

**DATA PROTECTION AUTHORITY**

**BIDDING DOCUMENT**

**Title of the Procurement**

**Procurement of Company Secretary Service for  
Data Protection Authority**

**IFQ No: DPA/FIN/01/SEC/2026**

**National Shopping (NS)**

**April 2026**

# DATA PROTECTION AUTHORITY

## Invitation for Quotation (IFQ)

### Procurement of Company Secretary Service for Data Protection Authority IFQ No: DPA/FIN/01/SEC/2026

1. The Director General on behalf of Data Protection Authority, now invites sealed Quotations from eligible and qualified Bidders for providing Company Secretary Service for Data Protection Authority.

Detailed description of schedule of requirements is given in the Bidding Document.

2. **Bidding will be conducted using the National Shopping (NS)** procurement method and is open to all eligible and qualified bidders as defined in Procurement Guidelines of Democratic Socialist Republic of Sri Lanka (GoSL) that meet the eligibility and qualification requirements given in the Bidding Documents.
3. Interested Bidders may obtain further information from Data Protection Authority, First Floor, Block 5, BMICH, Colombo 7 and the Bidding documents is free of charge and can be obtained during office hours on working days commencing from **April 30, 2026** at the office of Data Protection Authority at the above address. Telephone: +94 11 269 7241 or email: [dg@dpa.gov.lk](mailto:dg@dpa.gov.lk). A complete set of Bidding Documents in English Language can be downloaded from “Procurement Tab” of [www.dpa.gov.lk](http://www.dpa.gov.lk) website.
4. **Sealed Quotations** must be delivered to Director General, Data Protection Authority, First Floor, Block 5, BMICH, Colombo 7 to be received on or before **1430 Hrs. (2.30 P.M)** on **May 08, 2026**. Late Bids and Bids sent electronically will not be accepted and will be rejected.
5. Bids shall be valid for a period of 60 days from the date of deadline for submission of the Bids.
6. Bids will be opened immediately after the deadline for submission of bids, in the presence of Bidders or their authorized representatives who choose to attend in person at the address stated above (in Para 4).
7. Data Protection Authority will not be responsible for any costs or any expenses incurred by the Bidders in connection with the preparation or delivery of Bids.

**Director General**  
**Data Protection Authority,**  
**First Floor, Block 5, BMICH, Colombo 7, Sri Lanka.**  
**Phone: +94112697241,**  
**E-Mail: [dg@dpa.gov.lk](mailto:dg@dpa.gov.lk) , [www.dpa.gov.lk](http://www.dpa.gov.lk)**

April, 2026

**SECTION I: Instructions to Vendors (ITV)**

<b>A: General</b>	
1. Scope of Bid	1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Service as specified in Section III Schedule of Requirements. Upon receipt of this invitation you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation. The Purchaser may not consider you for inviting quotations in the future, if you failed to acknowledge the receipt of this invitation or not submitting a quotation after expressing the intention as above.
<b>B: Contents of Documents</b>	
2. Contents of Documents	<p>2.1 The documents consist of the Sections indicated below.</p> <ul style="list-style-type: none"> <li>• Section I. Instructions to Vendors (ITV)</li> <li>• Section II. Data Sheet</li> <li>• Section III. Schedule of Requirements</li> <li>• Section IV. Technical Specifications &amp; Compliance with Specifications</li> <li>• Section V. Quotation submission Form(s)</li> </ul>
<b>C: Preparation of Quotation</b>	
3. Documents Comprising your Quotation	<p>3.1 The Quotation shall comprise the following:</p> <ul style="list-style-type: none"> <li>(a) Quotation Submission Form and the Price Schedules;</li> <li>(a) Technical Specifications &amp; Compliance with Specifications</li> </ul>
4. Quotation Submission Form and Price Schedules	<p>4.1 The vendor shall submit the Quotation Submission Form using the form furnished in Section V. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.</p> <p>4.2 Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.</p>
5 Prices and Discounts	<p>5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules.</p> <p>5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.</p> <p>5.3 The applicable VAT shall be indicated separately.</p> <p>5.4 Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any</p>

	account. A Quotation submitted with an adjustable price shall be treated as non responsive and may be rejected
6 Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
7 Documents to Establish the Conformity of the Goods	<p>7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Non Consultancy conform to the technical specifications and standards specified in Section IV, “Technical Specifications &amp; Compliance with Specifications”.</p> <p>7.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Non Consultancy, demonstrating substantial responsiveness of the Non Consultancy to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.</p> <p>7.3 If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Non Consultancy to supply these Non Consultancy in Sri Lanka.</p>
8 Period of Validity of quotation	8.1 Quotations shall remain valid for the period of Sixty Days (60) after the quotation submission deadline date.
9 Format and Signing of Quotation	9.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor.
<b>D: Submission and Opening of Quotation</b>	
10 Submission of Quotation	<p>10.1 Vendors may submit their quotations by mail or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number.</p> <p>10.2 If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.</p>
11 Deadline for Submission of Quotation	11.1 Quotation must be received by the Purchaser at the address set out in Section II, “Data Sheet”, and no later than the date and time as specified in the Data Sheet.
12 Late Quotation	12.1 The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITV Clause 11.1 above.
13 Opening of Quotations	<p>13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>13.1 A representative of the bidders may be present and mark its attendance.</p>

