

SRI LANKA STATE TRADING (GENERAL) CORPORATION LTD.

APPLICATION FOR REGISTRATION OF SUPPLIERS

Establishment of an Open Framework Agreement for the Supply of Original Equipment Manufacturer (OEM) Air Conditioners

Tender No.: STC/PRO/2026/OEM/01

SECTION A – APPLICANT INFORMATION

A1. Applicant Category

Please tick (✓) the applicable category.

Category	Tick (✓)
International OEM Manufacturer	☐
Regional Manufacturer	☐
Authorized Local Distributor of OEM Brand	☐
Authorized Local Agent appointed by OEM Manufacturer	☐
Local Supplier authorized by OEM Manufacturer/Regional Distributor	☐

A2. General Company Information

Particular	Information
Registered Company Name	
Business Registration No.	
Date of Incorporation	
Country of Registration	
Registered Office Address	
Postal Address	
Telephone	
Mobile	
Email	
Website	
Tax Identification Number (TIN)	
VAT Registration No.	

SECTION B – COMPANY OWNERSHIP

B1. Directors

Name	Designation	Nationality

SECTION C – TECHNICAL ORGANIZATION

C1. Technical Personnel

Position	Number Available
Engineers	
Service Engineers	
Installation Technicians	
Quality Assurance Personnel	
Customer Support Staff	
Other Technical Personnel	

SECTION D – FINANCIAL CAPABILITY

D1. Annual Turnover

International Manufacturers

Financial Year	Annual Turnover (USD)
Year 2023/24	
Year 2024/25	
Year 2025/26	

Average Annual Turnover : USD _____

Local Distributor / Agent / Supplier

Financial Year	Annual Turnover (LKR)
Year 2023/24	
Year 2024/25	
Year 2025/26	

Average Annual Turnover : LKR _____

D2. Audited Financial Statements

Please attach audited financial statements for the last three (03) financial years.

☐ Attached

SECTION E – SUPPLY EXPERIENCE**Contracts Successfully Completed During the Last Three (03) Years**

Purchaser	Country	Product	Quantity (Units)	Contract Value	Year	Documentary Evidence Attached

Documentary Evidence Submitted

Please tick (✓).

Document	Tick
Purchase Orders	☐
Completion Certificates	☐
Customer Acceptance Certificates	☐
Commercial Invoices	☐
Bills of Lading	☐
Delivery Notes	☐
Performance Certificates	☐

SECTION F – TECHNICAL ELIGIBILITY

Please indicate whether the following documents are submitted.

Requirement	Submitted
Manufacturer Authorization Letter	☐ Yes ☐ N/A
OEM Product Catalogue	☐ Yes
Technical Brochures	☐ Yes
ISO 9001 Certificate	☐ Yes
ISO 14001 Certificate	☐ Yes ☐ No
CE / UL / IEC Certificates	☐ Yes ☐ N/A
Energy Efficiency Certificate	☐ Yes
Warranty Policy	☐ Yes
Spare Parts Availability (Minimum 5 Years)	☐ Yes
Local Service Centre Details	☐ Yes
Qualified Service Engineers	☐ Yes
Annual Maintenance Capability	☐ Yes

SECTION G – AFTER SALES SERVICE

G1. Service Capability

Particular	Details
Number of Service Engineers	
Number of Installation Teams	
Number of Service Centres	
Locations of Service Centres	
Spare Parts Warehouse Location	
Annual Maintenance Capability	
Breakdown Response Time	
Emergency Hotline	

SECTION H – PRODUCT INFORMATION

Complete one form for each OEM Brand offered.

Particular	Details
Brand	
Model	
Country of Origin	
Manufacturer	
Cooling Capacity	
Energy Efficiency Rating	
Refrigerant Type	
Power Consumption	
Compressor Type	
Noise Level	
Voltage	
Warranty Period	
Expected Service Life	

SECTION I – SUPPLIER REGISTRATION FEE

Payment Details

Registration Fee Amount LKR 15,000.00

Date of Payment

Mode of Payment ☐ Bank Deposit ☐ Bank Transfer ☐ Online Payment ☐ Other (Specify):

☐ Original Bank Deposit Slip Attached

SECTION J – DOCUMENT CHECKLIST

Please tick (✓) the documents submitted.

Document	Submitted
Business Registration / Certificate of Incorporation	☐
Company Profile	☐
Directors & Shareholders Details	☐
Audited Financial Statements (3 Years)	☐

Document	Submitted
Manufacturer Authorization	☐
OEM Product Catalogue	☐
Technical Brochure	☐
ISO 9001 Certificate	☐
ISO 14001 Certificate	☐
CE / UL / IEC Certificates	☐
Energy Efficiency Certificate	☐
Warranty Policy	☐
Supply Experience Documents	☐
Performance Certificates	☐
Local Service Centre Details	☐
Technical Personnel Details	☐
Spare Parts Availability	☐
Any Other Supporting Documents	☐

SECTION K – DECLARATION

I/We hereby certify that all information provided in this application and the accompanying documents is true, complete, and accurate. I/We understand that any false declaration or submission of fraudulent documents may result in rejection of this application, cancellation of registration, or any other action deemed appropriate by Sri Lanka State Trading (General) Corporation Ltd.

Particular	Details
Name of Authorized Signatory	
Designation	
Company	
Signature	
Company Seal	
Date	