



Consumer Affairs Authority



State Ministry of Cooperative Services, Marketing Development and
Consumer Protection

REQUEST FOR PROPOSALS

The Consumer Affairs Authority (CAA) functions under the purview of the State Ministry of Cooperative Services, Marketing Development & Consumer Protection. The overall objective of the CAA is to provide for the better protection of consumers through the regulation of trade and the prices of goods and services and to protect traders and manufacturers against unfair trade practices and restrictive trade practices. Moreover, it is expected to promote competitive pricing wherever possible and ensure healthy competition among traders and manufacturers of goods and services.

The CAA consists of a Chairman and a minimum number of 10 other members who possess recognized qualifications and wide experience in the fields of Industry, Law, Economics, Commerce, Administration, Accountancy, Science, or Health. The Chairman and three members appointed as full-time members of the Authority. The Chairman and the Board members make policy decisions required to achieve the Authority's object. These policy decisions are executed through the relevant operational divisions of the Authority by the Director-General, who is the chief executive officer of the Authority. Currently, this Authority employs a total of 532 employees.

CAA is needed to have a regulatory framework as a simplified working guide, illustrating all existing and new policies and procedures in a systematic and orderly manner to guide the Chairman, Members of the Authority, Director General and Members of the Staff of this institution. This procedure will allow all employees to understand the entire processes of the CAA. Thereby CAA can offer a better service to all entities.

The CAA now invites eligible consulting firms to express their interest in their standard consulting fee for the assignment mentioned above. Responses must include the requested information as specified in the "Information Form" along with documentary evidence in support. Also, experience in knowledge and skills in government rules and regulations is considered a mandatory qualification for this job.

The "Information Form" is now available on the CAA website, and interested consultancy firms may download these document from the website www.caa.gov.lk/Downlods

Interested eligible applicants may obtain further information from **Deputy Director (Administration & Human Resource)**, Phone: +94117755471, e-mail: caahradd@gmail.com.

Responses to the above request, including all requested information with the Cost estimate, must be delivered not later than **15.00 hrs on 13th May, 2021** either: (i) hand delivered or (ii) by post to the address: Director-General, Consumer Affairs Authority, 2nd Floor, CWE Secretariat Building, 27, Vauxhall Street, Colombo 02.

The Envelope containing the "**Request for Consulting of MOP.**"

The Director-General,
Consumer Affairs Authority,
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28th April 2021