

FORM OF APPLICATION

SLTDA SUPPLIER REGISTRATION FOR THE YEAR 2025

GENERAL INFORMATION

1. **Name of the Organization:**

2. **Business Address:**

3. **Applicable Province:**

- | | |
|--|---|
| <input type="checkbox"/> Western Province | <input type="checkbox"/> North Central Province |
| <input type="checkbox"/> Central Province, | <input type="checkbox"/> Uva Province |
| <input type="checkbox"/> Southern Province | <input type="checkbox"/> All Provinces |

4. **Name of the Owner/ Director/ Partners:**

5. Company Details

a. Telephone:

b. E-Mail Address:

c. Web Address:

d. Business Registration No:

e. CIDA (ICTAD) Registration No. (For Works only):

f. VAT Registration No (if any):

6. **List of Goods/ Services/ Works:**

7. **Contact details of a company representative (For bids):**

a. Name / Designation:

b. Contact Details (Mobile Number/ E-mail Address):

Whether Copy attached herewith

	Yes	No
8. Original Non-Refundable Payment Slip	<input type="checkbox"/>	<input type="checkbox"/>
9. Copy of Authorization letter from Manufacture/Sole Agent or Distributor (If any)	<input type="checkbox"/>	<input type="checkbox"/>
10. Copy of Business Registration	<input type="checkbox"/>	<input type="checkbox"/>
11. Previous Experience 01 Year	<input type="checkbox"/>	<input type="checkbox"/>
12. CIDA registration (If any)	<input type="checkbox"/>	<input type="checkbox"/>

Please put “x” mark at the relevant cage for registering category:

Item Code	Categories		Item Code	Categories	
(1)	Stationery		(8)	Office / Hotel Furniture	
1.1	All kinds of stationery		8.1	Office furniture.	
(2)	Printing & Offsetting		8.2	Hotel Furniture	
2.1	Printing of Books with hard binding		(9)	Hotel Linen & Mattresses	
2.2	Visiting / Business cards, ID cards		9.1	Hotel Linen (Bed sheets, Blanket, Pillow cases, Pillows, Mosquito nets, Table clothes, Napkins, etc.)	
2.3	Pennants, Backdrops, Name Boards, Banners		9.2	Hotel Mattresses	
2.4	Letter heads, Envelops, Files		(10)	Crockery, Cutlery, Glassware & Kitchen Equipment	
2.5	Brochures, Leaflets		(11)	Hardware & Building Materials	
2.6	Printing & Supplying of T-Shirts & Caps, Pens and Pencils, Souvenirs, Plaques & etc.		11.1	All kind of Hardware Materials.	
(3)	Service of Report Writers, Concept writers, writers for press releases, Translators (English/Tamil/Sinhala), Proof Readers		11.2	Bathroom Fittings & Sanitary ware	
3.1	Publications (Books, Newspapers, Magazines etc.)		11.3	Electrical Fittings & Lights	
(4)	Toners (All kinds of Toners)		11.4	Tools and Maintenance Items	
4.1	Brother		(12)	Building Construction & Maintenance	
4.2	Lexmark		12.1	Aluminum works, Fabrication & Partitioning	
4.3	Canon		12.2	Civil Engineering works, Building Maintenance, Color washing.	
4.4	Samsung		12.3	Maintenance works / Plumbing / wiring / carpentry / Masons	
4.5	Toshiba		(13)	Supply of Food & Beverages	
4.6	HP		13.1	Providing Refreshments / Snacks	
4.7	Ricoh		13.2	Outdoor and Indoor Catering Services	
4.8	Any other		13.3	Providing of Water Bottles / Water Dispenses	
(5)	Textile Products		(14)	Designing & Art works Advertisements, Leaflets, Banners, Logos, Letter Heads etc.	
5.1	Uniform Materials, Uniforms, Ties		(15)	Event Management Companies	
5.2	Theme Staff Attires (Saree, Shirt, T – Shirt, Trouser etc.)		(16)	Photography & Videography	
5.3	Office curtaining, Hotel Curtaining		(17)	Designers	
5.4	Office Shoes		17.1	Interior Designers	
5.5	Lather Bags		17.2	Exterior Designers	

