

REGISTRATION OF SUPPLIERS / CONTRACTORS FOR YEAR - 2025

MINISTRY OF DEFENCE

1. Applications are invited by the Secretary of the Ministry of Defence from foreign manufacturers and authorized agents of manufacturers, local manufacturers, local suppliers, contractors and consultancy Institutions to register for year 2025 for the supply of goods and services to the Ministry of Defence and following affiliated institutions.

- > Ministry of Defence
- > Office of the Chief of Defence Staff
- > Sri Lanka Army
- > Sri Lanka Navy
- > Sri Lanka Air Force
- > State Intelligence Service
- > Civil Security Department
- > National Cadet Corps
- > Sir John Kotalawala Defence University
- > Defence Services Command and Staff College
- > Defence Services College
- > Centre for Defence Research and Development
- > Rakna Arakshaka Lanka Limited
- > Department of Coast Guard of Sri Lanka
- > Ranaviru Seva Authority
- > Department of Meteorology
- > National Council for Disaster Management
- > Disaster Management Centre
- > National Disaster Relief Services Centre
- > National Buildings Research Organization

2. Obtaining the Applications

a. Local and Foreign Applicants can download the application through the following website from 07.10.2024 up to 08.11.2024.

Ministry of Defence - www.defence.lk

b. A set of applications consist of following components.

1. Application form relevant to registration
2. Sheet comprising instructions and conditions
3. The detailed category list which consists of approximately 46 pages

3. Paying the Category Charges

a. Rs. 1825/= will be charged from the Local Suppliers for each category.

b. Foreign Suppliers will be charged US\$ 18 for each category. When paid through a Local agent, the Local agent shall pay Rs 5750/= per category.

c. Above category charges for registration for the year 2025 may be credited to Account No. 7040119 maintained at the Taprobane Branch of the Bank of Ceylon through any Branch of Bank of Ceylon. The Secretary of Defence should be the beneficiary for all payments. It is compulsory to mention "Suppliers Registration Category fee - 2025" as the reason for deposit in the deposit slip by the applicant. **(Money should not be deposited through Automatic Cash Deposit Machines as "Suppliers Registration Category Fee - 2025" and it would be difficult to identify the deposit and applicants are advised to refrain from depositing money through Automatic Cash Deposit Machines).**

d. Foreign Suppliers (In the case of unavailability of a Local Agent) should also use the Swift Code to credit the payments to the Bank of Ceylon instead of above for the year 2025.

Swift No. - BCEYLK LX
Branch Code - 747
Account No. - 7040119

e. The original copy of the Cash Deposit Slip utilized for the payment of the category charges should be forwarded together with the application.

f. Both Local and Foreign Suppliers should complete the payment of category charges during the period from 07.10.2024 up to 08.11.2024. Ministry of Defence will not be responsible for the payments made after 08.11.2024.

4. There is no refunding of category fee paid by an applicant. Applications can be rejected for not submitting certain information under any circumstance or marking the incorrect categories due to negligence of the applicant. Even on such an instance, 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 (Supplies),
Ministry of Defence,
Defence Headquarters Complex,
Sri Jayawardanapura,
Kotte.**

to receive on or before 08th November 2024 or else the bid may be hand delivered to the Officer receiving letters at the Entrance of the Ministry of Defence.

6. Secretary to the Ministry of Defence reserves the right to take the final decision regarding registration of suppliers for year 2025.

**Secretary
Ministry of Defence**