

**MINISTRY OF FINANCE**  
**EMPLOYEES' TRUST FUND BOARD**  
**REGISTRATION OF SUPPLIERS AND**  
**CONTRACTORS FOR THE YEAR 2021**

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 2021.

**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 Bulbs, Wires etc.)
14. Photocopiers
15. Fax Machines
16. Time Recorders, Printing Machines, Laminating Machines, Binding Machines, Shredders etc.
17. Multi Media Projector
18. Postal Franking Machines
19. Air Conditioners
20. Personal Computers, Note Book Computers etc.
21. Thin Client Devices
22. Dot Matrix Printers
23. LaserJet Printers
24. Computer Accessories (Key Boards, Mouse, Mother Board, Hard Discs, Monitors etc.
25. Computer Networking equipments & cabling items
26. Scanner Devices, 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. Slotted Angle Racks, Steel Racks, and Shelves etc.
31. Iron Safe, Fire proof Data Safe
32. Aluminum extrusions and accessories
33. Hardware Items (PVC Pipes, GI Pipes, Paint & related accessories etc.)
34. Tyres & Tubes
35. Batteries, UPS Batteries, Batteries for Motor vehicles
36. Fire extinguishers & safety equipments
37. Stitching, Supplying & fixing Curtains, Blinds etc.
38. Making of Identity cards, Visitors passes etc.
39. Software development & Packages
40. Water Boiler, Water Filter, Kettle etc.
41. Telephone Instruments & Accessories
42. Sports goods & promotional items
43. GPS Devices and GPS Technology
44. Barrier Gates
45. CCTV Cameras & installation

### **PRINTING**

46. Printing of Office Documents & Receipt Books
47. Printing on Computer Continuous Paper / NCR (1 ply, 2 ply, 3 ply etc.)
48. Printing of Magazines, Brochures, Posters, Greeting Cards, and Diaries etc.

### **SERVICES**

49. Repair & Maintenance of Personal Computers, Printers, LaserJet Printer, Dot Matrix Printer etc.
50. Repair & Maintenance of Air Conditioners
51. Repairing Electrical & Electronic appliances
52. Repair of Office Furniture (Tables, Chairs, Revolving Chairs, Filing Cabinets, Cupboards etc.)
53. Contractors for Spray Painting, Polishing, Painting of Office furniture
54. Contractors for Office partitioning, designing cubicles, Aluminum fabrications, Interior decorations etc.
55. Contractors for Minor Building Construction
56. Experts on Minor Building repairs & Maintenance (Civil, Electrical, Plumbing, Painting, Tiling etc.)
57. Experts with equipments for Aluminum Fabrications, Steel Fabrications, Welding, Glass cutting & fixing etc.
58. Pest control & disinfection services
59. Translation services (Sinhala, Tamil, English)
60. Contractors for Network Cabling
61. Computerized Sticker cutting & plotting
62. Hiring of Canopies, Tents, Tables, Chairs, Party items etc.

- 63. Hiring of Sound Systems
- 64. Transportation of goods / Movers
- 65. Disposal of waste paper / Newspaper, shredding of office documents
- 66. Laundry Services.

#### **REPAIR & SERVICING OF MOTOR VEHICLES**

- 67. Repair of Motor Vehicle (Major & Minor)
- 68. Upholstery work
- 69. Repair of Motor vehicle Air Conditioners
- 70. Vehicle servicing

#### **EMPLOYEE TRAINING**

- 71. Registered Training Institution
- 72. Qualified & Experienced Resource Persons

[Applications For Registration Of Suppliers And Contractors For The Year 2021](#) will be issued from 2<sup>nd</sup> October 2020 and any numbers of applications could be collected *free of charge* during the office hours from 9.00 a.m. to 3.30 p.m. from *Procurement Section, 4<sup>th</sup> Floor, 44/5, Narahenpita Road, Nawala.*

Also, the application could be downloaded from the ETF Board Official **Website: [www.etfb.lk](http://www.etfb.lk)**

Further, e-procurement systems to be introduced in all Government entities and also bid invitations in several occasions have been conducted through emails and therefore, it is compulsory to provide valid email address/addresses in the application form.

Registration fee of Rs.600.00 shall be charged for each category of items.

A cheque of Rs.600.00 drawn in favour of **Employees' Trust Fund Board** should be enclosed with each duly filled application and no cash will be accepted. (This rule is not applicable for State Institutions). The completed applications with the cheque should be sent under Registered Post to reach or shall be handed over to the following address.

**Manager (Procurement)**  
**Procurement Section**  
**Employees' Trust Fund Board**  
**4<sup>th</sup> Floor, 44/5, Narahenpita Road**  
**Nawala**

**REGISTRATION OF SUPPLIERS FOR THE YEAR 2021** shall be marked on the top left hand corner of the envelope.

Suppliers are eligible to get registered for any numbers of categories mentioned above and compulsory to submit separate applications for each category of items.

Bids are generally invited from the Registered Suppliers; however ETF Board reserves the right to obtain offers from other suppliers depending on the situation.

Closing date for the acceptance of the applications shall be 29<sup>th</sup> October **2020**

For further details please contact Manager (Procurement) –Tel: 011- 2806835 / 011- 2806198



**Chairman / CEO**  
**Employees' Trust Fund Board**  
**1<sup>st</sup> Floor, Labour Secretariat**  
**Colombo 5.**