

Registration of qualified Suppliers to Provide Goods and Services in 2025/2026

Applications are invited from Manufacturers, Contractors and Suppliers to register themselves, to provide the following Goods / Services for the year 2025/2026.

01. OFFICE EQUIPMENT / MACHINES

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| 1.1. Air Conditioners | 1.9. Television / Digital Displays |
| 1.2. Photocopy Machines | 1.10. Sound systems / Audio & Video conference systems |
| 1.3. Fax Machines / Scanners | 1.11. Time & Attendance machine |
| 1.4. Electrical Equipment | 1.12. Paper shredder machines |
| 1.5. Generators & Water Pumps | 1.13. Pedestal, Ceiling, Wall, Table fans |
| 1.6. Smart Phones / Tablets & Accessories | 1.14. Franking machines |
| 1.7. Note / Coin counting Machines / Dencimeter (Metal Tester) & Weighing scale | 1.15. Water Filter / Boiler / Kettle |
| 1.8. Multimedia Projector | 1.16. Vacuum cleaning machines |
| | 1.17. Other office equipment |

02. FURNITURE

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| 2.1. Office Furniture – Wooden | 2.3. Office furniture – Plastic |
| 2.2. Office furniture – Steel | 2.4. Other furniture |

03. COMPUTER EQUIPMENT / HARDWARE, RELATED ACCESSORIES & SOFTWARE

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| 3.1. Desktop / Laptops / notebooks & computer accessories | 3.6. CD/DVD/Flash drive & external hard disks |
| 3.2. Printers (Laser / Dot matrix / Passbook etc.) | 3.7. Application software licenses / Operating systems |
| 3.3. UPS / batteries for UPS | 3.8. Routers / Dongles |
| 3.4. Servers | 3.9. Switches |
| 3.5. Computer Parts (Keyboards / mouse etc.) | 3.10. Network cabling / Intercom system |

04. COMPUTER CONSUMABLES

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| 4.1. Printer ribbons / Toners & Cartridges | 4.2. Printer spare parts (Fuser units etc.) |
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05. MARKETING & ADVERTISING

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| 5.1. Advertising & creative agencies | 5.4. Advertising / Advertising materials |
| 5.2. Media & PR agencies | 5.5. Graphic designing & creative designing |
| 5.3. Event management service | 5.6. Professional service |

06. SECURITY ITEMS

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| 6.1. Fire extinguisher / Refilling | 6.5. Bank Safes |
| 6.2. Security alarm system | 6.6. Fire proof cabinets |
| 6.3. CCTV | 6.7. Time locks |
| 6.4. Fire detection & protection systems | 6.8. Black Lights |

07. REPAIR & MAINTENANCE

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| 7.1. Office Furniture | 7.8. Air Conditioners |
| 7.2. Generators (Service / Repair) | 7.9. Printers & Photocopy machines |
| 7.3. CCTV system | 7.10. Note / Coin counting Machines / Dencimeter (Metal Tester) & Weighing scale |
| 7.4. Installing &/or renovating electrical circuits / Data networking | 7.11. Office machines & equipment |
| 7.5. Repair & services of IT equipment & accessories | 7.12. Name Boards |
| 7.6. Elevators | |
| 7.7. Bank Safes | |

08. PRINTED MATTER

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| 8.1. Forms / Computer forms / Applications / Leaflets / Broachers / Posters / handbills etc. | 8.5. Digital printing / Flex / Screen / Pennant / Lamppost |
| 8.2. Envelopes | 8.6. Offset printing |
| 8.3. Registers / Books / Pass books | 8.7. Annual reports & magazine |
| 8.4. Plastic ID Cards / Plastic covers for debit cards & pass books etc. | 8.8. Diaries & calendars |
| | 8.9. Other |

09. STATIONERY & SUNDRY ITEM

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| 9.1. All type of papers (printing / Photocopy / conqueror / computer / Thermal etc.) | 9.6. Polythene bags |
| 9.2. All type of stationery items (files / Plastic folders / pens / pencils / eraser / clips / pins etc.) | 9.7. Other office consumables |
| 9.3. Sticker sheets | 9.8. Mask / Sanitizer etc. |
| 9.4. Rubber stamps / Wax seals / Time & Date stamps / Numbering machines | 9.9. Sports goods / Trophies |
| 9.5. Electrical items (LED bulbs / holders etc.) | 9.10. Personal hygienic items (Tissue Papers / Toilet Papers / Paper towels etc.) |
| | 9.11. Jewellery (Gold coins' / Gold specimen rods etc.) |
| | 9.12. Staff welfare items (milk powder / Sugar / tea / coffee etc.) |
| | 9.13. Flags (National etc.) |

10. MARKETING / GIFT PROMOTIONAL ITEMS

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| 10.1. Umbrella / Bags / Caps / Uniforms / T shirts / Ties | 10.5. Brass & silverware |
| 10.2. Mugs / Flasks | 10.6. Electronic gifts (Clocks etc.) |
| 10.3. Tills / Toys / Key tags | 10.7. Flower decorations / Flower bouquet |
| 10.4. Any other gift items | |

11. NAME BOARDS & BANNERS

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| 11.1. Name board / Light board / Pylon sign boards / Display boards | 11.3. Flags / Plaques & sign boards |
| 11.2. LED Panels | 11.4. Monopole |

12. MOTOR VEHICLE

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| 12.1. Diesel vehicle repair | 12.5. Spare parts for all kind of motor vehicles & bikes |
| 12.2. Petrol vehicle repair | 12.6. Cushion works |
| 12.3. Servicing of vehicles | 12.7. Vehicle electrical system repair / replacement |
| 12.4. Tire / Tubes & battery | 12.8. Tinkering / body works & painting |

13. SERVICES

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| 13.1. Janitorial Service | 13.11. Waste disposal / Hygienic service |
| 13.2. Security Service | 13.12. Supply of water dispenser / water bottles |
| 13.3. Pest control | 13.13. Photography / Videography |
| 13.4. Courier Service | 13.14. Plumbing & drainage |
| 13.5. Catering Service | 13.15. Book binding |
| 13.6. Hiring of event furniture (sounds / lights / canopies etc.) | 13.16. Outsource of letter printing & posting |
| 13.7. Hiring of vehicles & transport services | 13.17. Outsourcing of bank documents / vouchers storage / documents archiving |
| 13.8. Office moving | 13.18. Outsource of photocopiers |
| 13.9. Labors supply | |
| 13.10. Insurance | |

14. BUILDING CONTRACT CIVIL WORK

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| 14.1. Aluminum Partition / Cladding / Counter / Iron Work /blinds /floor carpet / Tempered Glass / Ceiling & office furniture | 14.2. Building construction & Renovation (Plumbing / water supply / sewerage & painting) |
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15. CONSULTANCY SERVICE

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| 15.1. Any related to the bank (Architects / Auditors etc.) |
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Conditions

- » Existing registered suppliers must also re-register for 2025/2026.
- » Application should be made on the bank's format; **application could be obtained from sdb web site www.sdb.lk**.
- » Should be attached certified copy of the Business Registration certificate / certificate of Incorporation & Financial statement for last 2 years.
- » The applicant should have a minimum experience of 3 years in carrying out relevant tasks.
- » Application processing fee is LKR 2,000 (Non-refundable) and it should be a cheque drawn in the name of SANASA Development Bank PLC.
- » 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.
- » 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, SANASA Development Bank PLC, No. 18/1, Edmonton Road, Kirulapone, Colombo 06**
- » If you have any clarification please call 077-2092191 - Mr.Sarath - Head of Administration.