



# MINISTRY OF BUDDHASASANA, RELIGIOUS AND CULTURAL AFFAIRS

## REGISTRATION OF SUPPLIERS FOR YEAR 2023

Applications are invited by the Ministry of Buddhasasana, Religious and Cultural Affairs 8<sup>th</sup> Floor, Sethsiripaya, Battaramulla from suitable institutions and individuals for obtaining under-mentioned goods, services and works for year 2023.

### 01. Goods:-

01. All kinds of Office Stationery
02. Accessories and Stationery required for computers and photocopiers (Diskettes, Ribbons, Toners and Paper)
03. All kinds of Office Furniture (Wooden, Steel and others)
04. Office Equipment (Computers, Photocopiers, Scanners, Fax Machines, Multi Media Equipment, Camera Equipment, Loudspeakers and Accessories and all kinds of audio visual equipment including Book Binding Equipment)
05. Computer related Accessories (USB Pen Drives, Wi-Fi Dongles, Internet (4G) Dongles, Anti-Virus Software, Network Accessories, Hard Disks)
06. Supply of Tyres, Tubes and Batteries etc.
07. Supply of Air Conditioners
08. Electrical Equipment and Accessories (All kinds of Electrical Equipment and all Electrical Accessories including Refrigerators, Electric Fans, Electric Kettles, Televisions)
09. Paints for Buildings and Equipment required for Painting (From Tissamaharama area preferred)
10. Making T Shirts, Caps, Bottoms and Supply of Employee Uniform Materials
11. Creation of the Stage Background Setting, Supply of Equipment required for Dancing and Jewelry for acting, Supply of Equipment for Acting, Make Up Materials etc.
12. Making Name Boards and Commemorative Plaques
13. Making Trophies, Mementoes, Awards and Medals
14. Supply of Western and Oriental Playing Instruments and Musical Instruments
15. Supply of all accessories required for Montessori including Play Area for Pre-Childhood
16. Supply of Pirikara, Offering Goods

### 02. Non Consultation Services:-

01. Security Services
02. Sanitary and Cleaning Services
03. All kinds of Printing Works (Books, Posters, Cutouts, Banners, Invitation Cards, Certificates and all digital printing works and Plastic lettering etc) and Book Binding
04. Graphic Designing (Invitation Cards, Posters, Banners, Trophies and Short Video Creations and All Computer Designing)
05. Printing of Photographs, Processing of Office Identity Cards
06. Repairing of Computers, Video Equipment, Digital Cameras, Photocopiers and all related electronic equipment
07. Repairing of all kinds of Office Equipment (All Electrical Equipment including Furniture, Air Conditioners, Refrigerators, Electric Fans, Electric Kettles, Televisions)
08. Supply of equipment required for Makeup, Stage Background Setting, and Equipment required for Dancing, Supply of Acting Jewelry and Acting Equipment and Supply of Quotations for local rituals
09. Repairing of all kinds of Playing Instruments and Musical Instruments
10. Supply of Stages, Chairs, Huts, Tents, Generators, Water Bowsers, Water Tanks, Temporary Toilets, and related goods for Events
11. Supply of Ornamental Flower Arrangements and Ornamental Flowers and Decorations for Events
12. Supply of Food and Beverages and Drinking Water Bottles for events
13. Regionally registering for the supply of food and beverages for events in the Veyangoda Training Centre
14. Washing of Dancing Costumes and other Soiled Linen
15. Stitching / Making Dancing Costumes and Uniforms
16. Setting Stage Background and supply of related materials on hire basis
17. Supply of Vehicles and Machinery for transport and construction activities
18. Supply of Consultation Services regarding building construction
19. Repairing and Servicing of vehicles, repairing air-conditioners and cushioning of vehicles
20. Supply of Transport – from the Cultural Centres throughout the island – Vans (12, 15 seats), Buses and small size lorries
21. Supply of places / halls for holding Training programmes of the Training Centres , and supply of food and beverages and accommodation for them, Conducting of Rituals – Upcountry / Low Country / Sabaragamuwa
22. Designers/Planners, Architects and Civil Engineers
23. Electrical Mechanical Engineers
24. Services related to publicity and promotions
25. Event Management

\* For Services shown under 01/02/09/12/14/16/20 under 02 Non Consultation Services District Level Registration preferred

### 03. Works

01. Repairing of Buildings and Minor Construction Works (Photocopies of the registration certificate with ICTAD should be attached)
02. Building indoor refurbishment and related Repairs

### 04. Consultancy Services

1. Capacity Building Programs for Staff
2. Outbound Training Workshops
3. Designing Websites and Redesigning

### 05. For all kinds of Building Construction Materials and Equipment

01. Registration of Regional suppliers for construction works in Amaradeva Asapuwa

### CONDITIONS FOR REGISTRATION

01. Suppliers who wish to register for the supply of abovementioned goods, services and works to this ministry for year 2023 should obtain the relevant documents from the Accountant of the Procurement Division of the Ministry upon payment of Rs. 1000.00 (Non Refundable Rupees One Thousand).
02. Registration applications may be obtained from the Procurement Division between 9.30 a.m. and 3.00 p.m. on working days from 11.11.2022 until 01.12.2022 on submission of the copy of the receipt for payment of fees.
03. Separate applications should be submitted for each item.
04. A photocopy of the Business Registration Certificate and certificate of three years experience in the relevant field should be attached to the application.
05. Applications for registration may either be sent by registered post addressed to "Chairman, Procurement Board, Ministry of Buddhasasana, Religious and Cultural Affairs, 8<sup>th</sup> Floor, Sethsiripaya, Battaramulla" or delivered by hand to receive before 15.12.2022. The caption "**Registration of Suppliers – 2023**" should be mentioned on the envelope containing the application. Even those already registered for this year should re-apply for year 2023.
06. Procurement Committee reserves the right to call for bids from the suppliers in the Rainbow Pages of the Telecom Directory in addition to registered suppliers.
07. Registration of suppliers who fail to quote when requested or who fail to supply goods on time and who fail to abide by the conditions will be cancelled without any prior intimation.
08. No advance payments will be made for supplies and services and the payments will be made only after the supply of goods and services.

Further, details regarding this may be obtained from the Accountant – Procurement (Tel No. 011-2862675) and from the Procurement Division (Telephone No. 011-2862675).

### Secretary

Ministry of Buddhasasana, Religious and Cultural Affairs  
8<sup>th</sup> Floor, Sethsiripaya,  
Battaramulla