**Registration of Regional Suppliers - 2023**

**List of Supplies**

|  |  |
| --- | --- |
| **No.** | **Description** |
| **1** | **Venue** |
| **2** | **Foods and Supplies** |
| **3** | **Printing of Banners, Backdrop and X-Banners** |
| **4** | **Public Address Systems** |
| **5** | **Event Management** |
| **6** | **Audio Recording, Videography and Photography** |
| **7** | **Social Media Broadcasting** |
| **8** | **Tents and Chairs** |

**Registration of Regional Suppliers - 2023**

**Application**

1. Item number & item description for which registration is sought (I f apply for more than one, please see the list of supplies):
2. Name and address of the company
3. Serviceable Area in district wise:
4. Official Email address:
5. Tel Numbers (Land and Mobile):
6. Fax:
7. Business Registration No:
8. Type of business (Sole proprietor/partnership/company/joint venture etc..):
9. Names of bankers:
10. Latest accurate list of customers with contact numbers (In a tabular form):

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>. Duly filled applications should be forwarded to the given address on or before the closing date.
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.
   1. Limited Liability Company
      1. Certified copy of the Certificate of incorporation
      2. Certified copy of Articles of Association
   2. Partnership
      1. Copy of the Business Registration
      2. Copy of the Partnership Agreement
   3. Proprietorship
      1. Certified Copy of the Business Registration
      2. Full Name, Private Address and certified copy of National Identity Card / Passport of the Proprietor
      3. 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 via email or by post …………………………………………. On or before …………………………….. to the Public Utilities Commission of Sri Lanka, Level 06, BoC Merchant Tower, No: 28, St. Michael’s Road, Colombo 03. Email: …………………………………………..

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

* 1. *Limited Liability Company*
     1. *Certified copy of List of Directors (Form 20)*
     2. *Certified copies of the National Identity Card / Passport of all Directors*
     3. *Address of the office where the operations are carried out is different from the registered office (Physical inspection will be carried out if required)*
     4. *Certified Financial Statements and Bank Statements of past one year*
     5. *VAT registration number*
     6. *Bank Details (A/C Name, A/C No, Bank Name, Branch No)*
     7. *Corporate website link (if available)*
  2. *Partnership*
     1. *Full Name, Private Address, and certified copies of National Identity Card / Passport of all partners*
     2. *Certified Financial Statements and Bank Statements of the past one year*
     3. *Bank Details (A/C Name, A/C No, Bank Name, Branch No)*
     4. *Address of the office where the operations are carried out is different from the registered office (Physical inspection will be carried out if required)*
     5. *VAT registration number if any*
     6. *Corporate website link (if available)*
  3. *Proprietorship*
     1. *VAT registration number if any*
     2. *Certified financial statements or Bank Statements of past one year.*
     3. *Corporate website link (if available)*

NOTE: Evaluation Committee recommends to remove non refundable deposit by anticipating greater response from suppliers mainly from districts outside Colombo.