

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 **26th Nov 2021** to **17th December 2021** 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. 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 (4th Floor), Sri Lanka Tourism Development Authority, No.80.Galle Road, Colombo 03** on or before **2.00 p.m. on 17th 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 :



MINISTRY OF TOURISM

SRI LANKA TOURISM DEVELOPMENT AUTHORITY (SLTDA)

REGISTRATION OF SUPPLIERS FOR GOODS SERVICES AND WORKS FOR YEAR
2022

Applications are invited from reputed Manufactures / Distributors / Companies / Local Agents / Contractors who wish to register themselves to supply the under mentioned goods, services and works at the Sri Lanka Tourism Development Authority. **Provincial wise applications are invited** from Western Province, North Central Province, Central Province, Uva Province, Southern Province for the National Holiday Resorts located at Anuradhapura, Katharagama, Bandarawela, Nuwaraeliya, Bentota.

Item code	Items
(1)	Stationery
1.1	All kinds of stationery
1.2	Publications (Books, Newspapers, Magazines, etc.)
(2)	Printing & Offsetting
2.1	Printing of Books with hard binding,
2.2	Visiting / Business cards, ID cards
2.3	Pennants, Backdrops, Name Boards, Banners
2.4	Letter heads, Envelops, Files
2.5	Brochures, Leaflets
2.6	Printing & Supplying of T-Shirts & Caps, Pens and Pencils, Souvenirs, Plaques & etc.
(3)	Service of Report Writers, Concept writers, writers for press releases, Translators (English/Tamil/Sinhala), Proof Readers
(4)	Toners (All kinds of Toners)
4.1.	Brother
4.2	Lexmark
4.3	Canon
4.4	Samsung
4.5	Toshiba
4.6	HP
4.7	Ricoh
4.8	Any other

- (5) **Textile Products**
 - 5.1 Uniform Materials & Uniforms, Ties
 - 5.2 Theme Staff Attires (Saree, Shirt, T – Shirt, Trouser, Ties, Sarong, Lunge, etc.)
 - 5.3 Office curtaining, Hotel Curtaining
 - 5.4 Shoes
 - 5.5 Lather Bags
- (6) **ICT Equipment/ ICT Accessories/ ICT Equipment Repairing / Data Recovery**
 - 6.1 ICT Equipment (All kind of Computers, Laptops, Scanners, Photo copy machines, Printers, Fax machines, UPS, Projector, USB, Flash Drives etc.)
 - 6.2 ICT Accessories (UPS, Pen Drives, Hard Disks, Fax Machine etc.)
 - 6.3 ICT Equipment Repairing (Repairing of Desktop Computers, Laptop Computers, Printers, Fax Machines, UPS, Photocopy Machines, etc.)
 - 6.4 Audio visual equipment
 - 6.5 Data Recovery
- (7) **Computer Software**
 - 7.1 Enterprise Grade Application Software
 - 7.2 Website Development and Related Software
 - 7.3 Software Licenses (Operating System, Virus Guard, MS Office etc)
 - 7.4 Network Security Equipment and Software (Firewall, Load Balancer etc)
 - 7.5 Mobile Development and Related Software
 - 7.6 Any Other Software
 - 7.7 Computer Hardware
 - 7.8 Server Hardware
 - 7.9 Server Related Software
- (8) **Office / Hotel Furniture**
 - 8.1 Office furniture.
 - 8.2 Hotel Furniture
- (9) **Hotel Linen and Mattresses**
 - 9.1 Hotel Linen (Bed sheets, Blanket, Pillow cases, Pillows, Mosquito nets, Table clothes, Napkins, etc.)
 - 9.2 Hotel Mattresses
- (10) **Crockery, Cutlery, Glassware & Kitchen Equipment**
- (11) **Hardware & Building Materials**
 - 11.1 All kind of Hardware Materials.
 - 11.2 Bathroom Fittings & Sanitary ware
 - 11.3 Electrical Fittings & Lights
 - 11.4 Tools and Maintenance Items
- (12) **Building Construction & Maintenance**

- 12.1 Aluminum works, Fabrication & Partitioning
- 12.2 Civil Engineering works, Building Maintenance, Color washing.
- 12.3 Maintenance works / Plumbing / wiring / carpentry / Masons
- (13) **Supply of Food & Beverages**
 - 13.1 Providing Refreshments/ Snacks
 - 13.2 Outdoor and indoor catering Services
 - 13.3 Providing of Water Bottles / Water Dispenses
- (14) **Event Management Companies**
- (15) **Designing & Art works**
 - Advertisements, Leaflets, Banners, Logos, Letter Heads
- (16) **Photography & Videography**
- (17) **Designers**
 - 17.1 Interior Designers
 - 17.2 Exterior Designers
- (18) **Amenities**
 - 18.1 Room Amenities
 - 18.2 Kitchen Amenities
- (19) **Repairing of vehicles, Cushion works & Carpets, Vehicle full service, Tinkering, Painting, Engine repairing**
 - 19.1 Tyres & Tubes
 - 19.2 Repairing of vehicles
 - 19.3 Tinkering, Painting
 - 19.4 Cushion works & Carpets
- (20) **Repairing & Maintenance of Air Conditioners**
- (21) **Service & Maintenance of Generators**
- (22) **Insects / Rodent & Pest Control Services**
- (23) **Hiring of vehicles for Passenger Transportation, Goods Transportation**
 - 23.1 Car
 - 23.2 Bus
 - 23.3 Van
 - 23.4 Lorry

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Chairman,
Procurement Committee
Sri Lanka Tourism Development Authority,
No.80, Galle Road,
Colombo 03.