

National Construction Awards- 2025

CLEAN CONSTRUCTION SRI LANKA - Building the Future: Excellence, Innovation, and Sustainability

Event Overview

- Organizer: Construction Industry Development Authority (CIDA)
- Date: Sep 2025
- Venue: Water's Edge preferred. Alternatives Bids on different venues are welcome. Two separate places in the same venue for below mentioned main segments is required.
- Main Segments
 1. National Awards Ceremony (Evening)
 2. Gala Evening & Networking Reception (Post-Ceremony)
- Key Themes: A Clean Construction Culture, Sustainability, Innovation, Smart Construction, Economic Revival

2. National Awards for (Evening)

Theme: "Recognizing Excellence, Inspiring the Future with Clean Construction Initiatives"

- Red Carpet Arrival & Media Coverage (Live telecast + social media engagement)

Number of Awards to be presented is mentioned below;

Type of award	No of Awards (Approximately)
Performance Awards	32
Excellence awards	14
Green Awards	02
Lifetime achievement awards	01
Trailblazer Women	01
Innovative constructions	03
Total(Approximately)	53

- Anticipated Audience:
The event is expected to host approximately 500 attendees, 100 Gala event including political representation, government officials, industry professionals, contractors, investors, academia, award recipients, CIDA Board members, standing committee members, CIDA staff, media representatives, and other stakeholders

Time From	Time To	Segment 1
2.00	2.15	Event operation, compere welcome, oil lamp, Curtain raiser
2.15	2.20	Welcome speech by Chairman
2.20	2.30	Speech by Secretary
2.30	2.40	Speech by Minister
2.40	3.00	Key note address
		Introduction video(2 mins)

Time From	Time To	Segment 2
3.00	3.50	Presentation of performance awards-16 Nos
3.50	4.00	Entertainment segment 1
4.00	4.45	Presentation of performance awards-16 Nos
4.45	5.15	Presentation of Excellence awards-8 Nos
5.15	5.30	Presentation of certificates to Consultants-5 Nos
5.30	5.40	Entertainment Segment 2

Time From	Time To	Segment 3
5.40	5.50	Arrival of Chief Guest
5.50	6.20	Presentation of Excellence Awards (8 Nos), Awards for innovation (01 Nos)
6.20	6.30	Presentation of Publications
6.30	6.40	Presentation of Green Awards (2 Nos),
6.40	6.50	Entertainment Segment 3
6.50	6.55	Presenting Life time Achievement Awards (1 Nos)
6.55	7.00	Presenting of Trailblazer Women Awards (1 Nos)
7.00	7.15	Speech by HE
7.15	7.30	Vote of Thanks by the Event Chairperson

8.00 pm - 9.30 pm Gala Event

3. Gala Evening & Networking Reception

Theme: “Building Connections, Strengthening the Clean Industry” (Creative proposals are welcome)

- Live Entertainment: Fusion of modern and classical Sri Lankan music
- Gourmet Dinner
- VIP Networking Zones: Facilitating discussions between policymakers, investors & professionals

Branding & Promotion

- Tagline: “Constructing Excellence, Celebrating Clean Construction”
- Social Media Campaign: CIDA Awards-2025
- Livestreaming & Media Partnerships: TV, digital platforms, newspapers
- Event App: Interactive agenda, networking chat, live voting for people’s choice award

Terms of Reference (TOR)

1. Background

The Construction Industry Development Authority (CIDA) of Sri Lanka is organizing the National Construction Awards-2025 for Construction Excellence and Performance to recognize outstanding achievements in the construction sector. This prestigious event will feature Award Ceremony, and Gala Evening and aims to set a new milestone in Sri Lanka’s construction industry under the vision of new government.

To successfully execute this event, CIDA is seeking the services of a professional event management company with proven expertise in handling high-profile corporate events.

2. Objectives of the Assignment

The selected Event Management Company (EMC) will be responsible for the end-to-end planning, coordination, and execution of the event. The EMC must ensure the event is executed flawlessly, creating a high-impact experience that reflects CIDA’s prestige and the significance of the awards.

3. Scope of Work

The EMC will be responsible for the following key areas:

A. Planning & Execution according to the concept provided by CIDA

- Develop a comprehensive event management plan, in line as provided by CIDA.
- Manage the overall event workflow
- Advise CIDA on necessary approvals and permits from relevant authorities.

B. Venue Management

- Handle venue logistics, including seating arrangements, VIP lounges, media zones, and technical setups.
- Manage venue branding (banners, digital screens, stage design, and event signage).

C. Stage Design & Technical Setup

- Execute a high-impact stage design with LED screens, podiums, and backdrops. (According to the concept provided by CIDA)
- Manage sound, lighting, projection requirements.
- Provide a dedicated technical support team for on-the-day operations.

