

**DOCUMENT A**  
**INVITATION FOR EXPRESSION OF INTEREST**

.2022

Ref: No.

Director/Manager  
<Address of supplier>

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Dear Sir/Madam,

**CALLING EXPRESSION OF INTEREST (EOI) FOR EXPLORING A SUITABLE  
SOLUTION TO RECYCLE / DISPOSE SHREDDED CURRENCY NOTES PARTICLES /  
BRIQUETTES (CURRENCY WASTE)  
FOR THE CENTRAL BANK OF SRI LANKA**

The Central Bank of Sri Lanka (CBSL) invites Expression of Interest (EOI) from eligible parties who are willing to recycle currency waste or to dispose currency waste in an eco-friendly manner.

**1. Introduction:**

CBSL processes currency notes received from Licensed Commercial Banks to verify their authenticity, volumes, and quality. After that process, currency notes which are not suitable for further circulation (unfit currency notes) are shredded into small pieces through shredding machines. The shredded currency notes pressed, then was compressed into cylindrical briquettes (bales).

**2. Key Deliverables:**

- 2.1. The prospective entity is expected to collect and transport currency briquettes and broken pieces from the CBSL Head Office premises at their cost. The CBSL will release currency briquettes free of charge for the intended purpose and the prospective entity is expected to collect currency briquettes from CBSL within the agreed period.
- 2.2. The prospective entity who is willing to recycle/ dispose currency waste should be assured that the entire recycling/ disposing process is an eco-friendly process.

### 3. Details / Specifications of Currency Waste:

- Form of Waste: Cylindrical briquettes and broken pieces
- Type of Material: Cotton-based substrate
- Size of a Briquette: 45-90 mm in length/ Diameter 80 mm (Approx.)
- Weight of a Briquette: 250 g (Approx.)
- Output Quantity: 500 nos. of bags (Approximately weighted 10 kg) per week on average (Each bag contains 40 nos. of briquettes on average)
- Approximate Volume: 20-25 tons per month.

### 4. Eligibility Criteria

- 4.1. EOI should be forwarded by an interested party i.e. a company, partnership or proprietorship who intended to use currency waste indicating the end use.
- 4.2. An eligible entity shall be registered at least at its respective Divisional Secretariat which is the minimum registration requirement of the business or enterprise.
- 4.3. The use of currency waste for any illegal or environmentally harmful activity prescribed by any legislation in Sri Lanka is strictly prohibited.
- 4.4. The following information shall be provided by the interested party in the EOI:
  - i. A comprehensive profile of business entity and relevant managerial personnel / owners including names, addresses, contact details, business registration details, details of experiences and other required information (Annex I).
  - ii. Brief description of the initial business plan indicating method(s) of recycle or disposal
  - iii. Weekly/ Monthly requirement of currency waste (in Kg)
  - iv. A statement of declaration/certificate of complying with section 4.3 of eligibility criteria as follows.
    - Self-declaration made by the interested party that the currency waste would not be used for any illegal activity.
    - Declaration/ certificate from the Central Environmental Authority regarding the business / process (this is required to be submitted later upon the request of CBSL)
- 4.5. The applicant shall provide viable business proposal with financial projections for next two years.

## **5. Collection of Sample Briquettes:**

A collection of sample briquettes can be collected on or before 11/10/2022 at CBSL. The cost of attending for a such collection will not be borne by CBSL. Those who wish to collect sample briquettes should inform the Superintendent of Currency, well in advance, in writing with National Identity Card/ Passport numbers and contact details to obtain security clearance to enter the CBSL premises.

## **6. Document Requirements:**

The following information shall be furnished along with the EOI:

- Copy of Business Registration
- Comprehensive profile of the business entity & managerial personnel (Annex I)
- Business Proposal with financial projections
- A Self-Declaration and a certificate from the Central Environmental Authority (if available) as described in 4.4; iv
- Relevant Experience (Annex II)

## **7. Selection Method:**

- 7.1. As per the evaluation of EOIs, interested parties who have been short-listed based on EOI submitted would be invited to respond to the Request for Proposal (RFP).
- 7.2. The CBSL reserves to itself the right to accept any or reject any or all EOI(s) received. The decision of the CBSL shall be the final regarding the EOIs received in response to this Request for Expression of Interest.
- 7.3. Interested party may require demonstrating the recycling/ disposing process at the request of CBSL. However, related expenses in this regard should be borne by the relevant party.
- 7.4. Further, CBSL should be able to visit the site of the interested party if necessary.

## **8. Submission of EOIs:**

- 8.1. Document on “Invitation for EOI” can be downloaded from the CBSL Website or collected from the Mail Room of the CBSL at the Ground Floor of the CBSL Head Office building.
- 8.2. Originals of the EOI and all other relevant documents must be submitted with a copy of each document.

- 8.3. The sealed envelope carrying EOI, and other relevant documents should be labeled “Expression of Interest - Recycle / Disposal of Currency Waste” on the top left-hand corner of the envelope.
- 8.4. All EOIs should be delivered to the following address by 1430 hrs. Sri Lanka time on or before 21.10.2022 to the following address.

**Secretary,  
Secretariat Department,  
Central Bank of Sri Lanka,  
No 30, Janadhipathi Mawatha,  
Colombo 01,  
Sri Lanka.**

**9. Contact Details:**

For any further clarifications you may contact the following officer/s.

- i. Senior Assistant Secretary / Secretariat (Procurement Matters) – 0112477312
- ii. Deputy Superintendent / Currency Department –0112477518
- iii. Technical Officer / Currency Department –0112477496

Yours faithfully,

**Secretary  
Central Bank of Sri Lanka**

**Profile of Business Entity and Relevant Personnel**

<b>1. Company Name</b>			
<b>2. Address</b>			
<b>3. Type of Business (company, partnership, or proprietorship, etc.)</b>			
<b>4. Business Registration Details and Brief Description of the Business</b>			
<b>5. Owners/Managerial Personnel</b>	<b>Name</b>	<b>Address</b>	<b>Contact Details</b>
<b>i)</b>			
<b>ii)</b>			
<b>iii)</b>			
<b>iv)</b>			

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**EXPERIENCE REPORT**

**Name of the Business Entity:**

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Experience - Project 1			
Name of the Client Company			
Duration of the project / contract			
Project Description			
Contact Person of the Client Company	Name	Designation	Telephone No.
Experience - Project 2			
Name of the Client Company			
Duration of the project / contract			
Project Description			
Contact Person of the Client Company	Name	Designation	Telephone No.