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சுற்றுடல் அமைச்சு
Ministry of Environment

"සොබාදම් පියා", අංක 416/සී/1, රොබට් ගුණවර්ධන මාවත, බත්තරමුල්ල, ශ්‍රී ලංකාව.
"சொபாதம் பியா", இல. 416/சீ/1, ரொபர்ட் குணவர்தன மாவத்தை, பத்தரமுல்லை, இலங்கை.
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எனது இல
My No

ENV/CC/ETF/AFOLU /80

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி
Date

18/09/2025

To all interested bidders

ADDENDUM NO- 1

To the Request for Quotations(RFQ) of

Selection of Symposium Organizer for Conducting National AFOLU Symposium

With reference to the queries raised by the firms based on above consultancy at the pre-bid meeting held at 10.30 am on 16/09/2025, this addendum is issued.

1. Bidders are instructed to attach this addendum along with your original technical proposal
2. Amendments made to the Request for Quotations(RFQ) are as follows. These amendments should also be considered for pricing as a part of the Request for Quotations.
3. Following key event details are added to the paragraph 03 of Section VI - Employer's Requirement of the RFQ as clause j.

i. Venue & Facilities: Should have following facilities.

- Three parallel halls with multimedia, internet, and recording facilities.
- Main plenary hall capacity: 200 participants.
- Exhibition area in foyer for posters.

Proposed Venues: Bidders can submit quotations for one or more following locations

- Bandaranayake Memorial International Conference Hall
- Water's Edge;
- Institute of Sri Lanka Foundation
- Monarch Imperial
- Cinamon Grand

"මේ මහපොළව සහ ගහකොළ මිනිසාට මෙන්ම අනෙක් පියාසරන සියොනුවන්ට ද මිනිමන සරන සිවුපාවුන්ට ද සියලු සතුන්ට ද එකසේ අයිතිය"
"இப் பூமியும், மரஞ் செடி கொடிகளும் மனிதனுக்குப் போன்றே வானில் பறந்து திரியும் பறவைகளுக்கும், பூமியில் வாழும் உயிரினங்களுக்கும், அனைத்து விலங்குகளுக்கும் ஒருமித்துச் சொந்தமானது"
"This great earth and the flora on it equally belong to the man and the birds flying in the sky, the quadrupeds and all creatures living on earth"

- ii. No of Participants expected: 200
- iii. No of papers expected : 30
- iv. No. of Reviewers: 10
- v. Target Audience for calling papers: Universities, Freelance Experts, Government sector institutions.
- vi. Main Theme : ‘Climate Smart Initiatives for AFOLU Sector’

vii. Session Themes of the Symposium:

- a. There will be three parallel sessions. Each presenter will have 12 minutes for presentation and 3 minutes for Q&A.
 - Policy, legal and governance implications and challenges in the operationalizing of ETF systems in AFOLU sector
 - Multidisciplinary approaches for emission reduction / building resilience in the AFOLU Sector for economic development
 - Best land use applications for low emission pathways of AFOLU sector for Environmental and Social Safeguards
- b). Plenary Session (after inaugural function and before the lunch)

Proposed to conduct 3 technical speeches preferably by the Heads of AFOLU subsectors (Agriculture, Forestry and other Land use) for a total duration of 1 ½ hours (30 minutes per each)

4. Paragraph 05 Time line of the Section VI - Employer’s Requirement of the RFQ should be changed to read as follows.

From

The event is expected to take place on 28th Novmber,2025 The selected service provider will commence work upon signing of the contract and must complete all deliverables not later than 14th day with effect from the date of symposium.

To

“The event is expected to take place on 18th December, 2025 from 9.00am to 4.30pm. The selected service provider will commence work upon signing of the contract and must complete all deliverables not later than 14th day from the date of symposium”.

5. Payment process is amended as follows.

- 5.1 An advance payment of 20% of the contract price shall be paid within 14 days against the submission of a bank guarantee for the same.

5.2 Payments on contract shall be made as follows;

i. The cost of the goods and services purchased during the period of contract will be paid to the service provider up to 70% of the total contract price, after successfully handing over the goods with original invoices and good received notes.

ii. Balance 30% will be paid after handing over the post-event deliverables successfully.

