

REGISTRATION OF SUPPLIERS FOR THE YEAR 2025/26

LankaPay (Private) Limited



Instructions to the Vender

LankaPay (Pvt) Ltd, a company owned by the Central Bank of Sri Lanka and all commercial banks, invites the expression of interest from the suppliers/ service providers who wish to register themselves for the supply of the following supplies and services for the years 2025/26.

1. Categories (List of Supplies and Services)

List of Supplies	
1	Computer Equipment / Hardware and Related Items (Personal Computers, Laptops, Notebooks, Monitors, Printers, Scanners, Data Communication Devices, etc.)
2	IT Infrastructure / Storage Solutions / Server Systems and Accessories (Entry-Level and Enterprise-Level)
3	Electronic Communication Service Providers (VPN, P2P, Internet, Email, Domain Registration/Hosting, etc.)
4	Communication Equipment and Accessories (PABX & VOIP Systems, Handsets and related accessories, etc.)
5	Information Technology related Network systems, Active/Passive infrastructure and Accessories (Firewall, Server Racks, cables, etc.)
6	Software Licenses (Perpetual/Subscription) Suppliers (Cisco, Oracle Linux, Microsoft, Red Hat, tuffin, MS SQL, MS Visio, and MS Project etc)
7	Suppliers for Hardware Security Devices (HSM, Crypto Devices, Security token etc.)
8	Office Equipment and Machines (Fax machines, Photocopiers, Projectors, Shredders, etc)
9	Office Furniture (Wooden, Fabric, Plastic, Steel, etc)
10	Plant and Machinery (Generators, UPS, etc.) and Accessories, including Service, Repair and Maintenance
11	Air Conditioners (Split/precision type) & Spares and Accessories, including Service, Repair and Maintenance
12	Fire Systems (Fire Extinguishers and Refilling Services, Fire Alarms, Firefighting Accessories, and Related Products)
13	CCTV Systems / Physical Access Control and Alerting Systems (CCTV, Biometric Access Controls, Card Access, etc.)
14	Electrical Appliances / Mobile and Audio-Visual Equipment and Accessories (Cameras, iPads, Phones, Televisions, Fans, Refrigerators, Microwave Ovens, etc.)
15	Trophies, Plaques, Promotional Materials, and Corporate Gift Items (Trophies, Plaques, Gift Packs, T-Shirts, Caps, Travel Bags, Umbrellas, etc.)
16	Printing and Related Supplies (Digital, Offset, Plastic name tags, visiting cards, rubber stamps, greeting cards, leaflets, etc)
17	Office Stationery (Pens, Pencils, Staplers, etc.) and Consumables for Printers, Photocopiers, Fax Machines, etc.
18	Hotels, Food and Beverage (F&B) Supplies / Venues and Banquet Halls for events

List of Services	
19	System Solution or Software Development (Web Mobile Desktop Applications, Enterprise, DevOps, SDK, Linux, AI and ML, Java, dot net, PKI, API, etc.)
20	IT Equipment Repair, Maintenance Service Support Agreement of IT Systems / Server
21	OEM (Principal) Certified and local IT Training Providers (CISCO, Microsoft, Virtualized environments, etc.)
22	Consultancy Service Providers (IT Systems, Networking, Building maintenance, IT & Data Center Security, ISO/PCI-DSS/ Web-Trust Certifications)
23	Network Cabling
24	Supply of Computers, Printers , Photocopiers on rental basis
25	Janitorial Services
26	Pest Control Services
27	Security Services
28	Courier Services
29	Insurance Service Providers/ Insurance Brokers
30	Hiring of vehicles & Transport Services
31	Supply of Water Dispensers and Drinking Water Bottles
32	Disposal of Discarded/ Obsolete Office Items and Waste Management Services (Electronic Waste, Paper, etc.)
33	Building/Electrical/Civil Construction Work (Civil Works, Partitioning, Carpeting, Aluminum works, Electrical wiring, Plumbing, etc.)
34	Airline Ticketing and Travel Arrangements
35	Media Buying Agencies, News Paper and Media Advertising and related services
36	Creative Designing Agencies/ Audio visual productions
37	Event Management Companies
38	Digital Media Agencies
39	Activation Agencies
40	Market Survey and Research Agencies
41	Professional Writing Firms and Designing Agency for Annual Report/ Corporate Reports and Publications
42	Outdoor Branding and Advertising (Light boards, LED Panels, Hoardings, Billboards, etc)
43	Professional Photographers and Videographers - event coverage/advertising related
44	Translators / Type Setters (English/Sinhala/Tamil) - freelancers
45	Professional Comperes -event coverage (English/Sinhala/Tamil) - freelancers

