



Sri Lanka

MINISTRY OF FOREIGN AFFAIRS, FOREIGN EMPLOYMENT AND TOURISM Sri Lanka Tourism Promotion Bureau

REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS – 2025

Applications are hereby invited from reputed Manufactures/ Distributors/ companies/ Local Agents/ Contractors, who wish to register themselves to supply the under mentioned goods, services and works for the Sri Lanka Tourism Promotion Bureau for the year 2025.

Please Note - Registered suppliers for the year 2024 are not required to re-register for the year 2025. They will be eligible for the year 2025 without the need for additional registration.

1. Goods

Item code	Items
1.1. Stationery	- All kind of Stationery (Photocopy papers, Duplicating papers, All types of book binding materials, Writing instrument, Etc.)
1.1.1	Printer related Items Toner cartilage & Ribbon
1.2. Publication	- (Books, Newspapers, Magazine)
1.3. Furniture	- Table, Chairs, Cupboard & etc. (Wooden, Plastic, Fiber glass, Melamine, Steel)
1.4. Corrugated Box	
1.5. Office Equipment	
1.5.1	Computers, Computer printers, Scanners, UPSs and other accessories Etc.
1.5.2	Photocopy machine, Binding machine, Fax and other related equipment
1.5.3	TV & other related Items
1.5.4	Kitchen Wear - Electrical & Electrical Equipment (Refrigerator, Kettles, Boilers, Water Heater, Glass Wear, Ceramic Wear Etc.)
1.5.5	Telephone System
1.5.6	Camera, Lenses & Drone
1.5.7	Air Conditioner
1.6. Motor spare parts-	Tires and Tubes, Battery, etc. (Supply & fixing)
1.7. Textiles Products	
1.7.1	Uniform material and ties
1.7.2	Bed Sheets, Pillows, Mosquito Nets, Mattresses and Pillow covers
1.7.3	Shoes
1.7.4	Name Tags
1.7.5	Curtaining
1.8. Giveaways Items	Handicraft items and Memorabilia –(Promotional Key tags, Branded Caps, T-shirt, Mugs, Lanyards, Pen drives, Wrist bands, Pens, Mettle Key tags, & other Etc.
1.9. DVD's, CD's, Image DVD's with Dockets, Pen drives	

2. Services

2.1 Repair & maintenance services	
2.1.1 Office Equipment	(Computer Networking, Desktop Computers, Laptop Computers, Fax machines Electrical & Electronic Equipment, Photocopy & Duplo Machine, Printers, UPSs, Camera, Lenses & Drone, Air-Conditioner Repairs and Maintenance, Communication Equipment, Telephone System, Office Furniture Polishing & Repairing)
2.1.2 Computer /Portable Hard drive recovery & Data recovery Technical Assistance	
2.1.3 Vehicle Repairing	(Vehicle cushioning, tinkering & Painting, Interior Cleaning, Exterior Cleaning, Engine and other repairs, and other Services)
2.1.4 Building Maintenance	
2.1.4.1 Electrical works	(Wiring and Lighting fittings and consumables Etc.)
2.1.4.2 General office maintenance	
2.1.4.3 Minor Maintenance	
2.2 Garden Maintenance	(Supply of Potted Plant etc. Land Scape)
2.3 Film Production Companies for International filming	(Professional Logistical & Technical arrangement for Visiting International Film Crews & TV Programmers)
2.4 Events Items	
2.4.1	Digital display boards, Hoardings, illuminated sign boards, Name boards, Neon signs, Signage Etc. Pull-ups, Exponents, A Boards, Wind Sockets, GI Pipes and Concrete basis for flags, Marquees, Domes, Panadol's, Gantries, Generator providers, Stalls, stage, site illumination & sound systems.
2.4.2	Printing and manufacturing of T shirts and related items.
2.4.3	Security and labor for events
2.5 Printing	
2.5.1	Offset printing – Books / Brochures / Booklet Printing, Binding, Visiting cards, Diaries, Calendars, Annual Report, Magazines, Letterheads, Envelopes Etc.
2.5.2	Digital offset Printing - Books / Brochures / Booklet Printing, Binding, Visiting cards, Diaries, Calendars, Annual Report, Magazines, Letterheads, Envelopes Etc.
2.5.3	Digital Printing – Banners, Stickers, Backdrops, Pullups Etc.
2.5.4	Digital photo printing – Photo printing, Framing Etc.
2.5.5	Screen, Flexo, Gravure, Sublimation printing and other printing technologies.
2.6 Hiring of vehicles and Transportation of Goods	
2.6.1	Office Transport, Luxury Vehicles – SUV's, Cars and Buses
2.6.2	Transportation of Goods – Lorries
2.7 Hiring Equipment and Others	
2.7.1	Camera, Lenses, & Drones
2.7.2	Photocopy Machine, Binding Machine etc.
2.8 Courier – Local & International	
2.9 Freight forwarding and custom clearing	
2.10 Supply of Drinking Water	
2.11 Translators and narrators	
2.11.1	Translator for English, Tamil, Sinhala,
2.11.2	Translator for Other Languages (German, Chinese, Korean, French, Turkish, Japanese, Dutch, Hindi, Malay, Russian, Italy, Khmer (Cambodia), Thai)
2.11.3	Narrators (German, Chinese, Korean, French, Hindi, Khmer, Thai, Japanese, Russian)
2.12 Publicity Services	
2.12.1	Advertising Agencies
2.12.2	Performing Artists (Dance Troupe Etc.)
2.12.3	Events Management Companies
2.12.4	Destination Management Companies - Should be registered in Sri Lanka Tourism Development Authority (SLTDA)
2.12.5	Musical Groups and Entertainment activities
2.12.6	PR Agencies (Local)
2.12.7	Travel Influencer Marketing Agencies
2.13 Multimedia-related services	
2.13.1	Graphic Designers
2.13.2	Web Designers
2.13.3	Web Developers

