

Registration of Suppliers – 2027

Sri Lanka Bureau of Foreign Employment

Conditions

1. Supplier registration will be carried out for the Head Office as well as the Migrant Resource Centres located in Anuradhapura, Ampara, Mathugama, Kurunegala, Ratnapura, Tangalle, Kandy, Hali-Ela, and Vavuniya. Suppliers in these respective areas may also apply.
2. Applications may be obtained from the Procurement Division of the Bureau upon submission of a request letter issued on the official letterhead of the relevant institution, requesting the application forms. Applications can also be downloaded from the official website of the Bureau: www.slbfe.lk
3. Application forms will be issued from **30.09.2026 to 20.10.2026** on working days between **09.00 a.m. and 03.00 p.m.** by the Procurement Division at the Head Office and by the above-mentioned Migrant Resource Centres. The **deadline** for accepting completed applications is **21.10.2026 at 11.00 a.m.**
4. Applications may be submitted for one or more items; however, each item must be applied for separately.
5. A **non-refundable fee of Rs. 1,000/-** (cash only) will be charged per item. Special bank slips required for this payment can be obtained from the Head Office or any branch office of the Bureau. Cheques will not be accepted. The fee must be paid at any branch of the **Bank of Ceylon**, and both bank slip copies (Office Copy and Finance Division Copy) must be attached to the relevant application. (One bank slip must be used per application number as indicated in the schedule. If applying for multiple service items, each item must have a separate bank slip attached to its application.)

6. Required Qualifications and Documents

- 6.1 A certified copy of the **Business Registration Certificate (BRC)** is mandatory. The business nature stated in the BRC must correspond to the item(s) applied for.
- 6.2 For garage registration, the garage must be located within a **15 km radius** of the Head Office or the relevant branch office. The garage must be situated at the address mentioned in the BRC. (The Bureau will inspect garage facilities prior to registration, and addresses of branch offices are listed on the Bureau's official website.)
- 6.3 Priority will be given to **Auto Mobil Super Mart** for garage-related registrations.
- 6.4 Applicants applying for construction works (items 36, 37, 38 and 39 listed in the schedule) must submit a certified photocopy extracted from the **CIDA registration document**.
- 6.5 Item 101 listed in Schedule 06.5 requires submission of a certified copy of the document approved by the Environmental Authority regarding the disposal of hazardous waste.
- 6.6 The Office Copy and Finance Division Copy of the bank slip must be submitted along with the application form.

6.7 Documents proving previous experience must be submitted.

7. When applying for multiple items, all relevant documents and bank slips must be submitted separately for each item. (Incomplete applications will be rejected.)

8. All application forms must be enclosed in a single envelope and submitted by registered post or handed over in person to the addresses listed below **on or before 21.10.2026 at 11.00 a.m.** The top left-hand corner of the envelope must be marked: **“Registration of Suppliers – 2027”**

01	Head Office	No. 234, Denzil Kobbekaduwa Mawatha, Koswatta, Battaramulla
02	Migrant Resource Centre-North Central Province	No. 29, Abhaya Uyana, 3rd Lane, Anuradhapura
03	Migrant Resource Centre-Eastern Province	No. 23/58A, Gamunupura, Ampara
04	Migrant Resource Centre Western Province	Bandaranayake Mawatha, Mathugama Watta, Mathugama
05	Migrant Resource Centre North Western Province	No. 64, Colombo Road, Kurunegala
06	Migrant Resource Centre Sabaragamuwa Province	No. 89/6, Vidyala Mawatha, New Town, Rathnapura
07	Migrant Resource Centre Southern Province	Yayawatta, Godigamuwa, Tangalle
08	Migrant Resource Centre Central Province	No. 18, Heeressagala Road, Mulgampola, Kandy
09	Migrant Resource Centre Uva Province	No. 202, Badulla Road, Hali-ela
10	Migrant Resource Centre North Province	No. 25, Kithul Road, Kudiyiruppu, Vauniya

9. In addition to the registered suppliers, the Bureau reserves the right to select other procurement methods for procuring goods, works, and services as required, in accordance with procurement guidelines.

10. Suppliers may be removed from the supplier registry without prior notice for the following reasons:

- Failure to respond to price quotations on three consecutive occasions
 - Submission of false information/documents
 - Inability to supply goods/services on time
 - Failure to supply as per approved samples
 - Failure to provide goods/services on credit basis when required
- If unable to submit quotations, written notification must be provided.

11. The Departmental Procurement Committee of the Sri Lanka Bureau of Foreign Employment reserves the right to reject any application submitted for supplier registration for the year 2027 without assigning reasons.