(6)	ICT Equipment		(18)	Amenities	
6.1	ICT Equipment (All kind of Computers, Laptops, Scanners, Photo copy Machines, Printers, Fax machines, UPS, Projector, USB, Flash Drives etc.)		18.1	Room Amenities	
6.2	ICT Accessories (UPS, Pen Drives, Hard Disks etc.)		18.2	Kitchen Amenities	
6.3	ICT Equipment Repairing (Repairing of Desktop Computers, Laptop Computers, Printers, Fax Machines, UPS, Photocopy Machines, etc.)		(19)	Repairing of vehicles, Cushion works & Carpets, Vehicle full service, Tinkering, Painting, Engine repairing	
6.4	Audio visual equipment		19.1	Tyres & Tubes	
6.5	CCTV System (Supply, Installation & Repairing)		19.2	Repairing of vehicles	
6.6	Data Recovery		19.3	Tinkering, Painting	
(7)	Computer Software		19.4	Cushion works & Carpets	
7.1	Enterprise Grade Application Software		(20)	Air Conditioners	
7.2	Web Site Development and Related Software		20.1	Supply & Installation of Air Conditioner	
7.3	Software Licenses (Operating System, Virus Guard, MS Office etc.)		20.2	Repairing & Maintenance of Air Conditioner	
7.4	Network Security Equipment and Software (Firewall, Load Balancer etc.)		(21)	Service & Maintenance of Generators	
7.5	Mobile Development and Related Software		(22)	Insects / Rodent & Pest Control Services	
7.6	Any Other Software		(23)	Hiring of Vehicles for Passenger and Goods Transportation	
7.7	Computer Hardware		23.1	Car	
7.8	Server Hardware		23.2	Bus	
7.9	Server Related Software		23.3	Van	
			23.4	Lorry	

I wish to register as a supplier under the aforesaid marked category / categories. I will agree to supply the goods / services / works as per rules & regulations of the Sri Lanka Tourism Development Authority.

Signature :

Name of Applicant :

Company Seal :

Date :

General Conditions:

- ✓ Interested suppliers shall obtain application documents from **05th November, 2024** to **26th November, 2024** as follows;
 - Download from the SLTDA Web site (<https://sltda.gov.lk/tender>)
 - From Procurement Division (4th Floor) of Sri Lanka Tourism Development Authority.
 - From any National Holiday Resorts of SLTDA.

- ✓ A payment of non-refundable fee of **Rs. 1,000.00** should be deposited for each main category.
 - a. To the Bank (AC No. **7119413 Bank of Ceylon Corporate Branch Sri Lanka Tourism Development Authority**)
(Note: Please Fill the Depositors Details and Purpose of Deposit in the Cash Deposit Slip as “Non-Refundable Tender Fee” and it is mandatory to submit the aforesaid original cash deposit slip with the Application. The payment should be made in cash and other payments are not allowed)
 - b. To the Shroff of Sri Lanka Tourism Development Authority on any working date between 9.00 am to 12.00 pm and 1.00 pm to 2.30 at SLTDA (Cash payments only)

- ✓ Applications should be submitted with following documents,
 - CIDA registration** (Only for Work Contractors works over Rs. 500,000.00 only)
 - Copy of Business Registration & Company Profile**
 - Non-Refundable Payment Slip**
 - Applicants shall have at least 01 years’ experience on providing goods, services & work for each relevant category** (Documentary evidence shall be attached)
 - Authorization letter from Manufacture/Sole Agent or Distributor** if any.
- ❖ **APPLICATIONS WILL BE REJECTED IF THE REQUIRED DOCUMENTS ARE NOT ATTACHED.**

- ✓ If the supplier fails to supply agreed goods or services as per the requirement, the respective suppliers will be not considered for the future requirements.
- ✓ All registered suppliers shall agree to provide minimum one-month credit period.
- ✓ Although quotations will usually be called from the registered suppliers/Contractors, the SLTDA reserves the right to call for quotations from other suppliers /Contractors as well.
- ✓ Duly filled Applications may be dispatched either by register post or hand delivered to **Chairman, Departmental Procurement Committee, Procurement Section (4th Floor), Sri Lanka Tourism Development Authority, No.80 Galle Road, Colombo 03 on or before 2.00 p.m. on 26th November, 2024.** And It should be written on the left-hand corner of the envelop as **“Supplier Registration (SLTDA) 2025”**