2.13.4 Social media Management companies

2.13.5 Google Street view developers / Creators

2.13.6 Photographers,

2.13.7 Videographers & Video Editors

2.13.8 Creative agencies (multimedia)

2.14 Content Writers

2.14.1 Content Writers for Writing, Advertising and Articles- English, Tamil & Other Languages)

2.14.2 Web content writers

2.15 Security Service

2.16 Cleaning Services

2.17 Delivery of refreshments at short notice (delivery within 2-3 hrs to SLTPB)

- Catering Services

2.18 Grocery Items

2.19 Architects / Designers

2.19.1 Chartered Architects

2.19.2 Draftsman

2.19.3 Interior Designers / Architects

2.19.4 Landscape Designers / Architects

2.20 Software Developers / Resellers

2.21 Survivors

3. Works

3.1 Building Construction

(Relevant ICTAD, CIDA) registered required)

(Building Construction / Improvements / Plumbing / Wiring / Carpentry / Masons/ Partition/ carpeting Aluminum Works & Cladding)

3.2 Interior Decorative Works

3.3 Decorations for Promotional events

The applications should be sent as per specimen from below, accompanied by a receipt obtained by paying a **non-refundable registration fee of Rs.1,000.00** in cash to the Corporate branch of Bank of Ceylon credit Account Number **7119985** on behalf of Sri Lanka Tourism Promotion Bureau in receipt of each Item Code Number under each Item of supply or services indicated above. Direct Deposit payments will be accepted only after receiving the original copy (Customer copy) of the bank slip on or before the closing date. The applications will be accepted only from those applicants who have previous experience of over three years in the supply or providing service for which registration is sought.

Attached list of previous experience with application. Register will be based on the visit.

A photocopy of Business Registration certificate and other documentary evidence on proof of past performance should be submitted along with the application. The registration fees of ineligible applicants will not be refunded. The Government Departments, Boards, Corporations or Semi-Government Institutions which apply for registration need not submit the above document. **Please note that no money orders or cheques will be accepted.**

Applications should be sent under registered cover to reach the **Director HR & Admin , Procurement Division, Sri Lanka Tourism promotion Bureau, No.80, Galle Road, Colombo 03 on or before 31/01/2025** above mentioned address and the words **"Registration of Suppliers –2025"** and item number/s should be written on the top left hand corner of the envelope. If registration is sought for more than one item code of supply or service, separate.

