

MINISTRY OF FINANCE, ECONOMIC STABILIZATION AND NATIONAL POLICIES
EMPLOYEES' TRUST FUND BOARD

REGISTRATION OF SUPPLIERS & CONTRACTORS FOR THE YEAR 2024

Applications are invited from Suppliers, Manufactures, Sole Agents and Contractors who wish to register themselves with the Employees' Trust Fund Board for supplying of the following items and services during the year 2024.

PURCHASES

01. Stationery (Pencils, Erasers, Foot Rulers, C.R. Books, Correcting Fluid etc.)
02. Ball Point Pens
03. Photocopy Papers
04. Typing Sheets
05. File Covers
06. Computer Continuous Papers – Blank
07. Envelopes
08. Date Stamps & Rubber Stamps
09. LaserJet Toner Cartridges (Genuine products only)
10. Calculators
11. Table Fans, Pedestal Fans, Box Fans, Ceiling Fans, Industrial Fans etc.
12. Electrical & Electronic Appliances
13. Electrical fittings (Plug Tops, Switch outlets, LED Bulb, Wires etc.)
14. Photocopiers
15. Fax Machines
16. Time Recorders, Face & Finger Scan Attendance Devices, Printing Machines, Laminating Machines, Binding Machines, Shredders etc.
17. Multi Media Projector& Screens
18. Postal Franking Machines
19. Air Conditioners
20. Personal Computers, Note Book Computers etc.
21. Dot Matrix Printers
22. LaserJet Printers
23. Computer Accessories (Key Boards, Mouse, Mother Board, Ram Hard Discs, Monitors,
24. QR Code Scanners & QR Code Printers
25. Computer Networking Equipment & Cabling items
26. Scanners and Digital Scanning Equipment
27. UPS & Heavy Duty UPS
28. Office Furniture – Tables, Chairs, Revolving Chairs, Computer Tables, Side Units, work Stations etc. (Wooden/Steel/Melamine)
29. Office Furniture – Filing Cabinets 2D, 3D,4D, Cupboards, Cash Boxes etc. (Wooden/Steel/Melamine)
30. Storage Racks, Display Racks, Slotted Angle Racks, Steel Racks, Shelves etc.
31. Iron Safe, Safety Lockers and Fire resistant Data Safe

32. Aluminum extrusions and accessories
33. Hardware items (PVC Pipes, GI Pipes, Paint & related accessories etc.)
34. Tyres & Tubes
35. UPS Batteries, Batteries for Motor vehicles, Batteries for other purposes
36. Stitching, Supplying & Fixing Curtains, vertical blinds etc.
37. Water Boiler, Water Filter, Kettle, Tea Containers etc.
38. Telephone Instruments & Accessories
39. Equipment and tools required for Stores operation, Push Cart Trolley, Pallet Trucks, Platform Trolley, Storage Bins, Baskets etc.

PRINTING

40. Printing of Office documents & Receipt Books
41. Printing on Computer Continuous Paper/NCR (1 ply, 2ply,3ply etc.)
42. Printing of Magazines, Brochures, Posters, Greeting Cards, and Diaries etc.

SERVICES

43. Repair & Maintenance of Personal Computers, Printers, LaserJet Printer, Dot Matrix Printer etc.
44. Repair & Maintenance of Air Conditioners
45. Repairing Electrical & Electronic appliances
46. Repair of Office Furniture (Table, Chairs, Revolving Chairs, Filing Cabinets, Cupboards etc.
47. Contractors for Spray Painting, Polishing, Painting of Office furniture
48. Contractors for Office Partitioning, Designing cubicles, Aluminum Fabrications, Interior Decorations etc.
49. Contractors for Minor Building Construction
50. Experts on Minor Building Repairs & Maintenance (Civil, Electrical, Plumbing, Painting, Tiling etc.
51. Experts with equipment and tools for Aluminium Fabrications, Steel Fabrications, Welding, Glass cutting & fixing etc.

REPAIR AND SERVICES OF MOTOR VEHICLES

52. Repair of Motor Vehicle (Major & Minor)
53. Upholstery work
54. Repair of Motor Vehicle Air Conditioners
55. Vehicle Servicing

The applications are issued from 16th **October 2023** onwards and the Interested parties can either collect the applications (free of charge) from the **ETF Board Procurement Section, 23rd Floor, Mehewara Piyesa, Colombo 5 during the office hours of 9.00 a.m. to 3.30 p.m.** OR could be downloaded the applications from the ETF Board Official **website www.etfb.lk**.

A cheque of Rs.1000.00, drawn in favor of the Employees' Trust Fund Board should be enclosed with each duly filled application as the registration fee. (This rule is not applicable for State-owned Institutions) in addition, a certified copy of the Business Registration should be enclosed. Further, the suppliers are compulsory to provide email addresses hence the bid invitations are generally called through electronic media.

Therefore, the complete set of applications has to be sent under the Registered Post to the address mentioned below or could be handed over to the same address during office hours.

Manager (Procurement)
Procurement Section
Employees' Trust Fund Board
23rd Floor, 'Mehewara Piyesa'
Narahenpita
Colombo 5

REGISTRATION OF SUPPLIERS FOR THE YEAR 2024 should be marked on the top left-hand corner of the envelope.

A supplier has the eligibility of getting registered for any number of items indicated in the advertisement and forwarding a separate application for each item is compulsory.

Generally, the bids are invited from the Registered Suppliers; however, ETF Board reserves the right to obtain bids from other suppliers depending on the situation.

The closing date for the acceptance of the applications will be **15th November 2023**

For further details please contact Manager (Procurement) –Tel: 011- 7747236/ 011- 2806198



Chairman / CEO
Employees' Trust Fund Board
23rd Floor, 'Mehewara Piyesa'
Colombo 5.