

Meeting minutes of the Pre Bid Meeting held at 1000 hrs. on 17.11.2025

Meeting Title: Insurance covers for SPBM & other properties of Ceylon Petroleum Corporation for the year 2026/2027

Participants:

- Mrs. K. Hewagamage
- Mr. M. Aravinthan
- Mrs. D.K. Wickramarathna
- M/s. Sri Lanka Insurance Corporation General Ltd.
- M/s. Continental Insurance Lanka Limited
- M/s. HNB General Insurance Limited
- M/s. Fairfirst Insurance Limited

Meeting Summary:

The pre-bid meeting for the Contract "Insurance covers for SPBM & other properties of Ceylon Petroleum Corporation for the year 2026/2027" held at 1000 hrs. on 17.11.2025 at meeting Room, Procurement & Stores Function of CPC.

Representatives of M/s. Sri Lanka Insurance Corporation General Ltd, M/s. Continental Insurance Lanka Limited, M/s. HNB General Insurance Limited and M/s. Fairfirst Insurance Limited has participated in the meeting.

It was inquired by CPC whether there are any clarifications on the Bidding Document or its clauses and the representatives of the bidders responded there aren't any clarification required and the clauses of the Bidding Document are well understood by the bidders.

However, the requirement of the CPC regarding the submission of their offer were explained by the CPC representatives, especially on Eligibility Criteria, Documents to Accompany the Bid, Bid Security, Evaluation Criteria, Bid Forms, Form of Bids, Annexure E, Clauses regarding the Reinsures arrangement, Deductible Limits, IRC SL Guideline, etc., and reiterated regarding the submission of duly completed /signed authentic documents / letters where required to submit.

It was inquired by the representative of M/s. Fairfirst Insurance Limited regarding summery sheet values in Section 4 "Insurance Cover Bid Forms" and it was clarified as follows;

No.	Query	Answer
1	Should summery sheet values in Section 4 "Insurance Cover Bid Forms" for Groups A-D include or exclude VAT?	Indicate excluding VAT
2	Clarify the "Total Rate for Item No. E-1" on the Summery Sheet for Group-E	Indicate only the "Basic Rate".

As there were no any concerns raised by the bidders, meeting was concluded and informed that the responses of clarifications requested will be circulated within the course of the day.


M (Procurement & Stores)


Ad. Dy. M (Op)


M. Assistant (Ac/Aud)