



## NOTICE

### **Registration of Suppliers (in general) for Supply of Goods and Services Under Shopping for all Government Institutions located within Western Province for the year – 2010 (Excluding works and Consultancy Services)**

#### **Ministry of Finance & Planning**

The list of registered suppliers for the year 2009 has been published in the web site [www.treasury.gov.lk](http://www.treasury.gov.lk) of Ministry of Finance & Planning and [www.pfd.gov.lk](http://www.pfd.gov.lk) of the Department of Public Finance as per the decision for general registration under Ministry of Finance & Planning with a view to effect the goods and Service procurement process of the Government Institutions efficiently and more economically instead of registering them separately under each institution.

It has been decided to expand the supplier registration process which was initiated as a pilot programme in 14 Local Government administrative area in Colombo and Gampaha districts in 2009, up to all the government institutions located in the Western Province.

Accordingly applications are invited from Manufactures, Accredited Agents, Sub Agents, Distributors, Wholesale/ Retail and Service Suppliers who wish to register to supply under mentioned goods and services to the Government Institutions located within the Western Province, for the year 2010.

#### **Supply of Goods and Code Nos:**

- G.01 - Office Stationary (all the other materials inclusive of Pens, Pencils, Envelopes, Staples, Typing Sheets, Photo Copy Papers)
- G.02 - Office equipment (Type Writers, Calculators, Fax Machines, Photocopy Machines and other equipments)
- G.03 - Computers and Computer materials (Computer stationary, Diskettes, Ribbons and Toners)
- G.04 - Office Furniture - (Cabinets, Almyras, Shelves, Tables and Chairs)
- G.05 - Air Conditioners
- G.06 - Tyres, tubes and batteries for all types of vehicles.
- G.07 - Machinery, equipment, and Generators
- G.08 - Audio-visual equipments, (Cameras, Viedio Cameras, Radios, Cassettes, Phones etc.)
- G.09 - Brooms, Ekel brooms, brushes, rugs, mattresses and other coir products.
- G.10 - Date Stamps, Rubber Stamps, Plastic name boards.
- G.11 - Cleaning materials.
- G.12 - All types of Shoes and traveling bags.
- G.13 - Fire Extinguishers
- G.14 - Spare parts for all types of Vehicles.
- G.15 - Videos, Film rolls, Plate rolls, and all projectors and processing machines.
- G.16 - Electrical equipments and Spare parts (Refrigerators, Electrical Fans, Air- conditioners etc.)
- G.17 - Building Materials (Cement, Sand, Metal Cement Blocks, Bricks etc.)
- G.18 - Plastic ware, goods

- G.19 - Curtains and Serviettes.
- G.20 - Water supplying pipes and drainage pipes.
- G.21 - All types of Wires, Cables, Motor winding cables Bulbs, and other accessories.
- G.22 - Sports goods and equipments
- G.23 - All types of Steel items and equipments
- G.24 - Torches, batteries, soap and other detergents
- G.25 - All types of Paints and Polish, painting liquid , materials , tools and accessories
- G.26 - Vehicle seat cushions, Seat covers, Rubber carpets , Canvass covers and other upholstery materials
- G.27 - Communication equipments and Tools.
- G.28 - Banners, flags and display cubicles
- G.29 - Service identity cards
- G.30 - Building maintenance materials
- G.31 - Water pumps
- G.32 - Photo frames
- G.33 - Generators, Solar Electrical Systems and equipments
- G.34 - Publications and books
- G.35 - Water pipes and spare parts (PVC and other metal products)
- G.36 - Fuel, Lubricant Oil, and other power generating sources such as firewood.
- G.37 - Surgical and laboratory equipment and other relevant consumable items.
- G.38 - Polythene rolls, polythene bags and waxes.
- G.39 - Packing materials and seeds.
- G.40 - Fertilizer and Agro chemicals.
- G.41 - Spectacles and other audio-visual equipments.
- G.42 - Sewing machines and spare parts.
- G.43 - Supply of requirements of Security Officers, (Uniforms ,caps, belts, medals etc.)
- G.44 - All types of drugs, vaccinations and other bio chemicals.
- G.45 - Surgical equipments and tools.
- G.46 - All types of Bio-Medical engineering equipments and tools.
- G.47 - Stretches, Wheel chairs, Trolleys and steel beds.
- G.48 - Hospital linen and mosquito nets.
- G.49 - Fishing nets and fishing gears.
- G.50 - Motor boats, yachts and canoes.
- G.51 - Diving equipments and tools.
- G.52 - Geological and Meteorological equipments and tools.
- G.53 - Weights and measuring equipments and measuring units.
- G.54 - Push bicycles and spare parts.
- G.55 - Hume pipes and other cement products
- G.56 - Turfs, Coir dust and planting material
- G.57 - Monuments, stone shields and boundary stones
- G.58 - Oxygen
- G.59 - L P Gas
- G.60 - Bituminous (Tar) and Emulsion
- G.61 - Household equipments
- G.62 - Motor cycles and spare parts
- G.63 - Old newspapers
- G.64 - Medicine and equipments required for Maternity and child welfare centers and other clinics.
- G.65 - Insecticides , Weedyicides and pesticides
- G.66 - Raw materials, Papers and Cardboards for litho printing.
- G.67 - Litho Printing machines and equipments
- G.68 - Mapping equipments and raw materials
- G.69 - Glasses of all types
- G.70 - Surveying equipments of all types
- G.71 - Wooden Mapping containers

