

Conditions for Registration with iSupplier

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

Documentary Requirements for Registration

1. All prospective suppliers shall sign underneath and submit the duly signed this ***Conditions for Registration with iSupplier.***
2. All prospective suppliers need to upload all the documents requested as per “Annex - A” as applicable.
3. All prospective suppliers should apply for the business category as required, in order for them to qualify for the bidding process under each category.
 - A registration fee will be charged for each category which you apply for registration and copy of Payment Invoice made to any of the SLT Teleshop should be uploaded along with the registration application.
4. All prospective suppliers shall hand over Two (02) copies of duly signed ***Master Agreement & Non-Disclosure Agreement.***
 - Please refer “Annex – B” for requirement of the signatories. One copy of the agreement will be handed over back to supplier once the Agreement is signed by SLT.
 - Please note that each page of the ***Master Agreement & Non-Disclosure Agreement*** need to be countersigned.
5. All prospective suppliers (local companies) shall also be registered with annually published SLT ‘Rainbow Pages of Business Telephone Directory’. A proof of registration need to be uploaded with this document.
 - Further information on registration in Rainbow Pages could be obtained from Mr. Buddhika Wijekoon at 011 2399399 (Ext 117) or 0716 821635

Important

1. Failing to submit any of the documents requested by SLT, may lead to the rejection of request for registration.
2. Suppliers can include additional categories at any time to their profile by doing the relevant payment for additional categories.
3. All Suppliers shall be bound by the terms and conditions laid out in the ***Master Agreement***.
4. 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.

On successful registration, the prospective supplier will be issued a Username and Password to login to the SLT iSupplier portal. The password can be changed anytime, and it is required to change the password immediately after first login due to security concerns.

The mode of communication will be via email and via iSupplier portal. It is the responsibility of the supplier to provide an active and valid email address during the registration process. Any changes to the above email address should be notified immediately to SLT (using format provided in Annex - C) and should be duly authorized by an Authorized Signatory of the supplier.

Requirements to access SLT iSupplier portal

1. Supplier must have a secure Internet connection and be equipped with a web browser to login to the SLT iSupplier portal.
2. All documents published will be in Portable Document Format (*.pdf) and supplier must also have the availability of PDF Reader software to view SLT Tender documents. (e.g. Adobe Acrobat Reader software)
3. All tender clarifications pertaining to a particular tender shall be published in the iSupplier portal under each tender and the latest clarification published in the portal

shall supersede all documents published for that tender, prior to the aforesaid clarification.

4. Any extensions granted for a tender will be updated in the iSupplier portal and notified via email (email given during the registration). The due date and time appearing in the portal against the tender shall be considered as the final and conclusive Tender closing date and time.
5. A complete record of quoted online tenders and downloaded tender details can be viewed by the Supplier anytime under the iSupplier portal once logged in to the system.

I/We have fully read and understood and agree to abide by the terms and conditions laid out in this document. I/We wish to submit the request for registering as a prospective supplier to supply goods and services to Sri Lanka Telecom PLC.

Company Name:

Business Registration Number:

Authorized Signatories of the Company:

Name	(1)	(2)
Signature		
Official Frank (Rubber Stamp)		
Date		

Annex – A

Documents required for registration as a supplier in SLT

When venturing into do business with SLT, the credibility and the legal standing of the company requires to be verified. As such, following documents should be UPLOADED along with the application for registration.

A Companies incorporated in Sri Lanka

(a) Limited Liability Company

- (i) Certificate of incorporation (Form 41)
- (ii) Certified copy of List of Directors (Form 20) and List of Major Shareholders (Form 15)
- (iii) Article of Association
- (iv) Full Name, Private Address and copies of National Identity Card / Passport of all Directors
- (v) Address of the registered office or of any changes therein (Form 13 / Form 36)
- (vi) Audited Financial Statements and Bank Statements of past one year
- (vii) Organization profile
- (viii) VAT Registration Certificate (if applicable)
- (ix) Supplier Registration Payment Invoice and Payment Receipt