Department Procurement Committee
Sri Lanka Bureau of Foreign Employment
No. 234, Denzil Kobbekaduwa Mw,
Koswatta, Battaramulla.
Website- www.slbfe.lk
Telephone- 0112880550/01128875

SCHEDULE

PART I **GOODS**

1. Air Conditioners and Accessories
2. School Bags, Office Bags, Hand Bags, Shoes (Ladies & Gents), Gents Belts
3. Curtains, Carpets, Cushion Covers and other Textile Materials (for Office)
4. Finger Print Marking Machines
5. Fixed Line Telephones and Accessories
6. Lightning Conductors
7. Medicine and Medical Equipment
8. Ceramic Goods, Crockery Items and Glass Ware
9. Water Dispensers and Drinking Water Bottles
10. Miscellaneous Hardware Equipment
11. Mobile Phones
12. Office & Domestic Furniture (Wooden, Steel, Fiberglass, Plastic)
13. Office equipment & Accessories (Photocopiers, Fax Machines, Roneo Machines, Stamp Franking Machines, Currency Counting Machines etc.)
14. Office Partitioning and required Materials
15. Official Identity Cards & Visitors Pass
16. Production of Date Stamps & Rubber Seals
17. Sanitary Goods
18. Sports Goods and Sportswear
19. Staff Uniforms
20. Stationery Items
21. Trophies / Medals
22. Audio Visual equipment & Accessories (Multimedia Projectors, Video Cameras and accessories, Betacam, DV Cam, Mini DV, Cassettes, CD, DVD, Still Cameras and Accessories, Display Units and Display Solutions)
23. Handicrafts and Promotional Items (T-Shirts, Caps, Bags, Plates, Umbrellas, Key Tags, Pens, Tea Boxes etc....)
24. Retail Grocery Items (Sugar, Milk Powder, Tea Leaves, Coffee)
25. Safety equipment and Materials (Ex: Masks, Face Covers, Gloves, Head Covers Safety Garments)
26. Disinfectant Liquids and other Related Sanitary Materials

PART II

SERVICES

27. Advertising (drawing Banners, Artwork & Set designing, Display Boards, Exhibition Stalls, Set Designing, Digital Printing)
28. Aluminum Fabrications (Office Partitions, Cladding, Doors, Windows, Suspended Ceiling) with Technical Services.
29. Catering Services
30. Cleaning Services
31. Security Services
32. Courier Services
33. Cargo Services
34. Book Publishing Institutes
35. Transport Services (Cars, Vans, Buses, Lorries and Double Cabs etc on hire basis)
36. Consultancy Services (Building Constructions and Repairs)
37. Construction (Buildings) Contract Institutes (with ICTAD Registration)
38. Interior Design & Work (with ICTAD Registration)
39. Supply of Technician Services
 - 39.1 Masonry /Plumbing
 - 39.2 Carpentry / Wood Polishers
 - 39.3 Welders, Lathe Machine Services. Iron Welding
 - 39.4 Painting of Buildings / Minor Repairs, Electric Circuits
 - 39.5 Mechanical Equipment and Related Services, Winding of Electric and Water Motors
 - 39.6 Consultancy Services Related to air conditioning
 - 39.7 Construction materials required for building construction include sand, bricks, cement, crushed stone (aggregate), and interlocking paving blocks.
40. Construction of Sewerage Treatment Plant & Waste Water Disposal Systems.
41. Cushioning of Office Chairs, Repairs of Office Furniture.
42. Customs Clearance Services
43. Supply of Dancing Groups for Special Functions.
44. Sewerage Cleaning Services, Drainage System Maintenance & Sanitary Bin Services, Gully Bowser Services
45. Services relevant to Electrical Work, Air Conditioning Work
46. Supply of Auditing Services and Professional Consultancy Services
47. Landscaping / Hiring of Indoor Plants
48. Satellite TV and Cable TV Facilities
49. Pest Control
50. Photography, Videoing, Photo Washing and Printing, Picture Framing and Laminating, Preparation of Albums, Mounting of Boxes.
51. Repairing Services of Elevators
52. Staff Training of Information Technology, Administration & Human Resources, Finance, Technology, Procurement, Auditing, Law, Language etc.
53. Telephone Systems and Public Addressing Systems
54. Labour Supply Services
55. Hotels & Restaurants (Registered with Sri Lanka Tourism Development Authority and Urban Development Authority)

56. Insurance Companies (Staff, Migrant Workers, Vehicles, Buildings, Office Equipment, Foreign Travel etc...)
57. Provision of Human Resources (Office for various, functions for airport branch offices)

PART III

PURCHASE OF SPARE PARTS, VEHICLE REPAIRS AND MAINTENANCE SERVICES

58. Supply of Vehicle Audio and Video Players, Reverse Camera and Fixing.
59. Vehicle Spare Parts
60. Vehicle Air Conditioners
61. Auto Electrical Circuit Supply Services
62. Vehicle Term Service Work (Including Interior and Outdoor Washing)
63. Repairs of Vehicles (Including Tinkering, Painting, Electric and Mechanical Repairs, Lorry Body.)
64. Repairing of Three Wheelers & Motorcycles
65. Term Service work of Three Wheelers & Motor Cycles
66. Vehicle Cushioning
67. Wheel Alignment & Wheel Balancing
68. Vehicle Tyres, Tubes and batteries

