

MEETING MINUTES OF THE PRE-BID MEETING

Bid No. : B/38/2026
Project : Modifications of Lanka Filling Stations – Galle, Yatiyanthota, Mathugama, Batticaloa, Mallakam, Maradana and Kandy
Date & Time : 17.07.2026 at 10.00 hrs.
Venue : Meeting Room, Procurement & Stores Function, CPC

CPC Representatives

- Mr. G.P.K. Wijekoon – Manager (Engineering & Premises)
- Mr. R. Sivashankar – Civil Engineer
- Mr. Lalith Amarasinghe - Senior Quantity Surveyor
- Mr. A.S. Nanayakkara - Senior Quantity Surveyor

Prospective Bidders

- M/s. Diesel & Motor Engineering PLC
- M/s. Threesingha (PVT) Ltd
- M/s. Samod Construction
- M/s. Esteem Engineering (Pvt) Ltd
- M/s. Kensei Asia (PVT) Ltd

Opening Remarks

The representatives of CPC welcomed the participants and explained the provisions of the Bidding Document. Particular emphasis was placed on the experience requirements, bid submission requirements, construction period, bid securities, and project implementation arrangements.

CPC clarified that:

- Relevant experience shall be clearly indicated with supporting documents.
- Experience is not limited to filling station construction and similar projects of comparable nature and complexity would be considered. (In Steel Structure)
- Bidders may submit bids for any number of sheds from one (01) to seven (07).
- Separate Bid Securities may be submitted for individual sheds.
- The construction period for each shed shall be six (06) months.
- Delays beyond the stipulated completion period will attract liquidated damages as provided in the Bidding Document.
- Construction work shall be carried out while maintaining uninterrupted sales and operational activities of the filling stations.
- A detailed presentation, including photographs, sketch drawings and layouts of all seven (07) sheds, was made to facilitate a better understanding of the project scope and site conditions.

Following the presentation, bidders were invited to raise queries.

Queries Raised and Clarifications Provided

No.	Query Raised by Bidders	Clarification Provided by CPC
1	Whether brands of materials should be specified at the tender stage.	Bidders shall indicate the brands and specifications of major materials proposed to be used in the project at the tender submission stage.
2	Whether a duplicate copy of the bid documents is required.	Bidders shall comply with the submission requirements specified in the Bidding Document.

3	What address should be indicated in the Bid Security.	The Bid Security shall be addressed to Chairman, Department Procurement Committee, Ceylon Petroleum Corporation, No. 609, Dr. Danister De Silva Mawatha, Colombo 09.
4	What documentary evidence should be submitted for annual turnover.	Certified Audited Financial Statements/Audited Annual Reports shall be submitted as proof of annual turnover.
5	Whether audited financial statements for any five years out of the last ten years are acceptable.	Annual turnover requirements shall be assessed in accordance with the provisions specified in the Bidding Document. Bidders request shall be forwarded with the evaluation to the relevant Procurement Committee and the PCs decision is final.
6	Whether bids will be read individually during bid opening.	Bids will be opened and read separately for each Filling Station.
7	If a bidder submits bids for all seven filling stations and becomes the lowest responsive bidder, whether the bidder can subsequently choose the number of sheds to undertake.	Bidder is not allowed to choose, but CPC will decide. If the selected bidder is not willing to undertake, the Bid Bond will be forfeited as per the Tender.
8	Whether CPC maintains a list of registered suppliers for construction materials.	CPC does not maintain a list of registered suppliers for construction materials under this project.
9	What is the expected commencement date of the project.	The tentative commencement date is 01 September 2026 , subject to the completion of procurement and contractual formalities.

Conclusion

The meeting concluded with CPC informing the participants that the presentation material and the minutes of the Pre-Bid Meeting would be circulated to all prospective bidders in due course.