



REGISTRATION OF SUPPLIERS – YEAR 2108

Section 1: Company Details and General Information

1. Name of the Company:	
2. Office Address: City: _____ Province: _____ District: _____	3. Contact Person and Designation (for communications regarding bids/ Proposals / Others) _____ _____ _____

Contact number/s:	
4. Tel : _____	5. Fax : _____
6. Email : _____	7. Web site: _____

8. Parent Company (Full Legal Name), if any

9. Parent Subsidiaries and Overseas Representative(s): State if partially, fully owned or agent and attach a list if necessary.

10. Type of Business (mark one only): Corporate / Limited: <input type="checkbox"/> Partnership: <input type="checkbox"/> Other (specify): <input type="checkbox"/>
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11. Nature of Business: Manufacturer: <input type="checkbox"/> Authorized Agent: <input type="checkbox"/> Trader: <input type="checkbox"/> Consulting Firm: <input type="checkbox"/> Other (specify) : <input type="checkbox"/> If Trader, Agent or Representative Company, not directly involved in the manufacturing process of the product, please provide: 1) Certification from your principals that you are authorized to deal with their products or to act on their behalf. A list of business transacted in the last year for the products you wish to register, giving names and addresses of customers and value of contracts.

12. Year Established: _____	13. Number of Full-time Employees: _____
14. VAT Registration No: _____	

Section 2: Financial Information

15.	Annual value of total sales for the last 3 years: Year ____: _____ LKR _____	Year ____: _____ LKR _____	Year ____: LKR _____
	Annual profit for the last 3 years: Year ____: _____ LKR _____	Year ____: _____ LKR _____	Year ____: LKR _____
16.	Bank Name: Branch:	Swift / BIC Address:	
17.	Bank Account Number:	Account Name:	

18. Please attach a minimum of three (3) reference sources for services rendered by your firm within the last 12 months

Please also indicate contact details of your reference sources so that CSE can contact them as and when required.

	<u>Name of Company</u>	<u>Address</u>	<u>Phone</u>	<u>Fax Number</u>
1)				
2)				
3)				

Section 4: Experience with SLAB

20. Recent Contract with CSE

Value: _____ Year: _____

LKR _____

LKR _____

LKR _____

LKR _____

Section 5: Other

21. List any national or International Trade or Professional Organizations of which your company is a member.

22. Acceptance of payment terms and other discounts (mark all that apply)

Net 30 days: Prompt payment discounts: Other discounts:

Specify discount terms (Attach details)

23. Tender / Bid Documents:

Do you prefer to receive Tender/ Bid Documents (mark your preference)

By facsimile: By electronic mail:

23. Certification:

I, the undersigned, warrant that the information provided in this form is correct, and in the event of changes details should be provided as soon as Possible

Name : _____ Designation : _____

Signature: _____ Date : _____

Company Seal

Supplier Registration Category

Goods

1. Computer Hardware and Software
 - a) PCs, Laptops, Printers, Scanners and other End user Peripheral Devices / Accessories
 - b) Network Devices including Routers, Switches and Accessories
 - c) Servers, Storages, UPS, monitoring tools, Fire suppression and other Data center equipment's, and Accessories
 - d) Information Security related devices including Firewalls, Intrusion Prevention Systems, Bio Matrices, IP Surveillance and other accessories
2. Computer software and Applications
 - a) End User Software (Microsoft End User Software, collaboration, and other software)
 - b) Operating Systems, Databases, Backup, Virtualization software
 - c) Network related monitoring software and others
 - d) Information Security Related software (Virus Guard, Anti-Spam, Content Filtering etc)
3. Civil, Electrical, and Interior works
4. Consumables (Toner/ Cartridge/ Ribbon/ LTO Tapes/ Diskettes/ Computer Accessories/ etc)
5. Telephone/ IP Telephone / Mobile Phone equipment and Accessories
6. Precision and Comfort Air conditioners
7. Power Generator supply
8. Fire Extinguishers/ Security Alarm Systems/ Access Security systems/ CCTV and other security equipment
9. Office Furniture and Equipment
10. Office Stationary supplies

Services

1. Software/ Web Development Services
2. Information Technology related services (E.g. Networking, Hosting etc)
3. Telecommunication Services
4. Office interior works
5. Consultancy services- IT, Legal, Taxation, Architects and interior design
6. Printing of various brochures/letterheads/publications
7. IT system audit
8. Security services
9. Janitor service
10. Food and catering Service
11. Domestic and international courier services
12. Drinking Water service
13. Advertising service/agents
14. Printing materials – Invitations, leaflets, file covers, bulletins etc
15. Event Management and Sales promotional items
16. Translators (Sinhala/ Tamil relating to Capital Market)
17. Resource person for training programmes
18. Transport Agent
19. Taxi/Cab Services
20. Travel Agents
21. Mechanics, Electricians & Plumbers
22. Insurance services
23. Creative writers

Repair and Maintenance works

1. Electric and electronic Equipment (Air conditioning Equipment, Emergency Alarm System, Generators, PABX and Key Telephone System, etc)
2. Computer and Computer Related Equipment (PCs, Laptops, printers, scanners and other End user Peripheral Devices, Servers, Storages, UPS, Data center equipment, etc)
3. Security Equipment (CCTV, Access Control System, etc)
4. Building & Structure
5. Other (Office furniture and equipment, etc)

Terms and Conditions under registration

1. The contractors are required to submit the **certified copy of the Certificate of Registration of Incorporation** together with a **company profile** if have.
2. Contractors who are registered with the Provincial Council/Divisional Secretariat and approved by the Ministry of Defense for providing security services are only eligible to register for supply of security personnel.
3. Only those authorized dealers/suppliers and manufacturers/contractors who have been operating in their respective fields for at least three years are eligible to apply for registration.
4. Applicants who wish to register for more than one group of items should send separate application forms for each group, which may be enclosed in one cover.
5. Quotations/Bids will normally be called from the registered suppliers. The SLAB, however, reserve the right to (a) invite quotation/Bid from non-registered suppliers and (b) to reject any application received for registration whose credentials upon evaluation are found to be unsatisfactory.
6. All applications should be clearly marked "Registration of Suppliers for 2017" on the top left hand corner of the envelope and forwarded under registered cover to reach Deputy Director (Finance and Administration), Sri Lanka Accreditation Board, No: 104A, Kithulwatta Rd, Borella by or before 30th November 2017.