

## **MINISTRY OF FOREIGN AFFAIRS, FOREIGN EMPLOYMENT & TOURISAM**

### **SRI LANKA BUREAU OF FOREIGN EMPLOYMENT (SLBFE)**

#### **REGISTRATION OF SUPPLIERS- 2025**

1. Applications are invited for the registration of suppliers for the year 2025 in Sri Lanka Bureau of Foreign Employment established by Parliament Act. No. 21 of 1985.
2. Applications forms could be obtained from the Procurement Division by submitting a request letter on a letterhead of the relevant institute or can be downloaded from the website of the SLBFE ([www.slbfe.lk](http://www.slbfe.lk)).
3. Application forms will be issued by the Procurement Division from 15.01.2025 to 06.02.2025 between 9.00 a.m. to 3.00p.m. on working days. Completed applications will be received only up to 10.00 a.m. on 07.02.2025
4. Applicant could apply for one or more items and should apply separately.
5. A non-refundable fee of Rs. 1,000/- (should be paid only by cash) per each item will charged and special bank slip for same could be obtained from the head office of the SLBFE and any branch office. Payment via Cheques will not be accepted. This sum could be paid to any Bank of Ceylon branch and it is compulsory to attach the 2 bank slips (Bureau copy and Finance Division copy) to the application form (one bank slip should be used for one application number in the schedule and if applying for several items separate bank slip for each item should be submitted along with the application).
6. The qualifications required for registration and documents to be produced for registration are given below.
  - 6.1 It is mandatory to submit a certified copy of the Business Registration Certificate. Further, the nature of business in it should tally with the item applied.
  - 6.2 The garages which register for the repairing of vehicles should be within 15 Km radius of the Head Office/ Regional Branch Offices of the Sri Lanka Bureau of Foreign Employment. Garage should be situated at the address given in the Business Registration Certificate. (Prior to registration, the location will be inspected by the SLBFE and addresses of the Branch Offices could be obtained from the official website of the SLBFE.)
  - 6.3 Priority will be given to Auto Mobile Super mart when Registering for Garages
  - 6.4 Applicants applying for construction works mentioned in item No. 36,37,38,and 39 should submit a photocopy of the Construction Industry Development Authority (CIDA) Registration.
  - 6.5 SLBFE copy of the relevant bank slip should be submitted with the application.
  - 6.6 Documents of proving Experience
7. In applying for several items it is compulsory to submit relevant documents and bank slips, separately (application with incomplete documents will be rejected).

8. All applications inserted in a single envelope should either be send by registered post or hand delivered to received before 10.00 a.m. 07.02.2025 and the caption "Registration of Suppliers-2025" should be mentioned on the left hand top corner of the envelope containing the application.
9. In addition to these registered suppliers, the SLBFE is free to select any other procurement method as per the procurement guidelines for the procurement of required goods and services.
10. In the event of failure to respond three times after submission of bids, forwarding false information/documents and failure to supply, supplies and service ordered in time and in accordance with the approved samples, the procurement committee has the right to remove the suppliers name from the suppliers registration list without prior notice.
11. The Chairman, of Sri Lanka Bureau of Foreign Employment reserves the right to reject any application submitted for registration as a supplier for the year 2025 without giving any reason.

Chairman  
Sri Lanka Bureau of Foreign Employment  
No. 234, Denzil Kobbekaduwa Mw,  
Koswatte, Battaramulla.

Website- [www.slbfe.lk](http://www.slbfe.lk)  
Telephone- 0112880550/0112887585

## **SCHEDULE**

### **PART I** **GOODS**

1. Air Conditioners and Accessories
2. School Bags, Office Bags, Hand Bags, Shoes (Ladies & Gents), Gents Belts
3. Curtains, Carpets, Cushion Covers and other Textile Materials (for Office)
4. Finger Print Marking Machines
5. Fixed Line Telephones and Accessories
6. Lightning Conductors
7. Medicine and Medical Equipments
8. Ceramic Goods, Crockery Items and Glass Ware
9. Water Dispensers and Drinking Water Bottles
10. Miscellaneous Hardware Equipments
11. Mobile Phones
12. Office & Domestic Furniture (Wooden, Steel, Fiberglass, Plastic)
13. Office Equipments & Accessories (Photocopiers, Fax Machines, Roneo Machines, Stamp Franking Machines, Currency Counting Machines etc.)
14. Office Partitioning and required Materials
15. Official Identity Cards & Visitors Pass
16. Production of Date Stamps & Rubber Seals
17. Sanitary Goods
18. Sports Goods and Sportswear
19. Staff Uniforms
20. Stationery Items
21. Trophies / Medals
22. Audio Visual Equipments & Accessories (Multimedia Projectors, Video Cameras and accessories, Betacam, DV Cam, Mini DV, Cassettes, CD, DVD, Still Cameras and Accessories, Display Units and Display Solutions)
23. Handicrafts and Promotional Items (T-Shirts, Caps, Bags, Plates, Umbrellas, Key Tags, Pens, Tea Boxes etc....)
24. Retail Grocery Items (Sugar, Milk Powder, Tea Leaves, Coffee)
25. Safety Equipments and Materials (Ex: Masks, Face Covers, Gloves, Head Covers Safety Garments)
26. Disinfectant Liquids and other Related Sanitary Materials

