



EMPLOYEES' TRUST FUND BOARD

Ministry of Finance, Planning and Economic Development



REGISTRATION OF SUPPLIERS & CONTRACTORS FOR THE YEAR 2026

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 2026.

PURCHASES

1. Stationery (Pencils, Erasers, Foot Rulers, C.R. Books, Correcting Fluid etc.)
2. Ball Point Pens
3. Photocopy Papers
4. Typing Sheets
5. File Covers
6. Computer Continuous Papers – Blank
7. Envelopes
8. Date Stamps & Rubber Stamps
9. 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. Face & Finger Scan Attendance Devices, Printing Machines, Laminating Machines, Binding Machines, Shredders etc.
16. Smart Board, Multi Media Projector& Screens
17. Postal Franking Machines
18. Air Conditioners
19. Personal Computers, Note Book Computers etc.
20. Dot Matrix Printers
21. LaserJet Printers
22. Computer Accessories (Key Boards, Mouse, Mother Board, Ram, Hard Disks, Monitors etc)
23. QR Code Scanners & QR Code Printers
24. Computer Networking Equipment & Cabling items
25. Scanners and Digital Scanning Equipment
26. UPS & Heavy Duty UPS
27. Office Furniture – Tables, Chairs, Revolving Chairs, Computer Tables, Side Units, work Stations etc. (Wooden/Steel/Melamine)
28. Office Furniture – Filing Cabinets 2D, 3D, 4D, Cupboards, Cash Boxes etc. (Wooden/Steel/Melamine)
29. Storage Racks, Display Racks, Slotted Angle Racks, Shelves etc.
30. Iron Safe, Safety Lockers and Fire resistant Data Safe
31. Aluminum extrusions and accessories
32. Hardware items (PVC Pipes, GI Pipes, Paint & related accessories etc.)
33. Tyres & Tubes
34. UPS Batteries, Batteries for Motor vehicles, Batteries for other purposes
35. Stitching, Supplying & Fixing Curtains, vertical blinds etc.
36. Water Boiler, Water Filter, Kettle, Tea Containers etc.
37. Telephone Instruments & Accessories
38. Equipment and tools required for Stores operation, Push Cart Trolley, Pallet Trucks, Platform Trolley, Storage Bins, and Baskets etc.
39. Insurance coverage (Property, Motor Vehicles, Machinery)
40. Electric Barrier gates & Car park Management System

PRINTING

41. Printing on Computer Continuous Paper/NCR (1 ply, 2 ply, 3 ply etc.)
42. Printing of Office Documents, Receipt Books, Magazines, Brochures, and Posters 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 & tools for Aluminium Fabrications, Steel Fabrications, Welding, Glass cutting & fixing etc.
52. Hiring for Motor Vehicles (Car, Van, Bus & Lorry)

REPAIR AND SERVICES OF MOTOR VEHICLES

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

The applications are issued from **14th October 2025** onwards and the Interested parties can either collect the applications (free of charge) from the **ETF Board Procurement Section, 23rd Floor, Mehewara Piyesa, Narahenpita, 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 2026" 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 2025**.

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

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