



## **REGISTRATION OF SUPPLIERS FOR SRILANKAN AIRLINES COMMERCIAL PROCUREMENT DEPARTMENT**

### **General Instructions for Suppliers**

1. Documents for registration of suppliers for SriLankan Airlines Commercial Procurement Department, for a period of 2 years could be downloaded from [https://www.srilankan.com/en\\_uk/coporate/tender-notice](https://www.srilankan.com/en_uk/coporate/tender-notice) from 25/02/2024 onwards.
1. Applicants are requested to furnish accurate information. If any information given is found to be inaccurate or if any vital information is found to be withheld, the applicant will be disqualified from registration. Incomplete or illegible applications will also be rejected.
2. 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.
3. Following documents should be attached with the application.
  - A copy of the Certificate of Incorporation issued by Registrar of Companies (in English Language) of the respective country of the principal authenticated by an Attorney at Law or a Notary of Public in the respective country.
  - In respect of registration of authorized dealers, distributors and agents of foreign suppliers/ manufacturers
    - a copy of the Power of Attorney authenticated by an Attorney at Law or a Notary of Public in the respective country. The validity period of this Power of Attorney should be clearly indicated and should include the period from 18/03/2024 to 17/03/2026, or
    - The original authorisation letter from the manufacturer/supplier should be submitted to the effect that the supplier is an authorised dealer, agent or a distributor. The validity of authorisation letter should cover the period from 18/03/2024 to 17/03/2026
  - A letter certifying the Bank Account (Bank's recommendation regarding the continuation of the relevant Current Account since the opening date of the same)
4. Duly completed application forms together with all necessary documents should be sent in a sealed envelope marked "**REGISTRATION OF SUPPLIERS FOR SRILANKAN AIRLINES – COMMERCIAL PROCUREMENT DEPARTMENT**"

By registered post to:  
Nipuna Fernando  
Senior Commercial Procurement Executive,  
Commercial Procurement Department,  
SriLankan Airlines Ltd, Airline Centre,  
Bandaranaike International Airport, Katunayake, Sri Lanka.

Or By email to:  
Nipuna.fernando@srilankan.com

On or before 18/03/2024

Hand delivered applications are also will be accepted. SriLankan Airlines will not be held responsible for any postal delays.

5. For further inquiries regarding the Registration of Suppliers of SriLankan Airlines - Commercial Procurement Department, please contact:

Nipuna Fernando  
Senior Commercial Procurement Executive,  
Commercial Procurement Department,  
SriLankan Airlines Limited, Airline Centre, Bandaranaike International Airport,  
Katunayake, Sri Lanka.  
E mail: Nipuna.fernando@srilankan.com  
Tel: +94(0)197332773  
Between 9.00am and 4.00pm on working days from 25/02/2024 to 18/03/2024

6. Suppliers who are in the national list of defaulting contractors in terms of the Clause 8.11.5C of the guidelines on Government Procurement Guidelines 2006 (Goods & Works) are NOT PERMITTED to apply for registration.
7. Quotations will normally be called from selected registered suppliers and, SriLankan Airlines reserves the right to call for quotations from any supplier as deemed necessary.
8. Registration is liable to be cancelled without notice if suppliers fail to inform of their inability to quote more than 4 times or fail to execute an order on time. Failure to submit samples, or suppliers whose products differ from the approved samples, too are liable to be de-registered.
9. SriLankan Airlines Limited reserves the right to accept or reject any application or to annul the supplier registration process.
10. Authority to take decisions on the Registration of Suppliers of SriLankan Airlines - Commercial Procurement Department is vested with SriLankan Airlines Limited.

**SENIOR COMMERCIAL PROCUREMENT EXECUTIVE**

**SRILANKAN AIRLINES**

## **Details of Each Procurement Category**

### **Inflight**

- On-board serving equipment (tray equipment, cutlery, crockery, glassware, hollowware)
- Wine and spirits
- F&B items (Juices, snacks, soft drinks, water, cashew nuts, yoghurt, milk, butter, sweets etc.)
- Linen (blankets, pillows, tray/table/trolley cloth, napkins, pillow cover)
- Amenities (PPE items, socks, eye shades, amenity kit, shaving kits)
- Non-woven products
- Paper products
- Plastic products
- Melamine products
- Newspapers and magazines
- Freight forwarding service providers (sea/air)
- Laundry services
- Kitchen utensils
- Toiletries (Cologne, Mouthwash, Hand wash, Body lotion, Toilet paper, tissues, hand towels)
- Hygiene and cleaning items (scrubbing brushes, sanitizers, garbage bags, cleaning liquids)
- Disposable aluminium products
- Headset and Sponges
- Refurbishing of silverware/hollowware/stainless steel items
- Giveaways (Baby pack, diapers, books, puzzles, toys)
- Locks and security Seals
- Hotel accommodation and transportation for Crew, disrupted passengers and connecting point services (transit) passengers. (Colombo, Negombo)

