SABARAGAMUWA UNIVERSITY OF SRI LANKA

REGISTRATION OF SUPPLIERS AND CONTRACTORS FOR THE YEAR –2027

Applications are hereby invited from reputed Suppliers / Manufacturers / Local Agents / Contractors who wish to register themselves with the Sabaragamuwa University of Sri Lanka for the supply and provision of undermentioned goods and services for year 2027.

The applicants may apply for one or more categories by paying the registration fees specified in the specimen and clearly mark (✓) in the relevant cage and the application should be accompanied by a bank deposit slip obtained by paying a non-refundable registration fee of Rs**.1500.00** for each sub category to the **Sabaragamuwa University of Sri Lanka Main Collection Account of the Bank of Ceylon at Balangoda Branch by using the Account number 0002246976 from any branch of the Bank of Ceylon.**

The applications will be accepted only from those who have previous experience of over 3 years in the supply of goods and services and more than five years of professional experience in the repair and service of motor vehicles. A photocopy of business registration certificate, VAT Registration certificate (should be recently certified by the Commissioner General Inland Revenue), ICTAD/CIDA certificate and other documentary evidence in proof of past performance should be submitted along with the application. The Government Departments, Boards, Corporations or Semi Government Institutions which apply for registration need not submit the above documents. The registration fee of ineligible applicants will not be refunded.

The supplier who fails to submit quotations when called for, or who fails to supply goods or provide services on time, or not in conformity with the stipulated specifications, supply of inferior quality goods etc. will be struck off the register without prior notice.

All applications should be sent under registered cover, marked "**Application for the Registration of Suppliers and Contractors for the year –2027**" on the top left- hand corner of the envelope, to reach the Senior Assistant Bursar/Supplies, Sabaragamuwa University of Sri Lanka, P.O. Box. 02, Belihuloya- 70140 or Applications should be sent to the **supplies@adm.sab.ac.lk** email address by uploading scanned copy of the receipt of payment of a non –refundable fees and other relevant documents on or before **30th November 2026** and the words "**Registration of Suppliers and Contractors for the year –2027"** should be written on subject column of the email.

The prescribed specimen below or the application downloaded via the university web site **(www.sab.ac.lk)** should be used

SPECIMEN FORM **Application for Registration as a Supplier / Contractor /Service Provider for the year 2027**			
1	Name of the Business Institution/company/Firm/Individuals:		
2	Business Address of the Applicant:		
3	Telephone No:	4. Fax No:	5. E-mail :
6.	Name and Designation of Contact Person:		
7	Status of the Supplier / Contractor (Whether Sole Agent,Importer, Manufacturer, Wholesaler and Retailer) :		
8	No. and Date of Business Registration (Please attach a Photocopy of the Certificate) :		
9	ICTAD /CIDA Registration No (for works): Grade (if applicable) :		
10	Field of Registration & Expiry Date (Please attach Photocopy of relevant pages)		
11	Number of years of Experience in the relevant trade:		
12	whether agreeable to give 30 days credit facility: Yes / No / if any :		
13	Whether delivery of items to the University undertaken:		

14	Names of Bankers:	
15	VAT number, if any: **(Should submit documentary proof that the supplier is an active VAT payer in the relevant year issued by Commissioner General of Inland Revenue)**	
16	Income Tax file Number, if any:	
17.	Details of the non-refundable registration fee paid **(Please attach a Photocopy of the bank deposit slip)** I). Amount Paid (Rs): II). Date of Payment: III). Brach :	

18. **Category & category no**

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(Organization other than companies registers under company act could register only for Supplies/Services according to their general nature with specified in their business registration. Otherwise the application will be rejected without any notification.)

I / We hereby agree with the conditions stipulated by the Sabaragamuwa University of Sri Lanka and submit my /our application for registration.

Date : ……..	Signature of Applicant / Seal (Affix Seal) : …….

A. SUPPLY OF GOODS			
No.	**Items**	**Registration Fee (Rs.)**	**Mark if Applied**
1	**Machinery**		
1.1	Photocopier / Fax Machines / Duplicating Machines and Accessories		
1.2	Air Conditioners and Accessories		
1.3	Electrical Appliances- TV, Radio, Refrigerator, Vacuum Cleaners etc.		
1.4	Other machineries (Water Pump /Shredding Machines / Vacuum Cleaners		
1.5	Time and Date Stamping Machines		
2	**Computers, Peripherals and Networking**		
2.1	Computers-Computer Spare parts, UPS, UPS batteries & peripherals and Smart Boards		
2.2	Computers-Personal Computers, Laptops, Workstations, Servers, High-End Computers & Tablets		
2.3	Printers and Scanners		
2.4	Data Communication Equipment & Network Accessories (CAT, Ethernet, UTP cables, Connectors, Network Switches etc.)		
2.5	Software Developments (Including Computer Software & License)		
3	**Propaganda Items**		
3.1	Name Boards/Medals (Plastic, Metal and Wooden)		
3.2	Canopy , Flag Poles etc.)		
3.3	Paper Bage		
3.4	Water Bottles, Mugs, Tumblers, Umbrellas		
3.5	Photo Frames and Other Wooden Ornaments		
3.6	Tie Pin, Cufflinks, Broachers, Key Tag		

