

CEYLON PETROLEUM CORPORATION (CPC)
APPLICATION FOR THE REGISTRATION OF LOCAL SUPPLIERS FOR THE YEAR - 2024

This Application form should be duly completed and forwarded to the Manager (Procurement & Stores), Ceylon Petroleum Corporation, 01st Floor, No. 609, Dr. Danister De Silva Mawatha, Colombo 09, **on or before 1600 hrs. on 30.11.2023** Applications submitted late will not be considered for registration. Clarifications (if any) shall be sought on Tele No. 011-5455331-6 Fax No. 011-5455424.

1. Name of the Company :

2. (a) Permanent Address :

 (b) Telephone No. /s. :
 (c) Fax No. /s :
 (d) E-mail Address/s :
3. Names of Proprietor/Partners/
 Directors :

4. Nature of Business Manufacturer/
 Importer Agents etc. :

5. Business Registration No. :
 (Please produce a Photocopy of
 Business Registration Certificate)
6. Name of Bankers :

7. Registration Fee Receipt : Amount (Rs.)
8. One Month Credit Facilities could be
 Extended to the Ceylon Petroleum Corporation : Yes / No.
9. Sources of Reference (if any) :

Registered Suppliers who fail to quote promptly when requested or fail to make deliveries in time in conformity with the specifications, samples or as described in the CPC Purchase Order or who supply substandard materials will be liable to be struck-off from the Suppliers Register & your performance of this year (2023) will be considered for the registration of next year.

A Minimum of One (01) month credit facility should be extended to the Ceylon Petroleum Corporation in respect of Supplies made.

Quotations for Supplies will normally be called from the list of registered Suppliers. However, the Ceylon Petroleum Corporation reserves itself the right to obtain quotations and make purchases from other non-registered Suppliers as well.

Please make the relevant **Categories** for which the registration is sought.

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|--|---------|
| 01. Air-Conditioning Equipment, Refrigerants, etc | : |
| 02. Batteries (Vehicles/Rechargeable) | : |
| 03. Bed Sheets, Pillow Cases, Dusters | : |
| 04. Computer Consumables (Toner, Cartridges, Pen drivers, Ribbons etc.) | : |
| 05. Computers and Network Equipment | : |
| 06. Computer Peripherals (Printers, Scanners, UPS etc.) | : |
| 07. Corrugated Cartons | : |
| 08. Electronic /Electrical Equipment (TV, Fans, Kettles, Calculators, Cameras etc.) | : |
| 09. Electrical Items & Accessories (Switches, Bulbs, Wires, etc.) | : |
| 10. General Hardware [Ceramic Tile, Bath Room Fittings & Accessories, Bolts, Nuts, G.I. Pipes, M.S. Plates, PVC Pipes & Fittings, Paints (Enamel, Emulsion Paints, Thinner), etc.] | : |
| 11. Light Machinery & Tools | : |
| 12. Office Equipment (Adding Machine, Photocopiers, Duplicating Machines, Facsimile etc.) | : |
| 13. Office Furniture (Steel/Wooden) | : |
| 14. Office Stationery (Pen, Pencils, Envelopes, Staplers, Typing Papers, & Photocopy Papers etc.) | : |
| 15. Personal Protective & Safety equipment | : |
| 16. Pharmaceuticals | : |
| 17. Poly Cans / Poly Bags/ Poly Bags Printing | : |
| 18. Printing Work | : |
| 19. Shoes (Safety Shoes, Pump Shoes, Work Boots, Gum Boots, Sandal etc) | : |
| 20. Security Uniforms (Beret, Belt, Cap, Badge etc.) | : |
| 21. Tyres & Tubes | : |
| 22. Uniform Material (Shirt and Trouser Material s, T-shirts) | : |

Please specify items with brief description which could be supplied under each Category/Categories you selected. Quotations will be called based on items and description given under each Category.

<u>Item Nos. (Category)</u>	<u>Description of Items, which could be supplied under the relevant Category</u>
1.
2.
3.
4.
5.

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I/We certify that the details given above are true & correct.

Note: Applicant shall submit a copy of the Business Registration of the company and the letter from the Commissioner, Inland Revenue Department (IRD) regarding registration of their Company for the Value Added Tax (VAT) along with the Application.

Date :
Signature and Seal of Applicant