



MINISTRY OF EDUCATION

REGISTRATION OF SUPPLIERS FOR THE YEAR 2021

Applications are hereby invited by the Ministry of Education from the Local Manufacturers, Suppliers and Authorized Agents, Accredited representatives who wish to register themselves with the Ministry of Education for the following items and services for the year 2021.

Items :

1. Stationery and Office Equipment
2. Computers (Machines)
3. Computer Printers
4. Photocopiers and Miscellaneous Machines
5. Audio Visual Equipment
6. Computer Spare Parts, Software and Equipment
7. Air-Conditioners, Air-Conditioning Systems
8. Electrical Lifts, Elevators
9. Electric Generators
10. Cameras and Accessories
11. Security Camera Systems
12. Electrical Equipment
13. Glassware, Ceramicware, Entertainment Equipment
14. Official (Duty) Bags
15. Drinking Water Bottles
16. Preparation of Challenge Cups, Trophies, Monumental Plaques and Medals
17. Library Books
18. Preparation of Rubber Seals
19. Official Identity Cards
20. Supply of Raw Food for the students in the colleges of education islandwide (Rice, Dhal, Potatoes, Salt, Vegetables, Meat, Fish, etc.)
21. Tyres, Tubes and Collars for Vehicles
22. Batteries for vehicles
23. Office Furniture and Equipment (Wooden/Steel)
24. Household Furniture (Wooden/Steel), Plasticware
25. Consumables for Photocopiers, Printers and Fax Machines (Toners, Cartridges)
26. Sports Goods and Equipment
27. School Bags and Equipment
28. Wall Clocks
29. Purchase of Air Tickets
30. Creative works and printing works related to T-shirts, Caps, Sportsman Numbers, Flags, etc.
31. School Mathematical Equipment
32. School Science Equipment
33. Goods and Equipment needed for the differently abled children
34. Agricultural Equipment
35. Home Science Equipment
36. Musical Instruments
37. Technological (Subject) Equipment
38. Sanitary material and equipment

Services:

39. Fire Fighting Equipment/Service
40. Conducting Catering/Canteen Services
41. Stage Decorations/Flower Decorations and Accessories (Festival Goods)
42. Stages/Tenis
43. All kinds of printing works
44. Hiring of Loudspeakers/Amplifiers
45. Servicing of vehicles of the Ministry
46. Repairing of vehicles of the Ministry
47. Air-Conditioning of vehicles of the Ministry
48. Cushioning of seats (upholstering) of vehicles of the Ministry
49. Obtaining Transport Services on hire/rent basis
50. Event Management Services
51. Publishing/Advertising Services
52. Obtaining potted plants on hire basis

Suppliers who wish to submit applications for registration for the supply of goods and services as mentioned above to the Ministry of Education could apply for one or more items and should prepare their applications according to the specimen form appearing in this advertisement or could be obtained from www.moe.gov.lk website of the Ministry of Education and the relevant application should be duly completed.

The duly completed application along with a photocopy of the deposit slip obtained after depositing a sum of Rs. 2,000.00 to the Account No. 7041133 at the Pelawatta Branch of the Bank of Ceylon in favour of the Ministry of Education / or if by on-line banking, the printed statement in proof of payment and

2) When depositing money direct to the bank, the deposit slip should be written as "SR (space) name of institution" for easy identification of the depositor and you should obtain confirmation through the bank that the entry is included in the system.

3) If depositing through online banking, "SR (space) name of institution" should be mentioned on the Description Line.

The Secretary of the Education Ministry reserves the right to accept or reject applications / applicants and to call quotations and effect supplies of goods, equipment and services from the non-registered suppliers when and where it is deemed necessary.

For further details, please contact the Accountant (Supplies) on Telephone No. 011-2785626.

Specimen Application

Ministry of Education		
Application for registration of suppliers for the year 2021		
Items seeking application for registration (Item Nos. 1 - 52 mentioned above)		
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1. Name of Business	
2. Address	
3. Telephone No.	
4. Fax No.	
5. Email Address	
6. Website	
7. Name of Person for initial contact regarding supplies -	
Position	
Telephone No.	
8. No. of the Business Registration Certificate and date -	
NB:- Should attach a copy of the Business Registration Certificate.		
9. Date of commencement of business -	
10. Value Added Tax (VAT) No. (If available):-	
11. Income Tax File No. (If available):-	
12. Category of Business	
<input type="checkbox"/> Individual Business <input type="checkbox"/> Partnership Business <input type="checkbox"/> Company <input type="checkbox"/> Other...		
13. Nature of Business	
<input type="checkbox"/> Manufacturer <input type="checkbox"/> Services Supplier <input type="checkbox"/> Distributor		
<input type="checkbox"/> Maintenance <input type="checkbox"/> Importer <input type="checkbox"/> Trading Agent <input type="checkbox"/> Other...		
14. Details of services provided by you to Government Departments, and institutions in the year 2020	
	Institution	Persons to be contacted
		Tel. No.
15. Period of credit facilities provided for supply of goods and services.	
<input type="checkbox"/> 30 days <input type="checkbox"/> 45 days <input type="checkbox"/> 60 days <input type="checkbox"/> Other...		
16. Whether goods could be delivered to the premises	
17. Whether copy of cash deposit slip attached.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
18. Whether copy of Business Registration Certificate attached.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
19. The information provided above is true and accurate. I also understand that if the information provided in this questionnaire is found to be incorrect, I will be treated as unsuitable to be considered for present and future business purposes.	

