

List of Goods and Services

No.	Description
Goods	
1	Office stationery items – office utensils/stationary /papers and books
2	Computer stationery and consumables (CD, DVD, Ribbon, Toner etc.)
3	Photocopying paper, duplicating paper and computer paper
4	ICT hardware and accessories (Computer & Telephone system, printers, ups, etc...)
5	ICT applications and solutions (Readymade products in the market/custom built software. Ex. Operating systems, office package, web development etc...)
6	Office furniture and fittings
7	Electrical testing equipment
8	Electrical and Electronic items
9	Motor Spare Parts, Tires and Others
10	Audio-visual equipment and accessories
11	Drinking Water
12	Grocery items (Milk Powder, tea, sugar etc.,)
13	Refreshments and snack items for office meetings and functions
14	Material – clothes, uniforms and accessories
Services	
1	Design and Printing of Reports, Leaflets, Posters and other printing requirements
2	Design and Printing of Banners
3	Photographing & Framing
4	Writing and copying of CDs and DVDs
5	Video Productions
6	ICT services/maintenance and support/subscription for hardware and software
7	Vehicle Repairing & Servicing
8	Hiring of vehicles (Cab service)
9	Tailoring of uniforms
10	Security service providers
11	Janitorial service providers
12	Tea service providers
13	Floral Arrangement and indoor plants

Application

1. Item number & item description for which registration is sought:
2. Name and address of the company
3. Official Email address:
4. Tel Numbers (Land and Mobile):
5. Fax:
6. Business Registration No:
7. Type of business (Sole proprietor/partnership/company/joint venture etc.):
8. Names of bankers:
9. Any other details:
10. Latest accurate list of customers with contact numbers (In a tabular form):
11. Bank details of item fees paid to the Bank of Ceylon
 - a. Total amount paid as item fee Rs.:
 - b. Number of items :

We/I certify that the particulars furnished by me/us in this application/s are true and accurate

Signature

Date:

Terms and Conditions for Applicants

1. Application Form for registration could be obtained from the PUCSL website through the link <https://www.pucsl.gov.lk>. A payment of non-refundable fee of Rs. 500.00 should be deposited and the duly filled applications should be forwarded along with the relevant deposit slip.
2. According to the general procedure of PUCSL quotations will be called from the registered suppliers. However, PUCSL reserves the right to invite quotations from non-registered reputed suppliers in the market in the absence of adequate supplier registrations or when the work/service or good is specialized for the required purpose.
3. PUCSL reserves the right to invite quotations from the open market during any other timely requirement arises beyond the provided list of goods and services.
4. PUCSL will not be held responsible for any mistakes or oversight of the applicant and reserves the right to reject any application received for registration whose credentials upon evaluation are found to be unsatisfactory.
5. Documents required for registration as a supplier or Contractor are as follows and applicants shall provide following documents together with the application and such other documents as related. All the applications which do not contain the necessary supporting documents and reach after the deadline will be rejected.
 - a. Limited Liability Company
 - i. Certified copy of the Certificate of incorporation
 - ii. Certified copy of Articles of Association
 - b. Partnership
 - i. Copy of the Business Registration
 - ii. Copy of the Partnership Agreement
 - c. Proprietorship
 - i. Certified Copy of the Business Registration
 - ii. Full Name, Private Address and certified copy of National Identity Card / Passport of the Proprietor
 - iii. Address of the office where the operations are carried out is different from the registered Office. (*Physical inspection will be carried out if required*)
6. A power of attorney /board resolution/ consent and authorization of the partners, should be provided to enter into e contract upon selecting the vendor for specific procurements.
7. PUCSL reserves the right, at its sole discretion, to cancel or amend and/or recall the suppliers for registration at any time and to remove black listed suppliers from the registered list.
8. Duly filled Application form with relevant documents should be sent by post on or before 15th February 2023 to the Public Utilities Commission of Sri Lanka, Level 06, BoC Merchant Tower, no: 28, St. Michael's Road, Colombo 03.
9. note that there can be no change or alternation of ITEM under any circumstance after registration.
10. The public utility commission will not be held held responsible for enemy any mistake or oversight of the applicant.
11. A registration fee of Rs.500.00(inclusive Taxes) will be charged against each item from an applicant. An applicant can apply for more than one item. Item payment should be made to the Account No 1630806 of the Kollupitiya super grade branch of the Bank of Ceylon through any branch of Bank of Ceylon.

12. Applicant should pay the item charges by filling Cash Deposit Slip as mention in the form below to any Bank of Ceylon Bank to the Account No. 1630806 of Kollupitiya Super Grade branch.

The image shows a 'Cash Deposit Slip' form from the Bank of Ceylon. The form is filled out with the following details:

- Bank:** BANK OF CEYLON
- Date:** 10012022
- Account / Card Number:** 1630806
- Account / Card Holder's Name and Address:** PUBLIC UTILITIES COMMISSION OF SL
- Depositor's Name and Address:** ABC & Company, No. 34, Galle Road, Colombo 04
- Purpose of Deposit:** Registration of Suppliers 2023
- Amount Deposited:** 500/-
- Validation:** Validation checked
- Signature:** (Blank line for signature)

A blue box with the word 'Example' is drawn over the bottom part of the form.

The following documents will be requested in line with the selection criteria, if you are qualified from the initial screening process.

- a. **Limited Liability Company**
 - i. Certified copy of List of Directors (Form 20)
 - ii. Certified copies of the National Identity Card / Passport of all Directors
 - iii. Address of the office where the operations are carried out is different from the registered office (Physical inspection will be carried out if required)
 - iv. Certified Financial Statements and Bank Statements of past one year
 - v. VAT registration number
 - vi. Bank Details (A/C Name, A/C No, Bank Name, Branch No)
 - vii. Corporate website link (if available)
- b. **Partnership**
 - i. Full Name, Private Address, and certified copies of National Identity Card / Passport of all partners
 - ii. Certified Financial Statements and Bank Statements of the past one year
 - iii. Bank Details (A/C Name, A/C No, Bank Name, Branch No)
 - iv. Address of the office where the operations are carried out is different from the registered office (Physical inspection will be carried out if required)
 - v. VAT registration number if any
 - vi. Corporate website link (if available)
- c. **Proprietorship**
 - i. VAT registration number if any
 - ii. Certified financial statements or Bank Statements of past one year.
 - iii. Corporate website link (if available)