



**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 – 2024  
(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 the item/s applied for.**

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

.....

7. 2020, 2021 and 2022 Annual turnover: 2020 –Rs.....  
2021 –Rs.....  
2022 – Rs.....

**(Certified copies of documentary evidence are to be provided)**

8. Attached 03 documents to prove experience of over three (03) years in supply of goods and 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	
9	
10	
11	
12	

ii. Mark Category & Category Number applied for:

**B. SERVICES:**

<b>CATEGORY REF. NO.</b>	<b>CATEGORY: (SERVICES)</b>
1	
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3	
4	
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**10. 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:
  - a. Maximum Amount offered (Rs.).....
  - b. Period up to.....Months

11. 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.**

12. Further clarifications can be obtained via the email till 3pm 15<sup>th</sup> December 2023:  
Procurement@icta.lk

13. The envelope containing the application and receipt / Tax Invoice marked '**Application for the Registration of Suppliers – 2024**' 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 18<sup>th</sup> December 2023 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’:**

<b>CATEGORY REF. NO.</b>	<b>CATEGORY: (GOODS)</b>	<b>CATEGORY DESCRIPTION</b>
01	Information Technology Hardware items	Laptops, Desktop Computers, Printers, UPS Units, Scanners, Servers, Switches, Storage, routers, Firewalls , Security hardware, virtualization, Antivirus Packages/office, OS, and other datacenter/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	Toner Cartridges, 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, Sanitary bins (lady bins) and other office Sanitizer products,
08	Computer Accessories	Computer key boards, USB cables, Hard disks, etc
09	Application Security testing tools	Application Security Testing Tools (DAST / SAST / IAST), etc.
10	Office Refreshments	Tea, Tea service (Pasties, Culinary dishes, refreshments (short eats, lunch, breakfast, etc)
11	Drinking water bottles	Supply of different volumes of drinking Water Bottles for each floor
12	Office maintenance equipment	Sink, bath ware & toilet equipment, garbage bins, LED lights, etc.

<b>CATEGORY REF. NO.</b>	<b>CATEGORY: (SERVICES)</b>	<b>CATEGORY DESCRIPTION</b>
01	Servicing & Repairing of Computers, Printers and Related equipment	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/leasing of vehicles	Cars, Vans, Double cabs, etc Which are manufactured within 05 years at the date of supply
15	Supply and maintenance of services related to Information Technology	Cloud/Systems Infrastructure, 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	Commercial software suppliers	Supply of Commercially off-the-Shelf (COTS) software products that already exists in the commercial market and is available for sale to the general public such as Micro Soft, Mysql, etc.
19	Technology Solution Providers	Software development and Maintenance of software service providers
20	Office Security Service providers	Service providers to provide general security services for the office buildings
21	Office Janitorial Service Providers	Service providers to provide janitorial services for the office buildings
22	City office transport facilities providers	Eg. Uber, Pick me and similar types of transport facilities providers