PLANTATION HUMAN DEVELOPMENT TRUST
REGISTRATION OF SUPPLIERS/CONTRACTORS - 2027

Goods

1. Electronic Office Equipment (Computers and Accessories, UPS, Printers, Fax Machines, Calculators, etc.)
2. Ref and Air Con. Equipment
3. Office Furniture –Wooden, Steel & Fiber
4. Medical Items & Equipment
5. Electrical Fittings and related Items
6. Fire Extinguishers and related Equipment
7. Toner, Ink Cartridges, Ribbons for Printers
8. Educational Toys, Educational Play Material Boxes, Cots etc. for Child Development Centers.
9. General Stationary
10. All types of General Hardware items including Ceramic items
11. PVC Pipes and related items
12. Cleaning Materials (Soap, Detergent etc)
13. Tyres, Tubes and Batteries
14. Spare Parts for all types of Motor Vehicles, including Motor Bicycles
15. All types of Building Materials and Fittings
16. Milk Powder, Tea Leaves and Sugar
17. Bottled Water

Services

1. Printing of Books, Forms, Book Binding, Graphic Designing, Banners, Name Boards / Signboard, Rubber & Date Stamps etc.
2. Security Services
3. Cleaning Services/Gully Services
4. Motor Vehicle Services, Wheel Alignment and Wheel Balancing etc.
5. Garden Maintenance/Labour Services
6. Courier Services
7. Repairs to Motor Vehicles including Electrical & Electronic Systems, Tinkering and Painting
8. Repairs and Services to Ref and Air Equipment
9. Repairs to Office Equipment (Fans, Photocopy Machines, Computers, Printers & UPS etc.)
10. Repairs and Services of Electrical & Electronic Items
11. Building Repairs & Maintenance
12. Aluminum Partitioning
13. Accommodation, Conference Hals etc.
14. Food, Refreshments and related items
15. Hiring of Vehicles

Works

01. Building, Water and Road Constructions

General Conditions for Suppliers/Service Providers/Contractors.

1. The registration of suppliers and contractors will be valid only up to 31.12.2027
2. The contractors who have registered with CIDA (former ICTAD) for constructions are eligible to register themselves for small contracts up to Rs.10.00 Mns. (Rs. Ten Million).
3. Registered Societies also could be registered to undertake the Contracts exceeding limit of Rs.2.0 Mns.(Rs. Two Million) in accordance with Public Finance Circular No: 01/2012.
4. Application forms could be downloaded from our website (www.phdt.lk), visited the PHDT Main Office at the below address or sending a stamped self - addressed envelope to the below address.
5. Applicants who wish to register for more than one item of supplies/services should send separate application for each item
6. Bids for goods, works and services will normally be invited from the list of registered suppliers, contractors and service providers. But the Organization reserves the right to make its own selections even from outside the list of registered suppliers, contractors and service providers for obtaining competitive offers.
7. Registration will be subject to assessment and evaluation of the application. If found details given are false, the application will be rejected.
8. The Non Refundable Fee of Rs . …… for each item of Goods and Services be deposited at Hatton National Bank by cash in the name of "Plantation Human Development Trust A/C No. 085010005736.
9. The Companies/Individuals who wish to register under Buildings and Road Constructions, Non Refundable Fee given in the table below be deposited at Hatton National Bank by cash in the name of "Plantation Human Development Trust A/C No. 085010005736.
10. Duly perfected application should be sent under registered post or by hand along with the requested documents in the application and deposit slip endorsed by the bank to the **Chairman, Procurement Committee, Plantation Human Development Trust, No. 427/14, Robert Gunawardena Mawatha Battaramulla on or before 31.01.2027.** The top left hand corner of the envelope should be clearly marked as "Registration of Suppliers/Contractors - 2027"
11. Suppliers and Contractors who have already registered with PHDT also required to submit fresh applications for the year 2027.
12. Registered suppliers / contractors who fail to quote promptly when requested or fail to make or not responding to quote, deliver / complete work in time, in conformity with the samples/ conditions will be liable to be written off from the register of registered suppliers/ contractor without any prior notice and not considered in future and will be included in defaulters list.
13. The Organization reserves the right to accept or reject any application received for registration without indicating any reasons. Registration Fees will not be refunded.
14. Application received after the closing date will be rejected
15. Any clarification or information, if required, could be obtained from the addresses given above or on telephone Nos. 011-2888497 – 0112888500 – Ext 201 or 218

Contract sum	Fees
Contract sum less than or equal to Rs. (2.00 Mns.) Two million	Rs. 1,000
Contract sum more than Rs. Two million and less than or equal to Rs. (5.00 Mns.) Five million	Rs. 3,000
Contract sum more than Rs. Five million and less than or equal to Rs. (10.00Mns.) Ten million	Rs. 5,000

……..2026,

Cash Receipt No: .....
Amount : .....
Date of Payment : .....

The Chairman,
Procurement Committee,
Plantation Human Development Trust,
427/14, Robert Gunawardena Mawatha,
Battaramulla.

Dear Sir,

APPLICATION FOR REGISTRATION OF SUPPLIERS/SERVICE PROVIDERS/ CONTRACTORS - 2027

We are sending herewith our application for above matter.

We shall thank you to make necessary arrangements to register our establishment as a Supplier/ Contractor of your Organization for year 2027. All relevant documents are attached herewith for your easy reference please.

1. Item for which registration is sought .....
   ……
2. Name & Address : .....
   ……
3. Telephone No. :…….. Fax No:…….
4. E-mail address .....
5. Nature of Business (Sole Proprietor/Partnership Limited Liability Comp)
   .....
6. Business Registration No.....
7. VAT Registration No:……
8. Names of Bankers:
   ….....

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9. Availability of credit Facilities:
   (i) Credit Limit :…….
   (ii) Credit Period :…….

10. Value of contracts completed during past 3 years
    (Only for Building and Road Constructions)
    Year 2024……..

    Year 2025……..

    Year 2026……..

11 Category of CIDA :……..

12. Previous Experience with PHDT

    (Give details of contracts and region)

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Please attach the certified copies of following documents:

For Suppliers/Service Providers

(i) Company Profile
(ii) Business Registration Certificate
(iii) List of Customers and contact details
(iv) Bank deposit slip (If paid to the Bank)

For Contractors

(i) Company Profile
(ii) Business Registration Certificate
(iii) CIDA (ICTAD) Registration (copy of the particulars of Contractor, Details of Registration, Renewal and Upgrading, Record of Work)
(iv) Staff Details
(v) Qualifications
(vi) Audited Accounts
(vii) Letters from your Bank to prove your financial capability
(viii) Assets (Machinery, Equipment and other)
(ix) Experience (the details for past 3 years)
(x) List of Customers and contact details
(xi) Letters from previous customers (Recommendations)
(xii) Bank Deposit Slip (If paid to the Bank)

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Signature of Supplier/Contractor

With official stamp

Date : ……