## **PART II**

### **SERVICES**

27. Advertising (drawing Banners, Artwork & Set designing, Display Boards, Exhibition Stalls, Set Designing, Digital Printing)
28. Aluminum Fabrications (Office Partitions, Cladding, Doors, Windows, Suspended Ceiling) with Technical Services.
29. Catering Services
30. Cleaning Services
31. Security Services
32. Courier Services
33. Cargo Services
34. Book Publishing Institutes
35. Transport Services (Cars, Vans, Buses, Lorries and Double Cabs etc on hire basis)
36. Consultancy Services (Building Constructions and Repairs)
37. Construction (Buildings) Contract Institutes (with ICTAD Registration)
38. Interior Design & Work (with ICTAD Registration)
39. Supply of Technician Services
  - 39.1 Masonry /Plumbing
  - 39.2 Carpentry / Wood Polishers
  - 39.3 Welders, Lathe Machine Services. Iron Welding
  - 39.4 Painting of Buildings / Minor Repairs, Electric Circuits
  - 39.5 Mechanical Equipments and Related Services, Winding of Electric and Water Motors
  - 39.6 Consultancy Services Related to air conditioning
40. Construction of Sewerage Treatment Plant & Waste Water Disposal Systems.
41. Cushioning of Office Chairs, Repairs of Office Furniture.
42. Customs Clearance Services
43. Supply of Dancing Groups for Special Functions.
44. Sewerage Cleaning Services, Drainage System Maintenance & Sanitary Bin Services, Gully Bowser Services
45. Services relevant to Electrical Work, Air Conditioning Work
46. Supply of Auditing Services and Professional Consultancy Services
47. Landscaping / Hiring of Indoor Plants
48. Satellite TV and Cable TV Facilities
49. Pest Control
50. Photography, Videoing, Photo Washing and Printing, Picture Framing and Laminating, Preparation of Albums, Mounting of Boxes.
51. Repairing Services of Elevators
52. Staff Training of Information Technology, Administration & Human Resources, Finance, Technology, Procurement, Auditing, Law, Language etc.
53. Telephone Systems and Public Addressing Systems
54. Labour Supply Services
55. Hotels & Restaurants (Registered with Sri Lanka Tourism Development Authority and Urban Development Authority)

56. Insurance Companies (Staff, Migrant Workers, Vehicles, Buildings, Office Equipments, Foreign Travel etc...)
57. Provision of Human Resources (Office for various , functions for air port branch offices)

### **PART III**

#### **PURCHASE OF SPARE PARTS, VEHICLE REPAIRS AND MAINTENANCE SERVICES**

58. Supply of Vehicle Audio and Video Players, Reverse Camera and Fixing.
59. Vehicle Spare Parts
60. Vehicle Air Conditioners
61. Auto Electrical Circuit Supply Services
62. Vehicle Term Service Work (Including Interior and Outdoor Washing)
63. Repairs of Vehicles (Including Tinkering, Painting, Electric and Mechanical Repairs, Lorry Body.)
64. Repairing of Three Wheelers & Motorcycles
65. Term Service work of Three Wheelers & Motor Cycles
66. Vehicle Cushioning
67. Wheel Alignment & Wheel Balancing
68. Vehicle Tyres, Tubes and batteries

