



## **ADDENDUM FORM**

**DESCRIPTION : INVITING BIDS FOR PROFESSIONAL AUDIT AND ASSURANCE SERVICES FOR THE FIVE-YEAR BUSINESS PLAN FOR ESTABLISHING AN INFLIGHT CATERING OPERATION IN MELBOURNE, AUSTRALIA**

**REFERENCE: SLC/PRO/SER/2025/006**

**ADDENDUM NO : 03**

**DATE : 03<sup>rd</sup> November 2025**

### **DETAILS OF THE ADDENDUM:**

**01: Reference: SECTION II (DATA SHEET), ITB Clause 12.1**

#### **Changed the Deadline for Submission of Bids**

The deadline for submission of bids is on or before 25<sup>th</sup> November 2025 at 10.00 am (SL Time)/ (GMT+5:30)

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED. THE AMENDED BID DOCUMENT IS ATTACHED HEREWITH.**



**INVITING BIDS FOR PROFESSIONAL AUDIT AND ASSURANCE  
SERVICES FOR THE FIVE-YEAR BUSINESS PLAN FOR ESTABLISHING  
AN INFLIGHT CATERING OPERATION IN MELBOURNE, AUSTRALIA**

**REFERENCE: SLC/PRO/SER/2025/006**

**CLOSING DATE: (25/11/2025) TIME: 10.00 am (SL Time)/  
(GMT+5:30)**

**SRILANKAN CATERING LTD  
PROCUREMENT & SHIPPING DEPARTMENT  
AIRLINE CENTRE  
BANDARANAYAKE INTERNATIONAL AIRPORT  
KATUNAYAKE  
SRI LANKA**

## SECTION I. INSTRUCTIONS TO BIDDER (ITB)

### A: General

#### 1. Scope of Bid

1.1 SriLankan Catering Ltd invites you to submit a bid for professional audit and assurance services for the five-year business plan for establishing an inflight catering operation in Melbourne, Australia as specified in Section III - Schedule of Requirements.

You are requested to confirm your intention to submit a bid by forwarding the duly filled Bid Acknowledgement Form attached (Annexure A) 01 week prior to the bid closing date.

### B: Contents of Documents

#### 2. Contents of Documents

2.1 The documents consist of the Sections indicated below.

- Section I. Instructions to Bidders
- Section II. Data Sheet
- Section III. Schedule of Requirements
- Sections IV. Bid Submission Form
- Section V. General Conditions
- Section VI. General Specifications & Compliance
- Annexure A: Bid Acknowledgement Form
- Annexure B: Compliance sheet Format
- Annexure C: Price schedule Form
- Annexure D: Clientele Information Form
- Annexure E: Vendor Information Form
- Annexure F: Format for Bid Security Declaration
- Annexure G: Format for Performance Guarantee

|                                                                                                  | C: Preparation of Bid                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. Documents<br>Comprising<br>your Bid                                                           | <p>3.1 The document shall comprise the following:<br/>(*Mandatory)</p> <ul style="list-style-type: none"> <li>• Proposal Overview for five-year business plan</li> <li>• Sections IV: Bid Submission Form</li> <li>• Annexure B: Compliance sheet Format</li> <li>• Annexure C: Price Schedule Form</li> <li>• Annexure D: Clientele Information Form</li> <li>• Annexure E: Vendor Information form</li> <li>• Annexure F: Bid Security Declaration</li> </ul>                                                          |
| 4. Bid submission<br>Form and<br>Technical/<br>General<br>Specifications<br>& Compliance<br>form | <p>4.1 The Bidder shall submit the Bid Submission Form using the form furnished in Section IV. This form must be completed without any alterations to its format and no substitutes shall be accepted.</p> <p>All blank spaces shall be filled with the information requested.</p>                                                                                                                                                                                                                                       |
| 5. Prices                                                                                        | <p>5.1 Unless stated in Data Sheet, all items must be priced separately in the Price Schedule Form. (Annexure C)</p> <p>5.2 The price to be quoted in the Bid Submission Form shall be the total price.</p> <p>5.3 Prices quoted by the Bidder shall be fixed for three months after submitting the bids and not subject to variation. A Bid submitted with an adjustable price shall be treated as non-responsive and shall be rejected.</p>                                                                            |
| 6. Currency                                                                                      | <p>6.1 The bidders shall quote in USD (United State \$) or AUD (Australian \$).</p> <p>If the proposal is submitted in USD or AUD, SriLankan Catering Ltd shall convert all bid prices expressed in foreign currencies into Sri Lankan Rupees using the selling rates as published by the Central Bank of Sri Lanka (CBSL) prevailed at the date of closing of bids for comparison &amp; evaluation purposes. If this date falls on a public holiday the earliest working day prior to the date shall be applicable.</p> |