(b) Partnership

- (i) Copy of the Business Registration
- (ii) Full Name, Private Address and copies of National Identity Card / Passport of all partners
- (iii) Audited Financial Statements and Bank Statements of past one year
- (iv) Organization profile
- (v) VAT Registration Certificate (if applicable)
- (vi) Supplier Registration Payment Invoice and Payment Receipt

(c) Sole Proprietorship

- (i) Copy of the Business Registration
- (ii) Full Name, Private Address and copy of National Identity Card / Passport of the Proprietor
- (iii) Audited financial statements and Bank Statements of past one year
- (iv) Organization profile
- (v) VAT Registration Certificate (if applicable)
- (vi) Supplier Registration Payment Invoice and Payment Receipt

- (d) **Government Owned Business Undertakings**
 - (i) Certificate of incorporation (Form 41)
 - (ii) Certified copy of List of Directors (Form 20) and List of Major Shareholders (Form 15)
 - (iii) Article of Association
 - (iv) Full Name, Private Address and copies of National Identity Card / Passport of all Directors
 - (v) Address of the registered office or of any changes therein (Form 13 / Form 36)
 - (vi) Audited Financial Statements and Bank Statements of past one year
 - (vii) Organization profile
 - (viii) VAT Registration Certificate (if applicable)
 - (ix) Supplier Registration Payment Invoice and Payment Receipt

- (e) **Government Corporations**
 - (i) Chairman/Board of Directors details
 - (ii) Organization profile
 - (iii) VAT Registration Certificate (if applicable)
 - (iv) Supplier Registration Payment Invoice and Payment Receipt

B Companies incorporated outside Sri Lanka

- (i) The relevant incorporation documents
- (ii) VAT Registration Certificate (if applicable)
- (iii) Article of Association or Constitution or Charter document
- (iv) Address of registered office
- (v) Full Name, Private Address, Contact details & copies of Passport of all Directors
- (vi) Company profile
- (vii) Audited financial statements for past one year
- (viii) Details (under section A) of the Local Representative/Agent (if any)

Note: Once registered, any changes to this information must be immediately informed to the Procurement Division of SLT

Annex – B

Signing of the Agreement (s)

In order to fulfill the legal agreement (s), the signatory should be properly authorized by the particular company to sign on behalf of the company.

Before signing of the agreement (s) the authorization documents regarding the Signatory should be forwarded to SLT.

Authorized signatory in relation to different company categories are as below.

A (a) Limited Liability Company/Government Owned Business Undertakings

Agreement (s) should be signed either by two Directors or a Director and the Company Secretary on the respective Company Rubber Stamps attesting the Company embossed seal placed on the document

or

Board Resolution to be produced nominating an authorized signatory to sign on behalf of the principal (Company)

(b) Partnership

Agreement (s) to be signed by all partners on the Companion Rubber Stamp

or

Written authorization to be given by all the partners nominating an authorized signatory to sign on behalf of the company

(c) Sole Proprietorship

Agreement (s) to be signed by the Proprietor on the Company Rubber Stamp with the National Identity Card Number

or

Written authorization to be given by the proprietor nominating an authorized signatory to sign on his behalf

B A Company incorporated outside Sri Lanka

A power of Attorney to be issued by the Company authorizing a signatory to bind the company and the Power of Attorney to be registered in Sri Lanka at the Registrar General's Department

Annex - C

Supplier Change of Contact Details

1. Company Name

2. Company Details

**i. Registered
place of
business**

ii. Telephone

iii. Fax

iv. E-Mail

v. Web Address

3. Details of future correspondences / Mailing Address

	Previously Provided Details	New Details (to be changed to)
i. Name	<input type="text"/>	<input type="text"/>
ii. Designation	<input type="text"/>	<input type="text"/>
iii. Tele No	<input type="text"/>	<input type="text"/>
iv. Mobile	<input type="text"/>	<input type="text"/>
v. Fax	<input type="text"/>	<input type="text"/>
vi. Email	<input type="text"/>	<input type="text"/>

I/We hereby declare that the above information provided by me/us are true and accurate including the information provided/attached. I/We further agree to notify SLT any changes to the above information as and when changes are made thereto.

