

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//Oct 2025
- Venue: Water's Edge or similar location - Colombo City limits/Suburbs
- 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

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

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

2.1 Number of Awards

Type of award	No of Awards (Approximately)
Performance Awards	31
Excellence/merit awards	14(excellence -11, merit-3)
Green Awards	02
Lifetime achievement awards	01
Trailblazer Women	01
Innovative constructions	01
Provincial NCASL Awards	04 (Excellence 04, Merit 01)
Certificates to consultants	13
Certificates to panel members (Appreciation)	25
Total(Approximately)	55

2.2 Anticipated Audience:

The event is expected to host approximately 500 attendees, 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. The Gala event will only be for 100 selected invites from the awards ceremony attendees.

National Construction Awards-2025(Open for discussion for a creative agenda)

Time From	Time To	Segment 1
4.00	4.15	Event operation, compere welcome, oil lamp, Curtain raiser
4.15	4.20	Welcome speech by Chairman,
4.20	4.25	Sponsorship advertisement,
4.25	4.33	Speech by Secretary
4.33	4.36	Construction industry introduction video-2-3 mins
4.36	4.44	Speech by Minister
4.44	4.45	Compere to introduce the key note speaker
4.45	5.00	Key note address

5.00	5.05	Sponsorship advertisement
Time From	Time To	Segment 2
5.05	5.22	Presentation of performance awards-15 Nos
5.22	5.25	Entertainment segment 1
5.25	5.40	Presentation of performance awards-15 Nos
5.40	5.43	Presentation of Excellence awards-Merit-03 Nos
5.43	5.56	Presentation of certificates to Consultants-13 Nos
5.56	6.01	Entertainment Segment 2
6.01	6.04	Presentation of NCASL Awards
6.05	6.10	Sponsorship advertisement

Time From	Time To	Segment 3
6.10	6.25	Arrival of Chief Guest
6.25	6.37	Presentation of Excellence Awards (11 Nos), Awards for innovation (01 Nos)
6.37	6.42	Presentation of Publications and CIDA Identity Guidelines
6.42	6.44	Presentation of Green Awards (2 Nos),
6.44	6.47	Entertainment Segment 3
6.47	6.49	Presenting Trailblazer Women Award (1 Nos)
6.49	6.52	Presenting of Life Time Achievement Awards (1 Nos)
6.52	7.05	Speech by HE,the President
7.05	7.15	Sponsorship advertisements
7.15	7.30	Vote of Thanks by the Event Chairperson

8.00 pm - 9.30 pm Gala Event

Time From	Time To	Segment 4
8.00	8.05	Welcome drink
8.05	8.20	Network reception and photo opportunities/voice cuts
8.20	8.50	Welcome address by Chairman (informal), Key note speech or musical event
8.50	9.20	Seated dinner service
9.20	9.30	Closing remarks

Note: Number of awards may be increased by 5-7 nos.

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 (No separate space needed/ Simple furniture arrangement to facilitate discussion.)

Branding & Promotion

- Tagline: “Constructing Excellence, Celebrating Clean Construction”
- Social Media Campaign: National Construction Awards-2025
- Lives streaming & Media sponsorship: TV, digital platforms, newspapers
- Event App: Interactive agenda, networking chat

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 and CIDA identity guidelines
 - a) Develop a comprehensive event management plan, in as per the concept provided by CIDA.
 - b) Manage the overall event workflow
 - c) Advise CIDA on necessary approvals and permits from relevant authorities.
- B. Venue Management
 - a) Manage the venue throughout the ceremony and gala event
 - b) Handle venue logistics, including seating arrangements and seating reservation for VIPS, VIP lounges, media zones, and technical setups, gala evening discussions.
 - c) Manage venue branding (banners, digital screens, stage design, and event signage).
- C. Stage Design & Technical Setup
 - a) Execute a high-impact stage design with LED screens, podiums, and backdrops. (According to the concept provided by CIDA)
 - b) Provide all the multimedia required for displaying videos and presentations
 - c) Manage sound, lighting, projection requirements.(according to CIDA Directives)
 - d) Provide a dedicated technical support team for on-the-day operations.
 - e) Provide necessary compliance certificates for the structures on the stage and surrounding
- D. Guest & VIP Management
 - a) Provide guest registration solutions (on-site) for the Ceremony
 - b) Provide the guest registration for gala event.
 - c) Reservation of seats for VIPS, seating arrangements

E. Event Production & Entertainment

- a) Provide cultural performance teams for reception of VIPs
- b) Organize engaging entertainment segments, including cultural performances + Fashion show. Entertainment events numbers and types to be proposed by the Event manager reflecting contemporary entertainment that require for Ceremony and Gala event.
- c) Develop video presentations showcasing construction industry milestones and curtain raiser that showcase the CIDA and national awards, construction industry, Trailblazer women awards, Life time achievement awards and promoting sponsorships