|                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>7. Documents to Establish for Conformity of the service</p> | <p>7.1 The Bidder shall submit the following documents along with the bid for evaluation:</p> <ul style="list-style-type: none"> <li>• Business Registration form (Mandatory)</li> <li>• Details of the Board of Directors (Mandatory)</li> <li>• Vendor Information form (Mandatory)</li> <li>• Financial Statement for 03 years - certified by a qualified Chartered Accountant or Audit firm. (Mandatory)</li> <li>• Methodologies and Processes: Detailed descriptions of the methodologies, processes, or approaches that will be used to deliver the requested services in this RFP. (Mandatory)</li> <li>• Bid Security Declaration (Mandatory)</li> </ul> |
| <p>8. Period of Validity of the bid</p>                        | <p>8.1 Bids shall remain valid for a period of ninety (90) days after the bid submission deadline date. If the full validity period is not properly indicated, SriLankan Catering Ltd reserves the right to obtain re-confirmation from the bidder that the Bid is valid until the date specified above.</p> <p>8.2 In exceptional circumstances, prior to the expiration of the bid validity date, Sri Lankan Catering Ltd may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing.</p>                                                                                                       |
| <p>9. Bid Security Guarantee</p>                               | <p>9.1 The Bidder shall furnish as part of its bid, a Bid Securing Declaration, using Form included in Annexure F.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p>10. Format and Signing of Bid</p>                           | <p>10.1 The procurement will be conducted using the ICB Single-Stage, One-Envelope procedure.</p> <p>10.2 The bid shall be typed or written in ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. Please ensure all documents are duly signed and stamped in the given area when forwarding</p>                                                                                                                                                                                                                                                                                                                                 |

| D: Submission and Opening of Bid           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11. Submission of Bid                      | <p>11.1 Bidders shall submit their bids by registered post, courier or by hand in a sealed envelope or secure email as specified in the Section II -data sheet.</p> <p>11.2 The sealed envelopes shall bear the specific identification of this bidding exercise as indicated follows:</p> <p style="text-align: center;"><b>“INVITING BIDS FOR PROFESSIONAL AUDIT AND ASSURANCE SERVICES FOR THE FIVE-YEAR BUSINESS PLAN FOR ESTABLISHING AN INFLIGHT CATERING OPERATION IN MELBOURNE, AUSTRALIA”</b><br/> <b>REFERENCE: SLC/PRO/SER/2025/006</b></p> <p>If any bidder wishes to hand-deliver the bids, please contact SriLankan Catering Ltd staff well in advance, for the arrangement of security clearance. Refer to Section II- Data sheet, clause 16.1 for contact details.</p>                                                                                                                                                                                                                                                                                                                                |
| 12. Deadline for Submission of Bid         | 12.1 Bid must be received by SriLankan Catering Ltd to the address set out in Section II - Data Sheet, and not later than the date and time as specified in the Data Sheet.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 13. Late Bid                               | 13.1 SriLankan Catering Ltd shall reject any bid that arrives after the deadline for submission of bids in accordance with ITB Clause 11.1 above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 14. Opening of Bids                        | 14.1 SriLankan Catering Ltd shall conduct the Bid opening in front of the Bid Opening committee of SriLankan Catering Limited.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| E: Evaluation and Comparison of Bid        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 15. Non-conformities, Errors, and Omission | <p>15.1 Provided that a Bid is substantially responsive, SriLankan Catering Ltd may waive any non-conformities or omission in the Bid that do not constitute a material deviation.</p> <p>15.2 Provided that a bid is substantially responsive, SriLankan Catering Ltd may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities of omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p>15.3 Provided that the Bid is substantially responsive, SriLankan Catering Ltd shall correct arithmetical errors on the following basis:<br/> (a) If there is a discrepancy between words and figures, the amount in words shall prevail.</p> <p>15.4 If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid-Securing Declaration shall be executed.</p> |