Applications with **Rs.1,000.00** original Bank receipt for each such category should be sent in one cover.

The suppliers who fail to submit quotations when called for or who fail to supply goods or provide services on time or not in conformity with the stipulated specifications will be struck off the register without prior notice.

Although quotations will usually be called from registered suppliers/contractors, the SLTPB reserves the right to call for quotations from other suppliers/contractors as well.

Generally, Quotation will be called from the registered suppliers under shopping procedure specified in Procurement Guideline 3.4 of 2006. Further details can be obtained from the Director HR & Admin – Procurement, Sri Lanka Tourism Promotion Bureau, No.80, Galle Road, Colombo 03. **T.P.011-2426800 ext-117,376, 373**

If you are failed to submit following copies your registration will be rejected.

- 01 Business Registration Copy alone with Article of Association including Auditor's approval / Memorandum of Association to proof the object clause
- 02 VAT Registration (If Applicable)
- 03 ICTAD Registration (If Applicable)
- 04 Original Bank Slip
- 05 Agent Authorization for recent year (If applicable)
- 06 SLTDA Registration (If applicable)

SUPPLIER REGISTRATION FORM FOR THE YEAR 2025

GENERAL COMPANY INFORMATION

01. Name of the Company (Legal Name)	:		
02. Business Address	:		
03. Name of Owner with Telephone Number and Email address)	:		
04. Name of Contact person with Telephone Number and Email address	:		
05. Fax Number	:		
06. Web Address	:		
07. Nature of the Business (mention the object Clause)	:		
08. Business Registration Number	:		
09. VAT Registration Number (if applicable)	:		
10. ICTAD Registration Number (If Applicable)	:		
			Whether copy attached herewith	
			YES	NO
11. Article of Association / Memorandum of Association			<input type="checkbox"/>	<input type="checkbox"/>
12. Receipt No			<input type="checkbox"/>	<input type="checkbox"/>
13. Original Bank Deposit Slip			<input type="checkbox"/>	<input type="checkbox"/>
14. Copy of Cash Deposit receipt or Copy of certified / original Bank Deposit Receipt			<input type="checkbox"/>	<input type="checkbox"/>
15. Copy of Any dealer ship or Agency ship should be mentioned (Certificate should be attached)			<input type="checkbox"/>	<input type="checkbox"/>
16. Copy of Renewal of Agent Authorization (Certificate should be attached)			<input type="checkbox"/>	<input type="checkbox"/>
17. Business Registration			<input type="checkbox"/>	<input type="checkbox"/>
18. Previous Experience 03 yrs.			<input type="checkbox"/>	<input type="checkbox"/>

3.0 List of Goods / Services / Civil Works Offered (Category Number(s)-(tick in relevant box below)

1.1	1.1.1	1.2	1.3	1.4	1.5.1	1.5.2	1.5.3	1.5.4	1.5.5	1.5.6	1.5.7
<input type="checkbox"/>											
1.6	1.7.1	1.7.2	1.7.3	1.7.4	1.7.5	1.8	1.9	2.1.1	2.1.2	2.1.3	2.1.4
<input type="checkbox"/>											
2.1.4.1	2.1.4.2	2.1.4.3	2.2	2.3	2.4.1	2.4.2	2.4.3	2.5.1	2.5.2	2.5.3	2.5.4
<input type="checkbox"/>											
2.5.5	2.6.1	2.6.2	2.7.1	2.7.2	2.8	2.9	2.10	2.11.1	2.11.2	2.11.3	2.12.1
<input type="checkbox"/>											
2.12.2	2.12.3	2.12.4	2.12.5	2.12.6	2.12.7	2.13.1	2.13.2	2.13.3	2.13.4	2.13.5	2.13.6
<input type="checkbox"/>											
2.13.7	2.13.8	2.14.1	2.14.2	2.15	2.16	2.17	2.18	2.19.1	2.19.2	2.19.3	2.19.4
<input type="checkbox"/>											
2.20	2.21	3.1	3.2	3.3							
<input type="checkbox"/>											

Name (Company / Individual) :

Authorized Signature :

Company Seal :

Date :

**Chairman,
Sri Lanka Tourism Promotion Bureau
No. 80, Galle Road,
Colombo 03.**