- Computer spare parts, software and equipment
- Air-Conditioners, Air-Conditioning Systems
- Electrical Lifts, Elevators
- Electric Generators
- Cameras and Accessories
- Security Camera Systems
- Electrical Equipment
- Glassware, Ceramics, Entertainment Equipment
- Official (Duty) Bags
- Drinking Water Bottles
- Preparation of Challenge Cups, Trophies, Monumental Plaques and Medals
- Library Books
- Preparation of Rubber Seals
- Official Identity Cards
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- School Science Equipment
- Goods and Equipment needed for the differently abled children
- Agricultural Equipment
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- Musical Instruments
- Technological (Subject) Equipment
- Sanitary material and equipment

Services:

- Fire Fighting Equipment/Service
- Conducting Catering/Canteen Services
- Stage Decorations/Flower Decorations and Accessories (Festival Goods)
- Stages/Tents
- All kinds of printing works
- Hiring of Loudspeakers/Amplifiers
- Servicing of vehicles of the Ministry
- Repairing of vehicles of the Ministry
- Air-Conditioning of vehicles of the Ministry
- Cushioning of seats (upholstering) of vehicles of the Ministry
- Obtaining Transport Services on hire/rent basis
- Event Management Services
- Publishing/Advertising Services
- Obtaining potted plants on hire basis

Suppliers who wish to submit applications for registration for the supply of goods and services as mentioned above to the Ministry of Education could apply for one or more items and should prepare their applications according to the specimen form appearing in this advertisement or could be obtained from www.moe.gov.lk website of the Ministry of Education and the relevant application should be duly completed.

The duly completed application along with a photocopy of the deposit slip obtained after depositing a sum of Rs. 2,000.00 to the Account No. 7041133 at the Pelawatta Branch of the Bank of Ceylon in favour of the Ministry of Education / or if by on-line banking, the printed statement in proof of payment and a photocopy of the Business Registration Certificate should be attached to the application for registration and sent by registered post to be received before 2.00 p.m. on 05.02.2021 or should be hand delivered to the Accountant (Supplies), Supplies Branch, 4th Floor, Ministry of Education, "Isurupaya" Battaramulla. This deposit will be considered valid for registration of suppliers only if it is paid on or before 05.02.2021 and it is hereby notified to refrain from depositing any money for this purpose after the said date.

Further, the applicants should adhere to the following instructions when payments are being made.

- 1) Applicants who wish to seek registration could make payments directly through the bank or could do through Online banking.

institution's name should be mentioned on the Description Line.

The Secretary of the Education Ministry reserves the right to accept or reject applications / applicants and to call quotations and effect supplies of goods, equipment and services from the non-registered suppliers when and where it is deemed necessary.

For further details, please contact the Accountant (Supplies) on Telephone No. 011-2785636.

Specimen Application

Ministry of Education		
Application for registration of suppliers for the year 2021		
Items seeking application for registration (Item Nos. 1 - 52 mentioned above)		
1.	Name of Business
2.	Address
3.	Telephone No.
4.	Fax No.
5.	Email Address
6.	Website
7.	Name of Person for initial contact regarding supplies:-
	Position
	Telephone No.
8.	No. of the Business Registration Certificate and date:-
	NB:- Should attach a copy of the Business Registration Certificate.	
9.	Date of commencement of business:-	
10.	Value Added Tax (VAT) No. (if available):-	
11.	Income Tax File No. (if available):-	
12.	Category of Business	
	<input type="checkbox"/> Individual Business <input type="checkbox"/> Partnership Business <input type="checkbox"/> Company <input type="checkbox"/> Other.....	
13.	Nature of Business	
	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Services Supplier <input type="checkbox"/> Distributor	
	<input type="checkbox"/> Maintenance <input type="checkbox"/> Importer <input type="checkbox"/> Trading Agent <input type="checkbox"/> Other.....	
14.	Details of services provided by you to Government Departments, and institutions in the year 2020.	
	Institution	Persons to be contacted
		Tel. No.
15.	Period of credit facilities provided for supply of goods and services.	
	<input type="checkbox"/> 30 days <input type="checkbox"/> 45 days <input type="checkbox"/> 60 days <input type="checkbox"/> Other.....	
16.	Whether goods could be delivered to the premises.....	
17.	Whether copy of cash deposit slip attached.	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
18.	Whether copy of Business Registration Certificate attached	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
19.	The information provided above is true and accurate. I also understand that if the information provided in this questionnaire is found to be incorrect, I will be treated as unsuitable to be considered for present and future business activities.	
	Name of applicant:	
	Position:	
	Date:	
	Signature:	
	Official Stamp:	

Accountant,
Supplies Branch,
4th Floor,
Ministry of Education,
"Isurupaya",
Battaramulla.