REGISTRATION OF SUPPLIERS FOR SRILANKAN AIRLINES
COMMERCIAL PROCUREMENT DEPARTMENT

General Instructions for Suppliers

1. Documents for registration of suppliers for SriLankan Airlines Commercial Procurement Department, for a period of 2 years could be downloaded from https://www.srilankan.com/en_uk/corporate/tender-notices from 14/07/2019 onwards.

2. Applicants are requested to furnish accurate information. If any information given is found to be inaccurate or if any vital information is found to be withheld, the applicant will be disqualified from registration. Incomplete or illegible applications will also be rejected.

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.

4. Following documents should be attached with the application.

   • A copy of the Certificate of Incorporation issued by Registrar of Companies (in English Language) of the respective country of the principal authenticated by an Attorney at Law or a Notary of Public in the respective country.

   • In respect of registration of authorized dealers, distributors and agents of foreign suppliers/ manufacturers
     • a copy of the Power of Attorney authenticated by an Attorney at Law or a Notary of Public in the respective country. The validity period of this Power of Attorney should be clearly indicated and should include the period from 01/10/2019 to 30/09/2021, or
     • The original authorisation letter from the manufacturer/supplier should be submitted to the effect that the supplier is an authorised dealer, agent or a distributor. The validity of authorisation letter should cover the period from 01/10/2019 to 30/09/2021

   • A letter certifying the Bank Account (Bank’s recommendation regarding the continuation of the relevant Current Account since the opening date of the same)

5. Duly completed application forms together with all necessary documents should be sent in a sealed envelope marked “REGISTRATION OF SUPPLIERS FOR SRILANKAN AIRLINES – COMMERCIAL PROCUREMENT DEPARTMENT”

By registered post to:
Senior Manager Commercial Procurement,
Commercial Procurement Department,
SriLankan Airlines Ltd, Airline Centre,
Bandaranaike International Airport, Katunayake, Sri Lanka.

On or before 15/08/2019
Hand delivered applications are also will be accepted. SriLankan Airlines will not be held responsible for any postal delays.
6. For further inquiries regarding the Registration of Suppliers of SriLankan Airlines - Commercial Procurement Department, please contact:

   Senior Commercial Procurement Executive (Inflight)
   Commercial Procurement Department,
   E mail: nimna.udunuwara@srilankan.com
   Tel: +94(0)197332650
   Between 9.00am and 4.00pm on working days from 15/07/2019 to 15/08/2019

7. Suppliers who are in the national list of defaulting contractors in terms of the Clause 8.11.5C of the guidelines on Government Procurement Guidelines 2006 (Goods & Works) are NOT PERMITTED to apply for registration.

8. Quotations will normally be called from selected registered suppliers and, SriLankan Airlines reserves the right to call for quotations from any supplier as deemed necessary.

9. Registration is liable to be cancelled without notice if suppliers fail to inform of their inability to quote more than 4 times or fail to execute an order on time. Failure to submit samples, or suppliers whose products differ from the approved samples, too are liable to be de-registered.

10. SriLankan Airlines Limited reserves the right to accept or reject any application or to annul the supplier registration process.

11. Authority to take decisions on the Registration of Suppliers of SriLankan Airlines - Commercial Procurement Department is vested with SriLankan Airlines Limited.

SENIOR MANAGER COMMERCIAL PROCUREMENT
SRILANKAN AIRLINES
Details of Each Procurement Category

**Inflight**

- Inflight items (Food & Beverages, Wine and spirits, Cutlery, Crockery, Glassware, Linen, Toiletries, Amenities, Giveaways, Paper products, plastic products, melamine products, Headset and Sponges, Non-woven products, Disposable aluminum products, Security Seals, Kitchen utensils, Newspapers agents, magazines etc. and other related goods and services)
- Crew hotel accommodation (Colombo city area & Negombo)
- Freight forwarding (sea/air) & Clearing
- Laundering
- Refurbishing of silverware/hollowware/stainless steel items

**IT related equipment, software and services**

- IT Hardware & Computer Peripherals with related Services
- Data storage devises & Accessories
- Telecommunication Equipment & Accessories
- Software Solutions, Licenses & related services
- CCTV Equipment & related services
- Network cables & Accessories
- Structured Cabling systems & services
- Master Display units
- Mobile Phones & related Services
- Time & Attendance Equipment & related services
- Corporate Mobile & Data Services