5.3 Advance payment settlement:

The advance payment will be fully set off from the first 03 installments in equal amount and the advance bank guarantee shall be released after the fully set off the advance payment.

6. Following amendments are made to the Section vi -Activity Schedules of the RFQ. Accordingly, bidders are instructed to use the amended formats AS 01- AS 10 attached herewith.

6.1. AS-02 - Activity Schedule & Cost Break Down of Media, Marketing & Branding

Element No. 4 - Videography: Duration of the main Symposium Profile Video should be 20 minutes

Element No.6 -Symposium Flags (Print Symposium Flags) - This item is removed

6.2 AS – 04 - Activity Schedule & Cost Break Down of Main Session

Element No. 4 - Dancing item - Removed

6.3 For tokens Orchid plants are preferred.



Leel Randeni

Chairman

Ministry Consultant Procurement Committee

Leel Randeni
Director (Climate Change)
Ministry of Environment
- "Sobadam Piyasa"
416/C/1, Robert Gunawardhana Mawatha
Battaramulla

Financial bid

Main Activity	Description	Bid price – LKR
AS - 2	Media, Marketing & Branding Photograph printing, backdrops, paper supplements	
AS - 3	Editing, Printing & Documentation Proceedings, booklets, letters, and certificates	
AS - 4	Main Session Accessories	
AS - 5	Parallel Sessions Podium hiring and required accessories, Poster Presentation	
AS - 6	Pre-conference work shop Gifts and tokens for key note speakers	
AS - 7	Tokens, Conference Bag, Gifts and other accessories	
AS - 8	Refreshment Breakfast, lunch, and evening tea for VIP and participants	
AS - 9	Miscellaneous Other unforeseen events	
	Total bid price	
	Add: Taxes	
	Total bid price inclusive taxes	

Signature of the Bidder

Name:

Date

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Activity Schedule & Cost Break Down of Media, Marketing & Branding

#	Element Description	Remarks	Bidder's responses	Number of Units Required	Cost Per Unit (LKR)	Total Cost (LKR)
1	Marketing and Publicity Materials	Flyers & media development and share in social media pages	-			
2	Printed photographs	Paper presenters, Poster presenter, Parallel session chairs/ reviewers, Keynote speakers (both main and pre conference) / Conference committee		100		
3	Photography coverage (Camera equipment not provided by the Employer)	For main event and all parallel sessions				
4	Videography (equipment not provided by the Employer)	Live broadcasting the main session on social media.				
		Main Symposium Profile Video of 20 minutes (Production) and Loop video to launch the conference proceeding book				
5	Newspaper supplement	Should be advertised in three languages on Sunday newspapers of the Associated Newspapers of Ceylon Ltd. (Lake House) Size should be half page in middle of the papers				
6	Backdrops	For Main session & 03 parallel sessions				
7	X-Banners	Design and supply X - Banners (Flex Only, Organizers will have the stands) : <i>Type 1 - for each parallel session location including the paper details in the track Type 2 - Parallel session locations</i> <i>Minimum 04 banners required</i>		04		
9	Podium Banners with symposium logo (Print podium banners)	Size should compatible with podiums				

Total Costs carried to AS -1

Signature

Cost Break Down of Editing, Printing & Documentation

#	Element Description		Bidder's responses	Number of Units Required	Cost Per Unit (LKR)	Total Cost (LKR)
1	Symposium Booklets	The e-copy can be shared with all participants. Including the parallel session details		200		
2	Parallel session booklets (B5 Size)			200		
3	Invitation pes	Invitation designing and Printing		200		
4	Certificates	Paper presenters, Parallel session chairs & co-chairs , Best Presenter		PI specify		
5	Tags for the lanyards			200		
6	Thanking Letters	Reviewers , Symposium committee, Parallel session chairs & co-chairs , Volunteer students , Compere's		200		
Total Costs carried to AS -1						-

Signature of the Bidder

Name:

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Activity Schedule & Cost Break Down of Main Session

