

**FORM OF APPLICATION**

**SUPPLIER REGISTRATION FOR THE YEAR 2022**

**GENERAL INFORMATION**

1. **Name of the Organization:** .....
2. **Business Address:** .....  
.....  
.....
3. **Applicable Province:**      Western Province                      North Central Province  
   Central Province,                      Uva Province  
   Southern Province                      All Provinces
4. **Name of the Owner/ Director/ Partners:** .....
5. **Telephone:** .....
6. **Mobile:** .....
7. **Fax No:** .....
8. **E-Mail Address:** .....
9. **Web Address:** .....
10. **Business Registration No:** .....
11. **Date of Registration:** .....
12. **CIDA (ICTAD) Registration No. (for Works only):** .....
13. **VAT Registration No (if any):** .....
14. **List of Goods/ Services/ Works :** .....

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

Item Code		Sub Item Code		Item Code		Sub Item Code	
(1) Stationery		1.1		(8)		8.1	
		1.2				8.2	
				(9)		9.1	
(2)		2.1				9.2	
		2.2		(10)			
		2.3		(11)		11.1	
		2.4				11.2	
		2.5				11.3	
		2.6				11.4	
(3)				(12)		12.1	
(4)		4.1				12.2	
		4.2				12.3	
		4.3				12.4	
		4.4		(13)		13.1	
		4.5				13.2	
		4.6				13.3	
		4.7		(14)			
		4.8		(15)			
(5)		5.1		(16)			
		5.2		(17)		17.1	
		5.3				17.2	
		5.4		(18)		18.1	
		5.5				18.2	
		5.6		(19)		19.1	
(6)		6.1				19.2	
		6.2				19.3	
		6.3		(20)			
		6.4		(21)			
(7)		7.1		(22)			
		7.2		(23)		23.1	
		7.3				23.2	
		7.4				23.3	
		7.5				23.4	
		7.6					
		7.7					
		7.8					
		7.9					

**General Conditions:**

- ✓ Interested suppliers shall obtain application documents from **26<sup>th</sup> Nov 2021** to **17<sup>th</sup> December 2021** as follows;
  - Download from the SLTDA Web site (<https://sltda.gov.lk/tender>)
  - From Procurement Division (4<sup>th</sup> Floor) of Sri Lanka Tourism Development Authority.
  - From any National Holiday Resorts of SLTDA.
- ✓ A payment of non-refundable fee of **Rs. 500.00** should be deposited.
  - 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 9.00am and 12.00 noon and 1.00 pm 2.30 at SLTDA (Cash payments only)
- ✓ Applications should be submitted with,
  - **CIDA registration** (Only for Work Contractors works over Rs. 500,000.00 only)
  - **Business Registration & Company Profile** and
  - **Non-Refundable Payment Slip** (Applications will be rejected if the required documents are not attached)
  - 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.
- ✓ 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 (4<sup>th</sup> Floor), Sri Lanka Tourism Development Authority, No.80.Galle Road, Colombo 03 on or before 2.00 p.m. on 17<sup>th</sup> December 2021**. And It should be written on the left-hand corner of the envelop as **“Supplier Registration (SLTDA) 2022”**

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** :