

# **Ministry of Public Administration, Provincial Councils and Local Government**

## **Home Affairs Division**

### **Registration of Goods, Works, and Service Providers- Year 2025/2026**

#### **Information Sheet**

Suppliers of goods, works, and services are hereby registered for the years 2025/2026 for the Home Affairs Division under the Ministry of Public Administration, Provincial Councils, and Local Government. The main categories relevant for registration are as follows:

#### **Category 1 – Machinery**

1. Air Conditioners (Building and Vehicles)
2. Digital Duplicators and printing Machines (Digital Duplicators and printing Machines)
3. Fax Machines
4. Generators
5. Elevators
6. Microfiche Viewers
7. Multimedia Projector
8. Cash Counting Machine
9. Photocopying Machines
10. Postal Franking Machines
11. Refrigerators
12. Solar Panels
13. Television Sets
14. Finger scanning Machines
15. Emboss Machines
16. Duplo Machines
17. Multipurpose printing machine
18. Laser Printers/Dot Matrix Printers
19. Scanning Machines
20. Sewing machines/Grass Cutting Machines
21. Water Motors
22. Other Machinery

#### **Category 2 - Computers and Computer Accessories and Networking**

1. Computers and other accessories (CPU,UPS,Mouse,Keyboard)
2. Data communication equipment
3. Laptop, Note Books, I pads , Tabs
4. Computer networking accessories (CAT Ethernet) Fiber UTP Cable connectors, etc.)
5. Computer Networking Devices (Modems, Hubs, Routers, Patch Panels Switches, etc.)

6. Uninterruptible Power Supply units (**UPS**)
7. CD/DVD - (Recordable)/ (Rewritable)
8. Storage Media: Tape. Cartridge Pen drive. (USB) and (Head Cleaning Kits/ Hard Disk) etc.
9. Spare parts for computers (Memory card. Modules Monitors Mouse etc.)
10. Computer software development
11. Other\*

### **Category 3 – Office Equipment**

1. Telephones and Intercom systems
2. Wall clocks
3. Safe/Security Safe
4. Loudspeakers
5. Voice Recorders
6. Time & Date Stamping Machines
7. Glass Pad
8. Digital Camera
9. Mobil phone batteries and chargers
10. Communication Equipment. Public Address Systems
11. Electrical Equipment (Switches, Wire,Cable, Bulbs, etc.)
12. Fire Extinguishers
  - 12.1 Fire Extinguishers
  - 12.2 Fire protection equipment
  - 12.3 Fire Alarm Systems
13. Safety & Security Equipment
  - 13.1 Explosives/metal detectors
  - 13.2 CCTV Camera
  - 13.3 Goggle Safety glasses
  - 13.4 Parcel and baggage inspection equipment
  - 13.5 Safety Alarm Systems
14. Other \*

### **Category 4 - Office stationery, toners**

1. All office and general stationery
2. Adding Machines and calculators
3. Photocopy sheets
4. Computer sheets
5. Ink and chemical (for printers)
6. Toners for photo copiers, printers, multifunction printers, fax machines, and Duplo machines
7. Ribbon cartridges for dot-matrix printers
8. Cartridges for Encoder Machines

9. Rubber Seals, Tokens, Silver Seals, Badges
10. Books, magazines and journals
11. Other\*

#### **Category 5 - Purchasing and arranging of furniture**

1. Office furniture (Wooden, steel, melamine, cane)
2. Plastic furniture
3. Beds / Mattresses
4. All kinds of fans
5. Water filter / boiler / Kettle / heater
6. Floor polishers and dusters
7. Ceramic s, melamine ware and ceramic products
8. Dust bins
9. Kitchen Appliances
10. Ornamental flower plants and flower pots
11. Gas equipment and gas cylinders
12. Other\*

#### **Category 6 - Printing works and promotional items**

1. Computer Letters (Print, Paper and Continuous Sheets)
2. File covers (Only for those whose main business is printing and who can print and supply file covers in the same form at very short notice)
3. Forms , register books and, etc.
4. Digital Display Units (LED)
5. Printing of name boards (Metal,Plastic etc.)
6. Preparation of plaques
7. Printing work - Banner
  - 7.1. Screen Printing (Cloth Banners)
  - 7.2. Digital Printing
8. Book printing
9. Other\*

#### **Category 7 – Building Material**

1. Granite, metal, sand, cement, lime, cement stone, tiles
2. Concrete types
3. Roofing tiles, asbestos, roofing sheets
4. Rafts, grills, doors, windows, scaffolding
5. Glass and glass items
6. Paints and polishes

7. Aluminum items
8. Iron wire and iron items
9. Brassware
10. All other building material/hardware items
11. P.V.C. Pipes and Fittings
12. Other

#### **Category 8 - Textiles and Leather Goods**

1. Tablecloths, bed sheets, hand towels
2. Carpets
3. Curtains
4. National Flags/Buddhist Flags (Small, Medium, Bridge Flags)
5. Rain coats/Leather boots
6. Office bags
7. Other \*

#### **Category 09 - Sports Goods/Items**

1. All Sports Items
2. Playground Equipment
3. Body Building Equipment
4. Sports items for Children's Parks
5. Other sports equipment

#### **Category 10 – Vehicle requirements**

1. Vehicle batteries
2. Body Kit
3. Vehicle Servicing
4. Il spare parts for all types of vehicles
5. Tires and tubes
6. Other\*

#### **Category 11 – Supply of Services**

1. Janitorial Services (Foe cleaning inside and outside buildings)
2. Security services
3. Provision of photocopiers on hire basis
4. Painters and Masons
5. Taxi services and transport services
6. Canteen facilities
7. Supply of catering equipment

