



THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

Ministry of Justice and National integration

BIDDING DOCUMENT

For

Selection of consultancy service for the Construction Supervision and Contract Administration to the Design and Built contract for the balance work of Construction of Ministry of Justice Complex.

Contract No.: MOJ/AC/12/09/2025

Consultancy Firm:

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INVITATION FOR EXPRESSION OF INTEREST (EOI)

Democratic Socialist Republic of Sri Lanka

Ministry of Justice and National integration

Selection of consultancy service for the Construction Supervision and Contract Administration to the Design and Built contract for the balance work of Construction of Ministry of Justice Complex

Contract Number – MOJ/AC/12/09/2025

Title of the Consultancy Service: “Selection of consultancy service to the Design and Built Contract for the balance work of Construction of Ministry of Justice Complex”.

1. The Chairman, Ministry Consultants Procurement Committee (CPCM), on behalf of the Secretary, Ministry of Justice and National Integration, no 19, Sri Sangaraja Mawatha, Colombo 10, invites eligible reputed and experienced consultancy firms for Expression of Interest (EOI) in providing the consultancy services described below.

The Government of Sri Lanka has initiated the construction of a 15-storey office complex for the Ministry of Justice at the former BCC land located on Adikarana Mawatha, Colombo 12. The Design and Build Contractor for the project is the Central Engineering Consultancy Bureau (CECB), No. 415, Bauddhaloka Mawatha, Colombo 07. The contract was awarded with Cabinet approval at an estimated cost of Rs 6973 million. The duration of the project will be 60 calendar months including defect liability period of one year.

The Cabinet has directed that an independent third-party consultant be appointed to supervise the construction works.

2. A Consultancy Firm will be selected through Quality & Cost Based Selection (QCBS) method in accordance with the procedures specified in the Guidelines for Selection and Employment of Consultants - 2007, issued by National Procurement Commission.
3. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar

conditions, availability of appropriate skills among staff, etc.) as per the Terms of Reference (**TOR**) titled “Consultancy Services”. EOI document with TOR available on the website www.moj.gov.lk.

4. Duly completed and sealed Expressions of Interest (EOI) documents shall be marked **“EOI for Selection of consultancy service for the Construction Supervision and Contract Administration to the Design and Built contract for the balance work of Construction of Ministry of Justice Complex”** on the top left-hand corner of the outer envelope and must be delivered to the Chairman, Ministry Consultants Procurement Committee (CPCM), Procurement Division, 1st Floor, Ministry of Justice and National Integration, No. 19, Sri Sangaraja Mawatha, Colombo 10, and must reach on or before on 10.00 am. On 24th June 2026.

EOI submissions will be opened immediately after the closing time at the above address, in the presence of the bidders’ or representatives who wish to attend.

5. Late submissions will be rejected.

Interested Consultants may obtain further information from the following officer during office hours up to 23.06.2026.

Director (Engineering)
Ministry of Justice and National Integration
Tel: 0112 331 536 Fax: 0112321179
E-mail: direng@moj.gov.lk

Chairman
Ministry Consultants Procurement Committee
Ministry of Justice and National Integration
No 19, Sri Sangaraja Mawatha,
Colombo 10

Expression of Interest (EOI)

Selection of consultancy service for the Construction Supervision and Contract Administration to the Design and Built contract for the balance work of Construction of Ministry of Justice Complex.

Ministry of Justice and National Integration

Expression of Interest (EOI)

For

Selection of consultancy service for the Construction Supervision and Contract Administration to the Design and Built contract for the balance work of Construction of Ministry of Justice Complex,
Ministry of Justice and National Integration

1. Application

Date:

To : The Secretary,

Ministry of Justice and National Integration

No 19, Sri Sangaraja Mawatha,

Colombo 10

Sub: Expression of Interest (EOI) “Selection of consultancy service for the Construction Supervision and Contract Administration to the Design and Built contract for the balance work of Construction of Ministry of Justice Complex”.

