



## **Invitation for Bids (IFB)**

University Grants Commission

### **Supply of Health Insurance Service 2026**

Contract No. UGC/Admin/02/09

1. The Chairman, Departmental Procurement Committee (DPC), on behalf of the University Grants Commission invites sealed bids from eligible and qualified bidders for supply of Health insurance service for the University Grants Commission for the year 2026.
2. Detailed description of the requirements is given in the bidding document.
3. The Intended Service Period is 365 days.
4. Bidding will be conducted through National Competitive Bidding Process.
5. Interested eligible bidders may obtain further information from Deputy Secretary/ General Administration via T.P. No. 011 2685183 and inspect the Bidding Documents at the General Administration Division, University Grants Commission, No.20, Ward Place, Colombo 07.
6. **Pre Bid meeting is scheduled to be held on Wednesday 03.12.2025 at 10.00 a.m.** at New Board Room of the University Grants Commission.
7. A complete set of Bidding Documents in English Language may be purchased by interested bidders on submission of a written application and upon payment of a non-refundable fee of Sri Lankan Rupees Five Thousand (Rs.5,000.00), during office hours (9.00 a.m. – 3.00 p.m.) on working days from the office of the Deputy Secretary/General Administration, University Grants Commission, Ward Place, Colombo 07. The method of payment will be by cash to the Shroff, University Grants Commission.
8. All bidders should submit a refundable security deposit of Sri Lankan Rupees One Hundred and Fifty Thousand Only (Rs. 150,000/-) obtained from an agency as stipulated by the procurement guideline 2024 which is to be valid until **26.03.2026** or should be paid in cash to the Shroff, University Grants Commission.
9. Accordingly, parties who are interested in supplying of Health Insurance Service should submit bids including all the details of Health Insurance Service. When submitting bids, two copies of the bids should be prepared as “original” and “copy” which should be enclosed in separate sealed envelopes mentioning “original” and “copy” on the envelopes. Both envelopes should be included in a single envelope, sealed, and submitted.

10. **“Supplying of Health Insurance Service 2026 - UGC”** should be stated on the top left-hand corner of the envelop that carrying the bid.
11. Bids must be delivered to Chairman, Departmental Procurement Committee, University Grants Commission, No. 20, Ward Place, Colombo 07 on or before 3.00 pm on **10.12.2025**. Late Bids and Bids sent electronically will not be accepted and will be rejected.
12. Bids will be opened immediately after the closing time at the New Board Room of the University Grants Commission and the bidder or his authorized representative can be present at this occasion.
13. University Grants Commission will not be responsible for any costs, or any expenses incurred by the Bidders in connection with the preparation or delivery of Bids.

Chairman  
Departmental Procurement Committee  
University Grants Commission  
No. 20, Ward Place,  
Colombo 07  
27.11.2025