- G.72 - P V C coated mesh
- G.73 - Drinking Water
- G.74 - Cordials and Soft Drinks
- G.75 - Artwork for promotion material
- G.76 - Water Meters
- G.77 - All Types of Chemicals
- G.78 - All Types of Agricultural, Engineering, Carpentry and Cutting Equipments and Tools
- G.79 - All Types of Musical and Dancing Instruments
- G.80 - Time Recorder Machines and Time Attendance Systems
- G.81 - Lighthouse Spares
- G.82 - Marine and Portal Equipments
- G.83 - Spares for Industrial and Marine Machinery and Engines
- G.84 - Marine Fenders and Accessories
- G.85 - Printing Materials
- G.86 - Computer Networks, ICT Equipments and Systems
- G.87 - Animal/Livestock Foods
- G.88 - All Types of Timber and Wooden Products
- G.89 - Welding Plant and Equipments
- G.90 - All Types of Rubber Products
- G.91 - Wooden Educational and Mathematical Items
- G.92 - Lightning Protection Systems
- G.93 - All Types of household and industrial audio-visual and communication equipments, accessories and spare parts
- G.94 - All types printing and printing machinery, equipment, accessories and spare parts
- G.95 - All types of carpets and coverings for floors, vehicles, buildings and gardens
- G.96 - All types of pillows, mattress, bed sheets, and other comfort materials, equipments and accessories
- G.97 - Steel, Mild steel, Steel stainless steel, Copper, Zinc, Lead, Sheets, bar solid and pipe
- G.98 - Raw materials for Industry (Steel, Mild steel, Steel stainless steel, Copper, Zinc, Lead.)
- G.99 - Galvanized Sheets and Pipes
- G.100 - All types of Nails, Door locks, Padlocks, Automatic Door closers etc..
- G.101 - Industrial Cast Iron, Brass and other types Metal Scraps

### **Services and Code Nos.**

- S.01 - Janitorial Services
- S.02 - Security Services
- S.03 - Repairs of Vehicles
- S.04 - Transport Service
- S.05 - Repairs and Maintenance of Office Equipment including Typewriters, calculators.
- S.06 - Repairs of Electrical equipments
- S.07 - Supply of foodstuffs and running canteens
- S.08 - Repairs and Servicing of Air conditioners
- S.09 - Printing Laminating services and Bookbinding
- S.10 - Repairs of Steel Cupboards, Filing Cabinets and Office general equipments
- S.11 - Repairs and Maintenance of technical equipments including processing Units
- S.12 - Rats and Pest control
- S.13 - Tinkering, Welding and Painting
- S.14 - Repairs and maintenance of Fire Extinguishers
- S.15 - Landscaping Services, Interior decorations
- S.16 - Supply of raw food items and cooked food items
- S.17 - Laundering and cleaning

- S.18 - Repairs of iron beds, stretches and wheelchairs
- S.19 - Aluminum Fitters
- S.20 - Provision of wharf services
- S.21 - Courier service
- S.22 - Repair of computers
- S.23 - Propaganda
- S.24 - Event Management Services
- S.25 - Translation service
- S.26 - Tailoring
- S.27 - Service and maintenance of Computers and other accessories
- S.28 - Service of Vehicles
- S.29 - Auto A/C Repairing
- S.30 - Electrical Repairs of Vehicles
- S.31 - Florist Supplied and Service providers
- S.32 - Service Maintenance of Computer Networks, ICT Equipments and Systems
- S.33 - Hiring of Machinery
- S.34 - IT Service
- S.35 - Accounting & Book Keeping
- S.36 - Data Entry Services
- S.37 - All types of electrical works
- S.38 - Engineering and Maintenance
- S.39 - Architectural Services
- S.40 - Environmental Assessment and Social Surveys
- S.41 - Building Maintenance
- S.42 - Engineering and semi-engineering works and services
- S.43 - Cutting of glass sheets
- S.44 - Boiler, Pressure Vessels inspection and certification
- S.45 - Rattening of chairs
- S.46 - Labour Contracts
- S.47 - Colour Separation Service
- S.48 - Sculpture
- S.49 - Printing and supply of forms carbonized papers
- S.50 - Agent service for clearance of imported cargo

If any item or a service not listed above is expected to be supplied, description of such item or service shall be included in the application without a code number.

Suppliers who have been already registered under Ministry of Finance & Planning for the year 2009 should send a bank draft for Rs. 500/= drawn in favor of Director General of Public Finance as non refundable fee for renewal and those who are expected to be registered newly for the year 2010 should send a bank draft for Rs. 1000/=.