2. Expression of Interest

- A. The suppliers and service providers should express their interest and request access to the Online Application Portal, along with the associated supplier registration instruction and documents by sending an email to bids@lankapay.net with the soft copies of the following mentioned information/documents and upon payment of a non-refundable Registration fee amount as mentioned in the following Terms and Conditions.
- A. Contact name, postal address, telephone numbers and email of the vendor
 - B. Total count of categories, total amount of registration fee and category numbers to be registered.
 - C. Copy of Business Registration Documents (BR)
 - D. Payment Slip/Proof of a Non-Refundable Registration Fee

3. Registration Fees

- A. For registration fee, the supplier/service providers should make a registration fee as non-refundable deposit of Rs. 500/= per category/item of "Supplies" or "Services" indicated above.
- B. Those who would want to register for more than one (1) category/item, total registration fee shall be calculated as "No. of items" X Rs. 500/-
- C. Payment of the non-refundable registration fee can be made either by bank deposit or online transfer (Please refer to the below for bank details) and the receipt should be uploaded to the online sharing folder as proof of payment. Account details are as follows.
 - i. Account Name: LankaPay (Private) Limited.
 - ii. Account No.: 0000000899
 - iii. Bank Name: Bank of Ceylon (7010)
 - iv. Branch: Corporate Branch (660)

Please mention the "Supplier Name" in the reference field in the bank deposit slip or online transfer advice.

4. Online Registration Form

- A. After expressing the interest of the vender by sending an email request to bids@lankapay.net with relevant documents and non-refundable payment proof, Procurement division of LankaPay will provide the following two links and template to the vendor for submitting the Online Registration forms and requested corporate documents via replying to their email request.
 - i. Link to Microsoft Form for Online Registration
 - ii. Link to Microsoft One-Drive for submitting the documents
 - iii. Template of Supplier Registration Declaration Form
 - iv. Instructions to the vendors
 - v. Instruction for submitting the documents via Microsoft One-Drive

5. Document Submission

- A. The vender should submit the following mentioned documents via the given Microsoft One-Drive Folder or any other file transfer methods. Vender should upload the documents before filling in the Online Registration form, because vender has to include some information of documents submission methods.
 - i. Copy/ies of Non-Refundable Registration Fee
 - ii. Filled Supplier Registration Declaration form
 - iii. Company Corporate Documents as specified below,
 1. For a Company;
 - Certificate of Incorporation
 - Certificate of Registered Address (Form 01 or 13 or 15)
 - Certificate of Directors (latest Form 20)
 - Memorandum or Articles of Association
 - Company Profile
 - Audited Financial Statements for the last 3 years (separately)

2. For a Sole Proprietorship / Partnership;

- Business Registration
- Business address verification (Eg: Telephone Bill, Electricity Bill, etc)
- Copy/ies of National Identification Cards (Owners)

B. Following Documents should be submitted with Upon completion of the registration, If the supplier/service provider has not signed the General Non-Disclosure Agreement with LankaPay previously, they should sign the standard NDA with LankaPay, format of the same can be viewed by using the link <https://www.lankapay.net/procurements/>

6. Terms & Conditions

- A.** LankaPay reserves the right to accept or reject any application at its discretion or to annul the registration process completely.
- B.** Quotations/Bids for supplies and services are generally invited from the list of registered suppliers/ service providers from the relevant category. However, LankaPay reserves the right to obtain bids from other sources, if considered necessary.
- C.** If the prospective supplier fails to submit the required information/documents together with the declaration form and online application as requested, that application is treated as non-responsive and not considered for registration.
- D.** The Prospective supplier who fails to quote promptly when requested or fails to make deliveries / provide service on time and in conformity with specifications, samples or as prescribed in the purchase-order or who provides substandard goods are liable to be expunged from the register.

Further details, if required, may be obtained from the Manager, Procurement 011 235 6900 / 076 2589494.

Manager, Procurement
LankaPay (Private) Limited (PV 7551)
Level 18, Bank of Ceylon Head Office
"BOC Square", Bank of Ceylon Mawatha
Colombo 01.