Ministry of Justice and National Integration

Dear Sir, this is in response to your public notice published in [.....]
.....] on [.....], inviting expression of the “*Selection of consultancy service for the Construction, Supervision and Contract Administration to the Design and Built contract for the balance work of Construction of Ministry of Justice Complex*”, we hereby submit our expression of interest. We have attached necessary information according to the standard form. The information furnished by us in this expression of interest is correct to the best of our knowledge. Based on this information, we understand you would be able to evaluate

our proposals in order to pre-qualify the above-mentioned assignment. We, however, understand that ***Ministry of Justice and National Integration*** reserves the right to decide whether to prequalify our firm without disclosing the reason whatsoever.

Sincerely yours,

On behalf of the firm:

.....

Signature:

Name of signatory:

Designation:

Company Seal

Expression of Interest

01. General Information

No	Required Details	
1.	Name of firm:	
2.	Specialty of services being provided by the firm:	
3.	Address of Head office:	
4.	Contact numbers:	Telephone: Fax:
5.	Legal status:	
6.	Place of registration and year:	
7.	Brief description of Organization and administrative structure:	
8.	Name of person to whom written power of attorney of the signatory is given:	

02. Key Professional staff the firm

	Name	Specialty	Academic and professional qualification with year	Total length of experience	Type of employment Part-time/full time

03. Experience as the firm for the last five years

Name of Project From year 2025 down words	Name of Client	Types of Services provided (design, procurement, Contract Management and Construction Supervision)	Duration and Cost of the Project	Any firm associated with for providing services	Date of start and date of completion

Preference will be given for Consultancy Firms who have provided similar services to State Institution following Government rules & regulations.

04. In case the firm is selected, details of staff to be employed for supervision

Name of Person	Designation of specialty	Qualifications	Relevant Experience
Design team			
Team leader			
Structural Civil Engineer			
Project Architect			
E&M Engineer			
Service & Drainage Engineer			
Engineer/Quality Surveyor			
Others			
Supervision team			
Resident Civil Engineer			
Resident Technical Officer/ Quantity Surveyor			
Others			

Please refer to for expected staff

05. Financial Strength;

	Financial Year	Fixed Assets Rs.	Current Assets Rs.	Current Liabilities Rs.
1	2024/2025			
2	2023/2024			
3	2022/2023			

Above information should be reflected in Audited Financial Statements. If requested, copies should be forwarded.

06. Name of contact person and contacts number/s :

*I hereby express our interest in providing total consultancy service for **Construction Supervision and Contract Administration to the Design and Built contract for the balance work of Construction of Ministry of Justice Complex** and declare that above information given is correct and accurate to the best of my knowledge.*

Signature of Authorized person of firm:

Date:

Rubber Seal

Eligibility Declaration

For

"Selection of consultancy service for the Construction Supervision and Contract Administration to the Design and Built contract for the balance work of Construction of Ministry of Justice Complex",

Ministry of Justice and National Integration,

No 19, Sri Sangaraja Mawatha, Colombo 10

Contract No: MOJ/AC/12/09/2025

In connection with the above project, I/We the undersigned, hereby declare that:

Preparation of Terms of Reference (TOR):

I/We have not participated in the preparation of the Terms of Reference (TOR) or any part of the bidding / request for proposal documents for this assignment.

Accuracy of References and Information:

All project references, professional qualifications and other information submitted in our Expression of Interest/ Proposal are true, accurate, complete and can be independently verified.

No Sanctions or Convictions:

I/We, including all members of any joint venture / consortium and all key experts and sub consultants, are not currently and have never been subject to any suspension, debarment, ineligibility, conviction or other sanction imposed by any multilateral development bank (including but not limited to AIIB, ADB or the World Bank Group), any national government, or any other complement authority for fraud, corruption, collusion, coercion, obstruction, or any related misconduct.

Joint Venture (if applicable):

All joint venture (JV) partners have confirmed their participation

TERMS OF REFERENCE (TOR)

Selection of consultancy service for the Construction Supervision and

Contract Administration to the Design and Built contract

for the balance work of Construction of

Ministry of Justice Complex.

Ministry of Justice and National Integration

Ref. No: MOJ/AC/12/09/2025

Procuring Entity : Ministry of Justice and National Integration
Location : No 19, Sri Sangaraja Mawatha , Colombo 10.
Reference No. : MOJ/AC/12/09/2025
Date :2026.06.10

1. Background

The project:

The Government of Sri Lanka has initiated the construction of a 15-storey office complex for the Ministry of Justice at the former BCC land located on Adikarana Mawatha, Colombo 12. The Design and Build Contractor for the project is the Central Engineering Consultancy Bureau (CECB), No. 415, Bauddhaloka Mawatha, Colombo 7, which is a semi-government entity. The contract was awarded with Cabinet approval at an estimated cost of Rs. 6973 million.

