



SRI LANKA EXPORT DEVELOPMENT BOARD
ශ්‍රී ලංකා අපනයන සංවර්ධන මණ්ඩලය
இலங்கை ஏற்றுமதி அபிவிருத்திச் சபை
MINISTRY OF INDUSTRY AND ENTREPRENEURSHIP
DEVELOPMENT



REGISTRATION OF SUPPLIERS FOR THE YEAR 2025

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 2025.

Categories of Products/Services

1.0 - Office Equipment & Stationery

- 1.1 - Office Stationery Items - Pens, Pencils, Envelopes, Staples, Typing Sheets, Colour Papers, Photocopy Papers, Ronio Sheets, Kalamazoo Sheets, Concur Papers (A3 & A4), Dusters, File cover, Bulldog Clip, Calculators, Risograph Ink etc.
- 1.2 - Computers & related Items - Computers, Laptops, Computer Hardware and Computer Accessories, Servers, Storage, PCs, Tabs, Monitors, UPS, Mouse (Wired & Wireless), Keyboards, Power Adapter, Internet Adapter, Laptop battery, Scanner, Printers & Printer Accessories (Dot Matrix, Laser Jet Printers, Color 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, Electric Kettles, Electrical Fans, Air Conditioners, etc.)
- 1.6 - Audio-Visual Equipment & Telecommunication Equipment (Cameras, Video Cameras, Portable Voice Recorder, 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)

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 Cover)
- 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 – Service, Tinkering & Painting of Motor Vehicles

3.9 - Motor Vehicle Repairing Garage – Within 20 Km - (Head Office and Regional Offices – Colombo, Jaffna, Kurunegala, Matara, Kandy)

4.0 - Advertising, Promotional works & Printing materials

4.1 - Advertising/Outdoor Advertising (Banners, Leaflet, 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 - Printing & Book Binding (Receipt Books, Brochures, Leaflets, Banners & Posters, etc.)

4.5 - Branding (Co - Operate Branding/ Dealer Branding)

4.6 - Promotional Items (Trophies, Plaques, Medals, T-shirts, Bags, Gifts, etc.)

5.0 - Event Management

5.1 - Event Management Service / Organizing Local and Overseas Events & Trade Fairs

5.2 - Hall Facility (Meeting/ Workshop/ Conference)

5.3 - Sound Systems for Exhibitions/ Seminars/ Workshops (Microphones, Audio Recording Facility, Speakers etc.)

5.4 - Refreshments, Breakfast, Lunch & Dinner for Events

5.5 - Performing Arts -Dancing troupe & other performing group (Local & International events)

6.0 – Other Services

6.1 - Consultancy Service (Business Development, Marketing Analysis, Marketing, Product Development, Brand Management, Public Relations, Co-operate Plan, Strategic Plan Development, Social Media Marketing etc.)

6.2 - E -commerce (E-business, E-payment facilities, E-marketing facilities & etc.)

6.3 - Stall installation, Illumination & Maintenance- Designing, Installation and Maintenance

6.4 - Language Translators (English to Tamil, Sinhala, Japanese, Chinese & Other Foreign Languages)

6.5 -Office Security

6.6 - Office Partitioning, Refurbishing, Interior Designing & Constructions (Ceramic, Painters, Fabrication, Cushioning of Chairs etc.)

6.7 - Electrical and Telephone Wiring (Circuit breakers, Bulb, Switch board etc.)

6.8 - Staff Transport Service, Renting/Hiring of Motor Vehicles (Car, Van, Buses, etc.)

6.9 - IT Software Solution (Operation system, SW License, Data Base, Application Software, Business Intelligence, Workflow Solution, IT Security Solution, Cloud Solution etc.)

6.10 - Internet, Broadband, Mobile Solution

6.11 - Logistics & Freight Forwarding –Air, Sea & Courier Service

6.12 - Pests Controlling

6.13 - Making of Office Identity Cards

6.14 - Renewal of Vehicle Insurance – Fleet of Vehicles

6.15 - Newspapers

6.16 - Drinking Water Supplier

6.17 - E- Procurement

6.18 - Tableware – Cup & Saucers, Plates (Glass/ Ceramic)

6.19 - Cab Service

6.20 – Air Ticket Agencies

Application Procedure

- The Specimen application form can be downloaded from the EDB website **www.srilankabusiness.com** under the “**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.500/-** as a non-refundable fee **for each sub category** of registration to the **Sri Lanka Export Development Board, Account No - 306605, Bank of Ceylon, Lake View Branch**. When making the payment, please ensure to mention “**Supplier Registration - 2025**” in the payment reference. 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 application indicating “**Registration of Suppliers for the year 2025**” on the left hand corner of the envelope to be forwarded 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**, on or before **30th December 2024 at 2.00 p.m.**

Qualifying Criterion for the 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 with the relevant provincial council.

Registration & Evaluation

- Registrations 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 black-listed and removed from the supplier list.
- EDB reserves the right to call quotations and make purchases/services from other non-registered suppliers/service providers as well.

Sri Lanka Export Development Board will generally call the registered suppliers of the relevant categories by post and via Email.

For further clarifications please contact Mrs. K. Disna Priyangika, the Assistant Director/ Procurement Unit on Tele: 0112300705-11 – Ext: 365.

CHAIRPERSON
PROCUREMENT COMMITTEE (PC)
SRI LANKA EXPORT DEVELOPMENT BOARD
NDB-EDB TOWER, NO.42, NAWAM MAWATHA, COLOMBO - 02.
TELE: 011-2300705 -11, FAX: 011-2300728
Web: www.srilankabusiness.com