Item	Content	Time	Language
Curtain Raiser	Introduction to CIDA and its evolution and history of National Awards and its significance	1 mins	English
construction Industry	History of Construction in Sri Lanka to present situation, evolution and milestones, benefits	2 mins	English
Trailblazer women in construction	Lift story, Important events of the life, Lift achievements and services done showcasing the achievements related to the evaluation criteria	1 min	English
Life time Achievement	Lift story, Important events of the life, Lift achievements and services done showcasing the achievement related to evaluation criteria	1 min	English
Sponsorship video and Slide	Compilation of sponsorship videos, collection of videos from sponsors, check the technical compatibility of the videos and present during the ceremony maintaining a smooth flow of the event.	5-6 mins	English

F. Awards & Recognition Setup

- a) Ensure smooth award presentation sequences with seamless transitions.
- b) Provide on-screen visuals, musical tracks and announcement scripts for each award category.

G. Media & PR Management

- a) Develop a comprehensive media strategy (TV, newspapers, online platforms).
- b) Handle social media promotion, live coverage, live streaming and post-event highlights.
- c) Ensure professional photography and videography coverage.
- d) Provide slide on logos of sponsors in the screen + event theme graphics

Note: for (a) and (b) of G, separate social media and mass media is required.

H. Branding & Marketing

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

- b) Promotional activities of sponsorships –Gold, Silver etc.
- I. Catering & Hospitality Management
 - a) Arrange welcome drink and refreshments
 - b) Arrange a premium dining experience for the gala evening.(Award ceremony and GALA event separately).
 - c) Manage VIP catering, and food safety protocols.
 - d) Ensure adequate service staff for smooth hospitality operations.
- J. Event Logistics & Operations
 - a) Coordinate event-day logistics, including security, ushers, and support staff with prior approved costumes and affairs
 - b) Manage transportation & parking for VIPs and attendees.
 - c) 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.

Schedule A

Deliverables and milestones			
Item	Deliverable From	To	Deadline
A Planning & Execution according to the concept provided by CIDA			
Develop a comprehensive event management plan, in as per the concept provided by CIDA.			
Manage the overall event workflow			
Advise CIDA on necessary approvals and permits from relevant authorities.			
B. Venue Management			
Provide and Manage the venue throughout the ceremony and gala event			
Handle venue logistics, including seating arrangements and seating reservation for VIPS, 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)			
Provide all the multimedia detail clip by clip that required for displaying videos and presentations			
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) for the Ceremony			
Reservation of seats for VIPs, seating arrangements			
E. Event Production & Entertainment			
Provide cultural performance for reception of VIPs, oil lamp, beetles, garlands to compete the reception			
Organize engaging entertainment segments, including cultural performances + Fashion show. Entertainment events numbers and types to be proposed by the Event manger reflecting contemporary entertainment that require for Ceremony and Gala event.			
Develop video presentations showcasing construction industry milestones and curtain raiser that showcase the CIDA and national awards, construction industry, Trailblazer women awards, Life time achievement awards and promoting sponsorships with detail of clip by clip.			
F. Awards & Recognition Setup			
Ensure smooth award presentation			

sequences with seamless transitions.			
Provide on-screen visuals and announcement scripts for each award category + Event theme graphics			
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.			
Provide slide on logos of sponsors in the screen			
H. Branding & Marketing			
Create and manage event-related collateral, including brochures, banners, and digital content.			
Promotional activities of sponsorships –Gold, Silver etc.			
I. Catering & Hospitality Management			
Arrange welcome drink and refreshments			
Arrange a premium dining experience for the gala evening.(Award ceremony and GALA event separately).			
Manage VIP catering 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			

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%

Minimum Mark for short listing-70%

8. Contract Duration & Payment Terms

- Payments will be made based on milestones, subject to approval by CIDA.
 - 20% advance payment upon contract signing upon unconditional, on demand, irrevocable submission of a bank guarantee.
 - 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.

Schedule C

Instructions for Bidders.

- Attach separate attachments for detailing and for designs. Each attachment should be signed and sealed by the authorized person.
- The bidder shall seal the original and the copy of the Bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY". The envelopes shall then be sealed in an outer envelope. The Bid shall be marked "Event Management Services" in the top left hand corner of the Envelope.
- The deadline for submission of bid is 2 pm on 14.07.2025.
- Any bid received by the Employer after the deadline for submission of Bids will be returned unopened to the Bidder.
- Bids may be received by the Employer at the address of Chairman, Construction Industry Development Authority, 123, "Savsiripaya", Wijerama Mawatha, and Colombo 07 and shall be placed the Bid in the designated tender box placed near the reception of the Ground Floor of above address and participate in the Bid Opening.
- The Employer will open the Bids including alternative bid, withdrawals and modifications in the presence of bidders authorized representatives.