.....
Name & Signature

.....
Name & Signature (in case of
Partnership)

Date:

Company Seal

Annexes – D

Rev. Date:25/06/2019

BUSINESS CATEGORIES FORM

Main Category No.	Main Category	Ref	Description
010	Stationary	10	ORDINARY STATIONERY
		11	DRAFTSMAN PAPER
		12	PAPER FOR PHOTOCOPY, FAX, PRINTERS, ETC
		13	PRINTING WORK - OFFSET, DIGITAL, ETC.
		14	MAGGI BOARD, FLIP BOARDS, WHITE BORDS & STANDS
020	Furniture	20	INTERIOR WORK - PARTITIONING WORK, CURTAINING & CARPETING, ETC
		21	FURNITURE - OFFICE & DOMESTIC
030	Office Equipment & Maintenance	30	PHOTO COPIER, FAX MACHINES & ACCESSORIES
		31	AUDIO VISUAL EQUIPMENT - CAMERAS, MULTIMEDIA EQUIPMENT, ETC
		32	PAPER SHREDDERS, POS MACHINES
		33	DOCUMENT & IMAGE SCANNERS, NOTE COUNTERS
		34	SCRATCH CARDS, SMART CARDS, ETC
		35	FRANKING MACHINES, BINDING MACHINES, ETC
		36	MAINTENANCE OF OFFICE EQUIPMENT
040	Software Licence, IT Solutions and Services	40	SOFTWARE LICENSING, IT SOLUTIONS & IT CONSULTANCY WORKS,
		41	CLOUD SOLUTIONS, SMART SOLUTION
		42	DATA STORAGE & CAPTURING SOLUTIONS & SERVICES
		43	ANTIVIRUS, FIREWALL, NETWORK SECURITY SOLUTIONS
		44	ELECTRONIC CERTIFICATION, PAYMENT SOLUTIONS, ETC
050	PCs, Printers, IT Equipment & Services	45	EMAIL / WEB HOSTING, WEB DEVELOPMENT
		50	PCS, LAPTOPS, TAB, PDA, IPOD, & NOTEBOOK COMPUTERS
		51	NETWORK CABLING PRODUCTS & SERVICES
		52	REPAIR & MAINTENANCE OF IT & NW EQUIPMENT
		53	SMART DEVICES & SERVICES, SMART HOME CPES
		54	PRINTERS - DOCUMENT & LABEL PRINTERS, TONER CARTRIDGES, PRINTER RIBBON, & SERVICES
		55	COMPUTER SERVERS, COMPUTER HARDWARE COMPONENTS - RAM, HDD, CD & DVD WRITERS / READERS, ETC
		56	RENTAL OF COMPUTERS, LAPTOPS, SERVERS, ETC
060	Electrical Items	60	ELECTRICAL SWITCHGEAR, LIGHTING ITEMS, BULBS & FITTINGS, ETC
		61	ELECTRICAL CABLE PRODUCTS
		62	HOUSEHOLD ELECTRICAL APPLIANCES
		63	TOOLS - DRILLBIT, WELDING ROD, SOLDERING IRON, ETC
		64	ELECTRICAL MEASURING INSTRUMENTS - MULTIMETERS, AMMETERS, VOLTMETERS, ETC.
		65	ELECTRICAL PUMPS
070	Electronic Items	70	ELECTRONIC EQUIPMENT
		71	ELECTRO MECHANICAL ITEMS
		72	ELECTRONIC COMPONENTS - IC, DIODE, RESISTOR, ETC
		73	SECURITY / ACCESS CONTROL SYSTEMS, CCTV
080	Building Material & Hardware Items	80	HARDWARE ITEMS - NUTS & BOLT, FITTINGS, PAINT, ADHESIVES, PAINT BRUSHES, GAS CYLINDERS, ETC
		81	PLYWOOD SHEETS, MDF BOARDS, TIMBER, FITTINGS
		82	PVC PIPES & FITTINGS
		83	STEEL & PLASTIC TRUNKING - CONDUITS & CASING
		84	SANITARYWARE - TILES, BATHROOM FITTINGS, ETC
		85	ASBESTOS & ROOFING PRODUCTS
		86	ALLUMINIUM / ZINC PRODUCTS - FRAMES & ACCESSORIES
		87	GLASS PRODUCTS - GLASS SHEETS, MIRRORS, ETC
		88	BUILDING REPAIR AND MAINTENANCE - CIVIL WORK