| 16. Clarifications                                               | 16.1 SriLankan Catering Ltd request for clarification and the response shall be in writing at SriLankan Catering Ltd email address specified in the Data Sheet. (Section II). Any clarification submitted by a Bidder in respect to its bid which is not in response to a request by SriLankan Catering Ltd shall not be considered.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |           |                                      |     |                          |     |                                         |     |                                |     |                              |    |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------|--------------------------------------|-----|--------------------------|-----|-----------------------------------------|-----|--------------------------------|-----|------------------------------|----|
| 17. Responsiveness of Bids                                       | <p>17.1 SriLankan Catering Ltd will determine the responsiveness of the bid to the documents based on the contents of the bid received.</p> <p>17.2 If a bid is evaluated as not substantially responsive to the documents issued, it shall be rejected by SriLankan Catering Ltd.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |           |                                      |     |                          |     |                                         |     |                                |     |                              |    |
| 18. Evaluation of bid                                            | <p>18.1 The bid will be subjected to an evaluation based on the following criteria:</p> <p><b>Eligibility Criteria:</b></p> <p>Bidders must meet all seven eligibility criteria listed below to be considered for further evaluation. Any bid that fails to comply with any of these criteria shall be rejected by SriLankan Catering Ltd</p> <ul style="list-style-type: none"> <li>a) Australian Securities &amp; Investments Commission (ASIC) registration (Registered Company Auditors (RCAs))</li> <li>b) Professional Indemnity Insurance coverage.</li> <li>c) Should be a registered business in Australia.</li> <li>d) Compliance with Australian Auditing Standards (AUASB) and ethical guidelines.</li> <li>e) Relevant experience auditing business plans or feasibility studies within aviation, in-flight catering, hospitality, food service, or related industries.</li> <li>f) Strong local presence or prior experience in Melbourne or Australian markets.</li> <li>g) Expertise and credentials of proposed team members.</li> </ul> <p>18. 2 Further evaluation will proceed with following criteria.</p> <table border="1" data-bbox="443 1299 1276 1491"> <thead> <tr> <th>Criteria</th><th>Weighting</th></tr> </thead> <tbody> <tr> <td>Relevant Experience &amp; Qualifications</td><td>20%</td></tr> <tr> <td>Methodology and Approach</td><td>30%</td></tr> <tr> <td>Audit Team Expertise &amp; Local Experience</td><td>20%</td></tr> <tr> <td>Pricing &amp; Cost Competitiveness</td><td>25%</td></tr> <tr> <td>Client References &amp; Feedback</td><td>5%</td></tr> </tbody> </table> | Criteria | Weighting | Relevant Experience & Qualifications | 20% | Methodology and Approach | 30% | Audit Team Expertise & Local Experience | 20% | Pricing & Cost Competitiveness | 25% | Client References & Feedback | 5% |
| Criteria                                                         | Weighting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |           |                                      |     |                          |     |                                         |     |                                |     |                              |    |
| Relevant Experience & Qualifications                             | 20%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |           |                                      |     |                          |     |                                         |     |                                |     |                              |    |
| Methodology and Approach                                         | 30%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |           |                                      |     |                          |     |                                         |     |                                |     |                              |    |
| Audit Team Expertise & Local Experience                          | 20%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |           |                                      |     |                          |     |                                         |     |                                |     |                              |    |
| Pricing & Cost Competitiveness                                   | 25%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |           |                                      |     |                          |     |                                         |     |                                |     |                              |    |
| Client References & Feedback                                     | 5%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |          |           |                                      |     |                          |     |                                         |     |                                |     |                              |    |
| 19. SLC' Right to Accept any Bid, and to Reject any or all Bids. | 19.1 SriLankan Catering Ltd reserves the right to accept or reject any bid, and to annul the process and reject all bids at any time before or after acceptance without thereby incurring any liability to bidders.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |           |                                      |     |                          |     |                                         |     |                                |     |                              |    |

| F: Award of Contract           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20. Acceptance of the Bid      | 20.1 SriLankan Catering Ltd will accept the bid of the Bidder whose offer is not necessarily the lowest evaluated bid and is substantially responsive to the documents issued.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 21. Notification of acceptance | <p>21.1 SriLankan Catering Ltd will notify the only successful Bidder/s, in writing, that their bid has been accepted.</p> <p>21.2 After notification, SriLankan Catering Ltd shall complete the contract, and inform the successful Bidder to sign it.</p> <p>21.3 Within seven days of the receipt of notification of award from the Sri Lankan Catering Ltd, the successful Bidder shall furnish the performance security of 5% of the estimated total value of the contract. This amount could be paid by an irrevocable and unconditional bank guarantee drawable on demand from a reputed registered Commercial Bank of Sri Lanka or a bank based in another country, backed by a commercial bank operating in Sri Lanka and approved by the Central Bank of Sri Lanka which is registered with central bank of Sri Lanka with the validity period of four Months from the date of commencement of the contract. Format for the Performance Security Form included in Annexure G.</p> <p>21.4 Failure of the successful Bidder to submit the above-mentioned performance security or sign the contract shall constitute sufficient grounds for the annulment of the award and execute the Bid Security declaration. In the event Sri Lankan Catering Ltd may award the contract to the next lowest evaluated bidder, whose offer is substantially responsive and is determined by Sri Lankan Catering to be qualified to perform the contract satisfactorily.</p> <p>21.5 Within fourteen (14) days of receipt of such information, the successful Bidder shall sign the contract.</p> |

