

Instruction Guide for Applicants

Terms and Conditions

- a) Quotations will generally be called from the Registered Suppliers/ Authorized Dealers and Manufacturers/ Contractors. Ceylon petroleum Corporation, reserves itself the right to invite quotations from non-registered Authorized Dealers/ Suppliers and Manufacturers/ Contractors.
- b) Suppliers, Authorized Dealers, Manufacturers and Contractors who are already registered with CPC for the year 2025 shall re-apply for the registration for the year 2026
- c) Names of those who fail to deliver Goods and Services on time or who supply Substandard Goods, Services, Repairs and Maintenance will be expunged from the register.
- d) Only the Garages / Service centers located in Western Province will be registered under item No. 2 & 3.
- e) Payment shall be made within a period of thirty (30) days for all Supplies and Services

Submission of Application

- a) Applicants who wish to be registered for supplies and services should make a written request under their letterhead to the **Manager (Procurement & Stores)**, and they should mention the items separately.
- b) Applications for registration can be obtained from the Manager (Procurement & Stores), Procurement & Stores Division, First floor, Ceylon Petroleum Corporation, No. 609, Dr. Danister De Silva Mawatha, Colombo 09 from 0900 hrs. To 1500 hrs.
- c) Application forms for registration can be downloaded from CPC official web site [www.ceypetco.gov.lk/public tenders /registration forms](http://www.ceypetco.gov.lk/public_tenders_registration_forms)
- d) **The Closing Date of the issuing of applications is 31.10.2025**
- e) All applications duly completed should be hand delivered or sent by Registered Post with the letter issued by the Commissioner of Inland Revenue Department, regarding the payment of Value added Tax (VAT) to reach the Manager (Procurement &

Stores), Procurement & Stores Function, 1st Floor, Ceylon Petroleum Corporation,
No. 609, Dr. Danister De Silva Mawatha, Colombo 09., **on or before 04th November 2025.**

- f) Application received late will not be considered for registration

Payments

- a) Non-refundable cash payment of **Rs.300.00** which covers registration fee, only for one (01) category of Material and Service. Applicants who wish to be registered for more than one supply should make an additional payment of **Rs.300.00**

- b) Payments should be made to the Cashier of Ceylon Petroleum Corporation .

Clarifications (if any) shall be sought from the Manager (Procurement & Stores) on Tel Nos. 0117-296333/4 or Fax No. 0112-106769 and email - supplies@ceypetco.gov.lk.

Manager (Procurement & Stores)
Procurement & Stores Function,
1st Floor, Ceylon Petroleum Corporation
No. 609, Dr. Danister De Silva Mw.
Colombo 09.