

Suppliers / Contractors for the year 2025
General instructions, terms and conditions for updating registration
MINISTRY OF DEFENCE

1. Applications for registration of suppliers / contractors for the year 2025 can be downloaded through the web sites of the Ministry of Defence from 7th October 2024 to 08th November 2024 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.

Following documents should be attached with the application.

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.

3.1 Local Suppliers

A. Copy of the Business Registration certificate should be certified as a true copy by a Lawyer, notary public, Commissioner of Oaths , Company Secretary or Justice of Peace. (Companies which have not been registered on or before 31st December 2023 are not qualified to apply for Year 2025)

- a. Limited liability companies - Certificate Of Incorporation
- b. Other institutions - Business Registration Certificates.
(Individual and Partnerships)

B. Original Copy of the Cash Deposit Slip which utilized for the Category Payments (Issued by the Bank of Ceylon)

C. If Your Organization is registered as a Supplier of the Ministry of Defence in the year 2024, You must attach a copy of the letter issued by this Ministry.

D. Copy of Valid VAT Registration certificate only if your company is registered for VAT

3.2 Foreign Suppliers

A. Certified Copy of the Business Registration certificate / Letter

B. Proof of payment of Category Fees

C. If Your Organization is registered as a Supplier of the Ministry of Defence in the year 2024, you must attach a copy of the letter issued by this Ministry.

3.3 Foreign Suppliers who Registered through a local agent

A. Certified Copy of the Business Registration certificate or Letter of Foreign Supplier.

B. In respect of registration of foreign suppliers by the local agents, the Original Letter of Authorization signed by the Chief Executive Officer of the principal should be provided. The Validity period of this Letter of Authorization should be clearly indicated and should include the Period from 01.01.2025 to 31.12.2025 (Fax, Telex or any other means will not be accepted)

C. Proof of payment of Category Fees

Foreign Payments – Proof of payment of Category Fees

Local Payments - Original Copy of the Cash Deposit Slip which utilized for the Category Payments

D. Certified Copy of the Business Registration certificate of Local Agent.

E. If Your Organization is registered as a Supplier of the Ministry of Defence in the year 2024, you must attach a copy of the letter issued by this Ministry.

(All the above institutions should submit only the documents and relevant copies requested by this instruction sheet and the applicants should ensure that no other documents are submitted as attachments)

4. Duly completed application forms together with all the necessary documents and covering letter should be sent by registered post or delivered to the receiving officer at the entrance gate of the Ministry of Defence. (A certificate of acceptance will not be issued for applications submitted to the main entrance of Ministry of Defence.)

**Accountant (Supply),
Defence Headquarters Complex,
Sri Jayawardenepura,
Kotte.**

Not later than **on 8th November 2024**. The top left-hand corner of the envelope containing the application in respect of Local Suppliers should be marked as "**REGISTRATION OF SUPPLIERS – 2025 (Local)**" and Foreign Suppliers or their Local Agents marked as "**REGISTRATION OF SUPPLIERS – 2025 (Foreign)**".

General Instructions to the Applicant

5. A registration fee of Rs. 1825/- (Rs. One Thousand Eight hundred and Twenty Five) will be charged against each **CATEGORY in** respect of Local Applicants and US\$ 18/- IN RESPECT OF FOREIGN Applicants. If a foreign suppliers request to register though a Local agent, the Local agent shall pay Rs 5750/= per category.

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 of Defence should be given as the name of the beneficiary when making a deposit. It is compulsory to mention a supplier “Suppliers Registration Category fee - 2025” in the deposit slip by the applicant.)

6. Category payments should be made to the Account No 7040119 of the Taprobane 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 - **747**
Account No - **7040119**

It is not possible to record “supplier Registration Category fee -2025” as the reason for payment in automatic deposit and as it is difficult to identify the deposit, applicants should avoid depositing money through automatic deposit.

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

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

10. 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.

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

12. The Ministry of Defence will not be held responsible for any mistakes or oversight of the applicant.

13. Further inquiries in respect of the Registration of Suppliers 2025 can be made to the following Officer.

Accountant (Supply)

Telephone – **011 2430860** Ext 10504
(during office hours only)

E-mail – modsupplvsl@gmail.com

14. 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.

15. 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. Suppliers who do not agree will be removed from the registered list.

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

17. A board appointed by the Ministry of Defence will consider all the applications and will take necessary action to register only applicants those who have fulfilled the requirements only. Those

who are not completed / not fulfilled the requirements satisfactorily, and late applications will be rejected.

18. Registration is liable to be cancelled 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.

19. Authority to take final decisions over the Registration of Suppliers for the year 2025 is vested with the Secretary of Defence.