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <p>22. Standstill Period</p> | <p>22.1 The Standstill Period shall be ten (10) working days from the date which SLC notifies all the bidders on the intention to award the contract.</p> <p>22.2 An unsuccessful bidder who is aggrieved by the recommendation of a Department Procurement Committee (DPC) may appeal in writing, against the recommendation of the said DPC to the Procurement Appeal Committee within the Standstill Period.</p> <p>22.3 Before the expiry of the third (3rd) working day of the Standstill Period, any unsuccessful bidder may request a debriefing from the Procurement Entity. The Procurement Entity shall conclude the debriefing before the expiry of the fifth (5th) working day of the Standstill Period. If any unsuccessful bidder wishes to submit an appeal, such an appeal shall be made before the expiry of the Standstill Period.</p> <p>22.4 Every appeal shall be addressed to the Chairman of the Procurement Appeal Committee.</p> <p>22.5 Each appeal shall be made in writing and shall be accompanied by a non-refundable cash deposit of Sri Lanka Rupees Ten Thousand (LKR. 10,000/=) as indicated in the Procurement Documents. Such deposits shall be made at the relevant entity and a receipt shall be obtained.</p> <p>22.6 The Procurement Appeal Committee shall only consider an appeal if proof of such a deposit is available.</p> <p>22.7 All appeals shall be handed over to the relevant entity and an acknowledgment shall be obtained.</p> <p>22.8 It shall be the responsibility of the appellant to ensure that the appeal submitted shall contain all relevant documents relied on by the appellant to support the grievance.</p> <p>The address for the submission of bid appeals is as follows:<br/> Attention: Chairman<br/> Address: Procurement Appeal Committee<br/> Sri Lankan Catering Ltd<br/> Airline Center<br/> Bandaranaike International Airport<br/> Katunayake, Sri Lanka</p> <p>Email: <a href="mailto:proc-appeal@srilankancatering.com">proc-appeal@srilankancatering.com</a></p> |
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## SECTION II: DATA SHEET

| ITB Clause Reference |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11.1                 | <p>The address for submission of Bids is :<br/>           Attention : Chief Executive Officer<br/>           Address : SriLankan Catering Ltd,<br/>                               Airline Center<br/>                               Bandaranaike international Airport,<br/>                               Katunayake. Sri Lanka.</p> <p>Name and NIC number should be provided one day in advance to the contact person in Clause 15.2, to arrange entry passes if the bidder wishes to hand deliver bids.</p>                                                                                                                                                                                            |
| 11.1                 | Email address to submit bids: <a href="mailto:tender@srilankancatering.com">tender@srilankancatering.com</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 12.1                 | The deadline for submission of bids is on or before 25 <sup>th</sup> November 2025 at 10.00 am Sri Lankan Time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 14.1                 | Opening of bids will be done by SriLankan Catering Ltd bid opening committee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 16.1                 | <p>For Clarification/ handing over bids:</p> <p>Contact Person: Bhashith Rathnayake - Executive Planning &amp; Costing<br/>           Telephone: 077-8636005<br/>           E-mail address: <a href="mailto:bhashith.rathnayake@srilankancatering.com">bhashith.rathnayake@srilankancatering.com</a></p> <p>Contact Person: Mr. Pubudu Megodawickrama - Manager Planning &amp; Costing<br/>           Telephone: 071-0210351<br/>           E-mail address: <a href="mailto:pubudu.megodawickrama@srilankancatering.com">pubudu.megodawickrama@srilankancatering.com</a></p> <p>Details should be provided one day in advance to arrange security clearance if the bidder wishes to hand deliver bids.</p> |

### SECTION III - SCHEDULE OF REQUIREMENT

| Line Item # | Description of Goods/service                                                                                                                                        | Final Destination      | Delivery Date                  |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------------|
| 01          | Inviting bids for professional audit and assurance services for the five-year business plan for establishing an inflight catering operation in Melbourne, Australia | SriLankan Catering Ltd | Based on the project timelines |

## SECTION IV - BID SUBMISSION FORM

[Bidders shall submit Section IV using the format provided below. The format must be followed strictly, with no alterations permitted and no substitutions accepted.]

Date:

To: SriLankan Catering Ltd

We, the undersigned, declare that:

### 1. Bidder Information

| Field                    | Details |
|--------------------------|---------|
| Company Name             |         |
| Address                  |         |
| Contact Person           |         |
| Designation              |         |
| Phone Number             |         |
| Email Address            |         |
| Website (if any)         |         |
| Registration Number      |         |
| Country of Incorporation |         |
| Country of Registration  |         |

### 2. Proposal Overview

Please provide a summary of your five-year business plan. (Not Mandatory)

### 3. Compliance Confirmation

| Requirement                                     | Yes/No | Comments (if any) |
|-------------------------------------------------|--------|-------------------|
| Compliance with scope of work                   |        |                   |
| Acceptance of terms and conditions              |        |                   |
| A summary of five-year business plan included   |        |                   |
| Submission of all required documents (Ref 18.1) |        |                   |

### 4. Bidder's Previous Key Project Information for three (03) key projects

### 5. Declaration by the Bidder

| Requirement                                                                                                | Yes/No | Comments (if any) |
|------------------------------------------------------------------------------------------------------------|--------|-------------------|
| We have examined and understood the RFP document in its entirety.                                          |        |                   |
| We understand that our bid, together with your written acceptance thereof included in your notification of |        |                   |

|                                                                                                               |  |  |
|---------------------------------------------------------------------------------------------------------------|--|--|
| award, shall constitute a binding contract between us.                                                        |  |  |
| We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive |  |  |
| All information provided in this submission is accurate and complete.                                         |  |  |
| We agree to abide by the terms and conditions outlined in the RFP.                                            |  |  |
| This proposal shall remain valid for a period of 90 days from the submission date. (ITB clause 8.1)           |  |  |