### **IT related equipment, software and services**

- IT Hardware & Computer Peripherals with related Services
- Data storage devices & Accessories
- Telecommunication Equipment & Accessories
- Software Solutions, Licenses & related services
- CCTV Equipment & related services
- Network cables & Accessories
- Structured Cabling systems & services
- Master Display units
- Mobile Phones & related Services
- Time & Attendance Equipment & related services
- Corporate Mobile & Data Services
- Services related to IT Security & Compliance

## **General**

### Goods

- Medicine & medical equipment
- Catering & Kitchen appliances (i.e. Rice cooker, Blender, Coffee machine, Kettle, Hot plate, Refrigerator)
- Office and rest room furniture & accessories (i.e. Table, Chair, Cupboard, Rack, Filing cabinet, Bed, Mattress, Bed linen)
- Stationery items (i.e. Pen , Stationery holder , Note book , Stamps (rubber/self-seal) , Box file , file folder , photocopy papers)
- Cardboard boxes (i.e. Corrugated , Box divider)
- Computer stationery items (i.e. Paper rolls)
- Printing papers / Board / Sticker
- Printed material (i.e. Business cards , Sign board , Menu card , Name board)
- Printing equipment and related goods
- Security seal / Tag / Label / Tape / Sticker or related goods
- Office equipment , accessories & consumable (i.e. Copier , Printer , Fax machine , Scanner , Paper shredder , Ink , Toner , Cartridge , Ribbon , Laminating paper rolls)
- Sports equipment & clothing
- Uniform accessories (i.e. Name tag, Epaulette , Badge , Tie pin , Cap , Tie , Belt, Hand bags)
- Uniform materials (i.e. Cap , Tie , Belt)
- Shoes (Safety & Uniform)
- Weighing instruments
- Polythene (i.e. Shrink wrapping, Customized bag , Garbage bag , Sheet)
- Media and communication equipment (i.e. Camera , Microphone , Megaphone , Headphone , Voice recorder , Sound equipment)
- Company branded promotional items (i.e. Pen drive , Aircraft model , Key tag , Umbrella , bag , T-shirt , Cap , Mug)
- Food & Beverage (i.e. Biscuit , Coffee , Nescafe , Milk , Tea , Cocktail mixture)
- Crockery & Cutlery
- Medicine and medical items

### Services

- Hire of office equipment (i.e. Multifunction copier/printer , Multimedia)
- Provision of manpower for support services
- Cleaning and Janitorial service
- Tailoring of uniforms (Ready-made & Custom made)
- Entertainment and event management
- Pest controlling
- Printing services (i.e. Boarding passes , Baggage tags , Business cards , Sign board , Menu card , Name board)
- Furniture repairing and reupholstering

## **GSE (Ground Support Equipment)**

### Goods

- Ground Support Equipment
  - Air Conditioning Unit
  - Air Starter Units
  - Airport Passenger Transport Coaches
  - Ambulift
  - Baggage Tractor

Baggage Trolley  
Belt Conveyors/ Belt Loaders  
Container Dollies  
Container Pallet Transporter  
Electric Forklift  
Fuel Bowser  
Motor Fuel Carts  
Ground Power Unit (Electric Powered / Diesel Powered)  
Hand Pallet Truck  
Joint Container Pallet Loaders  
Main Deck Loaders  
Maintenance Platform Lift  
Pallet Dollies  
Pallet Movers  
Pallet Truck  
Pallet Container Transporters  
Passenger Steps  
Plastic Pallets  
Reach Truck  
Roller Beds with Rollers  
Scissor Lifts  
Slave Pallets  
Toilet Servicing Truck  
Tow Bar  
Towing Tractors  
Trolley Jack/ Carts/ Chocks Carts  
Truck Mounted Platforms  
VVIP Passenger Steps  
Water Servicing Cart  
Work Station

- GSE Spares  
Spares of all ground support equipment mentioned above
  
- Engine Spares  
Cummins  
Champ  
Detroit  
Deutz  
Fiat  
Hatz  
Isuzu  
Iveco tector  
John Deer  
Kubota  
Mitsubishi  
Nissan  
Perkins
  
- Tyres  
Industrial  
Pneumatic  
Solid
  
- Motor Vehicle Spares  
Ford  
Honda  
Isuzu  
Maruti  
Mitsubishi  
Nissan  
Tata  
Toyota

