

Eligibility for Supplier Registration

1. The business should be registered in Sri Lanka. (Copy of the Registration Document should be forwarded with the application.)
2. Since the quotation will be considered on the basis of the supply category under which the institution is registered, the category under which the institution should be registered must be stated clearly.
3. The Application form for the above-mentioned registration can be downloaded from our ministry's website (www.mfa.gov.lk). Incomplete applications will be rejected.
4. Applications made for registration will be scrutinized and the applicants will be registered as ministry suppliers after the eligibility has been proven.
5. Strict legal action will be taken against those applicants who produce false documents for registration and get registered as suppliers.
6. The Secretary to the Ministry of Foreign Affairs, Foreign Employment and Tourism reserves the right to call for quotations from one registered supplier, several registered suppliers, all registered suppliers who are registered under a certain item or a supplier not in the registered list.
7. If the Secretary to the Ministry of Foreign Affairs, Foreign Employment and Tourism finds that the supplies of a certain supplier are not satisfactory or irregular or the supplier has acted fraudulently, the Secretary has the authority to black list that supplier and to delete the suppliers name from the register.
8. With regard to the registration of suppliers and the procurement of supplies from registered suppliers, is subjected to the laws, regulations and instructions that have been issued so far and may be issued in the future by the government of Sri Lanka and the Ministry reserves the right to make alterations in the conditions and procedures relating to the list of suppliers and their supplies.
9. Supplies should be effected within the specified days mentioned in the quotation calling from the date of placing the order and the additional expenses incurred for the transportation, etc. should be borne by the supplier.
10. Charge in respect of one application is Rs. 1000.00 (Registration for several items will be possible.) The related charges should be paid to the bank A/C as follows and **attached the bank slip along with the application**

A/c Name: Secretary, Ministry of Foreign Affairs

A/c No : 7040296

Bank : BOC

Branch : Thaprobane

Your applications prepared according to the specimen downloaded from the ministry website should be either, sent by post addressed to the **Secretary, Ministry of Foreign Affairs, Foreign Employment and Tourism , Republic Building, Colombo 01** to reach before 2.00pm on 14.07.2025 or deposit into the Tender Box placed in the **General Administration Division, Ministry of Foreign Affairs, Foreign Employment and Tourism , 09th Floor, Ceylinco Building, No. 69, Janadhipathi Mawatha, Colombo 01**. The words **"Registration of Suppliers 2025/26"** should be written at the top left corner of the envelope enclosing the application. All the registered suppliers will be informed in writing of their registration.

For further details please contact the procurement unit on 0117711109.

Secretary,
Ministry of Foreign Affairs, Foreign Employment and Tourism ,
Republic Building,
Colombo 01.

Registration of Suppliers – 2025/26 – Ministry of Foreign Affairs,
Foreign Employment and Tourism
Application Form

1. Province expected to be registered in:-

(Province selected should be stated clearly)

2. Item applied for:-

Please find the lists attached herewith as

- a. Annex – 1 –Services
- b. Annex – II - Works

(Item/s selected should be marked by a cross in the “Bidders response column”)

3. Name of the Institution

4. Type of Registration of the Institution and the Number:-

(Copy of the letter of registration should be attached.)

5. Address of the Institution:-

6. Telephone No./Fax No./Email address:-

7. If VAT is charged, the registration number should be stated clearly:-

8. Name, Telephone No., Email address of the coordinating officer of the institution:-

I hereby state that, the information provided by me is true and correct. I have read and understood the conditions regarding the eligibility for the '**Registration of Suppliers – 2025/26**' of the Ministry of Foreign Affairs, Foreign Employment and Tourism and undertake to abide by such rules and regulations.

Date

Signature of the applicant

**Ministry of Foreign Affairs
Registration of Suppliers - 2025/26**

Code No.	Category Names	Items	Bidder Response
			Yes/No
	Services		
Service - 1	Laptops	Asus	
		Dynabook	
		HP	
		Dell	
		Toshiba	
		Acer	
		Lenova	
		Ewis	
		Apple	
		Samsung	
Service - 2	Desktops	Dell	
		Acer	
		HP	
		Lenova	
		Mac	
		Ewis	
		Samsung	
Service - 3	Printers	Cannon	
		HP	
		Lexmark	
		Epson	
		Pantum	
		Brother	
		Samsung	
		Ricoh	
		Kyocera 3212i	
		Konica	
Service - 4	Photocopy	Canon	
		Toshiba	
		Ricoh	
		Konica	

Ministry of Foreign Affairs Registration of Suppliers -2025/26			Annex - II
	Works		
Works -1	interior Work	Aluminum Works	
		Carpentry Works	
Works -2	Repairing	Office Furniture	
		Door Lock & Key Cutting	
Works - 3	Building Constrution	Civil Engineering	