The piling works for the project were completed in 2022, and construction of the remaining substructure has already commenced. The overall project duration is five years, including defect liability of one year and funding will be provided by the Government of Sri Lanka.

The Cabinet has directed that an independent third-party consultant be appointed to supervise the construction works.

Accordingly, this Terms of Reference (TOR) is issued to registered and pre-qualified consultancy firms to invite their Financial Proposals for providing supervision and project management services

for this important development. The firms receiving this TOR have already successfully completed the qualification and technical evaluation stages.

2. Objectives of the Consultancy

The primary objectives of engaging in a consultancy firm are to:

1. Assist the Client by providing professional and comprehensive consultancy services during the construction and post-construction phases of the project.
2. Ensure that the project is executed in accordance with the design provided by the Contractor, maintaining required standards of quality, safety, functionality, and aesthetic appeal, while complying with all applicable Sri Lankan building codes, regulations, and recognized international best practices.

3. Scope of Services

The Consultant shall undertake, but not be limited to, the following responsibilities:

1. The scope of services shall be as defined in the document titled “*Scope of Services to be provided by Consultants*” and shall comply with Clauses 3 and 4 of CIDA/CONSULT/01.
2. The Consultant shall provide professional services covering all relevant phases of the project, including the following:
 - a) Submission of soft and hard copies of complete as-built drawings, as required by the Client, within the agreed timeline and at no additional cost.
 - b) Review of detailed engineering design calculations.
 - c) Review of preliminary construction schedules, including timelines and major milestones.
 - d) The consultancy service includes Contract Administration and Construction & Post Construction Supervision & Bill Settlement as the Engineer to the design and built contract.

Construction Phase

- a) Obtain and review the construction program submitted by the Contractor.
- b) Supervise and inspect works, and monitor overall project progress.
- c) Review manuals and material samples submitted by the Contractor.
- d) Approve construction materials in accordance with specifications.
- e) Coordinate with specialist and expert consultants.
- f) Ensure implementation of adequate safety measures.

- g) Implement quality control procedures and oversee testing.
- h) Monitor and advice on budget, variations, claims, time extensions, and cost overruns.
- i) Measure completed works.
- j) Certify interim payments.
- k) Obtain and verify as-built drawings from the Contractor.
- l) Conduct testing of construction works when required.
- m) Carry out defect inspections upon substantial completion and notify the Contractor.
- n) Prepare defect reports during construction and notify the Client as necessary.
- o) Conduct final inspections and issue the Practical Completion Certificate.
- p) Review process flow diagrams where applicable.
- q) Facilitate handing over of works, including warranties and system documentation.
- r) Certify the Contractor's final payment.

Qualified engineers and staff shall be deployed throughout the construction phase to carry out monitoring, quality assurance and quality control (QA/QC), and related activities, ensuring timely approvals and uninterrupted progress. Personnel shall be present either through regular site visits or full-time site deployment, depending on project needs.

Maintenance Phase

- a) Supervise works during the Defects Liability Period.
 - b) Conduct inspections at the end of the Defects Liability Period and submit a report to the Client.
 - c) Issue the Maintenance (Final) Certificate and recommend release of retention monies.
1. Quality Assurance & Safety
 - a) Implement strict quality assurance and quality control measures.
 - b) Ensure compliance with environmental, health, and safety regulations.
 2. Reporting & Documentation
 - a) Submit monthly, quarterly, and final progress reports.
 - b) Maintain complete and accurate project records, including as-built documentation.
 3. Representation of the Client
 - a) The Consultant shall represent the Client in all project-related matters.
 - b) Recommendations shall be made based on sound engineering judgment; however, final approvals shall rest with the Client or the Client's Engineer.
 - c) Services shall be delivered in a professional manner while always safeguarding the Client's interests.

d) The Consultant shall act as the coordinating party between the Client and the Contractor.