8. Interior decorations / Decoration equipment (Flower Arrangements,Supply of flora & plants)
9. Supply of labourers
10. Carpenters
11. Welding workers and institutions
12. Book and Ledger binding work
13. Fixing of computer and networking cables
14. Data, voice settings and phone wiring
15. Crap and unusable good disposal services
16. Pest control service
17. Preparation of office identity cards
18. Rented houses with/without residential facilities (To conduct training programs)
19. Lecture halls (with/without residential facilities (To conduct training programmes)
20. Cameramen
21. Other\*

## **Category 12 - Repairs**

1. Repairing of motor vehicles (Petrol and Diesel)
  - 1.1 Mechanical repairs and replacement of spare parts
  - 1.2 Engine repairs
  - 1.3 Electrical System Repairs
  - 1.4 Tinkering and spray-printing
  - 1.5 Air conditioning of vehicles
  - 1.6 Vehicle servicing
  - 1.7 Vehicle cushioning, carpeting

(Priority will be given to garage owners who can supply/provide all of the above items..)

2. Maintenance of air-conditioning machines
3. Communication Equipment
4. Computers, Related Equipment
5. Electronic Equipment
6. Elevators
7. Maintenance of generators (Bulbs, switches, cables)
8. Lighting safety equipment systems
9. Repairs including polishing and cushioning of office furniture  
Plats and Machinery
10. Repairing of safety equipment
11. Other\*

## **Category 13 - Purchase and hiring of ceremony (event) and welfare items**

1. Canopy Huts/Sheds

2. Plastic chairs
3. Wooden chairs
4. Buffet sets and catering equipment
5. Ceramic goods and glass items
6. Loudspeakers
7. Electricity
8. Supply of food and beverages for ceremonial events
9. Tent Clothing
10. Flagpoles
11. Other\*

#### **Category 14 – Building Contractors**

1. Building constructions and repairs/renovating
2. Construction & repair of bridges and culverts
3. Construction and renovation of playgrounds
4. Construction and renovation of swimming pools
5. Carpeting, concreting, tarring of roads
6. Construction and repair of sanitary systems
7. All other constructions and repair works
8. Community based organizations

#### **Category 15 - Supply of Food and Beverages**

1. Supply of breakfast/lunch/dinner
2. Shorties
3. Soft Drinks
4. Fruit Juice/drinks
5. Herbal decoctions (congee)
6. Sweets
7. Packaged foods (Yogurt / Vatalappan etc.)
8. Drinking water bottles (500ml , 1 L , 1.5 L, 2 L, 5 L, 10 L)
9. Other food items\*

#### **Category 16 - Plant nurseries and agricultural implements**

1. Plants
  - 1.1 Medicinal plants
  - 1.2 Fruit plants
  - 1.3 Vegetable plants
  - 1.4 Other types of plants
2. Vegetable seed packets

3. Organic insecticides
4. Organic fertilizer
5. Chemical fertilizer
6. Chemicals ( Insecticides/ Weedicides)
7. Cultivated plants
8. Polythene/ Polypropylenes
9. Shade Nets (P.V.C., etc. )
10. Gardening and Landscaping Equipment (Mowers, Plants, Trees, Small Tools and Equipment)
11. Other\*

**Category 17 - Disinfectants and other purchases**

1. Hand wash
2. Masks (Cloth/disposable)
3. Ayurveda Medicine
4. Audio visual equipment
5. Beauty culture equipment and cosmetics
6. Tar and lubricants
7. Mobile Toilets/Sanitary Goods/Gully Bowsers
8. Veterinary Equipment and medicine
9. First aid Boxes

**Terms and Conditions:**

All applicants shall fulfill the following terms and conditions.

01. The duly completed application form should either be sent by registered post or hand-delivered to the address: Secretary, Ministry of Public Administration, Provincial Councils and Local Government –Home Affairs Division, Finance Division, 16th Floor, ‘Nila Medura’, Elvitigala Mawatha, Narahenpita, Colombo 05, on or before 26.09.2025. The top left-hand corner of the envelop should be marked “Registration of Suppliers-2025/2026”. Separate applications should be submitted for each item desired to be registered, and all such applications should be sent in separate envelopes. Each supplier who wishes to register must pay a non-refundable deposit of Rs. 500/- for each item applied for. For this purpose, either a Money Order obtained in favor of ‘Secretary, Ministry of Public Administration, Provincial Councils and Local Government – Home Affairs Division’ (payable at Narahenpita Post Office / Department of Labour Post Office), or a receipt obtained upon making the payment at the cash counter of this office, should be submitted together with the application form.

02. The Ministry Secretary reserves the right to register or not to register the applicants.

03. Applicants must be registered either under a business name or under the Companies Act. The telephone number, fax number, and e-mail address of the business address should be indicated. (A copy of the Business Registration Certificate must be attached.)

04. Prices will be obtained from the registered suppliers and contractors for the supply of goods and services and for the award of contracts, and in the event that there is not a insufficient number of registered suppliers, the Secretary of the Ministry reserves the right to obtain quotations and make purchases from external institutions.

05. The Secretary of the Ministry is vested with the authority to remove, without prior notice, from the Register of Registered Suppliers, those suppliers who fail to submit quotations when called for, fail to supply goods within the stipulated time for orders, or fail to supply goods in accordance with the samples submitted.

06. All the related details can be obtained through the above-mentioned website, and applications can be submitted only until 26.09.2025.

Contact number for more details - 011-2050416- Contact Accountant (Procurement).