

# INVITATION FOR QUOTATIONS

## DISASTER MANAGEMENT CENTRE

### PROOF READING & EDITING OF THE FINAL DRAFT OF THE NATIONAL DISASTER MANAGEMENT PLAN 2022-2030

Contract no.: DMC/FIN/2022 (PROCU-26)

The Disaster Management Centre invites quotations from eligible and qualified service providers for proof reading, professional editing and formatting of the content and layout of a national document.

1. The details of the document are as follows:

- Name of document: National Disaster Management Plan 2022 – 2030 (final draft)
- Number of pages: 178
- Number of words: 48017

2. Required services would be substantive or content Proof reading & editing, line and copy editing, mechanical editing, formatting of the content, layout and page settings of the said document.

3. Work period is 14 days.

4. To be eligible for awarding of the above mentioned work; the successful service provider should be experienced in proof reading, editing and formatting of important government documents.

5. Should submit a brief profile and details of related work experience, along with the duly signed quotation.

6. The draft **National Disaster Management Plan 2022 – 2030 can be downloaded** from the website (<http://www.dmc.gov.lk>) **upon clicking the Tender Notice** option, until **10<sup>th</sup> August 2022**.

7. Quotations should be valid for 30 days [i.e. from 10.08.22 (date of closure of acceptance of quotations) to 08.09.2022].

8. Duly filled **quotations to be sent via registered post or By hand marked as “Proof reading & Editing of the final draft of the National Disaster Management Plan 2022-2030”, Contract No: DMC/FIN/2022 (PROCU-26) on top left hand corner of the envelope** and addressed to the **“Chairman -Procurement Committee, Procurement unit, Finance Division, 3rd Floor, Disaster Management Centre, 120/2, Vidya Mawatha, Colombo 7”** or **drop into the relevant bid box at the above address on or before 10.30 a.m. on 10.08.2022.**

9. Late quotations will be rejected.

10. Quotations will be reviewed at 10.45 a.m. on 12.08.2022 and persons who submitted the quotations or his/her authorised representative/s may attend the opening of quotations.

11. The Disaster Management Centre reserves the right of rejecting any or all quotations or cancelling the whole process of calling quotations without assigning any reason what so ever and the right of accepting any quotation or part of the quotation.

Director General  
Disaster Management Centre  
120/2, Vidya Mawatha  
Colombo 7.  
21/7/2022