



MINISTRY OF TECNOLOGY

INFORMATION AND COMMUNICATION TECHNOLOGY AGENCY (ICTA) OF SRI LANKA

**APPLICATION FOR REGISTRATION OF SUPPLIERS TO
SUPPLY GOODS & SERVICES TO 'ICTA'
FOR THE YEAR – 2022
(UNDER 'SHOPPING' PROCUREMENT METHOD)**

1. Name of the Supplier:

.....

2. Mailing Address:

.....

3. Telephone Nos :

Fax Nos :

E-Mail Address :

Website :

4. Contact Person :

| Name (Mr./Mrs./Ms.) | Title | Contact No/s and email |
|---------------------|-------|------------------------|
| | | |

5. Business registration number: No..... Date:.....

(Certified Photocopy of Business Registration Certificate should be enclosed)

Note: Please note that Business Registration Certificate should be relevant to the

category of item applied for.

6. VAT Registration Number (Please annex VAT registration copy):

.....

7. 2019 and 2020 Annual turnover: 2019 –Rs.....

2020 –Rs.....

(Certified copies of documentary evidence are to be provided)

8. Attached 03 documents to prove experience of over two (02) years in supply of goods or providing services to the Government Institutions

9. Banker's Information:

| Bank | Branch | Account No |
|------|--------|------------|
| | | |

i. Mark Category & Category Number applied for:

A. GOODS:

| CATEGORY REF. NO. | CATEGORY: (GOODS) |
|----------------------|-------------------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |

- ii. Mark Category & Category Number applied for:

B. SERVICES:

| CATEGORY REF. NO. | CATEGORY: (SERVICES) |
|----------------------|----------------------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |
| 9 | |
| 10 | |
| 11 | |
| 12 | |
| 13 | |
| 14 | |
| 15 | |
| 16 | |
| 17 | |
| 18 | |

9. Credit Facility:

- i. Should be in a position to grant credit facility covering a minimum period of Two months/60days (Yes/No)
- ii. Whether Credit Facility is Available, Maximum Amount (Rs.)..... Period.....Months

10. Category payment slip is enclosed with the application (YES/NO)

A. Please refer to the enclosed Annex 'A' Detailed Category Description list, prior to mark respective category under goods and services.

11. Further clarifications can be obtained via the email till 3pm 14th January 2022:
Procurement@icta.lk

12. The envelope containing the application and receipt / Tax Invoice marked '**Application for the Registration of Suppliers – 2022**' should be forwarded under the registered post or hand delivered to reach the Director of Procurement, 6th Floor, No.490, R.A. De Mel Mw, Colombo 03, ICTA on or before **2 pm on 17th January 2022 along with all required supporting documents.**

..... Signature of authorized person

Name :.....

Title

Date (Please affix the company seal)

For office use only

| | |
|---------------------|------------|
| Receipt/Tax invoice | Amount Rs. |
| | Date: |

Enclosure: Detailed Category List –Annex ‘A’:

| CATEGORY REF. NO. | CATEGORY: (GOODS) | CATEGORY DESCRIPTION |
|--------------------------|--|---|
| 01 | Information Technology Hardware items | Laptops, Desktop Computers, Printers, UPS Units, Scanners, Servers, Switches, Antivirus Packages/office, OS and other office hardware items |
| 02 | Computer Network, Security and Network materials | Network equipment, switches and accessories, Network solutions, Network and Infrastructure Security Testing Tools and related network items |
| 03 | Office Stationery | Pens, Pencils, Photocopy Papers, Typing Papers, Box Files, File Folders, Staplers, Punchers, Pins, Filing Clips, Plastic Folders, CR Books, Continuation Sheets, Debit Notes, Entry Permits and any other types of office stationery items. |
| 04 | Office Furniture (Steel / Wooden / Plastic) | Almirah, Chairs, Cabinets, Cupboards, Filing Racks, Office Tables and other office furniture items under the mentioned categories |
| 05 | Office Equipment | Cash Counting Machines, Fax Machines, Photo Copiers, Multimedia Projectors, Binding Machines, Franking Machines, Paper Shredders and other office equipment. |
| 06 | Office Souvenir Items | Mugs, pens, plaques, t-shirts and other office souvenir items. |
| 07 | Sanitary items | Multi Fold hand towel, Paper Serviette, Toilet Rolls and other office Sanitizer products, |
| 08 | Application Security testing tools | Application Security Testing Tools (DAST / SAST / IAST), etc. |

| CATEGORY REF. NO. | CATEGORY: (SERVICES) | CATEGORY DESCRIPTION |
|--------------------------|--|---|
| 01 | Servicing & Repairing of Computers, Printers and Accessories | Laptop & Desktop Computers, Printers, Server, UPS, Software and other information technology office accessories |
| 02 | Event Management | Computer Labs for Trainings and UATs, Training Centers with Accommodation, Providing Meeting Rooms & Conference Facilities, Media Campaigns, Transport, Spirulation incubation/acceleration program support services, and providing other event management related facilities |
| 03 | Travel Agents | Over Seas travel arrangements including Air ticketing |
| 04 | Document/Content Translators | English to Tamil and English to Sinhala |
| 05 | Information Security Audits | Application Security Audits, Comprehensive Security Audits (Infrastructure, Networks, Computers, Data, Applications, Physical and related information security audit service providers) |
| 06 | Governance, Risk Management and Compliance | Information Security Strategy, Governance & Risk Assessments, Business Continuity Management, Privacy & Data Protection service providers |
| 07 | Information Security Awareness & Education | International Standards Methodology - Web/Mobile Application Security, Information Security Audits service providers |

| | | |
|----|--|--|
| 08 | Supply of food & Beverages | Refreshments, Meals (Breakfast/Lunch/Dinner) snacks, water bottles and other office food & Beverages supply service providers |
| 09 | Training | Recreation facility and Outbound Training facilities offered service providers |
| 10 | Advisory services (Firms) | Business Requirements (BPR, SRS, etc.), Database, Networking, Information Security, Change Management and other information technology related advisory service providers |
| 11 | General Printing and Office Stamps | Business Cards, Letterheads, Envelops, company IDs, Date Stamp, Booklets, Diaries, Leaflets, Newsletters, Magazines, Dockets, Printed Envelops & File Covers, Bag printing, Digital & Offset printing, office stamps suppliers and other office related printing works |
| 12 | Pest Control and fumigation | Services and equipment supply |
| 13 | Digital and display sign boards | Supply and establish of digital display sign boards |
| 14 | Hiring of vehicles | Cars, vans, Double cabs, etc Which are manufactured within 03 years at the date of supply |
| 15 | Supply and maintenance of services related to information technology | Networking, Hosting, LAN, WAN, VPN and Supply and maintenance of other services related to information technology |
| 16 | Supply and maintenance of office furniture and equipment on rental basis | Photocopy machines, Duplo machines, Fax machines and other office furniture and equipment supply service providers on monthly rental basis |
| 17 | Supply of firefighting Equipment & services | Supply of firefighting Equipment & services |
| 18 | Technology solution providers | Software development and Maintenance of software service providers |