



**Department of Labour
Colombo 05**

**REGISTRATION OF SERVICE PROVIDERS FOR NETWORKING ACTIVITIES OF
THE EMPLOYEES PROVIDENT FUND DIVISION OF THE DEPARTMENT OF
LABOUR 2024**

File No. - FG/TB/06/2022

Applications are invited from eligible suppliers for provision of services to the Employees Provident Fund Division of Department of Labour in order to carry out networking activities in zonal, district and sub-labor offices located island wide.

Quotations are called from registered service providers.

Eligibility criteria for registration.

1. Applicants must have a valid business registration certificate.
2. Interested parties should have at least 03 years of experience in networking activities in government institutions and should not sub-contract after awarding the relevant work.
3. If you are selected as a service provider, the company should be able to provide a credit period of at least 30 days.

Documents to be submitted with the application

1. Duly completed application form
2. Receipt of payment for registration
3. Certified copy of valid business registration certificate
4. Certificate of incorporation, if the organization is a registered company
5. VAT registration certificate issued by the Inland Revenue Department, if registered for VAT
6. Certified copies of purchase orders/invoices related to networking activities carried out to government institutions/private institutions during last 03 years (2021,2022,2023)

Method of application

1. Interested service providers should pay a non-refundable registration fee of Rs.1000.00. Applicants should make payment only in cash at the Sroff counter of the Finance Division of the Department of Labour located at 09th floor of Mehewara Piyesa Building, on or before **15 December 2023 until 2.00 pm.**
2. The paid receipt should be enclosed with the Sealed applications shall be delivered or sent by registered post to the Chairman, Department Procurement Committee, Department of Labour, Finance Division, 9th Floor, Mehewara Piyesa Building, Narahenpita, Colombo 05, to reach on or before 2.00 pm on **15 December 2023** and shall mention as **“REGISTRATION OF SERVICE PROVIDERS FOR NETWORKING ACTIVITIES OF THE EMPLOYEES PROVIDENT FUND DIVISION OF THE DEPARTMENT OF LABOUR 2024”** on top left hand corner of the envelope. Incomplete and late applications will be rejected.
3. Application forms can be obtained by visiting the Department website www.labourdept.gov.lk or from the Procurement Branch of the Finance Division located at 09th Floor, Mehewara Piyesa Building, Colombo 05.
4. Quotations will be invited from the registered service providers. Department of Labour is vested right to select the service providers.
5. Department of Labour has vested powers to accept or reject applications for registration of service providers. Submission of incomplete documents will result in rejection of the application.
6. Further details may be obtained from the Accountant (Procurement) 0112-104837.

Commissioner General of Labour
Department of Labor