

Minutes of the Pre-Bid Meeting

Procurement: Consultancy Services for HR and Administrative System Modernization of PUCSL

Date: 11 May 2026

Time: 2.00 p.m.

Venue: Public Utilities Commission of Sri Lanka (PUCSL)

1. Participants

PUCSL Representatives

- Director – Compliance
- Acting Director-HR
- Deputy Director – Finance

Prospective Consultants / Firms

- Representatives from KPMG
- Representatives from Deloitte
- Representatives from IPID

Main Discussion Points

- PUCSL explained that the consultancy assignment covers a comprehensive review and modernization of the HR and administrative systems, including organizational structure, Scheme of Recruitment (SOR), competency framework, succession planning, salary positioning, and HR digitalization.
- It was clarified that the assignment is not limited to HR operations alone and should incorporate future regulatory requirements, international best practices, and technology-oriented improvements.
- The consultants were informed that the assignment should include:
 - Review of existing HR and administrative systems
 - Revision of organizational structure and staffing requirements
 - Revision of competency frameworks and SOR
 - Recommendations on HR digitalisation and knowledge management
 - Salary positioning and compensation framework recommendations
- PUCSL clarified that consultants are expected to provide implementation-ready and evidence-based recommendations rather than simple revisions to existing systems.
- It was confirmed that the consultancy mainly requires recommendations and conceptual frameworks for digitalisation and does not include the implementation of digital systems.

- Participants were informed that the existing organisation structure, SOR, manuals, and HR systems are available and may be made available to refer (Annexed herewith)
- PUCSL stated that workshop and stakeholder consultation costs should be included in the financial proposal.
- It was clarified that additional experts may be included in the consultant team where necessary, subject to submission of relevant CVs and qualifications.
- One participant requested whether the soft copy of the Technical Proposal could be submitted through a password-protected email instead of a flash drive. PUCSL clarified that consultants are allowed to submit the Technical Proposal either through a flash drive or via a password-protected email sent to procurement@pucsl.gov.lk. The password should be submitted together with the Technical Proposal.
- PUCSL reminded all bidders that:
 - Technical and Financial Proposals should be submitted separately.
 - Two hard copies and soft copies are required.
 - Late submissions will be rejected.
 - Only proposals scoring 70 marks or above in the technical evaluation will qualify for financial opening.
- The Chair emphasized the importance of timely submission and encouraged consultants to submit innovative and high-quality proposals.