Authorized Signatory:

Name:

Designation:

Signature:

Date:

Company Stamp:

## SECTION V GENERAL CONDITIONS

01. The bidder should be a registered business in Australia
02. If the bid is accepted, it is mandatory that the Bidder signs a Contract with SriLankan Catering Limited prior to the commencement of the Services.
03. All on-site & off-site expenses including incidental expenses related to the delivery of services sought in this document, including and not limited to, Airfare, should be borne by the bidder.
04. Supplier is not allowed to change the price after signing the contract.
05. The contractor shall furnish at its own cost and expense an irrevocable unconditional performance guarantee equivalent to 5% of the contract sum valid for four months from the date of commencement. This amount should be an irrevocable and unconditional bank guarantee drawable on demand from a reputed registered Commercial Bank of Sri Lanka or a bank based in another country, backed by a commercial bank operating in Sri Lanka and approved by the Central Bank of Sri Lanka which is registered with central bank of Sri Lanka (refer Annexure G).
06. SLC may terminate the contract if it is found that the service provider is blacklisted on previous occasions by any of the institutions/public sector undertakings etc.
07. SriLankan Catering Ltd, (SLC) may also terminate the contract in the event of non- satisfactory service.
08. Contractor shall be responsible for providing and verification of all documents related to proofs provided to confirm the information provided in the RFQ response.
09. The service provider shall be responsible for accommodation/transport during the evaluation process and implementation.
10. Payment Terms: 45 days Credit for overseas suppliers and 30 days Credit for local suppliers from the date of submitting the Invoice to SLC.
11. Management of SriLankan Catering has the right to negotiate with qualified bidders based on the company budget availability.

## SECTION VI - GENERAL SPECIFICATIONS & COMPLIANCE

### 6.1 Objectives for Establishing an Inflight Catering Business in Melbourne

SriLankan Catering Ltd plans to establish a new inflight catering operation strategically located in Melbourne, Australia. The key objectives include:

- Expanding SriLankan Catering's global footprint into Australia's aviation catering sector.
- Delivering superior catering services to airlines operating through Melbourne, enhancing passenger experience.
- Leveraging existing industry expertise, innovation capabilities, and brand reputation to establish strong market positioning.
- Implementing sustainable and operationally efficient business practices to ensure long-term growth and profitability.

### 6.2 Strategic Importance of the Business Plan

This five-year business plan will serve as the blueprint guiding the market entry, operational development, financial structuring, and long-term growth strategies for SriLankan Catering Ltd in Australia. An independent audit and assurance of this plan will support informed decision-making, enhance credibility with stakeholders and investors, and facilitate strategic partnerships essential for successful market entry. This will also assist in obtaining the necessary approvals for the project.

### 6.3 Scope of Work

The audit firm is required to perform comprehensive audit and assurance services encompassing:

#### A. Financial Projections Assurance

- Validation and assurance on the reasonableness of revenue forecasts, operating costs, investment requirements, cash-flow projections, and profitability assumptions over five years.
- Assurance on accuracy, integrity, and consistency of projected financial statements:
  - Income statement
  - Balance sheet
  - Cash flow statement
  - Sensitivity and scenario analyses
  - Assumptions
- Recommendation on the viability of the five-year business plan.

#### B. Market Analysis Review

- Independent assessment of market size, growth potential, customer segmentation, and demand forecasts specific to frozen meals, in-flight catering services, dehydrated and ancillary services as mentioned in the business plan, in Melbourne.
- Evaluation of competitive landscape, market positioning strategy, and differentiation opportunities.
- Review of strategic assumptions regarding airline partnerships, customer acquisition, and retention strategy.

#### C. Operational Feasibility Review

- Assessment of operational assumptions including facility location near Melbourne Airport, capacity planning, logistics, and scalability.

- Evaluation of the robustness of proposed supply-chain arrangements, suppliers, procurement strategies, and operational contingencies.
- Review adequacy of proposed staffing structures, training needs, and human resource planning.

#### D. Risk and Sensitivity Assessment

- Identification, categorization, and evaluation of key business risks including market, financial, operational, regulatory, environmental, and reputational risks.
- Review the effectiveness of the proposed mitigation and contingency plans.

#### E. Regulatory and Compliance Review

- Review compliance framework to ensure adherence to relevant Australian (Federal and Victorian) aviation, food safety, hygiene, environmental, and occupational health and safety regulations.

Note: This is not a due diligence exercise, but rather an assessment of the financial viability of the proposed project. Nonetheless, a comprehensive evaluation should be undertaken, addressing regulatory, marketing, legal, and operational requirements.

