



# SRI LANKA TOURISM PROMOTION BUREAU

## REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS - 2026

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 2026.

### 1. GOODS

| Item Code | Items   |
|-----------|---|
| 1.1       | <b>Stationery</b> - All kinds of Stationery<br>(Photocopy papers, duplicating papers, All types of book binding materials, Writing instrument, Etc.)  |
| 1.2       | <b>Office Furniture</b> - Table, Chairs, Cupboard & etc.<br>(Wooden, Plastic, Fiber glass, Melamine, Steel)   |
| 1.3       | <b>Corrugated Box</b>   |
| 1.4       | <b>Office Equipment</b>   |
| 1.4.1     | Computers, printers, Scanners, UPSs , Camera and other accessories Etc.   |
| 1.4.2     | Telephone System  |
| 1.4.3     | Air Conditioner   |
| 1.5       | <b>Motor spare parts</b> - Tires and Tubes, Battery, etc. (Supply & fixing)   |
| 1.6       | <b>Textile Products</b>   |
| 1.6.1     | Uniform material and ties   |
| 1.6.2     | Bed Sheets, Pillows, Mosquito Nets, Mattresses and Pillow covers  |
| 1.6.3     | Shoes   |
| 1.6.4     | Curtaining  |
| 1.7       | <b>Giveaways Items</b><br>Handicraft items and Memorabilia - (Promotional Key tags, wooden products , Branded Caps, T-shirt, Mugs, Lanyards, Pen drives, Wrist bands, Pens, Metal Key Tags, & other etc.) |

### 2. SERVICES

|         |  |
|---------|--|
| 2.1     | <b>Repair &amp; maintenance services</b>   |
| 2.1.1   | <b>Office Equipment</b><br>(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   | <b>Vehicle Repairing</b><br>(Vehicle cushioning, tinkering & Painting, Interior Cleaning, Exterior Cleaning, Engine and other repairs, and other Services)   |
| 2.1.3   | <b>Building Maintenance</b>  |
| 2.1.3.1 | Electrical works<br>(Wiring and Lighting fittings and consumables, etc.)   |
| 2.1.3.2 | General office Minor maintenance   |
| 2.3     | <b>Film Production Companies for International filming</b><br>(Professional Logistical & Technical arrangement for Visiting International Film Crews &TV Programmers)  |
| 2.4     | <b>Event Items</b><br>Digital display boards, Hoardings, illuminated sign boards, Name boards, Neon signs, Signage Etc.<br>Pull-ups, Flags , Exponents, A Boards, Wind Sockets, GI Pipes and Concrete basis for flags, Marquees, Domes, Pandols, Gantries, Generator providers, Stalls, stage, site illumination & sound systems , Security and Labor for events |
| 2.5     | <b>Printing</b>  |
| 2.5.1   | Offset printing – Books / Brochures / Booklet Printing, Binding, Visiting cards, Diaries, Calendars, Annual Report, Magazines, Letterheads, Envelopes, etc.  |
| 2.5.2   | Digital / screen Printing – Banners, Stickers, Backdrops, Pullups Etc.   |
| 2.6     | <b>Hiring of vehicles and Transportation of Goods</b><br>Office Transport, Luxury Vehicles – SUV’s, Cars and Buses and Lorries   |
| 2.7     | <b>Hiring Equipment and Others</b><br>Photocopy Machine, Printers  |
| 2.8     | <b>Courier – Local &amp; International</b>   |
| 2.9     | <b>Freight forwarding and customs clearing</b>   |
| 2.10    | <b>Supply of Drinking Water</b>  |
| 2.11    | <b>Translators and narrators</b>   |
| 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    | <b>Publicity Services</b>  |
| 2.12.1  | Advertising Agencies   |
| 2.12.2  | Performing Artists (Dance Troupe Etc.)   |
| 2.12.3  | Event Management Companies   |
| 2.12.4  | Destination Management Companies - Should be registered in Sri Lanka Tourism Development Authority (SLTDA)   |
| 2.13    | <b>Multimedia related services</b>   |
| 2.13.1  | Graphic Designers  |
| 2.13.2  | Web Designers / Web Developers   |
| 2.13.3  | Social media Management companies  |
| 2.13.4  | Photographers, Videographers & Video Editors   |
| 2.13.5  | Creative agencies / Production Agencies (multimedia)   |
| 2.14    | <b>Content Writers</b>   |
| 2.14.1  | Content Writers for Writing, Advertising and Articles - (English, Tamil & Other Languages)   |
| 2.14.2  | Web content writers  |
| 2.15    | <b>Security Service</b>  |
| 2.16    | <b>Janitorial service / Cleaning Service/ Man Power Service</b>  |
| 2.17    | <b>Architects / Designers</b><br>Chartered Architects for Interior designs   |
| 2.18    | <b>Software Developers / Resellers</b>   |
| 2.19    | <b>Survivors</b>   |

