



SRI LANKA EXPORT DEVELOPMENT BOARD

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இலங்கை ஏற்றுமதி அபிவிருத்திச் சபை



MINISTRY OF TRADE

REGISTRATION OF SUPPLIERS FOR THE YEAR 2022

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 2022.

Categories of Products/Services

1.0	Office Equipment & Stationery
1.1	Office Stationery Items-Pens, Pencils, Envelopes, Staples, Typing Sheets, Photocopy Papers, Dusters, file covers, bulldog clip, calculators etc.
1.2	Computers & related Items - Computers, Laptops, Computer Hardware and Computer Accessories, servers, storage, PCs, Tabs,monitors, UPS, mouse & keyboards, power adapter,scanner, 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, 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,Sarees)
2.0	Repairs & Maintenance of Office Equipment
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/Iron) and Cushion Works
2.5	Telephone Repair
3.0	Repairs & Supply of Spare Parts for Vehicles
3.1	Tyres, Tubes , Batteries ,Wheel Alignments & Adjustments
3.2	Spare Parts for Vehicles and Motor Cycles
3.3	Repairs of Silencers, Radiators
3.4	Upholstery Work of Vehicles (Vehicle Seat Cushions, Seat Covers, Rubber Carpets & Canvas Covers)
3.5	Vehicle Services- (Head Office and Regional Offices – Colombo, Jaffna, Kurunegala, Matara, Kandy -Within 10 KM per each Office Premises)
3.6	Repairs of Motor Vehicle Air Conditioners
3.7	Auto Electrical Repairs
3.8	Tinkering & Painting of Motor Vehicles
4.0	Advertising, Promotional works & Printing materials
4.1	Advertising/Outdoor advertising(banners, leaflets, LED panels, name boards, posters, etc)
4.2	Production of Audio/Video Documentary
4.3	Concept development, Designing art work, Printing of Magazines, Brochures, booklets,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 & Book Binding (Receipt Books, Brochures, Leaflets, Banners & Posters, Etc.)
4.6	Branding (co-operate branding/ dealer branding)
4.7	Promotional Items(trophies, Plaques, medals, T-shirts, bags, gifts, etc)
5.0	Other Services
5.1	Consultancy Service (Business Development, Marketing Analysis, Marketing, Product Development, Brand Management, Public Relations, Social Media Marketing etc.)
5.2	Event Management / Organizing Local and Overseas Trade Fairs
5.3	E-commerce (E-business, E-payment facilities, E-marketing facilities etc)
5.4	Stall installation illumination & maintenance- Designing , installation and maintenance
5.5	Language Translators (English to Tamil, Japanese, Chinese & Other Foreign Languages)
5.6	Office Security
5.7	Office Partitioning, refurbishing Interior Designing & Constructions (ceramic , painters, fabrication, cushioning of chairs etc)
5.8	Electrical and Telephone Wiring (circuit breakers, bulbs, switch boards etc)
5.9	Staff Transport Service, Renting/Hiring of Motor Vehicles (Cars, Vans, 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	Performing Arts -Dancing troupes & other performing groups (local & international Expos etc)
5.14	Pests Controlling
5.15	Making of Office Identity Cards

Application Procedure

- Submit a copy of the Business Registration Certificate (BRC), or the Registration Certificate issued by the Local Authority, and company profile with the application.
- 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.
- 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 at earliest as possible.
- Specimen application form could be downloaded from our website www.srilankabusiness.com under “Announcements”
- A non- refundable registration fee of Rs. 1,000/- for each sub item for registration for the year 2022 should be made in cash to the Cashier (between 9 .00 a.m. to 3.00 p.m. on working days), EDB.
- 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 the Suppliers for the year 2022**” on the left hand top corner to be sent by post to below address, under registered cover or may be personally handed over to the EDB, Procurement Unit, 6th Floor, NDB-EDB Tower, No: 42, Nawam Mawatha, Colombo- 02, at or before 3.00 p.m. on 30th November 2021.
- For further clarifications please contact Procurement Officer / Procurement unit on Tele: 0112300702.

Chairman

Sri Lanka Export Development Board
NDB-EDB Tower, No. 42, Nawam Mawatha, Colombo 02.

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