D. Guest & VIP Management

- Provide guest registration solutions (on-site).

E. Event Production & Entertainment

- Organize engaging entertainment segments, including cultural performances + Fashion show. Entertainment events numbers and types to be proposed by the Event manager reflecting contemporary entertainment
- Develop video presentations showcasing construction industry milestones.

F. Awards & Recognition Setup

- Manage, production, and delivery of awards/trophies according to CIDA guidelines.
- Ensure smooth award presentation sequences with seamless transitions.
- Provide on-screen visuals and announcement scripts for each award category.

G. Media & PR Management

- Develop a comprehensive media strategy (TV, newspapers, online platforms).
- Handle social media promotion, live coverage, live streaming and post-event highlights.
- Ensure professional photography and videography coverage.

H. Branding & Marketing

- Create and manage event-related collateral, including brochures, banners, and digital content.

I. Catering & Hospitality Management

- Arrange a premium dining experience for the gala evening.(Award ceremony and GALA event separately).
- Manage VIP catering, beverage services, and food safety protocols.
- Ensure adequate service staff for smooth hospitality operations.

J. Event Logistics & Operations

- Coordinate event-day logistics, including security, ushers, and support staff.
- Manage transportation & parking for VIPs and attendees.
- Ensure emergency & safety compliance, including first aid arrangements.

4. Deliverables & Milestones

The EMC is expected to deliver the following: Please use separate sheet if need.

Item	Deliverable From	To	Deadline
A. Event Planning & Execution and Venue Management			
<ul style="list-style-type: none">• Develop a comprehensive event management plan, in as provided by CIDA.			
<ul style="list-style-type: none">• Manage the overall event workflow			
<ul style="list-style-type: none">• Advice CIDA on necessary approvals and permits form relevant authorities			
<ul style="list-style-type: none">• Handle venue logistics, including VIP lounges, media zones, and technical setups			
<ul style="list-style-type: none">• Manage venue branding (banners, digital screens, stae design with LED Screens, podiums			
<ul style="list-style-type: none">• Guest and VIP Management• Provide guest registration solutions (online and on-site).Arrange a premium dining experience for the gala evening, manage VIP catering, beverage services and food safety protocols, Ensure adequate service staff for smooth hospitality operations, Coordinate event day logistics including securing, ushers and support staff, Manage transportation and parking for VIPs and attendees. Ensure emergency and safety compliance, including first aid arrangements etc. Registration Table			
B. Stage Design and Technical Setup			
<ul style="list-style-type: none">• Execute a high-impact stage with LED screens, podiums, and backdrops, steps, LED Walls, Draping and Coverage			
<ul style="list-style-type: none">• Mange sound, ,lighting, projection and live streaming requirements			
<ul style="list-style-type: none">• Provide a dedicated technical support team for on the day operations			

C. Event Production and Entertainment			
<ul style="list-style-type: none"> Organize engaging entertainment segments, including cultural performances + Fashion show. Entertainment Segments(Please specify) Can be changed, All inclusive of hairing, makeups and choreography- 2 nos of events 			
<ul style="list-style-type: none"> Develop video presentations showcasing construction industry milestones.-2 Nos 			
D. Stage Audio and Lighting set ups			
<ul style="list-style-type: none"> Sound monitoring, podium and clip on mics, sound engineer and sound controlling 			
<ul style="list-style-type: none"> Event highlighting, LED Battens, Lighting designer and Engineer including all playback operators 			
E. Awards and Recognition set up			
<ul style="list-style-type: none"> Manage production and delivery of awards/trophies as per CIDA conceptual proposals 			
<ul style="list-style-type: none"> Ensure smooth award presentation sequences with seamless transitions 			
<ul style="list-style-type: none"> Provide on-screen visuals and announcement scripts for each award category. (Project pictures, awardees, standstills etc.)Please list and detail. 			
F. Media and PR Management			
<ul style="list-style-type: none"> Develop a comprehensive media strategy (TV, Newspapers, online platforms) 			
<ul style="list-style-type: none"> Handling comprehensive social media promotion. Live coverage and pre and post event highlights, please detail. 			
<ul style="list-style-type: none"> Ensure comprehensive professional photography and videography coverage, Please detail. 			
G. Branding and Marketing			
<ul style="list-style-type: none"> Create and manage event related collateral including brochures, banners and digital content. Please detail. , back panel branding, pathway branding, LED Entrance, pandel, LED Pillers 			

5. Eligibility Criteria

The EMC must have:

- ✓ Proven experience in managing large-scale corporate/government events.
- ✓ A strong portfolio of previous events in Sri Lanka.
- ✓ A team of event professionals and technical experts.
- ✓ The ability to work within government procurement processes.
- ✓ Strong media and PR capabilities.