090	Power Items	90	INDUSTRIAL / TELECOM BATTERIES
		91	SOLAR PANNELS & POWER SOLUTIONS
		92	POWER GENERATORS AND SPARES
		93	POWER DISTRIBUTION PANNELS & EQUIPMENT, PDUS
		94	POWER PROTECTION EQUIPMENT - SURGE, LIGHTENING ARRESTORS, EARTHING SYSTEMS, ETC.
		95	POWER RECTIFIERS, INVERTERS
		96	UNINTERRUPTED POWER SUPPLIES (UPS)
		97	POWER WIRING & INSTALLATION WORK
		98	GENERATOR REPAIR WORK
100	Outside Plant (OSP) Material & Services	100	TELECOM CABINETS, DISCONNECTION MODULES, MDF
		101	PSTN/SMART TELEPHONES, PAYPHONE BOOTHS, OTHER CPES, ACCESSORIES & REPAIR SERVICES. CDMA SERVICES
		102	OSP STANDARDIZED MATERIALS -(REFER STANDARDIZED LIST - CABLES, FITTINGS, CLOSURES, CONNECTORS, CPE ITEMS, GI & STEEL PRODUCTS)
		103	TELECOM PIPES & FITTINGS, STAINLESS STEEL PRODUCTS
		104	TELECOM CABLES (COPPER & FIBER), FITTINGS, CONNECTORS, ACCESSORIES
		105	OSP SERVICES -UNIT RATE SERVICES, NEW CONNECTION, MAINTENANCE, REHABILITATION, CONSTRUCTION
		106	CONCRETE WORKS - POLES, MANHOLE / HANDHOLE CHAMBERS & COVERS
110	Janitorial & Welfare Items	110	RAIN COATS, UMBRELLA, ETC
		111	SOAP & DETERGENTS, COIR PRODUCTS
		112	LEATHER & PLASTICWARE
		113	CLOTHING MATERIAL, UNIFORMS
		114	MUSICAL INSTRUMENTS, SPORTSGEAR, ETC
		115	RUBBER PRODUCTS
120	Marketing & Advertising	116	HOUSEHOLD UTENSILS
		120	NAMES & SIGNBOARDS, BRANDING WORKS
		121	RENTAL OF HOARDINGS
		122	ADVERTISING SERVICES - CREATION, ACTIVATION, PR, ETC
		123	MARKETING RESEARCH WORK
		124	PROMOTIONAL ITEMS
130	Air Conditiones, Spares	125	SALES TEAMS & SERVICES
		130	AIR CONDITION PLANTS & SPARE PARTS
		131	AIR CONDITION PLANTS RELOCATIONS & MAINTENANCE
140	Motor Vehicles, Accessories and related Services	132	AC INSTALLATION MATERIAL
		140	SERVICING OF VEHICLES, SERVICING OF AUTO A/C, VEHICLE CUSHIONING WORK, MOTOR VEHICLE REPAIR, ETC
		141	VEHICLE BATTERIES, TYRES, TUBES
		142	VEHICLE SPARE PARTS & ACCESSORIES, CAR CASSETTE & RADIO
		143	MACHINERY, TOOLS & EQUIPMENT'S FOR VEHICLE REPAIRS, SERVICING, ETC
		144	FUEL AND LUBRICANTS
150	Datacom Equipment & Accessories	145	AUTOMOBILE, MOTOR BICYCLE/ HEAVY VEHICLE & MACHINERY - BACKHOE, FORK LIFT, EXCAVATORS, WHEEL LOADERS, ETC
		150	NETWORK EQUIPMENT - ROUTERS, SWITCHES, HUBS, ETC
		151	WI-FI BROADBAND SOLUTIONS & EQUIPMENT
		152	IPTV,LTE NETWORK EQUIPMENT & MAINTENANCE
		153	19" EQUIPMENT RACKS, CABINETS & ACCESSORIES
		154	DISTRIBUTION EQUIPMENT & ACCESSORIES - PATCH PANEL, PATCH CORDS, ETC
		155	MEDIA CONVERTERS & ACCESSORIES, SERVERS
156	Data Communictaion, Customer Premise Equipment (CPE)	156	DATA COMMUNICTAION, CUSTOMER PREMISE EQUIPMENT (CPE)

