SUPPLIER REGISTRATION APPLICATION – 2025/2026

A. General Information

1. Name of the company :				
2. Office Address : (All letters inquires will be sent to this address)			3. Web site (if applicable) :	
4. Contact details of the company (for communication regarding bids/Proposals/Quotations/Others)				
	Contact Name	**Designation**	**Contact Number**	**E-mail address**
I				
II				
5. Type of Business (mark one only) Corporate / Ltd ☐ Partnership ☐ Proprietorship ☐ Other (please specify) ☐				
6. Business Registration number (Please attach a copy of registration):				
7. Year Established:			8. Number of full-time Employees:	
9. VAT/SVAT Registration number:		10. CIDA registration number (for contractors only)		
11. Period of credit facilities for suppliers & service provided to the bank _ _____ Days (minimum should be 30 days)				

B. Registration categories

Main Category Name & Number		**Sub category Number**				
I						
ii						
iii						

- As per given categories list in 15 above mention sub category number/s of specific sub category/categories of product or service that could supply. Can select any number of main categories and sub categories.
- Suppliers who wish to register under categories of **REPAIR & MAINTENANCE** (Category No.7) and **NAME BOARD & BANNERS** (Category No.11) should indicate whether can provide their services to Branch locations in **table 01** below.
- Registration fee for all categories is LKR 2000.00
- Bank Name and cheque Number (Please attach the cheque)

Bank Name	**Cheque Number**

C. 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.
I agree with the supplier registration conditions stipulated by the Bank and submit our application for registration.

Name and Designation :	
Signature :	
Company Seal & date	

Table 01

No.	Branch	Select (√)	No.	Branch	Select (√)	No.	Branch	Select (√)
1	Akkaraipattu		33	Giriulla		65	Moratuwa	
2	Akuressa		34	Hatharaliyadda		66	Muttur	
3	Aluthgama		35	Hingurana		67	Nanattan	
4	Ambalangoda		36	Horana		68	Narammala	
5	Ambalanthota		37	Jaffna		69	Negombo	
6	Ampara		38	Kaduwela		70	Nochchiyagama	
7	Anamaduwa		39	Kalawanchikudy		71	Nuwaraelliya	
8	Angunukolapelessa		40	Kalmunai		72	Padaviparakkramapura	
9	Anuradhapura		41	Kalutara		73	Panadura	
10	Aralaganwila		42	Kandy		74	Pilimathalawa	
11	Badulla		43	Kantale		75	Piliyandala	
12	Bandarawela		44	Karapitiya		76	Polonnaruwa	
13	Battaramulla		45	Katuwana		77	Pothuvil	
14	Batticaloa		46	Kegalle		78	Rambukkana	
15	Buttala		47	Kekirawa		79	Rathnapura	
16	Chilaw		48	Killinochchi		80	Rikillagaskada	
17	Chunnakkam		49	Kiribathgoda		81	Ruwanwella	
18	Colombo City		50	Kirulapone		82	Samanthurai	
19	Dambulla		51	Kuliyapitiya		83	Siyabalanduwa	
20	Dehiaththakandiya		52	Kurunegala		84	Thalawa	
21	Dehiwala		53	Mahabage		85	Thambuttegama	
22	Dematagoda		54	Maharagama		86	Tissamaharama	
23	Deniyaya		55	Maho		87	Trincomalee	
24	Deraniyagala		56	Malambe		88	Uhana	
25	Ekala		57	Mannar		89	Valachchenai	
26	Elpitiya		58	Thalgaswala		90	Vavuniya	
27	Embilipitiya		59	Matale		91	Warakapola	
28	Galenbindunuwewa		60	Matara		92	Wariyapola	
29	Galewela		61	Matugama		93	Wennappuwa	
30	Galle		62	Mawanella		94	Yakkalamulla	
31	Gampaha		63	Medawachchiya		95	All Branch	
32	Gampola		64	Monaragala				

