Applications are hereby invited from reputed Suppliers/Manufacturers/Local Agents/Contractors who wish to register themselves with the Plantation Human Development Trust for the Supply and Provision of undermentioned Goods and Services for the year 2018.

a) **Supply of Goods**

1. Stationery
2. Electronic Office Equipment (Computers, Computer Printers and Peripherals, Photocopiers and Accessories, Fax Machines and Accessories, Calculators, Telephones and Accessories etc)
3. Air Conditioners and Accessories
4. Toners, Ink Cartridges and Ribbons for Printers
5. Building Materials and Equipment including PVC Pipes and related items
6. Roofing Sheets
7. Tyres, Tubes and Batteries
8. Motor Spares and Accessories

b) **Supply of Services**

1. Printing of Books, Forms, Book Binding, Graphic Designing, Banners, Name Boards / Signboard, Rubber & Date Stamps etc.
2. Security Services
3. Obtaining Vehicles on hire basis and transport of goods
4. Maintenance and repairs to Air Conditioners
5. Repairs to Office Machines and Equipment (Computers, Fax Machines, Printers, Photocopiers etc.)
6. Building Maintenance and Repairs
7. Courier Services

c) **Repairing of Vehicles**

Following services for Diesel and Petrol Vehicles (Vans Jeeps, Cars, Motor Cycles and Three Wheelers etc) should have more than five years experience in the provision of the relevant services.

1. All repairs including engine repairs
2. Repairing and Painting the body of the vehicles
3. Repairing and Servicing of Vehicle Air Conditioners
4. Servicing of Vehicles
5. Silencer Repairs
6. Upholstery of Vehicles
7. Radiator Repairs
8. Electrical Repairs
9. Supply of Vehicle Spare Parts

d) Works (All kinds of Civil Constructions)

01. Building and Road Constructions
02. Surveying

Applications should be sent as per the Specimen form below, accompanied by a receipt obtained by paying a non-refundable registration fee of Rs.1000/00 in cash, in respect of each item of supply or service indicated above. The payment also can be made through any Hatton National Bank branch in Sri Lanka to the credit of Current A/c No. 085010003545 (in the name of Plantation Human Development Trust). The applications will be accepted only from those applicants who have previous experience of over five years in the supply or provision of service for which registration is sought. Application forms could also, be downloaded from our website (www.phdt.org).

The Management reserves the right to remove the name the suppliers who fail to respond when called to quote, and who fail to supply goods and services to the required standards and who supply inferior quality goods without any intimation.

Generally quotations are invited from registered suppliers and contractors but the Management reserves the right to call for quotations from other suppliers and contractors if deemed necessary.

Applications should be sent under Registered Cover to reach the Chairman, Procurement Committee, Plantation Human Development Trust, No. 427/14, Robert Gunawardena Mawatha Battaramulla, to receive before 31st January 2018, and it is mandatory to indicate “Registration of Suppliers 2018” on the top left corner of the envelope. If registration is sought for more than one item of Supply or Service, separate applications for each item should be sent under one cover.

Chairman – Procurement Committee
Plantation Human Development Trust
No. 427/14, Robert Gunawardena Mawatha
Battaramulla.

Tel. No. 011-2887497 – 011-2887500
SPECIMEN FORM

Application for Registration as a Supplier/Contractor
for year 2018
(To be submitted on a Business Letter Head)

01. Category of Supply and Services for which Registration is sought:
02. Name of Applicant & NIC No. (attach a copy):
03. Name of Business Institution/Company/Firm:
04. Business Address of the Applicant:
05. Telephone No.:
06. Fax No.:
07. E-mail Address:
08. Nature of the Business(Whether Local Agent, Importer, Manufacturer, Wholesaler, Retailer):
09. No. and Date of Business Registration Certificate:
   (Please attach a photocopy of the Certificate)
10. ICTAD Registration No. : (If applicable) Grade:
   (Please attach relevant copies)
11. Number of Years Experience in the Relevant Trade:
12. Period for which credit facilities are allowed:
13. Name of Bankers:
14. VAT Number, if any:
   (If you are registered/not registered, please attach copies of relevant documents)
15. Bank Deposit Slip:

I/We hereby agree with the conditions stipulated by Plantations Human Development Trust and submit my/our application for Registration.

Date:.......................... .................................

Signature of Applicant
(with Official Seal)