives Assistant Director, Member

2.3 Liaison Officer

Mr. Udaya Herath, Information and Communication Technology Officer, Department of National Archives

2.4 Prospective Bidders

Fifteen (15) representatives of Seven (7) organisations attended

Millennium IT ESP – Mr. Lahiru Pathirana and Mr. Suranjan Nayanajith

Lanka Data Foundation – Mr. Harindra Dassanayake, Ms. Zaeema Nashath and Mr. Chanuka Ranathunga

Mitter International (Pvt) Ltd – Mr. Mindika Hettiarachchi and Mr. Naween Tharaka Hettiarachchi

Sri Lanka Telecom – Mr. Dharshana Sanjeeva and Ms. Ashara Dilnuwangi

Dialog Broadband (Pvt) Ltd – Ms. Nipuni Tennakoon, Mr. Pumuditha Chathuranga, Mr. Pesil Pathirana and Pasindu Samith

Hayleys Fentons Limited – Mr. Raman Param

National Science Foundation (NSF) – Mr Manuja Karunaratne

3. Proceedings

3.1 Introductions. The DPC Chairman asked the members of the BEC, PC and the representatives of the attending organisations to introduce themselves.

3.2 While fielding oral questions, the BEC Chair and members advised that the published bidding document should be studied carefully before submission and all procurement conditions mandatory to the two-envelope system and required formats etc should be filled carefully.

3.3 Site visit. A site visit was available immediately after the meeting (BDS, ITB 10.2).

4. Notice to Prospective Bidders – Clarifications in Writing and New E-mail Address

The following was communicated to all prospective bidders present:

4.1 All requests for clarification must be submitted in writing to the Bid Evaluation Committee. Oral queries and oral responses at this meeting do not amend the bidding document.

4.2 As issues had been pointed out with the e-mail address (itofficer1@archives.gov.lk) given in the bidding document, snationalarchives@gmail.com was also provided to the bidders as an alternative address for submitting clarification requests.

5. Outcome of the Meeting

No request or requirement for any change to the technical specifications or procurement conditions arose at the meeting. The BEC will respond to clarification requests received in writing and, where a change is suitable and necessary, will recommend an addendum to the PC under ITB 11 and Section 6; no change is made through these minutes (ITB 10.6).

Chairman
Department Procurement Committee
Department of National Archives
No. 7, Philip Gunawardena Mawatha, Colombo 7.