



Information Technology Resources Development Authority (WP)

Ministry of Education, Cultural & Arts, Sports & Youth Affairs & Information Technology - Western Province

INVITATION FOR BIDS

INDIVIDUAL CONSULTANCY FOR DEVELOPMENT OF A CORPORATE PLAN AND BUSINESS PLAN FOR THE
INFORMATION TECHNOLOGY RESOURCES DEVELOPMENT AUTHORITY - WP

Contract No: ITRDA/WP/CONS/2025/01

- (1) The Chairman, Authority Procurement Committee of the Information Technology Resources Development Authority – Western Province (ITRDA-WP) invites eligible and qualified individual consultants to express their interest in providing consultancy services for the Preparation of a Corporate Plan and Business Plan for the Authority.
- (2) Interested individual consultants must provide information indicating that they are qualified to perform the services described in the Terms of Reference (TOR), including details of academic qualifications, relevant experience, and references to similar assignments carried out previously.
- (3) The detailed Terms of Reference (TOR) can be downloaded from the official website of the Information Technology Resources Development Authority – Western Province (www.itrda.wp.gov.lk) from 27 May 2025 to 17 June 2025. All applicants are requested to refer to the relevant TOR before applying.
- (4) Interested parties may obtain further information from:
Administrative Officer
Information Technology Resources Development Authority – Western Province
Sri Sangharaja Mawatha, Colombo 10
Contact Number: 011-2381125
Email: info@itrda.wp.gov.lk
- (5) Applications must include:
 - o A detailed Curriculum Vitae (CV)
 - o Copies of educational and professional certificates
 - o Evidence of relevant previous consultancy experience
 - o Financial proposal (separate sealed envelope)
 - o Completed Application Form (attached to this document)

All documents must be submitted in a sealed envelope marked & “INDIVIDUAL CONSULTANCY FOR PREPARATION OF A CORPORATE PLAN AND BUSINESS PLAN – INFORMATION TECHNOLOGY RESOURCES DEVELOPMENT AUTHORITY ” on the top left-hand corner. Submissions must be delivered to the below address on or before 14:00 hrs. on 17 June 2025.

- (6) Shortlisted candidates will be invited for an interview. The decision of the Authority Procurement Committee shall be final.

**Chairman,
Authority Procurement Committee,
Information Technology Resource Development Authority - Western Province,
Sri Sangaraja Mawatha,
Colombo 10.**