Conditions

- If spouses or children of employees of the Bank are applicants /Proprietors / Partners / Directors of companies, such applicants / suppliers / contractors are not eligible to apply for registration.
- The Bank reserves the right to accept or reject any application for registration without adducing any reason.
- Suppliers who fail to quote promptly when requested, fail to make deliveries/ provide services as agreed, or who supply substandardgoods are liable to be expunged from the registry.
- Quotations will usually be invited from the registered suppliers. However, the Bank reserve right to invite quotations/ purchase fromother suppliers when required.
- Supplier who wish to register for the repairing of vehicles should be have own workshop facilities within Colombo city limits or within 10KM reduce to the Bank Head office at Colombo 06.
- Suppliers are strongly advised to limit additional details such as experiences details, product broaches, and leaflets to maximum two (02) pages other than requested documents.
- Under the main category that supplier wishes to register, should select specific sub category/ categories of product or service could supply. The supplier can select any number of main categories and sub-categories.
- All applications should be sent in one sealed envelope Left hand top corner of the envelope containing the application should be marked "**Registration of Suppliers – 2025/2026**".
- Completed application must be delivered **on or before 31st January 2025 (31/01/2025)**/ by registered post or courier or by hand to Head of Administration, Administration Department, SDB Bank, No. 18/1, Edmonton Road, Kirulapone, Colombo 06.

If you have any clarification please call 077-2092191 - Mr.Sarath - Head of Administration.

SDB bank Branch Branding Supplier Selection

Tender No	082/2025
Tender Closing Date	16th April 2025
Tender Closing Time	2 PM

1. Company Name

2. Company Address

3. Company telephone numbers and E-mails

4. Company website

5. Contact person

6. Email address of the contact person

7. Mobile No of the contact person

8. Business Registration No

9. The Year of experience

10. The No of full-time employees

11. VAT / SVAT Registered No (If Any)

12. How many vehicles

12. Any special comments / Remarks

13. Certification

I undersigned confirm that all the information and documents that are provided with this form are true and correct. Further, I agree with all the T&Cs that are mentioned in this Tender and the price proposal is valid for a period of 60 Days from the date of tender submission.

.....

Signature

Company Seal

BRANCH RE-FACE - Tender Specifications 2025

Material	Specification
Name Board Repair Option 01	Removing existing name board and separating the logo and stickering letters only logo (logo material - acrylic) and fasten it in front of the cladding facade
Name Board Repair Option 02	Change the existing name board background color white to black and re-stickering logo (logo material - acrylic) logo letters to be realigned
New Name board (Letters Only)	New Logo Making using 9mm acrylic

Name Board



Presant Situation



Logo

Sizes





Name Board - Final Image



Banner Stand Repair and Paint	Replace of nut and bolt, Pole repair, Surface cleaning and repaint in black color (2 coats)
New Banner Stand Repair and Paint	Make New Banner Stand with use the GI poles (1 1/2"), size 102" x 114", black color paint, banner poles with nut and bolts

Banner Stand



Presant Situation



New Look

Pylon Board Repair - 7'x7'/ 6'x6' / 5'x5' / 4'x4'	High quality digital printed backlit flex, 3m sign cut logo, repaint 2 coats outer box and iron pole (black color), removing time light box and product light box. surface cleaning and painting the structure, Height 20 feet
Pylon LED Change (14 Nos LED Lights)	Replace the all lights in upper box (14 lights in one box)

Pylon Board



Presant Situation



New Look

Leaflet Stand Repair and Paint	Remove pockets and sticker(matte sticker with sign cuts) board, re-fix pockets (12 Pockets), rear board paint (black color)

