



SRI LANKA EXPORT DEVELOPMENT BOARD

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இலங்கை ஏற்றுமதி அபிவிருத்திச் சபை



MINISTRY OF TRADE

REGISTRATION OF SUPPLIERS FOR THE YEAR 2021

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 2021.

Categories of Products/Services	
1.0	Office Equipment & Stationery
1.1	Office Stationery Items-Pens, Pencils, Envelopes, Staples, Typing Sheets, Photocopy Papers, Dusters, file cover, 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)
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	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 & 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	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, bulbs, switch boards etc)
5.8	Illumination of the Building/Exhibition Halls
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 intel- ligence, 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	Consultancy Service
5.16	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.
- A non- refundable registration fee of Rs. 500/- for each sub item for registration for the year 2021 should be made in cash to the Cashier (between 9 .00 a.m. & 3.00 p.m. on working days), EDB or by a cheque drawn in favour of “Sri Lanka Export Development Board” (Money Order will not be accepted).
- Registered suppliers who fail to meet deadlines and maintain quality and standards up to the desired levels would be black listed 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”
- 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 Supplier for the year 2021” on the left hand 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, on or before 3.00 p.m. 30th November 2020.
- For further clarifications please contact Junior Manager/ Procurement on Tele: 0112300702.

Chairman

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

Tele: 011-2300705 -11 Fax: 011-2300715

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