No. of participants -200

#	Element Description	Bidder's Reponses	Number of Units	Cost Per Unit (LKR)	Total Cost (LKR)
1	Registration Table				
2	Welcoming Accessories				
3	Oil lamp deco & equipment				
5	Compeering				
6	Sounds & Audio Visuals at the auditorium				
7	Backstage & Seating Arrangements				
8	Decorations with fresh flowers- Entrance, Registration Table, Auditorium Podium and Stage edge				
8	Backdrop and Summary X- banner				
9	Keynote Tokens (pl Specify)		03		
10	Printed Proceedings & Digital Proceedings		200		
11	Water Bottles (Glass) if necessary		200		
12	Symposium Profile Video				
13	Live Streaming				
Total Costs carried to AS -1					

Signature of the Bidder

Name:

Date

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Activity Schedule & Cost Break Down of Parallel Sessions

#	Element Description	Bidder's Responses	Number of Units	Cost Per Unit (LKR)	Total Cost (LKR)
1	Podiums (Hired)		03		
2	Bells		03		
3	Accessories (Paper file, pens, 10 Nos. of A4 Sheets)		200 from each		
4	03 Backdrops and 03 X- banners				
5	Parallel Session Chair/Reviewer Tokens & Certificates				
6	Paper presenter certificate and Dockets				
7	Water Bottles (Glass) -625ml (if necessary)		200		
8	Name Boards (Session Chair + Co-chair)				
9	Compeers				
10	Photography				
Total Costs carried to AS -1					

Signature of the Bidder

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Activity Schedule & Cost Break Down of Poster Presentations

#	Element Description	Bidder's Reponses	Number of Units	Cost Per Unit (LKR)	Total Cost (LKR)
1	20 Posters & pins		20		
2	Poster Pin Boards				
3	Poster Presentation Judges Tokens & Certificates				
4	Poster presenter certificate and Dockets				
5	Accessories (Paper files, pens, A4 Sheets) for Judges				
6	Glasses + Dispensers				
7.	Group photograph				
Total Costs carried to AS -1					

Signature of the Bidder

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Date

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**Pre-conference work shop Gifts and tokens
for key note speakers**

#	Element Description	Bidder's Reponses	Number of Units	Cost Per Unit (LKR)	Total Cost (LKR)
1	Book GBR				
2	Invitation and Logistics				
3	Main Backdrop Design				
4	Gifts and Tokens for Key Note Speakers				
5	Thanking Letters for the keynote speakers				
6	Compeering				
7	Refreshments				
8	Keynote speaker cash price				
Total Costs carried to AS -1					

Signature of the Bidder

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AS - 08					
Tokens, Conference Bag, Gifts and other accessories					
#	Element Description	Bidder's Reponses	Number of Units	Cost Per Unit (LKR)	Total Cost (LKR)
1	Symposium Bag (Presenters + Chair + Co-chair + Pre-conference keynote + main OC + TOP Management)		200		
2	Gifts (Pl. Specify)				
3	Lanyard with Hook Printed with Logo (Presenters + Session Chairs)		200		
4	Docket / Certificate Holder (in the form of cardboard)				
5	Pen Driver – 64 GB		200		
6	Cardboard file to include the parallel session booklet & A4 Papers		200		
7	Keynote speakers Tokens		03		
8	Token of appreciations for session chairs/co-chairs				
9	Pre-Symposium speaker cash price				
Total Costs carried to AS -1					

Signature of the Bidder

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Activity Schedule & Cost Break Down of Refreshments

Event	Menu	Bidder's Responses	No. of units	Unit price LKR	Total Price LKR
Breakfast (Buffet)	03 items with milk Tea & coffee	(pl. specify the menu)	200		
Tea	Cake or light snack with milk Tea & coffee	(pl. specify the menu)	200		
Lunch (buffet)	Soup & other starters / Main Course	(pl. specify the menu)	200		
	Dessert - Fruits/Wattalappum/Pudding/Ice Cream				
Evening Tea	02 items with milk Tea & coffee	(pl. specify the menu)	200		
Conclusion ceremony cake			01		
Total Costs carried to AS -1					

Signature of the Bidder

Name:

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AS – 10

		Cost Break Down of Miscellaneous Activities			
Count	Element Description	Bidder's Responses	Number of Units Required	Cost Per Unit (LKR)	Total Cost (LKR)
1	PI Specify				
2					
3					
4					
5					
6					
7					
8					
		Total Costs carried to AS -1			

Signature of the Bidder

Name:

Date

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