160	Telecom Plant, Equipment & Services	160	SWITCHING, TRANSMISSION EQUIPMENT & SPARES
		161	TELECOM TOWER CONSTRUCTION & MAINTENANCE
		162	PABX & ACCESSORIES
		163	TELECOM TEST & MEASURING INSTRUMENTS
		164	TELECOM TOOLS - TESTERS, INSERTION TOOLS, ETC
		165	EQUIPMENT FOR NGN NETWORK, IP SERVICES, ETC
		166	TELECOM COMMUNICATION ANTENNAE
170	Man Power	170	SECURITY SERVICES
		171	JANITORIAL STAFF
		172	TECHNICAL & PROFESSIONAL STAFF
180	Logistic Services	180	CARGO CLEARANCE & LOGISTIC SUPPORT
		181	FREIGHT FORWARDING
		182	COURIER SERVICES
		183	VEHICLE HIRING
		184	STORAGE & MATERIAL HANDLING
		185	INLAND TRANSPORTATION
190	Special Instruments & Equipment	190	MOBILE COMMUNICATION EQUIPMENT - WALKY TALKY, SMALL RANGE RADIO COMMUNICATION EQUIPMENT
		191	SURVEYING INSTRUMENTS
		192	AIR CRAFT WARNING LAMPS
		193	INDUSTRIAL EQUIPMENT - LATHE, GRINDING, FABRICATING MACHINES, SAW MILLERS, ETC
		194	SATELLITE COMMUNICATION EQUIPMENT
200	Insurance & Financial Services	200	INSURANCE SERVICES
		201	FINANCIAL SERVICES - LEASING, LOANS, ETC
		202	FINANCIAL AUDITING, CONSULTANCY SERVICES, DUE DILIGENCE, ETC
210	MEDICAL & HEALTH SERVICES	210	MEDICAL TESTS & HEALTH SERVICES
		211	DOMESTIC HEALTH ACTIVITIES, PEST CONTROL, ETC
220	Laboratory & Safety Equipment	220	LABORATORY EQUIPMENT
		221	FIRE DETECTORS, FIRE FIGHTING EQUIPMENT, MAINTENANCE, ETC
		223	INDUSTRIAL SAFETY ACCESSORIES - SAFETY JACKETS, BELTS, SHOES, GLOVES, GOGGLES, SAFETY CONES, ETC
		224	MEDICAL EQUIPMENT & ACCESSORIES
230	Insurance & Financial Services	230	INSURANCE SERVICES
		231	FINANCIAL SERVICES - LEASING, LOANS, ETC
		232	FINANCIAL AUDITING, CONSULTANCY SERVICES, DUE DILIGENCE, ETC
240	Disposal of Materials	240	COLLECTING E-WASTE MATERIALS, ELECTRONIC EQUIPMENT, USED, NEVER USED, OBSOLETE, RECOVERED ETC.)
		241	COLLECTING DISPOSAL MATERIALS - (USED, NEVER USED, OBSOLETE, RECOVERED ETC.)
		242	MATERIAL DISPOSAL & SCRAPPING
250	Miscellaneous Services	250	SUPPLY OF DRINKING WATER
		251	CONSULTANCY SERVICES (HR, ...)
		252	STANDARDIZATION SERVICES
		253	TRAINING
		254	OTHER SERVICES (PLEASE SPECIFY)
260	miscellaneous Goods/ Items	260	OTHER GOODS/ITEMS (PLEASE SPECIFY)
270	Any Other	270	(PLEASE SPECIFY)