PART IV

PURCHASE OF INFORMATION TECHNOLOGY ACCESSORIES, SERVICING AND ELECTRICAL EQUIPMENTS

69. Purchase of Application Software and System Software Packages and Supply of related Services.
70. Purchase of Computers, Laptops, and Computer related Accessories, Printers, Hardware, Passport Scanners, UV Light Readers, Bar Code Readers for the reading of SLBFE's Security Stamps and its Accessories,
71. Repairing, Maintenance and Servicing of Computers, Laptops, Computer related Accessories , Printers, Hardware, Passport Scanners, UV Light Readers, Bar Code Readers for the reading of SLBFE's Security Stamps and its Accessories,
72. Purchase of Toners, Cartridges, Ink, Ribbons (for Computer Printers, Photocopiers, Fax Machines and Roneo Machines)
73. Purchase of UPS, UPS batteries, UPS Systems and related Services and Purchase of Spare Parts.
74. Purchase of Servers, Server Related Appliances, Components, Consultancy Services, Maintenance, Repairing and Related Services, Purchase of Computer Related Software.
75. Supplying of Computers, Printers, UPS, and its accessories on hiring basis.
76. Designing, Development and Restructuring Computer Programmes and related services.
77. Supplying of Computer Labs on Hiring Basis
78. Computer Networking related Services and supply of Computer Networking related Accessories, Maintenance & related services in Telephone (PABX), Data Network System, IP/ VPN System, Routers, Switches, Servers, Server Room, Server Room raised floor preparations, Computer Networking related service without & with cable.(Dongles & Routers)
79. IT Consultancy Services
80. Purchase of Software License and SSL Certificate.
81. Designing Computer Software, Installation and Supplying relevant services.
82. Purchase of CCTV Camera System, Maintenance and related Services.
83. Network security software application and accessories.

PART V

SUPPLY OF ELECTRICAL ITEMS & RELATED SERVICE

- 84. Electrical Equipment (Fans, Televisions & DVD including Household and Kitchen Appliances)
- 85. Electrical Appliances and Accessories
- 86. Elevators and Accessories
- 87. Hiring and Purchasing of Generators with Maintenance & Services
- 88. Electrical / Mechanical / Civil Consultancy Services and Supply of Technical Services.
- 89. Supplying, Installation and Servicing of Fire Extinguisher Equipment.

PART VI

OTHER SERVICES

- 90. Event Management Services
- 91. Illumination, Decoration and Provision of Loudspeaker Services for Special Functions.
- 92. Office Decoration Works.
- 93. Media Items and Editing
- 94. Printing (Offset, Letterpress, Digital, Fabric Design Printing, File Cover Printing, Diary and Calendar, Magazine, Newspaper, Receipt Books etc.)
- 95. CD & DVD Copy Writing
- 96. Repairing of Typewriters
- 97. Services of Language Translations (Sinhala, English, Tamil, Arabic, Korean, Japanese and Italian)
- 98. Supply of Goods for Special Occasions (Temporary Huts, Huts, Tents, Chairs, Tables, Illuminating, Loudspeaker System, Carpets, Podiums, Flag Poles)
- 99. Supply of food at Provincial District and Divisional Level
- 100. Television and Radio Program Production, Preparation of Television Advertisement, Multimedia Presentations, Video Production, Documentary Films and Tele Drama Production.
- 101. Sales of Damaged Items (Including Papers, Office Disposal Items & Damage Computer Accessories.
- 102. Airlines & Air Ticketing Agents.
- 103. Pre-Fabricated Building Suppliers (Container)
- 104. Container Suppliers
- 105. Solar Power Installation, Spare Parts and Services.

**Specimen Application Form (separate Application should be submitted for
each item and service)**

REGISTRATION OF SUPPLIERS FOR THE YEAR 2027

1. Name of the Applicant / Organization:
(please attach a certified copy of Business Registration Certificate)
2. Address of the Applicant / Institution:
(In case the given addresses is changed later it should be notified to the Procurement Division by registered post)
3. Nature of Suppliers :
Item No : Serial No :
4. Telephone, Fax No. & Email
Tel No :
Fax No :
Email :
5. Name Designation and mobile phone number of the person to be contacted
Name :
Designation :
Mobile No :
6. Name of the Bankers :
7. Principal the and type of Business (Whether Company, sole proprietorship etc):
.....
.....
8. List of state and private sector organizations to whom goods / services are provided at present
(please attach user list and the contact details) :
.....
.....
9. Whether agreeable to give bid Securities / performance bonds in the Process of Purchasing (if necessary) :
Yes / No :
10. Credit facilities if available (Duration / Amount) :
11. VAT Registration number (If available) :
12. Details of payment of Registration fee – cash receipt / cheque No(The Bureau Copy and the Finance Division
copy should be submitted).

I /We do hereby to supply goods / Services to SLBFE as per the specifications and to submit Bids in Sri Lanka Rupees. Further,
I /we do understand that failure to supply repeatedly and / or supply of goods which are not in conformity with Specifications /
samples. Will lead to blacklisting the name from the list of registration of suppliers for 2027.

Signature :
Designation :
Seal :
Date :