

# Presidential Secretariat

## Registration of Suppliers for the year 2021

Application are invited from reputed suppliers, who wish to register themselves for the supply of following goods, services and work to the Presidential Secretariat for the year 2021. Registration will be done under 25 categories of goods, services and work and these details can also be obtained form the official website of the Presidential Secretariat.

Category numbers and category names of registration for goods/services/work are as follows.

<b>Category Number</b>	<b>Category Names</b>
<b>01</b>	<b>Office Stationery</b> <ul style="list-style-type: none"> <li>➤ Pens</li> <li>➤ Pencils</li> <li>➤ Envelops</li> <li>➤ Staplers</li> <li>➤ Typing Papers</li> <li>➤ Photocopy Papers</li> <li>➤ Any other type of office stationery</li> </ul>
<b>02</b>	<b>Office Equipment</b> <ul style="list-style-type: none"> <li>➤ Calculators</li> <li>➤ Fax Machines</li> <li>➤ Photocopy Machines</li> <li>➤ Multi-media Projectors/ Screens</li> <li>➤ Speaker Systems</li> <li>➤ Paper Cutting Machines</li> <li>➤ Fingerprint Machines</li> <li>➤ Any other type of office equipment</li> </ul>
<b>03</b>	<b>Computers/ Printers and Additional Computer Accessories</b> <ul style="list-style-type: none"> <li>➤ Computer Accessories/ Hardware and relevant Accessories</li> <li>➤ Computers</li> <li>➤ Laptops/ Notebook Copmuters/ I-Pad/ Tablets</li> <li>➤ Printers</li> <li>➤ Scan Machines</li> <li>➤ UPS Machines</li> <li>➤ Data Communication Accessories and Equipment</li> <li>➤ Security Solutions</li> <li>➤ Operating Systems</li> <li>➤ Computer Software</li> <li>➤ Any other type of Computer Accessories and Hardware</li> <li>➤ Create any other computer software</li> </ul>
<b>04</b>	<b>Furniture</b> <ul style="list-style-type: none"> <li>➤ Wooden Furniture</li> <li>➤ Steel Furniture</li> <li>➤ Aluminium Furniture</li> <li>➤ Any other type of furniture</li> </ul>

<b>05</b>	<b>Machine and Machneries</b> <ul style="list-style-type: none"> <li>➤ Generators</li> <li>➤ Vacuum Cleaners</li> <li>➤ Equipment such as Polishers</li> <li>➤ Air Condition Machines (A/C Machines)</li> <li>➤ High Pressure Washers</li> <li>➤ Grass Cutting Machines</li> <li>➤ Solar Cell Systems</li> <li>➤ Solar Heaters</li> <li>➤ Supply of Ventilation Screens</li> <li>➤ Blower related activities</li> <li>➤ Any other type of machine and machineries</li> </ul>
<b>06</b>	<b>Audio Visual Equipment</b> <ul style="list-style-type: none"> <li>➤ Cameras and Accessories</li> <li>➤ Video Cameras and Accessories</li> <li>➤ Televisions/ Television Supports</li> <li>➤ Radio cassettes</li> <li>➤ CCTV Cameras and Accessories</li> <li>➤ Voice Recorders</li> <li>➤ Any other type of audio visual equipment</li> </ul>
<b>07</b>	<b>Electrical Equipment, Household Appliances and Spare Parts</b> <ul style="list-style-type: none"> <li>➤ Refrigerators</li> <li>➤ Electric Fans</li> <li>➤ Any other type of electrical equipment, household appliances and spare parts</li> </ul>
<b>08</b>	<b>Communication Equipment and Tools</b> <ul style="list-style-type: none"> <li>➤ Mobile Phones</li> <li>➤ CDMA Phones</li> <li>➤ Dongles</li> <li>➤ Television Connections (TV Connections)</li> <li>➤ Computer Network Services</li> <li>➤ Network Systems, Networking Equipment and Tools</li> <li>➤ PABX and Relevant Equipment</li> <li>➤ Telephone and Data Connections</li> <li>➤ Any other type of communication equipment and tools</li> </ul>
<b>09</b>	<b>Consumer Goods</b> <ul style="list-style-type: none"> <li>➤ Supply of food items (As dry food)</li> <li>➤ Tea, Sugar, Milk Powder</li> <li>➤ Serviates, Towels, Bedsheets etc.</li> <li>➤ Cleaning Fluid, Soap and Other Detergents</li> <li>➤ Vehicle cleaning materials and equipment</li> <li>➤ Plastic products, polythene rolls, polythene bags and all kinds of wax</li> <li>➤ Bottled Drinking Water</li> <li>➤ Torches, batteries, bulbs and other accessories</li> <li>➤ Porcelain and glassware</li> <li>➤ Any other type of consumer goods</li> </ul>
<b>10</b>	<b>Consumables for Printers, Photocopy Machines, Fax Machines and Cameras</b> <ul style="list-style-type: none"> <li>➤ Film Roll</li> <li>➤ Plate Roll</li> <li>➤ Ribbon/ Toners/ Cartridge</li> <li>➤ Any other type of consumables for printers/ photocopy machines/ fax machines and cameras</li> </ul>

<b>11</b>	<b>Coir, Rubber, Leather related Products</b> <ul style="list-style-type: none"> <li>➤ Brooms/ Idal/ Brushes/ Carpets</li> <li>➤ Mattresses</li> <li>➤ All type of shoes and office bags</li> <li>➤ Any other type of coir/rubber/leather related products</li> </ul>
<b>12</b>	<b>Laboratory related Materials</b> <ul style="list-style-type: none"> <li>➤ Chemicals</li> <li>➤ Laboratory Equipment and Accessories</li> <li>➤ Gloves</li> <li>➤ Sample Test Covers</li> <li>➤ Any other type of laboratory related materials</li> </ul>
<b>13</b>	<b>Pooja Bhandra (Pooja Items)</b> <ul style="list-style-type: none"> <li>➤ Atapirikara</li> <li>➤ Siuru Pirikara</li> <li>➤ Buddhist Flags</li> </ul>
<b>14</b>	<b>Landscaping related Items</b> <ul style="list-style-type: none"> <li>➤ Landscaping Equipment and Accessories</li> <li>➤ Fertilizers and Kohubath</li> <li>➤ Flower and Ornamental Plants</li> <li>➤ Flower Pots</li> </ul>
<b>15</b>	<b>Printing and Related Services</b> <ul style="list-style-type: none"> <li>➤ Date Stamps, Rubber Stamps, Name Plates/Boards</li> <li>➤ Banners, Flags and Exhibitions Booths</li> <li>➤ Publications and Books</li> <li>➤ Photo Printing, Editing, Album Binding and Photo Framing</li> <li>➤ Printing Work and Book Binding</li> </ul>
<b>16</b>	<b>Building Construction Material</b> <ul style="list-style-type: none"> <li>➤ Plumbing and Fittings ( PVC and Other Metal-ware)</li> <li>➤ Aluminum Exclusion (For Construction, Renovation and Internal Partitions)</li> <li>➤ Wires, Switches and Other Electrical Circuit Accessories</li> <li>➤ Wood/Wood Planks/ Thin Wood Planks</li> <li>➤ Steel Wire</li> <li>➤ Any other type of building construction material</li> </ul>
<b>17</b>	<b>Repairs</b> <ul style="list-style-type: none"> <li>➤ Repair of Electrical Equipment</li> <li>➤ Repair and Maintenance of Technical Equipment including Functional Units</li> <li>➤ Repair and Maintenance of Fire Extinguishers</li> </ul>
<b>18</b>	<b>Festivals and Other Special Occasions</b> <ul style="list-style-type: none"> <li>➤ Catering for festive occasions (snacks / parcels)</li> <li>➤ Providing Festive Items (Tables, Chairs, Dishes, Spoons, Forks, Temporary Raincoats)</li> <li>➤ Providing Sound Equipment for Festive Occasions</li> <li>➤ Providing Video Walls for Festive Occasions</li> <li>➤ Providing Hut, Canopy for Festive Occasions</li> <li>➤ Providing Flowers and Flower Decorations for Festive Occasions</li> <li>➤ Providing Services for Banquets /Events</li> <li>➤ Provision of Mobile Toilets for Special Occasions</li> </ul>
<b>19</b>	<b>Vehicle Related Services</b> <ul style="list-style-type: none"> <li>➤ Tires, tubes, batteries and spare parts for vehicles</li> <li>➤ Vehicle Service</li> <li>➤ Auto air conditioning repairs and services of vehicles</li> <li>➤ Electrical repair of vehicles</li> <li>➤ Mechanical repair of vehicles</li> <li>➤ Vehicle cushioning and carpeting</li> <li>➤ Repairing and coloring worn out parts of vehicles</li> <li>➤ Provision of vehicles on hire basis / lease basis</li> </ul>

<b>20</b>	<b>Media Related Services</b> <ul style="list-style-type: none"> <li>➤ Publishing Newspaper Advertisements</li> <li>➤ Broadcasting Television and Radio Advertisements</li> <li>➤ Stage Background Design Work</li> <li>➤ Advertising and other artistic creations</li> </ul>
<b>21</b>	<b>Provision of special security equipment for the security sector</b> <ul style="list-style-type: none"> <li>➤ Scanners</li> <li>➤ Walkie Talkie Machines</li> <li>➤ VIP Security Equipment</li> <li>➤ Search Equipment</li> </ul>
<b>22</b>	<b>Harmful Insects Control Services</b> <ul style="list-style-type: none"> <li>➤ Control of harmful insects such as mosquitoes, mites, beetles, flies, rats, cockroaches</li> </ul>
<b>23</b>	<b>Internal Work</b> <ul style="list-style-type: none"> <li>➤ Laying carpet</li> <li>➤ Supply and installation of curtains</li> <li>➤ Interior decoration</li> </ul>
<b>24</b>	<b>Uniforms and Accessories for the Security Personals</b> <ul style="list-style-type: none"> <li>➤ Fabric Supply</li> <li>➤ Sewing Clothes</li> <li>➤ Ties</li> <li>➤ Tie Pins</li> </ul>
<b>25</b>	<b>Providing services on sanitation</b>

**Conditions:-**

01. Registration of suppliers who do not submit bids on time or do not deliver goods, services and work on time or do not comply with the terms of bid will be canceled without prior notice.
02. Advance payments for Supplies and services are not paid and the payments will be done after the supply of goods or services. A credit period of 30 days should be given for that.
03. A copy of the Business Registration Certificate should be sent with the registration application
04. Evidence should be provided that there are enough human and physical resources which required to provide goods, services and work efficiently
05. Prior business experience of the companies and individuals who are applying for supplying goods, services and work is an additional qualification.
06. Goods ordered by the Presidential Secretariat should be delivered to the Presidential Secretariat by the supplier and Presidential Secretariat will not facilitate for transportation or payment of transportation charges.

07. The applicant should have telephone and other electronic communication facilities
08. When registering the institutions for vehicle repairs and term services, a qualified committee will physically inspect the relevant establishments and register only those establishments which have the required facilities.
09. It is expected to register suppliers in major cities covering Colombo, Kandy, Nuwara Eliya, Anuradhapura, Badulla and Hambantota districts for vehicle repairs.

#### **Completion of Applications and Payment of Fees:-**

01. A form of application to be submitted is given at the end of this notice. Application should be arranged on 22cm x 29cm size A4 papers and the headings numbered 01 to 09 must be on the first page and the remaining headings must on the second page. The application can also be downloaded from the official website of the Presidential Secretariat.
02. To register as a supplier of this office for the year 2021, it is required to make a payment of Rs. 2,000.00 (Two Thousand Rupees) as the registration fee per category.
03. Those who wish to register for more than one category of goods, services and work, should be submitted separate applications for each and should be paid a separate registration fee of Rs. 2,000.00 (Two Thousand Rupees) for each category.
04. Registration Fees Payments can be made to any of the Bank of Ceylon Branches in the name of “**Secretary to the President**” credited to **Account No. 7040016**, Bank of Ceylon Taprobane Branch. The original copy of the cash deposit form provided by the bank should be submitted with the application to prove that such payments have been made. (It is the responsibility of the applicant to keep a photocopy in the possession of the applicant.) **The deposit should be made in the name of the institution registering and the name of the institution should also be mentioned in the cash deposit form.** Applications that have not been duly submitted will be rejected and the registration fee will not be refunded.
05. Duly completed applications along with other required documents should be sent by registered post to the **Secretary to the President, Presidential Secretariat, Galle Face, Colombo 01 on or before 11.12.2020.** (Applications should not be handed over due to the Corona pandemic in the island.)

06. It should be indicated “**Registration of Suppliers for the year 2021**” on the top left corner of the envelope of the application and **the category of goods, services and work to be applied for.**

07. Further Inquiries - 011 2354354  
076 8546651 - Iresha

**Chairman  
Procurement Committee  
Presidential Secretariat  
Colombo 01**

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**Supplier Registration Application for the year 2021**  
**Presidential Secretariat**  
**Colombo 01**

01. Category Number of the Goods, Services and Work intended for Registration: .....

01.1. Category Name of the Goods, Services and Work:  
.....

02. Name of the Supplier/Institution:  
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03. Address:  
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04. Telephone Number : .....05. Fax Number : .....

06. E-mail Address: .....

07. Briefly state the goods, services and work that can be provided under the category you are applying for:

- .....
- .....
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- .....
- .....
- .....
- .....
- .....
- .....
- .....

08. Company Registration Number: .....  
(A copy of the Company Registration Certificate should be attached)

09. Tax Payer ID (If Any) : .....

10. Registration fee of Rs..... (Rs.....  
.....) (Specify the amount in letters) for registration under above good,  
services and work category number: ..... is credited to Account  
Number 7040016 at Taprobane Branch, Bank of Ceylon on .....  
(The original copy of the cash deposit form should be attached)

I hereby declare that the above information is true and accurate and I agree with the conditions laid down for the Registration of Suppliers for the Presidential Secretariat for the year 2021.

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Date

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Signature of the Applicant  
(Official Stamp)

