

Suppliers / Contractors for the year 2022
General instructions, terms and conditions for updating registration
MINISTRY OF PUBLIC SECURITY

1. Applications for registration of suppliers / contractors for the year 2022 can be downloaded through the web sites of the Ministry of Public Security from 01st of November 2021 to 30th November 2021 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.

- 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 30st October 2020 are not qualified to apply for this)
 - a. Limited liability companies - Memorandum of Association.
 - b. Other institutions - Business Registration Certificates.
(Individual and Partnerships)
 - 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 01.01.2022 to 31.12.2022 Fax, Telex or any other means will not be accepted.
 - Supplier audited financial statements for the past year.
 - Performance report on supplies during last year for goods and services. (Government Institute or Private Institute)

(Applications which do not submit audited financial reports and a performance report on supply of goods and services before the closing date shall be rejected)
 - Contractors who are applying for the Civil Engineering Constructions relevant for the **S97** category should forward a copy of the certificate which indicate the category they have registered in previous year (2020/2021) at the Construction Industry Development Authority.(CIDA)
 - **Original Copy of the Cash Deposit Slip which utilized for the Category Payments (Issued by the Bank of Ceylon) should be compulsorily attached.**
4. Duly completed application forms together with all the necessary documents and covering letter should be sent by registered post to reach;

Chief Accountant
Ministry of Public Security
No - 14 Floor, Suhurupaya, Battaramulla

Not later than **on 30th November 2021**. The top left-hand corner of the envelope containing the application in respect of Local Suppliers should be marked as "**REGISTRATION OF SUPPLIERS – 2022 (Local)**" and Foreign Suppliers or their Local Agents marked as "**REGISTRATION OF SUPPLIERS – 2022 (Foreign)**". Hand delivered applications will not be accepted. Ministry of Public Security will not take any responsibility / liability if any delay in post / mail.

General Instructions to the Applicant

5. A registration fee of Rs. 1,800/- (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 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, Ministry of Public Security should be given as the name of the account holder when making a deposit)

6. Category payments should be made to the Account **No 7040131 of the Battaramulla 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 - 7010
Account No - 7040131

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. Applicants should only register for categories with subjects which are in keeping with the scope mentioned in their business registration certificate. In case of registering for a subject not included in the business registration certificate, such registration is ignored while the registration fee is not refunded.

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

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

12. 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.

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

14. The Ministry of Public Security will not be held responsible for any mistakes or oversight of the applicant.

15. Further inquiries in respect of the Registration of Suppliers 2021 can be made to the following Officers.

Chief Accountant

Telephone – **011 2887697**
011 2887307 or **011 2887268 Ext 320**
(During office hours only)

Fax No 011 2887916 /011 2887784

16. 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.

17. 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 of Public Security.

18. Restricted quotations will normally be called from the registered suppliers. However, the Ministry of Public Security reserves the right to call quotations from a short-listed supplier or from any other supplier, when it is necessary.

19. 20. 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. A registry of local suppliers who can provide the goods and services at provincial level will be separately maintained by the Ministry of Public Security . The applicants who are allocated with the detailed categories for that purpose should compulsorily register their business Institutions in respective provinces.

21. Authority to take final decisions over the Registration of Suppliers for the year 2022 is vested with the Secretary of Ministry of Public Security.