3.7	Files Covers (Cardboard & Plastic)		
3.8	Paper Holders		
3.9	Medals, Plaques, Structures ,Souvenir and Ornaments		
4	**Vehicle and Requirements**		
4.1	Spare Parts for all kinds of Motor Vehicles		
4.2	Tyres, Tubes and Batteries and other accessories		
5	**Health and Sanitary Items**		
5.1	Drugs & Pharmaceuticals		
5.2	Various kind of soap/washing powders/Detergents		
5.3	Brooms, Ekel Brooms, Door Mats, Toilet Brushes		
5.4	Plastic Buckets, Dustbins and Garbage Bags		
5.5	Toilet Paper Rolls		
5.6	Surgical Mask, Gloves		
6	**Sundries**		
6.1	All office and General Stationary (Including - Computer continuation sheets, Books, Pens, Marker Pens, Typing papers, Magnetic White Boards, Chalk Boards, Staplers and Punchers etc.)		
6.2	Toners, Ink Cartridges and Master Rolls, Ribbons (for Computers, Photocopy Machines, Duplicating Machines and Printers)		
6.3	Photocopy Papers and Duplicating Papers		
6.4	ID Cards-Plastic Cards, RFID, etc.		
7	**Equipment**		
7.1	Audio Visual Products OHP, Multimedia Projectors, Screens & Video Conference Systems		
7.2	Fans – all type/ Filters / Boilers / Kettle / Water Dispenser/ Wall Clocks		

7.3	Fire Equipment (Fire Extinguisher/ Fire Alarm Systems)		
7.4	Kitchen Equipment including Cutlery and Crockery		
7.5	Safety Equipment-Safety Shoes, Gum boots, Raincoats & Fire Extinguishers etc		
7.6	Voltage Stabilizers		
7.7	Machine for Office Use - Cash Registers/ Calculators and Adding Machines, Finger Print Machine, Paper Shredder, Franking Machine, Numbering Machine, Paper Cutting Machine		
7.8	Telephone Accessories (Mobile Phones, PDAs & PABx Systems etc)		
7.9	Recreational Equipment		
7.10	Camera-Compact Camera, Video Cameras, Tripods and related accessories		
7.11	CCTV Camera and Accessories, Camera, DVRS,NVR, Enclosures, Cables and DC power supply etc.		
7.12	Public Address Systems-Voice Recorders, Microphones, Speakers, Amplifiers etc.		
7.13	Laboratory Equipment (Analytical Equipment and General Lab Equipment and Instrument)		
7.14	Health and Medical Equipment /Materials /Reagents		
7.15	Medical, Dental Equipment & Accessories.		
7.16	Chemical and Glassware General purpose laboratory chemical		
7.17	Home Appliances-Water Filters, Boilers, Water Dispenser, Hot Cupboards, Rice Steamers, Clocks etc		
7.18	Engineering Workshop Tools & Workshop Equipment	**Rs.1500/= for each sub category**	

7.19	Survey Equipment		
8	**Furniture**		
8.1	Office Furniture (Computer Chairs & Tables)		
8.2	Wooden Furniture		
8.3	Steel Furniture (Including Bunk Beds, Steel Cabinets, Steel Tables and Chairs, Pawning Drawers etc.)		
8.4	Fiberglass and Plastic Furniture		
8.5	Laboratory furniture		
9	**Textiles and Leather Products**		
9.1	Flags and Banners (Screen Printing -Cloth, Digital Printing)		
9.2	Curtain Materials (Fabric, Vertical Blinds, Wooden Blinds)		
9.3	Shoes, Bags, Raincoats, Leather Covers (Cartridges)		
9.4	Uniform Materials (Gents & Ladies)		
9.5	Cloaks and Convocation Garlands and Hoods		
9.6	Serviettes, Pillow Cases, Towels		
9.7	Coir and Rubber Mattresses and Mattress covers-foam Mattress.		
9.8	T-shirts, Shirts, Bottom, Tie, Bears, Hat, Cap, Sport wears		
10	**Building Materials and Sanitary wares**		
10.1	All Kind of Building Materials/ Plumbing Items/Hardware Items/ Paints		
10.2	Electrical Equipment, Fittings and Accessories		
10.3	Concrete works		
10.4	Timber (Including Plywood Sheets, Boards, MDF Boards)		
10.5	Landscaping Accessories - Cement Table & Chairs, interlocks and landscaping accessories		

