



Invitation for Bids (IFB)

Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka

Supply of Health Insurance Service 2026/2027

IFB No. GWUIM/GA/05/INS/2026

1. The Chairman, Department Procurement Committee (DPC), on behalf of Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka invites sealed bids from eligible and qualified bidders for the supply of Health Insurance Services for the permanent Staff members of the University for the year 2026 /2027.
2. The Intended Service Period is 365 days.
3. Bidding will be conducted through the National Competitive Bidding (NCB) Procedure.
4. Interested eligible bidders may obtain further information from the Deputy Registrar/ General Administration Division via T.P. No. 033 2223784 and inspect the Bidding Documents at the General Administration Division, 1st Floor, Administration Building, Gampaha Wickramarachchi University of Indigenous Medicine, Kandy Road, Yakkala.
5. Qualifications and requirements
 - Bidders should possess the Certificate of Business Registration issued by the Government Authority.
 - Registration under the Insurance Regulatory Commission of Sri Lanka (IRCSL)
 - Bidder shall have minimum of five years' experience in the relevant field.
 - Bidder shall have carried out at least three (03) similar services satisfactorily during the last five years which include at least 200 employees. Among them, the bidder shall have carried at least two (02) similar services satisfactorily for the government sector.
6. **Pre-Bid meeting is scheduled to be held on 13.07.2026 at 10.00 a.m.** in the Committee Room, 2nd Floor, Administration Building, Gampaha Wickramarachchi University of Indigenous Medicine, Kandy Road, Yakkala.
7. A complete set of Bidding Documents in English Language may be purchased by interested bidders upon submission of a written application and 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 01.07.2026 to 20.07.2026 from the office of the Deputy Registrar/ General

Administration Division, 1st Floor, Administration Building of the University. The method of payment will be by cash to the Shroff, of the University. The documents may be purchased until one day before the deadline for submission of bids as given in paragraph 11 below.

8. All bidders should submit a refundable bid security of Sri Lankan Rupees Sixty Thousand Only (Rs.60,000.00) obtained from a bank issued by any Commercial bank approved under the Central Bank of Sri Lanka or should be paid in cash to the Shroff of the University. The Bid Security should be addressed to the **“Vice Chancellor, Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka”**.
9. Accordingly, parties who are interested in supplying Health Insurance Service, Bids must be submitted in duplicate, the original and a copy, and each should be enclosed in separate sealed envelopes, marked as **“ORIGINAL”** and **“DUPLICATE”**. The two envelopes containing the original and the copy shall then be enclosed in one single envelop and please indicate **“Supplying of Health Insurance Service 2026/2027 & IFB No. GWUIM/GA/05/INS/2026”** on the top left-hand corner of the envelope.
10. Bids should be deposited by the Bidder in the “Tender Box” available in the **2nd Floor, Administration Building, Gampaha Wickramarachchi University of Indigenous Medicine, Kandy Road, Yakkala on or before 2.30 p.m. on 21.07.2026** or sent under registered post to the address **The Chairman, Department Procurement Committee (Minor), Gampaha Wickramarachchi University of indigenous Medicine, Kandy Road, Yakkala before the above deadline**. Late Bids and Bids sent electronically will not be accepted and will be rejected.
11. Bids will be opened immediately after the closing of the bid on **21.07.2026 at 2.30 p.m.** in the Committee Room, 2nd Floor, Administration Building, Gampaha Wickramarachchi University of Indigenous Medicine, Kandy Road, Yakkala and the bidder or his authorized representative can be present at this occasion.
12. The University will not be responsible for any costs, or any expenses incurred by the Bidders in connection with the preparation or delivery of Bids.

Chairman

Department Procurement Committee (Minor)

Gampaha Wickramarachchi University of Indigenous Medicine,

Kandy Road,

Yakkala

30.06.2026