### 6.4 Qualification and Experience Required

The proposed audit firm should clearly demonstrate:

- Australian Securities & Investments Commission (ASIC) registration (Registered Company Auditors (RCAs))
- Professional Indemnity Insurance coverage.
- Should be a registered business in Australia.
- Compliance with Australian Auditing Standards (AUASB) and ethical guidelines.
- Relevant experience auditing business plans or feasibility studies within aviation, in-flight catering, hospitality, food service, or related industries.
- Strong local presence or prior experience in Melbourne or Australian markets.
- Expertise and credentials of proposed team members.

### 6.5 Approach and Methodology

Audit firms must provide details of their approach and methodology including:

- Procedures for validating and assuring financial assumptions and projections.
- Methodologies for market analysis and operational feasibility assessments.
- Risk identification, assessment, and validation of mitigation strategies.
- Interaction and reporting approach to SriLankan Catering's management.

### 6.6 Independence, Confidentiality, and Compliance

Audit firms must explicitly confirm:

- Independence and impartiality from SriLankan Catering Ltd.
- Commitment to confidentiality of all provided business and operational information.
- Adherence to ethical and professional auditing standards.

### 6.7 References

Firms should provide a minimum of two recent references from comparable projects, detailing:

- Client names and relevant contact details.
- Description and outcomes of completed engagements.

## 6.8 Pricing and Quotation Structure

Proposals must clearly detail:

- Comprehensive breakdown of professional fees for each audit service component.
- Hourly/daily rates and estimated effort.
- Fixed and variable cost elements.
- Expenses and disbursements, if applicable.
- Payment schedule and conditions.

## 6.9 Evaluation Criteria

Following the initial screening based on the Eligibility Criteria, proposals will be evaluated against the following weighted evaluation criteria.

| Criteria                                | Weighting |
|-----------------------------------------|-----------|
| Relevant Experience & Qualifications    | 20%       |
| Methodology and Approach                | 30%       |
| Audit Team Expertise & Local Experience | 20%       |
| Pricing & Cost Competitiveness          | 25%       |
| Client References & Feedback            | 5%        |

## 6.10 Submission Guidelines

- Proposals must be submitted electronically (PDF format)
- Clearly label all attachments and appendices for clarity.
- Ensure responses address each section outlined above.

## 6.11 Terms and Conditions

SriLankan Catering Ltd reserves the right to accept or reject any proposal at its discretion and holds no obligation to explain such decisions. Proposals received after the deadline or incomplete submissions will not be considered. Intellectual property rights associated with provided business documentation remain strictly confidential and the property of SriLankan Catering Ltd.

## 6.12 Detailed Business plan in excel

This will be submitted by SriLankan Catering Ltd upon submission of the duly signed NDA with the firm's common seal.

**ANNEXURE A: BID ACKNOWLEDGEMENT  
FORM**

All bidders shall confirm your intention to submit a bid by forwarding the duly filled Bid Acknowledgement Form, 01 week prior to bid closing date.

Invitation for submission of bids for the implementation of Enterprise Resource Planning solution for SriLankan Catering Limited is hereby acknowledged

☐

You may expect to receive our proposal on or before

.....  
.....

☐

We do not intend to submit a proposal because

.....  
.....  
.....

Signed : .....

Title : .....

Company : .....

Date : .....

Seal : .....

**ANNEXURE B : COMPLIANCE SHEET  
FORMAT**

All sections must be fully completed with accurate and truthful details as required. The information provided should align precisely with the specified requirements. The format must adhere strictly to the defined structure as below.

|                                                                                                                                                                       | Compliance (YES /<br>NO / Not<br>Applicable) | Remarks |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|---------|
| Australian Securities & Investments Commission (ASIC)<br>Registration (Registered Company Auditors - RCA)                                                             |                                              |         |
| Valid Professional Indemnity Insurance Coverage                                                                                                                       |                                              |         |
| Must be a Registered Business Entity in Australia                                                                                                                     |                                              |         |
| Adherence to Australian Auditing Standards (AUASB)<br>and Ethical Guidelines                                                                                          |                                              |         |
| Demonstrated Experience in Auditing Business Plans or<br>Feasibility Studies within Aviation, In-flight Catering,<br>Hospitality, Food Service, or Related Industries |                                              |         |
| Established Local Presence or Prior Experience in<br>Melbourne/Australian Markets                                                                                     |                                              |         |
| Expertise and Qualifications of Proposed Team Members                                                                                                                 |                                              |         |
| Minimum of Two Recent References from Similar<br>Projects                                                                                                             |                                              |         |

ANNEXURE C: PRICE SCHEDULE FORM

| PROFESSIONAL AUDIT AND ASSURANCE SERVICES FOR THE FIVE-YEAR<br>BUSINESS PLAN FOR ESTABLISHING AN INFLIGHT CATERING OPERATION IN<br>MELBOURNE, AUSTRALIA |                             |                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------------------|
| Quoted Price (USD/ AUD)                                                                                                                                 | Tax Breakdown (USD/<br>AUD) | Total Price (USD/ AUD) |
|                                                                                                                                                         |                             |                        |

Name of the Bidder : .....

