

Note: Instructions for Registration

1. The applicants (relevant business organization) should possess a valid Business Registration. If the applicant is a limited liability company, a copy of the Certificate of Incorporation.
2. The applicants should have at least 03 years of experience in supplying the relevant products(s). Relevant scanned documents should be uploaded along with the Application.
3. The applicant should agree and have the capacity to provide a credit period of a minimum of 30 days and transport in the event he/she is selected for the supply of goods.
4. Non-submission of requested documents will not be considered for Registration.
5. Any Supplier who has not responded more than twice consecutively to an invitation to submit Quotations or performed unsatisfactorily under any procurement previously awarded will be removed from the Supplier Registration.
6. Receipts of payment for non-refundable deposit as per the instructions above for the total amount based on the number of categories to which the registration is applied.
7. A certified copy of the VAT registration, SSCL or VAT-exemption certificate issued by the Commissioner General of Inland Revenue.
8. If there is a VAT charge on invoices, the letter issued by IRD mentions that you have a VAT Active file and the latest VAT clearance certificate should be submitted.
9. The applicants who are the manufacturer/owner of the registered trademark of the product or Trademark owners, the authorization letter issued by the principal or relevant authority must be uploaded.
10. If applicants who had made the largest supplies of items of similar categories to government or private sector organizations during the years 2024, 2025 & 2026 should upload the copies of purchase orders /invoices relating to such supplies.
11. The application can be edited until the closing date.
12. After applying, a copy will be sent to your email. Please keep it as proof of submission.

Payment Instructions and Category Selection

13. Applicants are required to pay a non-refundable fee of Rs. 2,000/- for each category.
(for example, 1.1 represents one category).

For example, if you select three categories, the total payment should be LKR 6,000.

Overpayments will not be refunded: If you pay more than the required amount (e.g., LKR 6,000 for two categories), the excess will not be returned. However, you may select an additional category by contacting the Supplies Branch directly.

Underpayments will affect your application: If the payment does not match the number of selected categories, only the top categories in order of selection will be considered based on the amount paid. For example, if you select three categories but pay only LKR 4,000, only the first two categories will be processed. The third category will be disregarded.

Please ensure your payment amount accurately matches the number of categories selected to avoid delays or disqualification.

Applicants are required to deposit the non-refundable registration fee into the University of Colombo Main Collection Account at the People's Bank, Thimbirigasyaya Branch, using the reference number **505170600013**. The payment can be made from any branch of the People's Bank.