- Consumables
  - Chemicals
  - Gasses
  - Lubricants
  - Oil
  - Paint
  - Car wash
  - Iso-Propyl Alcohol
  - Adhesives
  - Tapes
  - Cotton waste
- Tools, Machinery and other related goods
  - Air Compressors
  - Carpet Shampoo Machine
  - Crimping Machines
  - Injector pressure testing Machine
  - Milling Machine
  - Pneumatic Grease pump (30kg)
  - Vacuum Cleaners
  - Welding Machines

#### Services

- Suppliers to provide GSE and other related goods on hire
- Suppliers to provide Airport Passenger Transport Coaches on hire
- Suppliers to provide Cranes on hire
- Suppliers to provide Forklifts (25 Tons, 20 Tons, and 40 Tons) on hire
- Suppliers to provide Low Bed Trailers on hire
- Vehicle Repair & Maintenance
  - Brake/ Clutch cable repairs
  - Fiberglass repair works
  - Generator repairs
  - Hydraulic hose repairs
  - Hydraulic jack repairs
  - Radiator repairs
  - Transmission repairs
  - Vehicle Body repair works (Insurance)
  - Compressor maintenance & services
  - Engine head/block machinery works
  - Injector pump/Injector service/repair
  - PLC system repairs
  - Rubber related works
  - Starter rewind
  - Steel fabrication works
  - Upholstery repairs and vehicle interior cleaning service
  - Wheel alignment service
- Testing
  - Emission test
  - Noise level test
  - Pressure vessel test
- Modifications
  - Total modifications of GSE / Vehicles

**SUPPLIER REGISTRATION FORM**  
**Commercial Procurement Department**



*Procurement Category (Please tick appropriate box below)*

- Inflight
- IT
- General
- GSE
- Hotel accommodation & transportation
- Freight forwarders & Clearing agents
- Laundry services
- Refurbishes of silver/stainless steel hollowware
- Newspaper agents

**Section A: Company Details & General Information**

- I. Name of Company: .....
- II. Business Registration Number: .....
- III. Date of Incorporation: .....
- IV. Country of Incorporation: .....
- V. Address:  
.....  
.....  
.....
- VI. Year Established: ..... Year of Commencement of Business: .....
- VII. Parent Company full legal name and address (if any):  
.....  
.....  
.....
- VIII. Subsidiaries and Representatives in Sri Lanka & in other countries (if any):  
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.....  
.....
- IX. Type of Business (Mark one only)  
Private Company  Partnership  Other (specify): .....  
Public Company   
Details if listed on a stock exchange:  
.....  
.....

**SUPPLIER REGISTRATION FORM**  
**Commercial Procurement Department**



X. Nature of Business:  
 Manufacturer  Authorised Agent   
 Trading Company  Other (specify): .....

If a Trading Company, Agent or a Distributor, not directly involved in the manufacturing process of the product, please provide documentary evidence of authorisation.

XI. Names of the directors/shareholders

.....  
 .....  
 .....  
 .....  
 .....

Do any of the directors, shareholders, employees or their close family members of your company, parent company or a subsidiary act as employees or directors of SriLankan Airlines? .....

If so, please give details,

.....  
 .....  
 .....  
 .....

XII. Goods/Services Supplied :

.....  
 .....  
 .....  
 .....  
 .....

XIII. Number of Permanent Employees: .....

XIV. TAX/VAT/SVAT Registration Numbers:  
 TAX : .....  
 VAT : .....  
 SVAT : .....

XV. Annual value of total sales for the last 3 years:

Year	Value in Sri Lankan Rupees (LKR) or in US Dollars (USD)



**SUPPLIER REGISTRATION FORM**  
**Commercial Procurement Department**



**Section B: Experience**

- I. Past dealings with SriLankan Airlines (UL)
- a) Goods/Services supplied to UL ..... In what year.....
  - b) Other dealings with UL

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- II. Please provide details of major customers to whom goods/services have been supplied

Goods/services	Company Name	Contact Person	Official email address

**Section C: Other**

- I. Details of Bank Accounts
- Account No: .....
- Account Name: .....
- Bank: .....
- Branch: .....

Account No: .....

Account Name: .....

Bank: .....

Branch: .....

- A letter certifying the Bank Account (Bank's recommendation regarding the continuation of the relevant Current Account since the opening date of the same)

- II. Payment Term: .....

- III. Please indicate communication method using
- E mail
- Fax
- Post

**SUPPLIER REGISTRATION FORM**  
**Commercial Procurement Department**



IV. Please list any current legal disputes in which your company may be involved.

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**Section D: Contact Details**

- I. Contact Person/Position : .....
- II. Phone No : .....
- III. Fax No : .....
- IV. Email : .....
- V. Web Address : .....

**Certification**

I, the undersigned, warrant that the information provided in this form is correct, and in the event of changes details should be provided as soon as possible.

Name

Designation

Signature

Date

Company Seal/Frank