4. Facilities to be made available to the consultant by the Client.

1. Counterpart personnel to be made available to the consultant by the Client.
2. Project coordinator

4. Consultant's Team Composition

The Consultant shall propose a qualified and experienced team, which may include:

01. Project Manager (Full Time) Chartered Engineer or Chartered Architecture (Within 05 Years' Experience)	-	01
02. Chartered Engineer (Civil) Full time (05 Years' Experience)	-	01
03. Electrical Engineer Part time (05 Years' Experience)	-	01
04. Mechanical Engineer Part time (05 Years' Experience)	-	01
05. Environmental & Safety Specialist Full time (BSC degree with relevant field)	-	01
06. QS/ TO (Full Time)	-	05

CVs of all proposed personnel shall be submitted at the RFP stage.

The consultancy firm shall demonstrate a high level of competence and professionalism in accordance with ICTAD/CONSULT/02, Section 1.0. At the initial stage, firms were invited to submit their qualifications through technical proposals. Following the evaluation of these submissions, a list of technically qualified and registered firms has been finalized.

During the construction phase, the Consultant shall deploy suitably qualified engineers and support staff to carry out monitoring, quality assurance, and quality control (QA/QC) functions, along with all other assigned responsibilities. This shall be done in a manner that ensures there are no delays in approvals or related project activities. Depending on project requirements, personnel shall either conduct regular site visits or be stationed on site.

5. Deliverables

The consultancy firm shall be responsible for delivering the following key outputs in accordance with the defined project scope and assigned responsibilities. These deliverables shall comprehensively cover both the construction and post-construction phases, including project completion and formal handover.

Key deliverables:

- a) Monthly and quarterly progress reports
- b) Quality control plans and monitoring reports
- c) Minutes of meetings
- d) Certified payment certificates
- e) Variation orders and claim assessments
- f) Verified as-built drawings
- g) Operation and maintenance manuals

Deliverable	Timeline
Inception Report	Within 2 weeks of mobilization
Monthly Progress Reports	By the 5th of the following month
Final Completion Report	Within 30 days after project completion

6. Reporting & Coordination Requirements

- a) The Consultant shall report to the Director General (Engineering) of the Ministry and coordinate with the Project Engineer through regular updates, meeting minutes, and comprehensive reports.
 - b) Regular coordination meetings shall be conducted at both the project site and the head office.
-

Budget and Payment Terms

- a) Payments shall be made on a milestone basis, subject to the satisfactory completion of the agreed deliverables.
- b) The budget shall be finalized during contract negotiations with the selected consultancy firm, and the contract shall be based on a percentage-based contract type.

7. Duration of Assignment

The duration of the consultancy is expected to 60 months starting from the date of contract signing.

8. Facilities to be Provided by the Client

- a) Access to relevant project documents and data
- b) Site access and necessary permits
- c) Office space at site (*if applicable*)

9. Facilities to be Provided by the Consultant

- a) Office equipment, vehicles, and survey instruments
- b) Software and other required technical tools

10. Payment Terms

Payment will be based on **milestone deliverables** or **monthly timesheets**, as specified in the contract. The payment structure will be finalized during the RFP and contract negotiations.

11. Evaluation & Selection Method

- a) The consultant will be selected using the **Quality and Cost-Based Selection (QCBS)** method in accordance with the **National Procurement Guidelines of Sri Lanka**.
- b) Short listing will be based on firm experience, technical capacity, and financial standing.
- c) Technical Proposal – 70% weighting
- d) Financial Proposal – 30% weighting

12. Confidentiality

All information, drawings, and documents obtained or prepared by the Consultant shall remain confidential and shall not be shared without prior approval from the Procuring Entity.

13. Governing Law

The consultancy contract shall be governed by the laws of **Sri Lanka**.

Authorized Signatory: _____

Name: _____

Designation: _____

Date: _____

Terms of Reference (TOR) section to EOI document includes project background, objectives, scope, deliverables, consultant team structure, payment terms, and evaluation criteria — fully aligned with Sri Lankan procurement guidelines.

1. Contact Information

For further inquiries, please contact:

Director General (Engineering)

Ministry of Justice and National Integration

Tel: 0112 331 536

Email: engineering@moj.gov.lk