**General**

**Goods**

- Medicine & medical equipment
- Hardware items
- Electrical items (i.e. TV monitors, Fans)
- Electrical accessories (i.e. Bulbs, Wire, Adaptor, Cable, Switches)
- Paints
- Plumbing equipment
- A/C & Refrigerator accessories
- Building materials and related goods/equipment (i.e. Glass, Plywood sheet, Brick, Cement, Aluminum ladder)
- Timber
- Catering & Kitchen appliances (i.e. Rice cooker, Blender, Coffee machine, Kettle, Hot plate, Refrigerator)
- Sanitary ware & accessories (i.e. Toilet paper, Soap holder, Fitting, Hand soap, Soap, Cleaning liquid)
- Gardening equipment
• Office and rest room furniture & accessories (i.e. Table, Chair, Cupboard, Rack, Filling cabinet, Bed, Mattress, Bed linen)
• Stationery items (i.e. Pen, Stationery holder, Note book, Stamps (rubber/self-seal), Box file, file folder)
• Cardboard boxes (i.e. Corrugated, Box divider)
• Computer stationery items (i.e. Paper rolls)
• Printing papers / Board / Sticker
• Printed material (i.e. Business cards, Sign board, Menu card, Name board)
• Printing equipment and related goods
• Security seal / Tag / Label / Tape / Sticker or related goods
• Office equipment, accessories & consumable (i.e. Copier, Printer, Fax machine, Scanner, Paper shredder, Ink, Toner, Cartridge, Ribbon, Laminating paper rolls)
• Sports equipment & clothing
• Safety equipment & accessories
• Uniform accessories (i.e. Name tag, Epaulette, Badge, Tie pin)
• Uniform materials (i.e. Cap, Tie, Belt)
• Shoes (Safety & Uniform)
• Weighing instruments
• Rubber & Plastic products (i.e. Horse, Carpet, Dust bin, Container, Disposable cup)
• Chemicals
• Household batteries
• Automotive batteries
• Polythene (i.e. Shrink wrapping, Customized bag, Garbage bag, Sheet)
• Media and communication equipment (i.e. Camera, Microphone, Megaphone, Headphone, Voice recorder, Sound equipment)
• Commercial vehicles (Brand new / Reconditioned / Used)
• Company branded promotional items (i.e. Pen drive, Aircraft model, Key tag, Umbrella, bag, T-shirt, Cap, Mug)
• Food & Beverage (i.e. Biscuit, Coffee, Nescafe, Milk, Tea, Cocktail mixture)
• Crockery & Cutlery

Services

• Hire of vehicles (Self-drive or with driver)
• Provision of Transport services (Scheduled or Ad-hoc)
• Catering for staff canteens/cafeteria
• Hire of office equipment (i.e. Multifunction copier/printer, Multimedia)
• Provision of manpower for support services
• Cleaning and Janitorial service
• Tailoring of uniforms (Ready-made & Custom made)
• Entertainment and event management
• Pest controlling
• Printing services (i.e. Boarding passes, Baggage tags, Business cards, Sign board, Menu card, Name board)
SUPPLIER REGISTRATION FORM
Commercial Procurement Department

Procurement Category (Please tick appropriate box below)

☐ Inflight
☐ IT
☐ General

Section A: Company Details & General Information

I. Name of Company: .............................................................................................................
II. Business Registration Number: .........................................................................................
III. Date of Incorporation: ........................................................................................................
IV. Country of Incorporation: ....................................................................................................
V. Address:
...........................................................................................................................................
.............................................................................................................................................
.............................................................................................................................................
VI. Year Established: ..................... Year of Commencement of Business: .............
VII. Parent Company full legal name and address (if any):
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VIII. Subsidiaries and Representatives in Sri Lanka & in other countries (if any):
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.............................................................................................................................................
IX. Type of Business (Mark one only)
   Private Company ☐ Partnership ☐ Other (specify): ......................
   Public Company ☐
Details if listed on a stock exchange:
.............................................................................................................................................
.............................................................................................................................................
.............................................................................................................................................
X. Nature of Business:
   Manufacturer ☐ Authorised Agent ☐
   Trading Company ☐ Other (specify): .........................
If a Trading Company, Agent or a Distributor, not directly involved in the manufacturing
process of the product, please provide documentary evidence of authorisation.
XI. Names of the directors/shareholders

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Do any of the directors, shareholders, employees or their close family members of your company, parent company or a subsidiary act as employees or directors of SriLankan Airlines? ............................

If so, please give details,

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XII. Goods/Services Supplied:

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…………………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………

XIII. Number of Permanent Employees: .................................................................

XIV. TAX/VAT/SVAT Registration Numbers:

TAX : ..............................................................
VAT : ..............................................................
SVAT : ..............................................................

XV. Annual value of total sales for the last 3 years:

<table>
<thead>
<tr>
<th>Year</th>
<th>Value in Sri Lankan Rupees (LKR) or in US Dollars (USD)</th>
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Section B: Experience

I. Past dealings with SriLankan Airlines (UL)
   a) Goods/Services supplied to UL ……………………… In what year………
   b) Other dealings with UL
       ………………………………………………………………………………………………………
       ………………………………………………………………………………………………………

II. Please provide details of major customers to whom goods/services have been supplied

<table>
<thead>
<tr>
<th>Goods/services</th>
<th>Company Name</th>
<th>Contact Person</th>
<th>Official email address</th>
</tr>
</thead>
<tbody>
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Section C: Other

I. Details of Bank Accounts
   Account No: ……………………………..
   Account Name: ………………………….  
   Bank: ……………………………………..
   Branch: …………………………………..

   Account No: ……………………………..
   Account Name: ………………………….  
   Bank: ……………………………………..
   Branch: …………………………………..
   ▪ A letter certifying the Bank Account (Bank’s recommendation regarding the continuation of the relevant Current Account since the opening date of the same)

II. Payment Term: ……………………………..
SUPPLIER REGISTRATION FORM
Commercial Procurement Department

III. Please indicate communication method using
   E mail ☐
   Fax ☐
   Post ☐

IV. Please list any current legal disputes in which your company may be involved.
   ……………………………………………………………………………………………………………………………
   ……………………………………………………………………………………………………………………………

Section D: Contact Details

I. Contact Person/Position : …………………………………………………………………………………
II. Phone No : ………………………………………………………………………………………………
III. Fax No : ………………………………………………………………………………………………
IV. Email : …………………………………………………………………………………………………
V. Web Address : ……………………………………………………………………………………………

Certification

I, the undersigned, warrant that the information provided in this form is correct, and in the event of changes details should be provided as soon as possible.

Name Designation
Signature Date
Company Seal/Frank