



SRI LANKA EXPORT DEVELOPMENT BOARD

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இலங்கை ஏற்றுமதி அபிவிருத்திச் சபை



Ministry of Investment Promotion

REGISTRATION OF SUPPLIERS FOR THE YEAR 2023

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 2023.

Categories of Products/Services

1.0	Office Equipment & Stationery
1.1	Office Stationery Items-Pens, Pencils, Envelopes, Staplers, 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, 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 events)
5.14	Pest Controlling
5.15	Making of Office Identity Cards

Application Procedure

- Specimen application form could be downloaded from the EDB website www.srilankabusiness.com under "Announcements". One application form can be used to register for multiple products/services.
- The companies who download the applications from the EDB website **should pay Rs.1,000/-** as a non-refundable fee **for each sub item** for registration to the **Sri Lanka Export Development Board Account No. 306605, Bank of Ceylon, Lake View Branch** and a copy of the deposit slip should be forwarded to the EDB along with the application. **Applications without a copy of the deposit slip will not be accepted as a valid document.**
- Sealed applications indicating "**Registration of Suppliers for the year 2023**" on the left-hand corner of the envelope to be forward to the below address by registered post or personally handed over to the Procurement Unit, 6th Floor, NDB-EDB Tower, No:42, Nawam Mawatha, Colombo-02, **at or before 3.00 p.m. on 30th November 2022.**

Qualifying Criterion for Registration of Suppliers with SLEDB

- Submission of a copy of the Business Registration Certificate (BRC) or the Registration Certificate issued by the Local Authority and company profile with the application.
- All applicants must have minimum of two years of experience as goods or service suppliers and must furnish a list of reference of the present client base.
- The supplier should agree to provide one month credit period time.
- With regard to the vehicle services, the garage should be registered at the relevant Provincial Council.

Registration & Evaluation

- Registration would be considered subject to an assessment / evaluation procedure and will be rejected if the information provided is found to be false or inaccurate.
- Calling of quotations for supplies and services will be invited from the list of registered suppliers/ service providers.
- 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.
- EDB reserves the right to call for quotations and make purchases/services from other non-registered suppliers/service providers as well.

For further clarifications, please contact the Acting Assistant Director / Procurement on Tele : 0112300702.

CHAIRPERSON
PROCUREMENT COMMITTEE (PC)
SRI LANKA EXPORT DEVELOPMENT BOARD
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