<b>E: Evaluation and Comparison of Quotation</b>	
14 Clarifications	<p>14.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its quotation which is not in response to a request by the Purchaser shall not be considered.</p> <p>14.1 The Purchaser's request for clarification and the response shall be in writing.</p>
15 Responsiveness of Quotations	<p>15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>15.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>
16 Evaluation of quotation	<p>16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>16.2 To evaluate a quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"> <li>(a) the Price as quoted;</li> <li>(b) price adjustment for correction of arithmetical errors;</li> <li>(a) price adjustment due to discounts offered.</li> </ul> <p>16.3 The Purchaser's evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods. .</p>
17 Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	<p>17.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.</p>
<b>F: Award of Contract</b>	
18 Acceptance of the Quotation	<p>18.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.</p>
19 Notification of acceptance	<p>19.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that its quotation has been accepted.</p>

**SECTION II: Data Sheet**

ITV Clause Reference	
1.1	The Purchaser is: <b>Data Protection Authority</b>
5.3	If the Bidder is VAT registered, the VAT Registered certificate is required
7	<p>Interested service providers are requested to submit their quotations, including the following details:</p> <ul style="list-style-type: none"> <li>• Attorney-at-Law preferably with an LL.B Degree awarded by a recognized university/institute. (Documents to be attached with bids)</li> <li>• At least three (03) years of experience in a similar capacity (Documents to be attached with bids)</li> <li>• The potential bidders should be formally registered in the Dept. of Registrar of Companies or registered as a partnership (Documents to be attached with bids)</li> <li>• At least three (03) references from clients during the past two years whereas similar capacity of Secretarial services were provided by the Company (if required, the document should be provided)</li> </ul>
11.1	<p>Address for submission of Quotation is:</p> <p><b>Director General Data Protection Authority, First Floor, Block 5, BMICH, Colombo 7.</b></p> <p>Deadline for submission of quotations; <b><u>on or before 1430 hours (2.30 P.M) on May 08, 2026 to the address given above.</u></b></p> <p>Envelope containing the quotation should be clearly marked <b>“Procurement of Company Secretary Service for Data Protection Authority DPA/FIN/01/SEC/2026”</b></p>
13	<p>The quotations shall be opened at the following address:</p> <p><b>Director General Data Protection Authority, First Floor, Block 5, BMICH, Colombo 7, Sri Lanka.</b></p> <p>The quotations shall be opened at <b><u>1430 hours (2.30 P.M) on May 08, 2026</u></b></p>

16.2	<p>The price proposal of each applicant will be evaluated based on their compliance with the requirements outlined in this TOR, as well as the proposed pricing.</p> <p>Data Protection Authority reserves the right to accept or reject any or all proposals received.</p>
16.3	<p>16.3.1 The Secretarial Service Company should deploy one of its permanent employees with the following qualifications and skills:</p> <p>Attorney-at-Law preferably with an LL.B Degree awarded by a recognized university/institute. (Documents to be attached with bids)</p> <p>At least three (03) years of experience in a similar capacity (Documents to be attached with bids should be submitted along with the quotation.</p> <p>16.3.2 If the bidders do not meet the above Minimum Qualification Requirements and documentary evidence in support of the above, as required are not submitted along with the quotations, such quotations may not be considered for evaluation.</p>

### Section III: Schedule of Requirements

Item No	Description of Service	Duration of Contract	Final Destination
1.	<b>Procurement of Company Secretary Service for Data Protection Authority</b>	The Duration of the Assignment is One Year, with effect from award date.	<b>Director General Data Protection Authority, First Floor, Block 5, BMICH, Colombo 7</b>

# DATA PROTECTION AUTHORITY

## Terms of Reference (ToR) for Board Secretary Services and Pricing Request

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### 1. Introduction

1.1. The purpose of this document is to outline the Terms of Reference (TOR) for the role of the Board Secretary at the Data Protection Authority, as of the provisions of the Personal Data Protection Act No. 9 of 2022.

