

**REGISTRATION OF SUPPLIERS/ CONTRACTORS
FOR YEAR – 2023
MINISTRY OF DEFENCE**

1. 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 2023, to the departments and Agencies coming under the purview of the Ministry of Defence listed below:

- * Ministry of Defence
- * Sri Lanka Army
- * Sri Lanka Navy
- * Sri Lanka Air Force
- * State Intelligence Service.
- * General Sir John Kotalawala Defence University
- * Department of Coast Guard
- * Department of Civil Security
- * Defence Services Command and Staff College
- * National Cadet Corps
- * Defence Headquarters Complex Project

02. Obtaining the Applications

- a. Applications can be downloaded through the following web-site from 2022.10.10 to 2022.11.11.
Ministry of Defence - www.defence.lk
- b. A set of application form which includes approximately 59 pages will consist of following components.
 1. Main application form
 2. Foreign supplier's data form, (Annex "A")
 3. General instructions, terms and conditions
 4. The detailed category list which consists of approximately 52 pages

03. Paying the Category Charges

- a. Rs. 1800/= will be charged from the Local Suppliers for each category.
- b. US \$ 18 will be charged from the Foreign Suppliers for each category. If a foreign suppliers request to register though a Local agent, the Local agent shall pay Rs 6000/= per category.
- c. Registration of Suppliers for the year 2023 should be credited to the Account No 7040119 at the Taprobane Branch of the Bank of Ceylon through any Branch of Bank of Ceylon. The Secretary of Defence should be given as the name of the beneficiary when making a deposit. It is compulsory to mention a supplier "Suppliers Registration Category free – 2023" in the deposit slip by the applicant.

- d. Foreign Suppliers (In the case of unavailability of a Local Agent) 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 2022.10.10 to 2022.11.11 Ministry of Defence will not be responsible over the payments made after 2022.11.11

4. There is no refunding of categories paid for by an applicant. Applications can be rejected for not submitting certain information, a requested document marking the incorrect categories due to a mistake or negligence of the applicant and it is informed that even on such an occasion, the category fees shall not be refunded.

5. Duly completed application forms together with all the necessary documents should be sent by registered post to :

**Accountant (Supply),
Defence Headquarters Complex,
Sri Jayawardenepura,
Kotte.**

On or before 11th November 2022. The top-left-hand corner of the envelope containing the application in respect of Local Suppliers should be marked as “ REGISTRATION OF SUPPLIERS – 2023 (Local)” and Foreign Suppliers marked as “REGISTRATION OF SUPPLIERS – 2023 (Foreign)”.

6. Authority to take final decisions regarding the Registration of Suppliers for the year 2023 is vested with the Secretary of Defence.

Secretary
Ministry of Defence