- No Bid may be modified by the bidder after the deadline for submission of Bids. No Price adjustments allowed for the bid value.
- CIDA reserves the sole discretion to negotiate the bid amount or any item or as deemed necessary to meet its requirements
- Short listed bidders shall make comprehensive presentations within a week after the submission of Bids (The date will be informed for the short listed bidders.)

Provision of accommodation / transport /food for the staff of the Event Manager shall be responsible by the Event Manager. CIDA will coordinate award winners for media, coordinate the sites for recording and will provide the invitee lists separately for Awarding Ceremony and Gala event.

The Event Manager should have pre planning discussions with CIDA and obtain the approval for each proposal on main items/sub items which mentioned/ not mentioned in this document which they are planning to implement.

Item	Amount, Rs	Percentage from Total	Remarks, if any
A. Event Planning & Execution and Venue Management , I. Event Logistics & Operations			
<ul style="list-style-type: none"> • Develop a comprehensive event management plan for Ceremony and Gala, in as per the Conceptual outline provided by CIDA. 			
<ul style="list-style-type: none"> • Plan and Manage the overall event workflow and provision of event plan for day event and scenario in line with the CIDA guidelines and the theme of the event 			
<ul style="list-style-type: none"> • Advice CIDA on necessary approvals and permits form relevant authorities. Obtain approvals where necessary on temporary structures for the presence of HE 			
<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, manage 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 including the media zone 			
<ul style="list-style-type: none"> • Arrange the press conference at CIDA premises as per the inviting list issued by CIDA including media coverage and social media promotion 			
B. Guest and VIP Management			

<ul style="list-style-type: none"> Guest and VIP Management • Provide guest registration solutions (online and on-site) for ceremony and gala event Separately 			
<ul style="list-style-type: none"> • Provide welcome drink (1 nos x500 and 1 x 100 nos). and refreshments (500 Nos) arrangements etc. 			
<ul style="list-style-type: none"> • Provide the meals for 100 Nos at the Gala event as specified in this TOR. 			
<ul style="list-style-type: none"> • Provision of Musical show/key note speech at the Gala event. 			
<ul style="list-style-type: none"> • Provision of Cultural performance for the reception of HE and National Anthem/ garlands, arranging oil lamp and its accessories and flower decorations and beetles accordingly to the conceptual guidelines of CIDA 			
<ul style="list-style-type: none"> • Arrange a premium dining experience for the gala evening, manage as per the given agenda, VIP catering, and food safety protocols, Ensure adequate service staff for smooth hospitality operations, 			?
<ul style="list-style-type: none"> • Coordinate event day logistics including securing, ushers and support staff, Manage transportation and parking for VIPs and attendees. 			
<ul style="list-style-type: none"> • Ensure emergency and safety compliance, including first aid 			
<ul style="list-style-type: none"> • Conducting a rehearsal of the event with CIDA Staff. 			
<ul style="list-style-type: none"> • Professional compering in tri language , mainly in English 			
C. 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 for enhance the image of the stage, projection and live streaming requirements, including a dedicated technical support team for on the day operations 			
<ul style="list-style-type: none"> • Installing the stage structures as per the CIDA concept with low cost method and obtain necessary 			

security permissions for the presence of HE.			
<ul style="list-style-type: none"> Laying necessary flooring for the stage. Red carpet etc. 			
D. Event Production and Entertainment			
<ul style="list-style-type: none"> Organize engaging entertainment segments, including cultural performances + Fashion show. Entertainment (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. <ol style="list-style-type: none"> CIDA Awards Construction Industry Woman in construction Lifetime Award Sponsorship Video as mentioned in the Section of E of Scope of Work including the curtain raiser on introduction to CIDA and National Awards in English. 			
<ul style="list-style-type: none"> Submission and attending to script discussions (Min no- 03) 			
E. 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 after pre planning discussions with CIDA 			
<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 			
F. Awards and Recognition set up			
<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. 			
G .Media and PR Management			
<ul style="list-style-type: none"> Provide a media sponsorship 			

<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 streaming and post event highlights, Please detail 			
<ul style="list-style-type: none"> Ensure comprehensive professional photography and videography coverage including each award winner separate photographs Please detail. 			
<ul style="list-style-type: none"> Sponsorship videos and LED wall slide with logos of sponsors when required to be displayed 			
H. Branding and Marketing			
<ul style="list-style-type: none"> Create and manage event related collateral including brochures, banners and digital content. Back panel branding, pathway branding, LED Entrance, panel, LED Pillars in line with CIDA concept proposals and corporate identity guidelines. Pls detail 			
I. Miscellaneous			
<ul style="list-style-type: none"> Reporting Progress (1 report per week and attending progress review meetings to be held at CIDA (1 per two weeks' time) 			
Total for all the works , Rs			

Having examined the above Terms of Reference and conditions mentioned, we undersigned offer to provide the event Management Services for National Construction Awards 2025, for the sum of Sri Lankan Rupees

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(Amount in Words).....

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Signature, seal and Date