### **PART IV**

#### **PURCHASE OF INFORMATION TECHNOLOGY ACCESSORIES , SERVICING AND ELECTRICAL EQUIPMENTS**

69. Purchase of Application Software and System Software Packages and Supply of related Services.
70. Purchase of Computers, Laptops, Computer related Accessories , Printers, Hardware, Passport Scanners, UV Light Readers, Bar Code Readers for the reading of SLBFE's Security Stamps and its Accessories,
71. Repairing, Maintenance and Servicing of Computers, Laptops, Computer related Accessories , Printers, Hardware, Passport Scanners, UV Light Readers, Bar Code Readers for the reading of SLBFE's Security Stamps and its Accessories,
72. Purchase of Toners, Cartridges, Ink, Ribbons (for Computer Printers, Photocopiers, Fax Machines and Roneo Machines)
73. Purchase of UPS, UPS batteries, UPS Systems and related Services and Purchase of Spare Parts.
74. Purchase of Servers, Server Related Appliances, Components, Consultancy Services, Maintenance, Repairing and Related Services, Purchase of Computer Related Software.
75. Supplying of Computers, Printers, UPS, and its accessories on hiring basis.
76. Designing, Development and Restructuring Computer Programmes and related services.
77. Supplying of Computer Labs on Hiring Basis
78. Computer Networking related Services and supply of Computer Networking related Accessories, Maintenance & related services in Telephone (PABX), Data Network System, IP/ VPN System, Routers, Switches, Servers, Server Room, Server Room raised floor preparations, Computer Networking related service without & with cable.(Dongles & Routers)
79. IT Consultancy Services
80. Purchase of Software License and SSL Certificate.
81. Designing Computer Software, Installation and Supplying relevant services.
82. Purchase of CCTV Camera System, Maintenance and related Services.

## **PART V**

### **SUPPLY OF ELECTRICAL ITEMS & RELATED SERVICE**

83. Electrical Equipments (Fans, Televisions & DVD including Household and Kitchen Appliances)
84. Electrical Appliances and Accessories
85. Elevators and Accessories
86. Hiring and Purchasing of Generators with Maintenance & Services
87. Electrical / Mechanical / Civil Consultancy Services and Supply of Technical Services.
88. Supplying, Installation and Servicing of Fire Extinguisher Equipments.

## **PART VI**

### **OTHER SERVICES**

89. Event Management Services
90. Illumination, Decoration and Provision of Loudspeaker Services for Special Functions.
91. Office Decoration Works.
92. Media Items and Editing
93. Printing (Offset, Letterpress, Digital, Fabric Design Printing, File Cover Printing, Diary and Calendar, Magazine, Newspaper, Receipt Books etc.)
94. CD & DVD Copy Writing
95. Repairing of Typewriters
96. Services of Language Translations (Sinhala, English, Tamil, Arabic, Korean, Japanese and Italian)
97. Supply of Goods for Special Occasions (Temporary Huts, Huts, Tents, Chairs, Tables, Illuminating, Loudspeaker System, Carpets, Podiums, Flag Poles)
98. Supply of food at Provincial District and Divisional Level
99. Television and Radio Program Production, Preparation of Television Advertisement, Multimedia Presentations, Video Production, Documentary Films and Tele Drama Production.
100. Purchase of Damaged Items (Including Papers, Office Disposal Items & Damage Computer Accessories.
101. Airlines & Air Ticketing Agents.
102. Pre Fabricated Building Suppliers (Container)
103. Container Suppliers
104. Solar Power Installation, Spare Parts and Services.

## REGISTRATION OF SUPPLIERS FOR THE YEAR 2025

1. Name of the Applicant / Organization: .....  
(please attach a certified copy of Business Registration Certificate)
2. Address of the Applicant / Institution: .....  
(In case the given addresses is changed later it should be notified to the Procurement Division by registered post)
3. Nature of Suppliers: .....  
Item No : ..... Serial No : .....
4. Telephone, Fax No. & Email  
Tel No: .....  
Fax No: .....  
Email : .....
5. Name Designation and mobile phone number of the person to be contacted  
Name: .....  
Designation: .....  
Mobile No : .....
6. Name of the Bankers: .....
7. Principal the and type of Business (Whether Company, sole proprietorship etc):  
.....
8. List of state and private sector organizations to whom goods / services are provided at present  
(please attach user list and the contact details) :  
.....
9. Whether agreeable to give bid Securities / performance bonds in the Process of Purchasing (if necessary):  
Yes / No: .....
10. credit facilities if available (Duration / Amount) : .....
11. VAT Registration number (If available): .....
12. Details of payment of Registration fee – cash receipt / cheque No .....( The Bureau Copy and the Finance Division copy should be submitted).

I /We do hereby to supply goods / Services to SLBFE as per the specifications and to submit Bids in sri Lanka Rupees. Further , I/ /We do understand that failure to supply repeatedly and / or supply of goods which are not in conformity with Specifications / samples. will lead to blacklisting the name from the list. of registration of suppliers for 2025.

Signature: .....

Designation: .....

Seal: .....

Date: .....