### 3. WORKS

|     |  |
|-----|--|
| 3.1 | <b>Building Construction</b><br><b>(Relevant [ICTAD, CIDA] registered required)</b><br>(Building Construction / Improvements / Plumbing / Wiring / Carpentry / Masons/ Partition/ carpeting Aluminum Works & Cladding) |
| 3.2 | <b>Interior Decorative Works</b>   |

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 supplies 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. 35, D.R Wijewardene Mawatha, Lake House Building, Colombo 10** at or before **20/12/2025** at above mentioned address and the words **“Registration of Suppliers –2026”** 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.1000.00** 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, Quotations will be called from the registered suppliers under shopping procedure specified in Procurement Guideline 3.1.5 of 2024. Further details can be obtained from the Director HR & Admin - Procurement, Sri Lanka Tourism Promotion Bureau, No. 35, D.R. Wijewardene Mawatha, Lake House Building, Colombo 10 T.P. 011-2900905.

If you fail to submit following copies, your registration will be rejected.

- 01 Business Registration Copy along 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 2026

GENERAL COMPANY INFORMATION

01. Name of the Company (Legal Name) : .....

02. Business Address : .....

03. Name of Contact Person with : .....  
Telephone No. and E-mail address : .....

04. Fax Number : .....

05. Web site : .....

06. Nature of the Business : .....  
(mention the object Clause)

07. Business Registration Number : .....

08. VAT Registration No. (if applicable) : .....

09. ICTAD Registration Number : .....  
(If Applicable)

Whether copy attached herewith

YES

NO

10. Article of Association/Memorandum of Association

11. Original Bank Deposit Slip

12. Copy of Any dealership or Agency ship should be mentioned (Certificate should be attached)

13. Copy of Renewal of Agent Authorization (Certificate should be attached)

14. Business Registration

15. Previous Experience 03 yrs.

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

|             |             |             |             |             |             |             |             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 1.1         | 1.2         | 1.3         | 1.4.1       | 1.4.2       | 1.4.3       | 1.5         | 1.6         | 1.7         | 2.1.1       | 2.1.2       | 2.1.3       |
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| 2.1.3.1     | 2.1.3.2     | 2.3         | 2.4         | 2.5.1       | 2.5.2       | 2.6         | 2.7         | 2.8         | 2.9         | 2.10        | 2.11.1      |
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| 2.11.2      | 2.11.3      | 2.12.1      | 2.12.2      | 2.12.3      | 2.12.4      | 2.13.1      | 2.13.2      | 2.13.3      | 2.13.4      | 2.13.5      | 2.14.1      |
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| 2.14.2      | 2.15        | 2.16        | 2.17        | 2.18        | 2.19        | 3.1         | 3.2         |             |             |             |             |
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Name (Company / Individual) : .....

Authorized Signature : .....

Company Seal : .....

Date : .....

Chairman,

Sri Lanka Tourism Promotion Bureau,

No. 35, D.R. Wijewardene Mawatha, Lake House Building,

Colombo 10.