Applicants who wish to register for the year 2010 should submit applications duly perfected in form 01 for new registration and form 02 for renewal to the Director General, Department of Public Finance, Room No. 137, Procurement Management Division, 1<sup>st</sup> Floor, General Treasury, Colombo 01 marked "Registration of Suppliers - 2010" in the upper left hand corner of the envelop under registered cover on or before 31st October 2009.

Copy of the Certificate/Documents/License mandated for various reasons by prescribed law, acts, enactments, and orders etc. (Ex. Environmental Protection License mandated by Central Environmental Authority) should be annexed with the application.

Government Institutions may procure goods & services from registered suppliers under shopping procedure and also a suitable procurement method could be adapted as per the provisions in the procurement Guideline - 2006 according to the requirements of the respective institution.

Please do not hesitate to contact Mr. Ivan Tissera ,Add. Director on – 2484918, Mr. I.A.Wimaladasa Director on - 2484980 ,Mr. W.M.D. Bandara Assistant Director on 2484985 for further details/clarifications.

## Form 01

### Registration of Goods and Service Suppliers – 2010 Under Shopping Application for New Applicant

Reference press notice dated ..... 2009 on the above mater.

#### 01. Description of Institution / Business

- (i) Name of Institution : .....
- (ii) Nature of Registration of the Institution :-.....  
( Business : Company with limited liability /Partnership / Individual business /  
State Corporations/others)
- (iii) Number of business registration:-.....  
( A photocopy of the Certificate of Registration should be annex ed)
- (iv) Address of place of institution /business site expected to be Registered : .....
- (v) District situated in institution /business site expected to be Registered.....
- (vi) Divisional Secretariat situated in institution /business site expected to be Registered
- (vii) E-mail address : ..... Telephone No: .....
- Fax No: .....
- (viii) Income Tax file No. (If any) : .....
- (ix) Vat Registration No. (If any) : .....
- (x) Other legal documents, certificate/License No. etc. ....
- (xi) Registration, as a .....( Manufacturer / Accredited Agent/ Distributor / Sub  
Agent / wholesale, retail and services supplier)
  
- (xii) Name of the Coordinating Officer of your institution in respect of Goods and  
Services applied for registration, if any.

Name and designation : .....

E-mail address : .....

Telephone No : .....

**02. Particulars of Goods and other Services expected to be registered:**

Description of Supplies	Code No. / Nos.	Value of Goods and Services, which could be supplied at a time. (Rs. )			Maximum number of dates which may be allowed for credit facilities
		Less than Rs.1 m.	More than Rs. 1m. Less than Rs.2 m.	More than Rs.2 m. Less than Rs.3 million	
1. e.g Stationary	e.g. G.01				
2.					
3.					

(If the space is inadequate, may be submitted as an attachment) **03. Description of Goods and Services supplied to Govt. Institutions within the last 03 years (2005, 2006, 2007)**

Code No. relevant to Goods and Services supplied	Name of the Institution for which Goods & Services supplied	Value Rs. (to the closest one thousand)	Year

(If space is inadequate, submit as an attachment. Particulars of Goods and Services supplied other than the items mentioned in the notice; particulars may be furnished without code Nos. any)

I / We hereby certify that all the particulars furnished above are true and accurate to the best of my / our knowledge and that I / We are aware that if any information furnish by me / us are found to be false or misleading my / our names will be removed from the Suppliers Register and included in the defaulting supplier's list.

A bank draft bearing No. .... for a sum of Rs. 1,000/- as registration fee is annexed herewith .

1. .... 2.....

Name / Names of applicant / applicants/ authorized signatory /signatories

National Identity Card No: 1. ....  
2. ....

Date : .....

Business Frank

**Form 02**

**Registration of Goods and Service Suppliers – 2010 Under Shopping  
Application for Already Registered Applicants**

Reference press notice dated ..... 2009 on the above mater.

**01. Description of Institution / Business**

- (i) Name of Institution : .....
- (ii) Address of place of institution /business site expected to be Registered : .....  
.....
- (iii) Number of business registration:-.....  
( A photocopy of the Certificate of Registration should be annexed)
- (iv) District situated in institution /business site expected to be Registered.....
- (v) Divisional Secretariat situated in institution /business site expected to be Registered
- (vi) Registration no given by Department of Public finance :- MOFP/RS .....
- (vii) Other legal requirement certificate/Licenses .....
- (viii) Category of goods/services to be registered for 2010:
  - 1. ....
  - 2. ....
  - 3. ....
  - 4. ....

I / We hereby certify that all the particulars furnished above are true and accurate to the best of my / our knowledge and that I / We are aware that if any information furnish by me / us are found to be false or misleading my / our names will be removed from the Suppliers Register and included in the defaulting supplier's list.

A bank draft bearing No. .... for a sum of Rs.500 /- as the renewal fee is annexed herewith.

1. .... 2.....

Name / Names of applicant / applicants/ authorized signatory /signatories

National Identity Card No: 1. ....  
2. ....

Date : .....

Business Frank

Wasantha Ekanayake  
Director General  
Dept. of Public Finance  
Ministry of Finance & Planning