

**Ministry of Development Strategies and International Trade****REGISTRATION OF SUPPLIERS FOR THE YEAR 2020**

Applications are invited from Manufacturers, Agents, Distributors, Importers, Authorized Dealers, Wholesalers, Suppliers, Contractors and Service Providers who wish to register for the supply of following goods and services to the Sri Lanka Export Development Board for the year 2020.

<b>Categories of Products/Services</b>	
<b>1.0 Office Equipment &amp; Stationery</b>	
1.1	Pens, Pencils, Envelopes, Staples, Typing Sheets, Photocopy Papers, Dusters, file covers, bulldog clips, calculators etc.
1.2	Computers & related Items - Computers, Laptops, Computer Hardware and Computer Accessories ,servers, storage, PCs, Tabs, monitors,UPS,mouse & keyboards, power adapter,Printers & Printer Accessories (Dot matrix, Laser Jet Printers, Colour Printers, Photoconductors ,etc
1.3	Fax Machines, Photocopy Machines, Adding Machines, Face/Finger Scanning Attendance Machines, and Other Equipment etc.)
1.4	IT network solutions, Computer Consumables (Printer Toners, Cartridges, Ribbons, Pen Drives, Recordable CDs/DVDs, Diskettes, etc.)
1.5	Electrical Equipment & Spare Parts (Refrigerators, Electrical Fans, Air Conditioners, etc.)
1.6	Audio-Visual Equipment & Telecommunication Equipment (Cameras, Video Cameras, Projectors and Processing Machines, Radios, Cassettes, Telephone Systems and Telephone Equipment, etc.)
1.7	Office Furniture - Wooden/Steel/ fabrics (Tables, Chairs, Cupboards, Almirahs, Shelves etc.)
1.8	Date Stamps, Rubber Stamps, Name Boards (Aluminum/Plastic/Brass, etc.)
1.9	Uniform Materials for minor staff (Shirt and Trouser Materials, Shoes and Socks, saree)
<b>2.0 Repairs &amp; Maintenance of Office Equipment</b>	
2.1	Repairs & Maintenance of Office Equipment(Calculators, Fax Machines, Photocopy Machines, Adding Machines, Face/Finger Scanning Attendance Machines, and Other Equipment etc.)
2.2	Repairs , Servicing and Maintenance of Air Conditioners
2.3	Repairs of Printers, Computers and Computer Servers Maintenance
2.4	Repairs of Office Furniture (Wooden/Steel)
2.5	Key Cutting & Lock Repairs
<b>3.0 Repairs &amp; Supply of Spare Parts for Vehicles</b>	
3.1	Tyres, Tubes & Batteries for Light Vehicles
3.2	Spare Parts for Light Vehicles and Motor Cycles
3.3	Repairs of Silencers, Radiators, Motor Vehicle Air Conditioners
3.4	Upholstery Work of Vehicles (Vehicle Seat Cushions, Seat Covers, Rubber Carpets & Canvas Cover)
3.5	Vehicle Services( Within 15 km, Car wash, shampooing carpet, interior cleaning, etc)
3.6	Wheel Alignments & Adjustments
3.7	Auto Electrical Repairs
3.8	Tinkering & Painting of Motor Vehicles
3.9	Repairs of Motor Vehicles
<b>4.0 Advertising, Promotional works &amp; Printing materials</b>	
4.1	Advertising /Outdoor advertising(banners, leaflet, LED panels, name boards, posters, etc)
4.2	Production of Audio/Video Documentary
4.3	Designing art work, Printing of Magazines, Brochures, booklet,Posters, Invitations / Greeting Cards ,visiting cards etc. (Local/Overseas)
4.4	Sound Systems for Exhibitions/Seminars/Workshops (Microphones, audio recording facility, speakers etc.)
4.5	Printing of Office Documents, Receipt Books, etc.
4.6	Printing/Book Binding (Brochures, Leaflets, Banners & Posters, etc.)
4.7	Branding(co - operate branding/ dealer branding)
4.8	Promotional Items(trophies, Plaques, medals, T-shirts, bags, gifts, etc)
<b>5.0 Other Services</b>	
5.1	Event Management / Organizing Local and Overseas Trade Fairs
5.2	E-commerce E-business, E-payment facilities, E-marketing facilities etc
5.3	Stall installation & maintenance- Designing , installation and maintenance
5.4	Language Translators (English to Tamil, Japanese, Chinese & Other Foreign Languages)
5.5	Office Security
5.6	Office Partitioning, refurbishing Interior Designing & Constructions (ceramic , painters, fabrication, cushioning of chairs etc)
5.7	Electrical and Telephone Wiring (circuit breakers, bulb, switch board etc)
5.8	Illumination of the Building/Exhibition Halls
5.9	Staff Transport Service, Renting/Hiring of Motor Vehicles (Car, Van, Buses, etc.)
5.10	IT Software Solution (Operation system, SW license, data base, application software, business intelligence, workflow solution, IT security solution, cloud solution etc.)
5.11	Internet, Broadband, mobile solution
5.12	Logistics & Freight Forwarding -Air, Sea & Courier Service
5.13	Accommodation Local & international hotels( for participants, representatives in expos, workshops etc)
5.14	Auditorium and Venue providers -Exhibiting places , halls etc
5.15	Performing Arts -Dancing troupe & other performing group(local & international Expos etc)
5.16	Pests Controlling
5.17	Consultancy Service
5.18	Tea leaves, milk powder, sugar, medicine, tissue, hand towel and Bottle water supplies etc.
5.19	Meals & refreshments (morning/lunch/ evening & dinner for participants in special events, seminars, exhibitions etc)
5.20	Making of Identity Cards
5.21	Telephone Repair

**Application Procedure:**

- Submit a copy of the business registration (BRC), company profile, bank details and Grama niladhari Certificate.
- Registrations would be considered subject to assessment / evaluation procedure and will be rejected if the information provided is found to be false or inaccurate.
- All applicants must have minimum of two year experience as goods or service supplier and must furnish a list of reference of the present client base.
- The supplier should agree to provide one month credit period time.
- A non- refundable registration fee of Rs.500/- for each item for registration for the year 2020 should be made in cash to the Cashier, EDB or by a cheque drawn in favour of "Sri Lanka Export Development Board".
- Registered suppliers who fail to meet deadlines and maintain quality and standards up to the desired levels would be blacklisted and removed from the supplier list.
- Damaged or poor quality items will be returned and those must be replaced as early as possible.
- Specimen application form could be downloaded from our website: www.srilankabusiness.com under "Announcements"
- Calling of quotations for supplies and services will normally be invited from the list of registered suppliers/ service providers.
- EDB reserves the right to call quotations and make purchases/services from other non-registered suppliers/service providers as well.
- Sealed document indicating "Registration of Suppliers for the year 2020" on the left hand corner to be sent by post to below address, under registered cover or may be personally handed over to the Procurement Unit, 6th Floor, EDB, NDB- EDB Tower, No: 42, Nawam Mawatha, Colombo- 02, at or before 2.30 p.m. on 30th November 2019.
- Further clarifications, please contact Junior Manager/ Procurement on Tele: 0112300702.

**Chairperson & Chief Executive****Sri Lanka Export Development Board****NDB-EDB Tower, No.42, Nawam Mawatha, Colombo 02.****Tele: 011-2300705 -11 Fax: 011-2300715****Web: www.srilankabusiness.com**