

REGISTRATION OF SUPPLIERS / CONTRACTORS

FOR THE YEAR 2026

Applications are invited up to **2.00 p.m. on 29th December 2025** from Reputed Suppliers/Contractors, Manufacturers, and Local Agents & Sole Distributors who wish to register themselves with the University of Vocational Technology for the Supply of Goods, Services and Capital Works during the year 2026.The applicant should pay a non-refundable fee of Rs. 2,000/- for each sub item for which registration is applied, to the bank account of University of Vocational Technology A/C no: 0070308457 maintained at the Bank of Ceylon Ratmalana Branch. The original of deposit slip should be forwarded along with application to the University. Application can be downloaded and should be entered to the specimen Application given in the University Website **www.uovt.ac.lk** and sent under registered cover with **“REGISTRATION OF SUPPLIERS/ CONTRACTORS FOR THE YEAR- 2026”** marked on the top left-hand corner of the envelope to reach Procurement Officer, University of Vocational Technology, No.100, Kandawala, Rathmalana **on or before 2.00 p.m. on 29th December 2025**.

The University of Vocational Technology will generally call for quotations from the registered suppliers. However, it reserves the right to call quotations from those who are not registered as well. Suppliers/Contractors who fail to quote when requested or fail to make delivery in time in conformity with the given requirements will be removed from the Register without prior notification.

