

Suppliers / Contractors for the year 2023
General instructions, terms and conditions for updating registration
MINISTRY OF DEFENCE

1. Applications for registration of suppliers / contractors for the year 2023 can be downloaded through the web sites of the Ministry of Defence from 10th October 2022 to 11th November 2022 onwards without any charge.
2. Applicants are requested to furnish accurate information. If any information given is found to be inaccurate or any vital information is found withheld, the applicant will be disqualified for registration. An incomplete or illegible application will also be rejected.
3. Supporting documents should be attached to the application. Such documents should be serially numbered. The total number of pages should be indicated on the top right-hand corner of the main application.

Following documents should be attached with the application.

A. Institutions who are seeking registration should provide certified copies of under mentioned legal documents (along with other documents) with the application. (Companies which have not been registered on or before 31st December 2021 are not qualified to apply for this)

- a. Limited liability companies - Memorandum of Association. (Memorandum of Association or Articles of Association Please attach the copy)
- b. Other institutions - Business Registration Certificates.
(Individual and Partnerships)

B. In respect of registration of foreign suppliers by the local agents, the **Original Power of Attorney** signed by the Chief Executive Officer of the principal and authenticated by an Attorney at Law or a Notary of Public in the respective country should be provided. (If the Original copy is required, forward a request together with a copy of it) The validity period of this Power of Attorney should be clearly indicated and should include the period from 01.01.2023 to 31.12.2023 Fax, Telex or any other means will not be accepted.

C. Original Copy of the Cash Deposit Slip which utilized for the Category Payments (Issued by the Bank of Ceylon) should be compulsorily attached.

D. If Your Organization is Registered as a Supplier of the Ministry of Defence in the year 2022, You must attach a copy of the letter issued by this Ministry.

4. Duly completed application forms together with all the necessary documents and covering letter should be sent by registered post to reach;
**Accountant (Supply),
Defence Headquarters Complex,
Sri Jayawardenepura,
Kotte.**

Not later than **on 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 or their Local Agents marked as "**REGISTRATION OF SUPPLIERS – 2023 (Foreign)**".

General Instructions to the Applicant

5. A registration fee of Rs. 1800/- (Rs. One Thousand Eight hundred) will be charged against each **CATEGORY** in respect of Local Applicants and US\$ 18/- IN RESPECT OF FOREIGN Applicants. If a foreign suppliers request to register though a Local agent, the Local agent shall pay Rs 6000/= per category.

If the requisition is made to register by a local supplier (Local Agent) in respect of more than one principal, a separate application should be submitted for each such principal. (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.)

6. Category payments should be made to the Account No 7040119 of the Taprobane Branch of Bank of Ceylon through any branch of Bank of Ceylon. 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 for the category charges US \$ 18/- each in order to register under a single category.

Swift No	-	BCEYLKLX
Branch Code	-	747
Account No	-	7040119

7. 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 wrong 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.

8. For vehicle spare parts, Category “F” and for repairs, “Vehicle Repairing and Servicing Garages”, a sub category of Category “S” have been separately established. Accordingly, applicants who apply for Category “S” should have the ability & facilities to provide the services belonging to those categories. There is a right, at the registration or afterwards, to inspect the location of companies registering in Vehicle Repairing Garages of Category “S”. The Ministry retains the power to revoke the registration of service supplying locations which are without the minimum standards and facilities.

9. Delete Yes / No tags against appropriate question without fail.

10. Please write NA (not applicable) against any item that does not applicable to the applicant.

11. Any amendments or changers of Mailing address of a company (local or foreign) after registrations will be considered only if such request is accompanied by a true copy of the amended certificate issued by respective company house (local or foreign) in connection with the said amendment.

12. Note that there can be no change or alternation of category under any circumstance after registration.

13. The Ministry of Defence will not be held responsible for any mistakes or oversight of the applicant.

14. Further inquiries in respect of the Registration of Suppliers 2023 can be made to the following Officers.

Accountant (Supply)

Telephone – **011 2434608**

011 2430860

E-mail – (during office hours only)
supply@defence.lk

- 15.** Suppliers who are in the national list of defaulting contractors in terms of the clause number 8.11.5.C of the guidelines on Government Procurement Guidelines 2006 (Goods & Works) are NOT PERMITTED to apply for registration.
- 16.** Supplier should hold stock on our behalf as required and all suppliers will agree automatically to provide one month credit facility when they register under the Ministry. Suppliers Who do not agree will be removed form the register.
- 17.** Restricted quotations will normally be called from the registered suppliers. However, the Ministry of Defence reserves the right to call quotations from a short-listed supplier or from any other supplier, when it is necessary.
- 18.** A board appointed by the Ministry of Defence will consider all the applications and will take necessary action to register only applicants those who have fulfilled the requirements. Those who are not completed / not fulfilled the requirements satisfactorily, and late applications will be rejected.
- 19.** Registration is liable to be canceled without notice of those suppliers who fail to quote even “No quote” quotations during 4 times when requested or fail to execute an order on time or fail to submit samples when requested or whose supplies do not confirm to specifications or differs from the approved samples.
- 20.** Authority to take final decisions over the Registration of Suppliers for the year 2023 is vested with the Secretary of Defence.