6. Proposal Submission Requirements

Interested event management firms must submit a detailed proposal including:

- ✓ Company Profile & Portfolio
- ✓ Approach & Methodology
- ✓ Proposed Event Plan
- ✓ Budget Breakdown
- ✓ Experience with Similar Events
- ✓ Legal & Financial Compliance Documents

7. Evaluation Criteria

Proposals will be evaluated based on:

1. Price-65%
2. Track Record-05%
3. Execution technology & approach-10%
4. Technical and logistic experience- 10%
5. Media & Branding Capabilities – 10%

8. Contract Duration & Payment Terms

- Payments will be made based on milestones, subject to approval by CIDA.
 - 20% advance payment upon contract signing.
 - 40% payment upon satisfactory execution of pre-event preparations.
 - 40% final payment upon successful completion of post-event deliverables and submission of final post-event report.

Provision of accommodation / transport /food for the staff of the Event Manager shall be responsible by the Event Manager.

Item	Amount, Rs	Percentage from Total	Remarks, if any
A. Event Planning & Execution and Venue Management			
<ul style="list-style-type: none"> Develop a comprehensive event management plan, in as per the Conceptual outline provided by CIDA. 			
<ul style="list-style-type: none"> Manage the overall event workflow 			
<ul style="list-style-type: none"> Advise CIDA on necessary approvals and permits form relevant authorities 			
<ul style="list-style-type: none"> Handle venue logistics, including VIP lounges, media zones, and technical setups 			
<ul style="list-style-type: none"> Manage venue branding (banners, digital screens, stage design with LED Screens, podiums) to brand the venue in an appropriate manner to suite with high level national awarding ceremony in line with the conceptual guidelines supplied by CIDA 			
<p>Guest and VIP Management</p> <ul style="list-style-type: none"> Provide guest registration solutions (online and on-site). Arrange a premium dining experience for the gala evening, manage VIP catering, beverage services and food safety protocols, Ensure adequate service staff for smooth hospitality operations, Coordinate event day logistics including securing, ushers and support staff, Manage transportation and parking for VIPs and attendees. Ensure emergency and safety compliance, including first aid arrangements etc. Registration Table, 			
B. Stage Design and Technical Setup			
<ul style="list-style-type: none"> Execute a high-impact stage with LED screens, podiums, and backdrops, steps, LED Walls, Draping and Coverage 			
<ul style="list-style-type: none"> Manage sound, lighting, projection and live streaming requirements, including a dedicated technical support team for on the day operations 			
C. Event Production and Entertainment			
<ul style="list-style-type: none"> Organize engaging entertainment segments, including cultural performances + Fashion show. 			

Entertainment Segments(Please specify) Can be changed, All inclusive of hairing, makeups and choreography etc.- 3 nos. of events			
<ul style="list-style-type: none"> Develop video presentations showcasing construction industry milestones. - 4 nos. a) CIDA Awards b) Construction Industry c) Woman in construction d) Lifetime Award 			
D. Stage Audio and Lighting set ups			
<ul style="list-style-type: none"> Total sound solution including Sound monitoring, podium and clip on micks, sound engineer etc. as per the CIDA conceptual proposal 			
<ul style="list-style-type: none"> Total lighting solution including Event highlighting, LED Battons, Lighting designer and Engineer including all playback operators etc. as per the CIDA conceptual proposal 			
E. Awards and Recognition set up			
<ul style="list-style-type: none"> Manage production and delivery of awards/trophies as per CIDA conceptual proposals 			
<ul style="list-style-type: none"> Ensure smooth award presentation sequences with seamless transitions 			
<ul style="list-style-type: none"> Provide on-screen visuals and announcement scripts for each award category. (Project pictures, awardees, standstills etc.) in line with CIDA conceptual proposal. Please list and detail. 			
F. Media and PR Management			
<ul style="list-style-type: none"> Develop a comprehensive media strategy (TV, Newspapers, online platforms) 			
<ul style="list-style-type: none"> Handling comprehensive social media promotion. Live coverage and post event highlights, Please detail 			
<ul style="list-style-type: none"> Ensure comprehensive professional photography and videography coverage, Please detail. 			
G. Branding and Marketing			

<ul style="list-style-type: none"> Create and manage event related collateral including brochures, banners and digital content. Please detail. back panel branding, pathway branding, LED Entrance, panel, LED Pillars in line with CIDA concept proposals and corporate identity guidelines. 			
Total for all the works in the TOR			

Attach separate attachments for detailing.

Having examined the above Terms of Reference, we undersigned offer to provide the services, for the sum of Sri Lankan Rupees

(Amount in Words).....

.....

Signature, seal and Date