Address : .....

Contact details : .....

Payment Term : .....

Signature : .....

Company Rubber Stamp :.....

# ANNEXURE D: CLIENTELE INFORMATION FORM

| Company Name |  | Company Representative's<br>Contact<br>Details (Please state name,<br>official email address and<br>telephone number) | Client Since | Type of Service<br>Provided |
|--------------|--|-----------------------------------------------------------------------------------------------------------------------|--------------|-----------------------------|
| 1            |  |                                                                                                                       |              |                             |
|              |  |                                                                                                                       |              |                             |
| 2            |  |                                                                                                                       |              |                             |
|              |  |                                                                                                                       |              |                             |
| 3            |  |                                                                                                                       |              |                             |
|              |  |                                                                                                                       |              |                             |
| 4            |  |                                                                                                                       |              |                             |
|              |  |                                                                                                                       |              |                             |
| 5            |  |                                                                                                                       |              |                             |
|              |  |                                                                                                                       |              |                             |

ANNEXURE E: VENDOR INFORMATION FORM



# VENDOR INFORMATION FORM

SRILANKAN CATERING LIMITED

## SECTION A – BASIC INFORMATION OF THE VENDOR

|    |                                                     |           |  |     |  |
|----|-----------------------------------------------------|-----------|--|-----|--|
| 1  | Registered Name                                     |           |  |     |  |
| 2  | Registered Address                                  |           |  |     |  |
| 3  | Check Delivery Address                              |           |  |     |  |
| 4  | Date of Incorporation                               |           |  |     |  |
| 5  | Business Registration Number                        |           |  |     |  |
| 6  | Country of Incorporation                            |           |  |     |  |
| 7  | Nature of the Business                              |           |  |     |  |
| 8  | Business Type                                       |           |  |     |  |
| 9  | Currency                                            |           |  |     |  |
| 10 | Telephone & Fax Number                              | Telephone |  | Fax |  |
| 11 | Email Address                                       |           |  |     |  |
| 12 | Other Contact Details (if Any)                      |           |  |     |  |
| 13 | Registered Name and Address of Local Agent (If Any) | Name      |  |     |  |

|  |  |         |  |
|--|--|---------|--|
|  |  | Address |  |
|--|--|---------|--|

### SECTION B – BANK DETAIL OF THE VENDOR

|    |                             |                                                          |  |     |  |
|----|-----------------------------|----------------------------------------------------------|--|-----|--|
| 14 | Name of the Bank            |                                                          |  |     |  |
| 15 | Address of the Bank         |                                                          |  |     |  |
| 16 | Account Number              |                                                          |  |     |  |
| 17 | SWIFT/SORT Code             |                                                          |  |     |  |
| 18 | Payment Terms               |                                                          |  |     |  |
| 19 | Registered for SVAT/<br>VAT | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |     |  |
|    |                             | If YES, SVAT/VAT Registration Number                     |  |     |  |
|    |                             | SVAT                                                     |  | VAT |  |

### SECTION C – DETAILS OF THE DIRECTORS, SHAREHOLDERS & RELATED PARTIES

|    |                             |  |
|----|-----------------------------|--|
| 20 | Name(s) of the Directors    |  |
| 21 | Name(s) of the Shareholders |  |

|    |                                                                                                        |  |
|----|--------------------------------------------------------------------------------------------------------|--|
| 22 | Name(s) of the Directors of the parent/subsidiary who are also Directors of SriLankan Catering Limited |  |
| 23 | Name(s) of the Directors of who also Employees of SriLankan Catering Limited                           |  |
| 24 | Names of Close Family Members who are either Directors/employees of SriLankan Catering Ltd.            |  |

#### SECTION D – CONFLICT OF INTEREST

|                                                                                                                                                                     |                                                                                                                                                                                 |           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 25                                                                                                                                                                  | I hereby certify that to my knowledge, there is no conflict of interest involving the vendor name below:                                                                        |           |
|                                                                                                                                                                     | <b>Yes</b>                                                                                                                                                                      | <b>No</b> |
| I.                                                                                                                                                                  | Are there any employees or SLC employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.      |           |
| II.                                                                                                                                                                 | Is there any SLC employee who has been retired or separated from the SLC for less than one (1) year has an ownership interest in vendor's company.                              |           |
| III.                                                                                                                                                                | Is there any SLC employee contemporaneously employed or prospectively to be employed with the vendor.                                                                           |           |
| IV.                                                                                                                                                                 | Vendor hereby declared it has not and will not provide gifts or hospitality of any monetary value or any other gratuities to any SLC employee to obtain or maintain a contract. |           |
| V. Please note any exceptions below:<br>Name of SLC employees, elected officials, or Immediate family members with whom there may be potential conflict of interest |                                                                                                                                                                                 |           |
| a.                                                                                                                                                                  | Name                                                                                                                                                                            |           |
| b.                                                                                                                                                                  | Relationship to the employee                                                                                                                                                    |           |

|                                 |  |
|---------------------------------|--|
| c. Interest in vendor's company |  |
| d. Other                        |  |

