

Eligibility for Application - Conditions regarding the Registration of Suppliers

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 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 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. All the contractors should be registered under CIDA. (Formal ICTAD registration is compulsory.)
11. 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, Republic Building, Colombo 01** to reach before **2.00pm** on **30.01.2023** or deposit into the Tender Box placed in the **General Administration Division, Ministry of Foreign Affairs, 09th Floor, Ceylinco Building, No. 69, Janadhipathi Mawatha, Colombo 01**. The words **"Registration of Suppliers 2023"** 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,
Republic Building,
Colombo 01.