

Conditions for Supplier Registration

All Vendors wishing to do business with Sri Lanka Telecom PLC must be registered for being eligible to bid for tenders.

Documentary Requirements for Registration

1. All prospective suppliers shall sign underneath and submit this duly signed ***Conditions for Supplier Registration.***
2. All prospective suppliers shall properly fill the ***Supplier Registration Application Form*** and upload or hand it over to the Procurement Division along with the other documents requested as per “Annex - A” in the Registration Form.
3. All prospective suppliers shall submit the duly filled ***Business Category Form*** along with documentary evidences (Authorization Letters, Dealership Agreements, Local Agent information, etc) as requested, in order for them to qualify for the bidding process under each category.
A registration fee of **Rs 250/=** will be charged for each sub category for **1 year period**, **Rs 450/=** will be charged for each sub category for **2 years period**, **Rs 600/=** will be charged for each sub category for **3 years period** which you apply for registration and the Payment done to any teleshop Counter of SLT shall be submitted along with the **payment invoice** (which can be download from supplier registration portal).
4. All prospective suppliers shall upload or hand over ***Agreement for Registration as a Supplier for Supply of Goods and Services.***
5. All prospective suppliers shall upload or hand over ***Non-Disclosure Agreement.***
Please refer “Annex – B of Supplier Registration Application Form” for requirement of the signatories. One copy of the agreement will be handed over back to supplier, once the Agreement is signed by SLT.
6. All prospective suppliers (local companies) shall also be registered with annually published ‘**Rainbow Pages of Business Telephone Directory**’. A certificate to that effect shall be uploaded / attached with the Supplier Registration Application.
Further information on registration in Rainbow Pages could be obtained from Mr. Buddhika Wijekoon on 011 2399399 (Ext 117) or 0716 821635
7. All prospective suppliers shall upload / submit the duly filled ***Supplier Registration Declaration Form*** together with requested details.

Terms and Conditions of Registration

8. Failing to submit any of the above 1 to 7 documents requested by SLT, may lead the application for registration forwarded by prospective supplier being rejected.
9. SLT is not responsible for suppliers being not invited for tenders, if they fail to submit the documentary evidences requested in 3 above.
10. Suppliers can include additional categories at any time to their profile by doing the relevant payment for additional sub categories.
11. All Suppliers shall be bound by the terms and conditions laid out in the ***Agreement for Registration as a Supplier for Supply of Goods and Services***.
12. For certain categories, SLT may carry out an additional qualification before the supplier is being registered for a particular category. In such instances, the supplier payment done for that category would be considered as the fee for the request for qualification. However, supplier shall only be eligible to take part in the tenders of that category once the additional qualification carried out by SLT is successful.
13. On successful registration, the prospective supplier will be issued a Username and Password to login to the SLT Tender site. The password can be changed anytime, and it is recommended to change the password immediately after first login due to security concerns.
14. The mode of communication will be via email. It is the responsibility of the Supplier to provide an active and valid email address as the “Contact Person’s email” in the ***Supplier Registration Form (Part 9)***. Any changes to the above email address shall be notified immediately to SLT and shall be duly authorized by an Authorized signatory of the Supplier.
15. Once registered with Sri Lanka Telecom Procurement Division, your registration will be valid for a period of 01 or 02 or 03 years and extendable for a further period upon sole discretion of SLT. It is required to renew the registration upon SLT notification, if the supplier wishes to further take part in SLT Procurement activities, after the registration expiry period.

Requirements to access SLT TENDER site

- 16. Supplier must have a secure Internet connection and be equipped with a web browser to login to the SLT Tender site.
- 17. All documents published will be in Portable Document Format (pdf) and supplier must also have the availability of Adobe Acrobat Reader software to view SLT Tender documents.
- 18. Suppliers shall have a valid Username and Password issued by SLT to view any restricted tender inquiries / notices.

System Conditions

- 19. In case of ‘online’ and ‘reverse auction’ tenders suppliers are required to enter their quoted unit price and tax portion separately against each item listed in the tender. Suppliers can view the prices quoted by them and can change the prices (if required) before the system enforced Tender Closing time. Unless otherwise specifically mentioned, the prices shall be in Sri Lankan Rupees. In case of any dispute, the system recorded times and values shall govern.
- 20. All tender clarifications pertaining to a particular tender shall be published in the Tender site and the latest clarification published in the site shall supersede all documents published for that tender, prior to the aforesaid clarification.
- 21. Any extensions granted for a tender will be updated in the Tender site. The “Due Date and Time” appearing in the site against the tender shall be considered as the final and conclusive Tender closing date and time.
- 22. A complete record of quoted online tenders and downloaded tender details can be viewed by the Supplier anytime under the “History”, once logged in to the system.
- 23. **I/We agree to abide by the terms and conditions laid out in this document and wish to submit the application for registering as a prospective supplier to supply goods and services to Sri Lanka Telecom PLC.**

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Signature of Tenderer

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Official Frank Date