1.2. The Board Secretary assists the Chairman and all Board Members in conducting their duties as outlined in the above Act. His/her principal role is secretarial services associated with the Board and the Chairman, governance matters and related follow-ups in liaison with the Director General of the Authority.

1.3. This ToR is intended to identify the specific responsibilities of the Board Secretary to enhance coordination and communication among the Board of Directors and between Board of Directors and the Director General in the Data Protection Authority.

1.4. The company should be able to deploy an alternative officer to cover Board meetings and other functions, with equal or higher qualifications if the assigned Board Secretary (the principal officer) is not in a position to attend the assigned tasks.

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### 2. Duties and Responsibilities

2.1. Schedule and coordinate Board meetings (expected to be once a month), including sending out notices and relevant papers, preparing agendas and arranging logistics in liaison with the Director General or his/her authorized representative.

2.2. Attend Board meetings and accurately record minutes covering key decisions, Resolutions, and actions taken/to be taken.

2.3. Maintain up-to-date records of Board Minutes, Board policies, by-laws, and other key documents.

2.4. Execute instructions of the Board of Directors.

2.5. Facilitate communication between the Board of Directors and the management of the Authority.

**2.6.** Ensure compliance with statutory and regulatory requirements of the Personal Data Protection Act or any other relevant law, including the filing of necessary documents and disclosures.

**2.7.** Handle correspondence, inquiries, and requests directed to the Board of Directors.

**2.8.** Provide administrative support to relevant Board Committees and Ad-hoc working groups as required.

**2.9.** Maintain confidentiality of sensitive information and adhere to ethical standards.

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### **3. Qualifications and Skills**

The Secretarial Service Company should deploy one of its permanent employees with the following qualifications and skills:

**3.1.** Attorney-at-Law preferably with an LL.B Degree awarded by a recognized university/institute. (Documents to be attached with bids)

**3.2.** At least three (03) years of experience in a similar capacity (Documents to be attached with bids)

**3.3.** Excellent organizational, communication, and interpersonal skills including oral and presentation skills in English. The language skills in Sinhala and Tamil are an added qualification.

**3.4.** Sound knowledge of corporate governance principles and regulatory requirements.

**3.5.** Proficiency in MS Office Software and using emails as the main medium of communication.

**3.6.** Skills in remote working with minimum supervision.

**3.7.** Ability to maintain confidentiality.

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### **4. Eligibility and Past Experience**

**4.1.** The potential bidders should be formally registered in the Dept. of Registrar of Companies or registered as a partnership (Documents to be attached with bids)

**4.2.** At least three (03) references from clients during the past two years whereas similar capacity of Secretarial services were provided by the Company (if required, the document should be provided)

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## 5. Price Proposal

We appreciate your interest in providing Board Secretary Services for Data Protection Authority as outlined in the above TOR. We are seeking pricing proposals that align with the specified criteria. Please find below the requested pricing details:

Serial No.	Description	Price (Rs. without VAT)
01	Annual Retainer Fee	
02	Attendance fee (per meeting)	
2.1	Board Meeting	
2.2	Committee Meetings	
2.3	Other meeting determines by Board Directors	
03	Issuing of Notice / Drafting of the Minutes of the Meeting	
04	Preparation and issue of an extract of a Board Resolution	
	<b>Total Price</b>	

## 6. Submission Deadline

Pricing proposals should be submitted on or before **08 May 2026 at 2.30 pm** to:

Director General  
Data Protection Authority  
Block 5, First Floor  
BMICH, Bauddhaloka Mw  
Colombo 07

## 7. Evaluation and Selection Process

The price proposal of each applicant will be evaluated based on their compliance with the requirements outlined in this TOR, as well as the proposed pricing.

Data Protection Authority reserves the right to accept or reject any or all proposals received.

## Section V: Quotation Submission form and Price Schedule

### a. QUOTATION SUBMISSION FORM

*[The Bidder shall fill in this Form in accordance with the instructions indicated No Alterations to its format shall be permitted and no substitutions will accepted.]*

Date:

To: **Director General  
Data Protection Authority,  
First Floor, Block 5, BMICH,  
Colombo 7**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;

We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Non Consultancy of Providing .....  
*[Title and reference number of procurement*

- (b) The total price of our quotation including any discounts offered is: .....  
*...[insert the total quoted price in words and figure in Rupees ]Excluding VAT*

- (c) Our quotation shall be valid for the period of time specified in ITV Sub-Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITV Sub-Clause 11.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

- (d) We understand that this quotation, together with your written letter of acceptance, shall constitute a binding contract between us.

- (e) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

Signed: .....  
*[insert signature of person whose name and capacity are shown]*

Name: .....  
*[insert complete name of person signing the Bid Submission Form]*

Company Seal: .....  
*[company/owner's seal to be stamped ]*

Dated:

