



MINISTRY OF TOURISM

SRI LANKA TOURISM DEVELOPMENT AUTHORITY (SLTDA)

REGISTRATION OF SUPPLIERS FOR GOODS SERVICES AND WORKS FOR YEAR
2021

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

General Conditions:

- ✓ The applications are available at Procurement Division (4th Floor), Sri Lanka Tourism Development Authority (SLTDA), No.80, Galle Road, Colombo 03, website of the SLTDA (sltda.gov.lk) and any National Holiday Resorts of SLTDA from **05th October 2020** to **07th November 2020**.
- ✓ 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 Bank Cash Deposit Slip.**)
 - 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 please note no money order or cheques will be accepted .
- ✓ Applicants should attach the **CIDA registration** (this is applicable for works which are over Rs. 500,000.00 only), **Business Registration & Company Profile** and **Original Payment Slip** with the application. Applications will be rejected if the required documents are not attached.
- ✓ Applicants shall have at least 03 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.
- ✓ Quotations / Bids will be requested from registered suppliers for the requirement. **If the supplier fails to address more than three occasions, the SLTDA will consider as a non-responsive supplier future requirement.**
- ✓ **All registered suppliers shall agree to provide minimum one-month credit period.**
- ✓ 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.
- ✓ 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 07th November 2020**. And It should be written on the left-hand corner of the envelop as "**Supplier Registration (SLTDA) 2021**"

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

FORM OF APPLICATION

SUPPLIER REGISTRATION FOR THE YEAR 2020

GENERAL INFORMATION

1. **Name of the Organization:**
2. **Business Address:**
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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					

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 (Company / Individual) :

Company Seal :

Date :