



UNIVERSITY OF SRI JAYEWARDENEPURA
REGISTRATION OF SUPPLIERS AND CONTRACTORS -2026

Applications are invited from reputed suppliers, Manufacturers, Local Agents, Dealers and Contractors who wish to register themselves with the University of Sri Jayewardenepura for the supply of Goods, Services and Works for the year 2026.

1. The application and details can be viewed and downloaded from the University website, www.sjp.ac.lk – **Procurements and Notices**.
2. A **non-refundable deposit of Rs. 2,000.00** must be paid **separately for each goods/services/construction sub-category or sub-division** as the registration fee.
3. **The registration fee must be paid to the account number 097-1-001-6-2315454 of the People's Bank, Gangodawila Branch, and the payment receipt should be attached to the application form and sent. Please note that Money Orders, Bank Drafts, or Cheques are not accepted.**
4. **Registration fee Payments can be made through GovPay and when making the payment, you must enter your business registration number or National Identity Card (NIC) number as the reference number.**
5. Duly completed applications for Sub Category / Sub-sub Category of goods, services and works should be sent along with the following documents.
 - A certified copy of valid Business Registration Certificate, certified copies of relevant licenses according to their field and Memorandum of Association and Articles of Association (for Companies).
 - Dully filled **Conflict of Interest** in the given format.
 - 03 years' experience in similar capacity (Evidences should be attached such as awarding letters of contracts, Purchase Orders etc.)
 - A copy of valid VAT clearance Certificate
6. The registration fee of ineligible applicants will not be refunded. The Government Departments/ Boards/ Corporations/ Semi-Government Institutions which apply for the registration need not to submit the above documents.
7. Applications should be sent either by Registered Post to **Deputy Bursar, Supply Division, University of Sri Jayewardenepura, Gangodawila, Nugegoda** or depositing in the Box available at main Supplies Division (Administration Complex) of the University on or before **29.12.2025**.
8. **"Registration of Suppliers (Name of Sub Category and (No. of sub Category)- 2026"** should be written on the top left hand corner of the envelope.
9. The University reserves the right to accept or reject any application. Suppliers who fail to submit quotations when requested, or fail to deliver goods or services on time, or do not meet the specified requirements, will be removed from the register without prior notice.
10. Before the registration, Suppliers will be evaluated by an evaluation panel about their history of poor performance, including those who did not deliver goods or services on time in previous years, will not be re-registered. Incomplete applications will not be considered.
11. Any supplier who has not responded for more than three occasions consecutively for an invitation to submit quotations or performed unsatisfactory under any previously awarded procurements will be removed from the supplier registration.
12. Although quotations will be usually called from registered Suppliers /Contractors the University reserves the right to call for quotations from other Suppliers/Contractors as well to obtain competitive offers.
13. Supplier or Contractor should give minimum 30 days credit period to the University.
14. Interested suppliers can obtain required form and details from below contact numbers and email to complete the registration.

Phone No: 011-2801482, 011-2758216, 011-2758217, Email: suppliersregistration@sjp.ac.lk

15. Further, bids will be invited through the **promise.lk website under the E-Procurement Scheme** for the purchase of goods and services for the year 2026.

Registrar
University of Sri Jayewardenepura
Gangodawila, Nugegoda
02.12.2025