| No | Items | Descriptions |
|---------------|--|---|
| Goods | | |
| 01 | Audio Visual & Teaching Equipment | Multimedia Projectors & Screens, Audio Visual Products OHP, Video Conference Systems, Voice Recorders, Microphones, Speakers, Amplifiers Etc. |
| 02 | Audio Visuals & Music Instruments and Equipment's | Sound Systems, Video Recording Etc. Video Equipment's (Camera, Video Switcher, Video Streaming Unit, Video Lightings, Tack and Dolly, Jib arm, Drone Camera, Warless Devise, CG Machine, Cables) , Video Editing (3D, 2D Animation & Graphics) Software (Editing, Graphics, Audio & Video) |
| 03 | Building Materials | Rubble, Metal ,Lime, Manure, Cement, River Sand, Cement Blocks, Hume Pipes, Slabs ,Pre- Casts, Garden Benches, Flower Pots, Etc. |
| 04 | Cleaning Materials | Disinfectants, Soap, Etc. |
| 05 | Air Condition Machine | All Kind of Air Condition Machine |
| 06 | Computer Accessories | All Kind of Computer Accessories |
| 07 | Cloaks | Cloaks, Garland and Hoods |
| 08 | Electrical Appliances | Fans, Television Sets, Video Sets, Audio Equipment, Ovens, Vacuum Cleaners, Deep Freezers, Refrigerators, Air-Conditioners, Electric Iron & Boilers, Etc. |
| 09 | Electrical Fittings | Bulbs, Wires, Electricity Meters, Cables, Switches, Plug Tops, Holders, Extention Codes Etc. |
| 10 | Fiber Glass Products | Tables, Chairs, Etc. |
| 11 | Flower Decorations | Flower Arrangement |
| 12 | Furniture - Wooden | Office Furniture/Class room Furniture/ Laboratory Furniture/Hostel Furniture |
| 13 | Furniture – Steel/Fiber Glass/Plastic | Table, Cupboards, Filing Cupboards, Arm Chairs, Beds, Racks, Almeria |
| 14 | Mattress | All Kind of Mattresses (SLS Certified) Etc. |
| 15 | Garden Equipment | Flower Pots, Garden Benches & Lamps, Machinery Etc. |
| 16 | Hardware Items | G.I., PVC Pipes, Iron, G.I.Sheets, Wire Nails, Bolt, Nuts, Dust Bins, Mammoties, Tiles, Asbestos Sheets, Glass Sheets, Taps, Ball Valves, Sanitary, Ware, Bathroom Fittings, Wall Tiles, Floor Tiles, Brooms, Brushes, Floor Carpets, Fitting & Shell Tank, Etc. |
| 17 | ID Cards | Plastic Cards, RFID, Etc. |
| 18 | IT, Communication & Office Equipment | Desktop & Laptop Computers, Communication Equipment, Photocopiers, Printers, Fax Machines, Duplo Machines, Etc. |
| 19 | Kitchen Utensils | Cookery & Cutlery, Kitchen Utensils, Etc. |
| 20 | Laboratory Chemicals, Glass Ware & Consumables | All Kind Of Laboratory Chemicals, Glass Ware & Consumables including Medical Faculty Laboratories |
| 21 | Laboratory Equipment & Instrument | All Kind of Laboratory Equipment & Instruments |
| 22 | Library Books & Periodicals | Local & Foreign, Etc. |
| 23 | Network Equipment | Routers, Switches, Modems & Network Accessories, Etc. |
| 24 | Paints | Paints, Polish, Vax, Varnish, Thinner & Turpentine, Etc. |
| 25 | Plants | Flowers Plants & Other Garden Plants, Etc. |
| 26 | Safety Equipment | Fire Extinguishers, Refilling of Fire Extinguishers & Shoes, Etc. |
| 27 | Sawn Timber | All Type of Sawn Timber Materials |
| 28 | Software | Virus Guard, Engineering Soft wares, Accounts Stocks, GIS, Design Software Etc. |
| 29 | Souvenir/ Trophies/ Bags | Mementos, , Pens, Lanyards, Brass Mementos Items, Plaques Stone, Acrylic Etc. / Leather Bags, Executive Bags, Laptop Bags, Etc. |
| 30 | Sport Items /Goods | All Kind of Sport Items /Goods |
| 31 | Stationery | All Kinds of Papers, Books, Pens & Pencils, White Boards, Calculator, Electronics Stencils, Etc. |
| 32 | Surveying Equipment | GPS, Tripods & All Kinds Of Survey Equipment, Etc. |
| 33 | Motor Spare Parts | Motor Spare Parts / Tyre/ Tube/ Battery For All Kind of Vehicles |
| 34 | Toners | Photocopiers And Printers, Etc. (Only Authorized Local Agents/Distributors should submit the application with Certificates, To Register Under this item.) |
| 35 | Uniform and Clothing Materials | Clothing For Uniform, Boots, Raincoats, Caps, Umbrellas, Bed Sheets, Towels, Pillowcases, Mattress Covers, Tailoring, Sports Uniforms, Saree Etc. |
| Services | | |
| 36 | Accommodation Facilities | Rooms, Conference Rooms, Etc. |
| 37 | Audio Visuals and Maintaince Services (Hiring and Repairing) | Video LED Wall, Video Equipment's (Camera, Video Switcher, Video Streaming Unit, Video Lightings, Tack and Dolly, Jib arm, Drone Camera, Wireless Devise, CG Machine, Cables) , Video Editing (3D, 2D Animation & Graphics) Artists (Makeup Artist, Costume Designer , Production Designer, Production Assistant,) Software (Editing, Graphics, Audio & Video, DJ, Deco Lights) |
| 38 | Printing, Binding and Logistic Services | Certificates, Books, Invitations, Dockets, Scrolls, Medals, Plaques, Souvenirs, Banners, Flex's, T Shits, Billboards, Newsletters, Magazines, Journals, Name Boards and Logos, Stickers, Posters, Leaflets, Rubber Seals and Date Stamp, Pen Drives, Mugs, Bags, Ballpoint Pen |
| 39 | Publicity (Printing and Audio, Visual Media) Services | News Papers, TV Channels, Radio Channels, Social Medias, Websites, Media Agencies, Video Production Companies |
| 40 | Catering Services | Refreshment/ Lunch/ Dinner (Buffer Set), Etc. |
| 41 | Hiring of Vehicles | Passenger Van – With AC & Without AC – Seats 15, Passenger Bus – Seats 28, 32, 42 & Seats 56 Lorry, Truck, Boom Truck, Lorry (Small/Large) Etc. |
| 42 | Repairs of Electrical Equipment | Refrigerators, Water Motor, Deep Freezers & Air Conditioners and Vehicle Air Conditioners. Etc. |
| 43 | Repairs of Laboratory Equipment | All Kind of Repairs of Laboratory Equipment |
| 44 | Repairs of Motor Vehicles | General Repairing, Tinkering And Painting of Motor Vehicles, Cushion Covers and Seats, Seat Covers For Vehicles And Changing Tyres, Etc. |
| 45 | Repairs of Office Equipment And Teaching Equipment | Photocopiers, Duplo Machines, Computers and Printers, Type Writers (Electronics and Manual) Multimedia Projectors, Electric Screens ,OHP, White Boards, Etc. |
| 46 | Repairs of Office Furniture | Welding and Repairing, Etc. (Steel, Wooden & Fiberglass) |
| 47 | Service & Repairs of Survey Equipment | GPS, Tripod and All Kinds of Survey Equipment |
| 48 | Service of Plant & Machinery | Generator and All kind of Plant & Machinery |
| 49 | Service of Motor Vehicles | All Kind of Service of Motor Vehicles |
| 50 | Air Line Ticketing Service | Air Tickets |
| 51 | Other Services (Man power Service) | Supply of Skilled & Un-Skilled Labour (Plumber, Carpenter, Masan & Ref & Air Technician(NVQ 4)) |
| Capital Works | | |
| 52 | Construction of Building | Civil Work, Metal & All type of Building Material |
| 53 | Rehabilitation and Partitioning of Buildings | Rehabilitation, Upgrading and Partitioning Of Buildings, Etc. |
| 54 | Aluminum Works | Aluminum Partitioning and Other Aluminium Works, Etc. |
| 55 | Iron Works | Grills, Gates, etc. |
| 56 | Curtains/Vertical Blinds / Floor Carpeting | Supplying and Fixing Curtains/Vertical Blinds, etc. |
| 57 | Road and Landscaping | All kind of Road and Landscaping |

Other terms and Conditions

1. The application should be submitted with certified copy of Business Registration. If the applicant is a limited liability company copy of the Certificate of Incorporation.
2. The authorization letter should be submitted from the manufacturer/trade mark owner if the applicant is an agent or re- seller of the product.
3. The applicant should agree and have the capacity to provide a credit period of minimum of 30 days in the event he/she being selected for supply of goods and other services.
4. If you are charging VAT on invoices, forward a letter obtained from Dept. of Inland Revenue mentioning you have a VAT Active file
5. The Contractors who wish to apply for item Nos. 52- 57 in the above list should have a valid registration in the Construction Industry Development Authority (CIDA) or (Earlier Institute for Construction Training and Development/ICTAD) (Please attach a copy of CIDA/ICTAD certificate for the relevant field) This condition is not applicable to Government Sector Organizations.