

REGISTRATION OF SUPPLIERS – 2022

Applications are invited from recognised suppliers/service providers who wish to register as suppliers/service providers for the year 2022 for the below mentioned goods and services for the Institute of Chartered Accountants of Sri Lanka, No. 30A, Malalasekera Mawatha, Colombo 7.

Supplies

1. **Stationery & consumables**
2. **Building materials**
3. **Network solutions** (Switches, routers, cables etc.)
4. **ICT hardware** (Servers, PCs, laptops, printers, scanners, ICT accessories etc.)
5. **IT system implementers /integrators**
6. **Office furniture**
7. **Office equipment**
8. **Clothing material**
9. **Audio visual equipment**
10. **Books** (Journals, publications, newspapers etc.)
11. **Electrical equipment** (Fans, refrigerators, vacuum cleaners, polishers etc.)
12. **Sanitary requirements** (Chemical cleaning detergents, hand wash & garbage bags etc.)
13. **Culinary items** (Glasses, mugs, plates, trays, cup & saucers, etc.)
14. **Cinnamon oil & candle lights**
15. **Air conditioners**
16. **Aluminum fixtures & fittings**
17. **Electrical items** (Bulbs, LED lights, wires, electricity meters, cables, switches, plug tops, holders & other electrical equipment etc.)
18. **Plumbing items**
19. **Sanitary fittings**
20. **Multimedia projectors, white boards & overhead projectors, etc.**
21. **Cloaks, garlands, scrolls, etc.**
22. **Souvenirs** (Mementos, bags, pen lanyards)
23. **Plaques** (Stone, acrylic, trophies & awards)

Services

24. **AC repair and services**
25. **Drinking water suppliers**
26. **Travel agents** (Inbound/outbound)
27. **Catering services**
28. **Maintenance/Repairs/Services of ICT Hardware**
29. **Maintenance /Repairs/Services of Office Equipment**
30. **ICT Hardware/Network Installation**
31. **Development of software and website related services**
32. **Content development & layout designing of magazines & publications**
33. **Printing of publications, study text & journals, etc.**
34. **Transport services –** (Lorry hiring transport services)
35. **Civil construction & building maintenance services**
(Aluminum partition, carpentry, masonry, welding, tiling, plumbing, sewer line repairing, pest control, garbage cleaning, gully cleaning & repair, tempered glass door repair, etc.)
36. **Manpower suppliers** (Laborers / electricians, etc.)
37. **Sign board/stickers/tinted name boards**
38. **Carpet shampooing**
39. **Office furniture repairs** (chairs, tables, cushion work, etc.)
40. **Laundry service**
41. **External glass cleaning**
42. **Gardening maintenance, flower pot & plant suppliers**
43. **Photography & videography**
44. **Stage backdrops**
45. **Graphic designing**
46. **Sounds & audio visuals**
47. **Event management**
48. **Advertising agencies**
49. **Branding agencies**

Application forms for registration and applicable conditions can be obtained from the Procurement Section of the Finance Division of CA Sri Lanka or can be downloaded from www.casrilanka.com. Registration fee per a single item/service is Rs.5000/-. Applicants who wish to register for more than one item/service should pay Rs. 500/- for each additional item/service and forward separate applications for each item/service.

(Note: Suppliers for the respective services will be chosen following an evaluation process to ensure their services are up to standard)

All applications should be clearly marked “**Registration of Suppliers – 2022**” on the top left-hand corner of the envelope and should reach the Head of Finance by 3.00 pm on or before 20th January 2022.

Chief Executive Officer

The Institute of Chartered Accountants of Sri Lanka

30A, Malalasekera Mawatha, Colombo 7

Tel: 11 2 352000