

**REGISTRATION OF SUPPLIERS/ CONTRACTORS
FOR YEAR – 2016
MINISTRY OF DEFENCE**

1. According to the Extra Ordinary Gazette No 1508/08 dated 30 July 2007, applications are hereby invited by the Secretary, Ministry of Defence from foreign manufacturers and authorized agents of manufacturers, local manufacturers, suppliers and civil engineering contractors/consultants who wish to register themselves with the Ministry of Defence for the supply of goods and services for the year 2016, to the departments and Agencies coming under the purview of the Ministry of Defence listed below:

- * Ministry of Defence www.defence.lk
 - State Intelligence Service
 - Center for Research & Development
 - Joint Services Language Training Institute
- * Sri Lanka Army
- * Sri Lanka Navy
- * Sri Lanka Air Force
- * General Sir John Kotalawala Defence University
- * Department of Civil Security
- * Department of Coast Guard

02. Obtaining the Applications

- a. Applications can be downloaded through the following web-site from 2015.08.31 to 2015.10.16.

Ministry of Defence - www.defence.lk

- b. A set of application form which includes approximately 60 pages will consist of following components.
1. Main application form
 2. Foreign supplier's data form, (Annex "A")
 3. General instructions, terms and conditions (Annex "B", "B1").
 4. The detailed category list which consists of approximately 48 pages

03. Paying the Category Charges

- a. Rs. 1500/= will be charged from the Local Suppliers for each category.
- b. US \$ 15 will be charged from the Foreign Suppliers (in the case of unavailability of a Local Agent) for each category.
- c. As the **Category charges are not accepted by the Ministry of Defence**, payments made for the category charges for the Registration of Suppliers for the year 2016 should be credited to the **Account No 7040119** at the Taprobane Branch of the Bank of Ceylon through any Branch of Bank of Ceylon.

- d. **Category charges made through the Foreign Missions in respect of the Foreign Supplier registration for the year 2016 have been terminated.** Foreign Suppliers should use the Swift Code to credit the payments to the Bank of Ceylon instead of above.

Swift No - BCEYLKLX

Branch Code - 747

Account No - 7040119

- e. The Cash Deposit Slip which utilized for the payments over the category charges should be forwarded together with the application. (As a certification to the payments made over the category charges)
- f. Both Local and Foreign Suppliers should complete the payments over the category charges during the period from 2015.08.31 to 2015.10.16 . Ministry of Defence will not be responsible over the payments made after 2015.10.16 .
4. Duly completed application forms together with all the necessary documents should be sent by registered post to :

**The Chief Accountant
Ministry of Defence
15/5, Baladaksha Mawatha
Colombo 03.**

On or before 16th October 2015. The top-left-hand corner of the envelope containing the application in respect of Local Suppliers should be marked as “ **REGISTRATION OF SUPPLIERS – 2016 (Local)**” and Foreign Suppliers marked as “**REGISTRATION OF SUPPLIERS – 2016 (Foreign)**”.

5. Authority to take final decisions regarding the Registration of Suppliers for the year 2016 is vested the Secretary of Defence.

**B.M.U.D. Basnayake
Secretary
Ministry of Defence**

Ministry of Defence,
15/5, Baladaksha Mawatha,
Colombo 03. Sri Lanka
24th August 2015.