### SECTION E – SUPPORTING DOCUMENTS

|    |                                                                                                                                                                                                                                                                                                               |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 26 | Please attach copies of:<br>I. Business Registration<br>II. Form 20/ Name of the Directors or Partners<br>III. VAT/SVAT Registration Details<br>IV. Attach a copy of Bank Statement/Bank Book/Bank details printed on a Company Letterhead<br>V. Three years audit statement signed by an approved Accountant |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

As authorized representative of .....  
 [Name of the Vendor], I hereby confirm on behalf of ..... [Name of the Vendor] that the information provided above are true and accurate and acknowledge that the bid of .....  
 [Name of the Vendor] submitted herewith shall be rejected in the event all or any of the information submitted above is found to be incorrect.

Details of the Vendor's Authorized Signatory

Name:

Designation:

Date:

Signature & Company Rubber Stamp:

OFFICIAL USE ONLY

### SECTION F – VENDOR REGISTRATION DETAILS

|    |                             |                                 |                                     |
|----|-----------------------------|---------------------------------|-------------------------------------|
| 27 | System                      | <input type="checkbox"/> ORACLE | <input type="checkbox"/> INFLAIRNET |
| 28 | Supplier Selection Criteria |                                 |                                     |

|                                    |                                                                     |                   |
|------------------------------------|---------------------------------------------------------------------|-------------------|
| 29                                 | Supplier Code                                                       |                   |
| 30                                 | Estimated Value of the Contact (Based on the Estimated Consumption) |                   |
| <b>Approval</b>                    |                                                                     | <b>Approval</b>   |
| Manager – Procurement and Shipping |                                                                     | Manager - Finance |

## ANNEXURE F: BID SECURING DECLARATION

*[The Bidder shall fill in this form in accordance with the instructions indicated in brackets] Date: ..... [Insert date by bidder]*

\* INVITING BIDS FOR PROFESSIONAL AUDIT AND ASSURANCE SERVICES FOR THE FIVE-YEAR BUSINESS PLAN FOR ESTABLISHING AN INFLIGHT CATERING OPERATION IN MELBOURNE, AUSTRALIA  
REFERENCE: SLC/PRO/SER/2025/006

We, the undersigned, declare that;

1. We understand that, according to instructions to bidders (hereinafter “the ITB”), bids must be supported by a bid-securing declaration;
2. We accept that we shall be suspended from being eligible for contract award in any contract where bids have being invited by SriLankan Catering, for the period of time of 03 years starting on *the latest date set for closing of bids of this bid*, if we;
  - (a) withdraw our Bid during the period of bid validity period specified; or
  - (b) do not accept the correction of errors in accordance with the Instructions to Bidders of the Bidding Document; or
  - (c) having been notified of the acceptance of our Bid by you, during the period of bid validity, (i) fail or refuse to execute the Contract Form, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the ITB.
3. We understand this bid securing declaration shall expire if we are not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the bidder was unsuccessful; or (ii) twenty-eight days after the expiration of our bid.
4. We understand that if we are a JV, the Bid Securing Declaration must be in the name of JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed *[insert signature(s) of authorized representative]* In the Capacity of *[insert title]*

Name *[insert printed or typed name]*

Duly authorized to sign the bid for and on behalf of *[insert authorizing entity]*

Dated on *[insert day]* day of *[insert month]*, *[insert year]*

## ANNEXURE G

### FORMAT FOR PERFORMANCE GUARANTEE/SECURITY

\_\_\_\_\_ [Issuing Agency's Name, and Address of Issuing Branch or Office]

---

Beneficiary: \_\_\_\_\_ [Name and Address of Employer]

Date: \_\_\_\_\_

PERFORMANCE GUARANTEE/SECURITY No.: \_\_\_\_\_

We have been informed that \_\_\_\_\_ [name of Contractor/supplier] (hereinafter called "the Contractor") has entered into Contract No. [reference

number of the contract] dated \_\_\_\_\_ with you, for the

\_\_\_\_\_ [insert "construction / "supply"] of [name of contract and brief description of Works or supply] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Contractor, we \_\_\_\_\_ [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of

\_\_\_\_\_ [amount of figures] (\_\_\_\_\_) [amount in words], such sum bring payable in the types and proportions of currencies in which the Contract price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the \_\_\_\_\_ day of \_\_\_\_\_, 20 [insert 28 days beyond the schedule contract completion date]. and any demand for payment under it must be received by us at this office on or before that date.

\_\_\_\_\_  
signature(s)]