



INVITATION FOR BIDS

SRI LANKA MEDICAL COUNCIL (SLMC) PROCUREMENT NOTICE

Consultancy Procurement for Developing an Administrative and Disciplinary Manual for the SLMC

Contract Number – SLMC/Q/Consultancy-AD/2025/21

The Sri Lanka Medical Council (SLMC) invites proposals from qualified individual consultants or consultancy firms to develop a comprehensive Administrative and Disciplinary Manual for the SLMC, in line with its recent designation as a State-Owned Enterprise (SOE).

The selected consultant will be responsible for reviewing existing policies, consulting stakeholders, aligning with the Operational Manual for State-Owned Enterprises issued by the Ministry of Finance, and drafting the final manual to enhance operational efficiency and consistency across administrative and disciplinary processes.

Key Objectives:

- Develop manuals aligned with legal and regulatory frameworks applicable to SOEs.
- Ensure clarity in administrative functions and disciplinary procedures.
- Incorporate stakeholder feedback and best practices.

Duration:

- The consultancy shall be completed within six (06) months from the date of appointment.

Consultant Qualifications:

- Demonstrated experience in drafting administrative and disciplinary manuals.
- Proven track record of working with public institutions or SOEs.
- Sound knowledge of relevant administrative, legal and regulatory frameworks in Sri Lanka.
- Strong stakeholder engagement and communication skills.

Deliverables include:

- Work plan and methodology.
- Draft and final versions of the manual.
- Stakeholder consultation report.

Application Requirements:

- Technical proposal (approach, methodology, and work plan)
- Financial proposal (consultancy fee and cost breakdown)
- Details of qualifications and experience, including references
- CVs of key personnel (if applicable)

Selection process:

- Selection of employment of consultants will be decided based on the guidelines issued by the NPC.

Submission Deadline:

- Proposals must be submitted on or before 07 July 2025 addressed to the undersigned.

Email: procurement@slmc.gov.lk and copy to registrar@slmc.gov.lk

Only shortlisted applicants will be contacted to proceed with.

Registrar
Sri Lanka Medical Council
31, Norris Canal Road, Colombo 10.
08 June 2025