Current Leaflet Holder



New Leaflet Holder



Parking Board (existing)	Re paint and paste new sticker on board
	
Parking Board (New)	Re paint and paste new sticker on board 

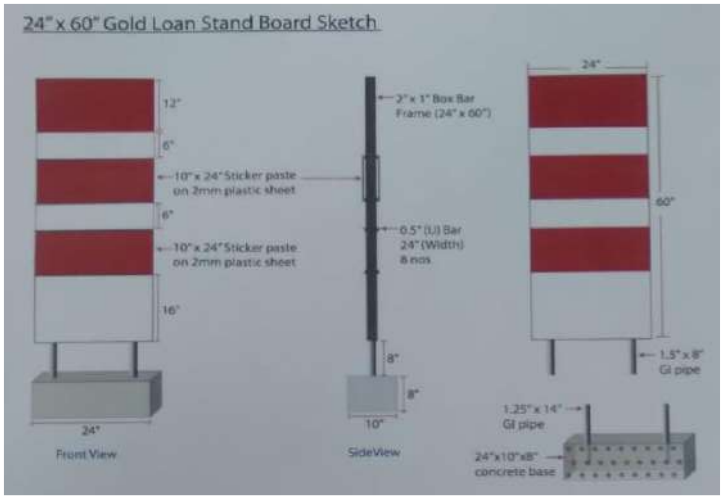
Front Facade Upper Signage (4'x4' / 3.5'x3.5' / 3'x3' / 2.5'X2.5' / 2'x2')	Front facade upper signage made on laser cut 2mm acrylic sheet, 3m sticker sign cut logos, back acrylic panel, with out light
	

Pawning rate board Repair	Existing board flex change, Re-painting fix new 4 cladding panels externally, Re-stickering 04 cladding pannels
Build New (with and with out base)	Refer specification

Existing Pawning Rate Board



Specification of Pawning Rate Board



Open Hours Sign Cut Sticker	Size - 36" x 12" Sign cut sticker paste



PVC Stickering Print & Pasting	High quality digital printed matte laminated sticker Print & pasting





Sand Blast Sticker Pasting	High quality sticker & pasting

New Cladding Fixing (Per Sqft)	High quality Cladding need to fix to building

CLADDING COLOUR CHANGE

Option 01 - Stickering

Cladding Stickering (Per Sqft)	Sticker Paste On Cladding (Front Façade Branch) EWF-614 Colour Code Material - Mucal Brand

Option 02 - Painting

Cladding Painting (Per Sqft)	Front Façade Branch) Any one coat of Multilac High performance cladding premier & apply two coat of high performance cladding top coat A-up to first floor B-1st to 2nd Floor C-2nd to 3rd Floor





Wall Coloring (Per Sqft)	Apply one coat of Exterior Acrylic wall filler and Two coat of weather shield paint
Roller Door Coloring (Per Sqft)	Apply One coat of metal primer and Two coat of enamel paint

Glass sticker Removing	Existing Sticker Remove and glass cleaning in the branch (Per Sqft)

Complete Flex Board with structure

Complete Flex Board (Per Sq ft)	Flex board Made out of 1" x 1" heavy-duty box bar frame structure , High quality digital printed flex branding , Beading (black) , Bracket ,anticorrosive paints, & installation charges etc.
1.5" Heavy GI Pole with Paint	Per 01 feet (01 Le. Ft)
2" Heavy GI Pole with Paint	Per 01 feet (01 Le. Ft)
3" Heavy GI Pole with Paint	Per 01 feet (01 Le. Ft)
2" Heavy L angle bracket with Paint	Per 01 feet (01 Le. Ft)
0.75" Support box bar with paint	Per 01 feet (01 Le. Ft)
1.5" Heavy GI ladder Pole with Paint	Per 01 feet (01 Le. Ft)
Concrete bases for GI poles	Concrete base (01 Nos)



Silicon Apply for old cladding (per Le. Ft)	Apply one coat of Exterior Acrylic wall filler and Two coat of weather shield paint

Transport Charges	Normal Transport Charges (Per 1 Km)
	Boom Truck Charges (Per 01 hour)
	Boom Truck Transport Charges (Per 01 km)
	Man Lift Charges (Per 01 hour)
	Man Lift Transport Charges (Per 01 km)