

## Meeting minutes of the Pre-Bid Meeting held at 1000 hrs. on 20.04.2026

**Meeting Title:** Aviation Fueling Liability Insurance Cover of Ceylon Petroleum Corporation for the year 2026/2027

### Participants:

#### BEC Members

- Mr. N.B.M.P. Jeewasiri
- Mr. P. K. Premasuriya
- Mrs. G.L.R.M. Adhikari
- Mrs. D.K. Wickramarathna

### Prospective Bidding parties

- M/s. Sri Lanka Insurance Corporation General Ltd.
- M/s. Continental Insurance Lanka Limited
- M/s. LOLC

The pre-bid meeting for the contract titled "**Aviation Fuelling Liability Insurance Cover of Ceylon Petroleum Corporation for the year 2026/2027**" was held at **10:00 hrs. on 20<sup>th</sup> April 2026** at the **Meeting Room, Procurement & Stores Function, Ceylon Petroleum Corporation (CPC)**.

Representatives from the following companies participated in the meeting:

- **M/s. Sri Lanka Insurance Corporation General Ltd**
- **M/s. Continental Insurance Lanka Limited**
- **M/s. LOLC Insurance PLC**

During the meeting, CPC inquired whether the bidders required any clarifications on the Bidding Document or its clauses. The participating bidders raised the following queries, to which CPC provided the corresponding responses:

No.	Query	Response
1	Is Batticaloa Airport currently operated or not?	Batticaloa Airport is not currently in operation for international flights. However, it can be operated if required by the Government.
2	Is an Insurer's Authorization Letter required?	Yes. A Board Resolution is required authorizing a designated person to sign the Bid
3	Is the deductible zero?	Yes. The deductible must be zero. Refer section 3.
4	Customer information requested in Annex "E" cannot be provided due to the Data Protection Act.	As per the clause 1.2.4, the bidder should have submit the acceptable documentary evidence. However, CPC will maintain the confidentiality as a State-Owned Enterprises (SOE).
5	Are refuelling operations provided to subcontractors?	No. Refuelling operations are carried out only by CPC.

6	Details of equipment and maintenance schedules	Refer Attachment -1 for details of equipment. All maintenance is carried out as per the Join Inspection Group (JIG) regulations and manufacture's recommendations. All these maintenance activities are subject to continuous auditing as per the International Aviation Refuelling Industry requirements.
7	Request a Refuelling Questionnaire	Refer Attachment – 1.

Furthermore, CPC explained clause No. 1.5.1.15 on page No. 06 corrected as "Draft Insurance Policy and Reinsurer Quote Slip (Clause 2.5.1)" instead of "Draft Insurance Policy and Draft Reinsurer Quote Slip (Clause 2.5.1)"

The meeting concluded with CPC informing the participants that the responses to the clarifications raised would be formally circulated in due course.