10.6	Sanitary ware -Ceramic Wash Basins, Tiles & Bathroom Fittings etc		
10.7	Aluminium fittings, Partitions work, Interlock & cement products, Ladders and Accessories etc.		
11	**Other Goods**		
11.1	Sports Goods and Equipment		
11.2	Farm Equipment : Animal Feed,Corior Dust,Buffalo Grass,Compost,Fertilizer & Agriculture Tools		
11.3	Garden Equipment & Plants : Flower Pants, Flower Pots,Other Garden Plants		
11.4	Library Books & Periodicals		
11.5	Interior Decorative Items -Floor Carpeting		
11.6	Glass Stickers & Tinting Materials		
11.7	Solar Panels		
B. SUPPLY OF SERVICE			
1	Repairs to Revolving Chairs, Fiberglass, Chairs, Tables, Water Tank		
2	Catering Services – Foods, Refreshment, Accommodation ,Hall Facilities		
3	Repair of Gas lines and Appliance		
4	Computer, Printers and Network Cabling		
5	Repairing and Maintenance of Electronic Equipment and Laboratory Equipment		
6	Disposal of Discard Items		
7	Electrical Wiring		
8	Flower Arrangements (Supply of Flora, Plants etc.)		
9	Service of Vehicle and Motor Vehicle Repairs (Petrol & Diesel)		
10	Cutting & Removing of hazardous tree branches		
11	Labour Supply		

12	Professional Consultancy Services – (Air Conditioning &Refrigeration, Legal, Finance, Engineering etc.)		
13	Pest Control Services		
14	Garden Services (Soil, Coir Dust, Turf ,Plants pos ect.)		
15	Upholstering and Rattaning		
16	Water Dispensers with water filling		
17	Dry Cleaning and Laundry Services		
18	Photographers		
19	Supply of Sound Equipment on rent basis		
20	Building Maintenance Services		
21	Courier Services		
22	Hiring of Vehicles and Transport Services		
23	Printing Service		
24	Air Tickets		
25	Cane and synthetic works		
26	Book binding services /Damaged books services		
C - Repairs			
1	Repairing and Maintenance of Air Conditioners (Building)		
2	Communication Equipment		
3	Computers Printers and Accessories		
4	Electronic Equipment		
5	Repairs to Wooden Furniture		
6	Repairs to Fiberglass Chairs, Tables, Water Tank etc.		
7	Repairs to Laboratory Equipment		
8	Plant & Machinery Repairs (Equipment, Office Machines including typewriters)		
9	Motor Vehicle Repairs (Petrol & Diesel)		
	9.1 Mechanical Repairs		
	9.2. Electrical Works		
	9.3 Tinkering and Spray Painting		
	9.4 Carpeting and Sheet Cushion		
	9.5 Repair and Service of Auto Air Conditioners		
10	Repairs to Survey Equipment		

D. WORKS			
1	**Civil Construction (All Types)-** (Building Construction / Repair / Improvements, Road Works / Bituminous Laying / Repair / Maintenance, Water supply, Plumbing , Roof Drain, Electrical Works/ Repair / Maintenance, Mechanical Works / Repair / Maintenance, Aluminium Works / Aluminium Cladding, Wood Work and Timber Work, Interior Decorative Works, Drainage / Sewerage / Repair / Maintenance)		
	BOQ Limits		**Mark as Applied**
1.1	Works up to Rs. 500,000.00(ICTAD /CIDA Registration is not required)		
1.2	Works between Rs. 500,000.00 and Rs. 2,000,000.00(Specific ICTAD/CIDA Registration essential)		
1.3	Works between Rs. 2,000,000.00 and Rs. 10,000,000.00(Specific ICTAD/CIDA Registration essential)		
1.4	Works over Rs. 10,000,000.00 (Specific ICTAD /CIDA Registration essential)		
2	**Other Works**		
2.1	Cane and Synthetic Rattaning Work		
2.2	Surveying and Leveling		
2.3	Other Human Resource services such as Masonry, Carpentry, Painting, Welding and Blacksmith's work & Other Labour works		

Note : Instruction of Registration

1. The applicants (relevant business organization) should possess a valid Business Registration.
2. The applicants should have at least 03 years of experience in supplying the relevant product(s). Relevant scanned documents should be uploaded along with the Application.
3. The applicant should agree and have the capacity to provide a credit period of minimum of 30 days in the event he/she is being selected for supply of goods.
4. Non submission of requested documents will not be considered for Registration for year 2027.

5. Any Supplier who has not responded for more than twice consecutively for an invitation to submit Quotations or performedunsatisfactory under any procurement previously awarded, who will be removed from the Supplier Registration.
6. Duly completed application form available on the website: **www.sab.ac.lk**
7. Receipts of payment for nonrefundable deposit as per the instructions above to total amount based on the number of categories to which the registration is applied.
8. Certified copy of the Business Registration.
9. If the applicant is a limited liability company, a copy of the Certificate of Incorporation.
10. A certified copy of the VAT registration, SSCL or VAT-exemption certificate issued by the Commissioner General of Inland Revenue.
11. If there is VAT charge on invoices, the letter issued by IRD mentioning that you have a VAT Active file.
12. The applicants who are the manufacturer / owner of the registered trademark of the product or Trade mark owners or sole agencyship, the authorization letter issued by principal or relevant authority must be attached.
13. If applicants who had made largest supplies of items of similar categories to government or private sector organizations during the years 2024, 2025 & 2026 should attach the copies of purchase orders / invoices relating to such supplies.
14. Selection will be made by the Supplier Registration Committee.

Acting Registrar
Sabaragamuwa University of Sri Lanka
P.O.Box 02
Belihuloya
70140