



Office Space – Rent or Lease

Human Rights Commission of Sri Lanka (Head Office)

Human Rights Commission of Sri Lanka (HRCSL), established under the act of Human Rights Commission of Sri Lanka Act No. 21 of 1996, is looking for prime office space to house its entire operation of Colombo Head Office. The minimum period of rent or lease will be 5 years with the option of extending it for further period.

Specific requirement to be met

1. The building must have approved plans, a Certificate of Conformity (COC), and clear title deeds
2. Floor area - at least 25,000 Sq.Ft in floor area
3. The building should be capable of being partitioned as needed for this office.
4. Parking for approximately 20 vehicles
5. Location –Colombo City, specially in Colombo 02, 03, 04, 05, 07,08,10,Rajagiriya, Battaramulla
6. Close to a Railway Station and Bus Terminal with easy access for general public and office staff
7. Disabled access – ability to set up a temporary disabled access
8. Modern Facilities are required with maintenance including the following
 - 3 phase electricity,
 - backup power generator
 - Central Air Condition
 - Elevators
 - Main line Water
 - Proper sanitary facilities

Requirement for submitting bids

1. Technical & Financial bids must be submitted in separate, sealed envelopes & the financial bid will only be opened for technically qualified bidders.
2. Applicants can submit bids for one or more office spaces.
3. All sealed bids should be forwarded through registered post to the bellow address, marked ad “Quotation for the Office Space – Head Office” on top left hand corner of the envelop
4. All bids should be submitted directly to the HRCSL and NOT through brokers
5. Deadline for submission of bids is at 10 am on 27th October 2026
6. Bidding documents will be issued between 9.30 hrs to 14.00 hrs on working days from 2026.09.24 to 2026.10.27 by the Administrative Division, HRCSL(5th Floor) on a payment of non-refundable fee of 5,000/
7. Bidding documents may be inspected free of charge at the Administrative Branch. Bidders may obtain further information from Director (Administration) (TP 0112505531)