

Amāna Bank

Procurement Notice

REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS – 2022/2023

Applications are invited from reputed Manufacturers/Suppliers, Agents, Importers, Dealers and Service Providers who wish to register themselves for supplying the following categories of goods and services for Amāna Bank.

- 1.0 MARKETING AND ADVERTISING**
- Media Buying Agency - Hoardings
- Branding - Print/Electronic Media Publication
- Offset & Digital Printing - Name Boards, Sign-age
- All other advertising material - Event Management.
- 2.0 COMPLIMENTARY ITEMS AND PUBLICITY MATERIAL**
- T-Shirts - Caps - Key Tags - Porcelain Products - Mugs
- Plaques - Trophies & Shields - Clocks and Watches - Bags - Wallets
- Toys - Umbrellas etc. - Tie Pins & Cuff-links
- 3.0 COMMUNICATION EQUIPMENTS AND ACCESSORIES (SUPPLY/INSTALLATION/MAINTENANCE)**
- Telephones - Fax machines - Mobile Phones
- PDAs - PABX and all related accessories - Video Conferencing equipment
- Any other communication equipment
- 4.0 COMPUTER CONSUMABLES**
- Diskettes - CDs, DVDs & VCDs - Cassettes & Tapes - Cartridges
- Toners - Ribbons - Flash Drives - Continuous Papers - Screen Filters
- Mouse Pads - Key Board Covers etc. - Any other computer consumables
- 5.0 CIVIL CONSTRUCTION AND EXTERNAL/INTERIOR DECORATORS**
Quantity surveyors & Civil engineers, Civil contractors, Architectural designing/Consultancy, Roofing and Roof Repairs (Asbestos/Tile/Amano Sheet etc.) Carpentry work, Floor and Wall tiling, Plumbing, Iron & Steel work, Aluminium fabrication & Installation (Partitioning, Glaze/Boards, Doors & Windows, Wall cladding, Roller Shutters etc.) All types of Glass work, Flooring, Carpeting, Ceiling work, Curtains, Vertical/Venetia blinds, Colour washing (Interior/Exterior walls, Ceiling and Soffit) Spray painting, & Polishing (Furniture & Fittings, Wooden floor, Wooden stairways etc.) Water proofing, Solar control system, Shatter proofing stickers/Films for windows, Glazed doors etc.
- 6.0 ELECTRICAL EQUIPMENT/APPLIANCES (SUPPLY/INSTALLATION/MAINTENANCE)**
- All Types of Cameras - Audio & Video Equipment
- Televisions - VHS/CD/VCD/DVD Players - PA Systems (Indoor/Outdoor)
- Home Use Appliances (Vacuums Cleaners, Fans, Polisher etc.)
- 7.0 ELECTRICAL ACCESSORIES**
- Electrical Cables/Wires - Electrical Switches - Circuit Breakers
- Electrical Panel Boards - Surge Protectors - All other Electrical Accessories
- 8.0 ELECTRICAL CONTRACTORS**
All types of Electrical Work, both Data and Electrical, wiring, installation etc.
- 9.0 FURNITURE AND FITTINGS**
- Desks and Tables - Office Chairs, Sofas etc. - Filing Cabinets
- Cupboards - Cheque Deposit Boxes - All types of Office furniture
- Steel Cupboards - Fire Proof Cabinets, Safes, Doors etc. - Steel Cash Boxes
- 10.0 FOOTWEAR AND LEATHER PRODUCTS**
Footwear for safety, office use and leather products (Bags, Belts, Safety gloves) etc.
- 11.0 GOLD TRADING TOOLS/ITEMS**
- Testing Stones - Weighing Scale - Density Meters - Gold Specimen
- Magnifying Glasses etc. - Nitric Acid and related Chemicals
- 12.0 GARDEN MAINTENANCE AND LANDSCAPING, FLOWER / FLOWER POT ARRANGEMENTS**
Horticulture expertise, flower arrangements, pots and plants supply etc.
- 13.0 HARDWARE MATERIALS, TOOLS AND FITTINGS**
Building Material (Cement, Sand, Metal, Lime, Bricks, Cement Blocks etc.), Timber Material (Hardwood, Plywood, MDF, Planks etc.), G.I. and Steel (Pipes, Bars, Sheets, Meshes etc.) Aluminium Extrusions and roofing products (Amano sheets, G.I., Tiles, Asbestos etc.), Paint Materials and Applications tools, Bathroom & Toilet Fittings, PVC Pipes & Fittings, Door/Window Fittings and Accessories, Masonry, Carpentry, Plumbing and Aluminium Fabrication Tools, All Types of Glasses etc.
- 14.0 IT EQUIPMENT, HARDWARE AND ACCESSORIES**
- Hard Disks - Printers - Memory Cards
- ATMs - Desktop Computers - Modems/Routers
- CDMs - Notebook Computers - Cash Recyclers
- Servers / Server Racks - Tabs - CD/DVD Drives/Writers
- 15.0 IT SOFTWARE & SYSTEMS**
- Operating Systems - Customised Software Systems/Solutions
- Software Licenses - Cyber Security Solutions
- 16.0 IT SYSTEMS / EQUIPMENT REPAIR, SERVICE & MAINTENANCE**
All types of systems equipment repair service and maintenance including the repair and maintenance of Line Printers and Pass Book Printers.
- 17.0 MOTOR VEHICLES**
All types of Motor Vehicles supply
- 18.0 MOTOR VEHICLES REPAIRS, TINKERING, MODIFYING AND AIR CONDITIONING (SERVICE AND REPAIRS)**
All types of Motor Vehicles Repairs
- 19.0 MOTOR VEHICLE SPARE PARTS/TYRES/TUBES/BATTERIES**
All types of Motor Accessories
- 20.0 OFFICE EQUIPMENT AND OFFICE MACHINES**
- Adding - Binding - Calculators - Cheque Depositing - Cheque Writers
- Coin Counting - Duplicating - Encoders - Facsimile - Franking
- Folding - Laminating - Note Counting - Numbering - Photocopying
- Polythene Sealers - Strapping - Shredding - Typewriters - Ultraviolet Lamps
- Weighing Scales
- 21.0 PLANT AND MACHINERY (SUPPLY/INSTALLATION/MAINTENANCE)**
21.1 Generators 21.2 UPS
21.3 Elevators 21.4 Chemical Treatment
21.5 Solar & Heat Control 21.6 Any other type of Plant & Machinery
- 22.0 PRINTING ITEMS**
- Diaries - Calendars - Posters - Visiting Cards - Brochures - Forms
- Vouchers - Registers - Invitations - Envelopes - Magazines - Periodicals
- Greeting Cards - Annual Reports - Newsletters - Booklets - Any other Printing Material
- 23.0 SECURITY/SAFETY ITEMS (SUPPLY/INSTALLATION/MAINTENANCE)**
- Metal Detectors - CCTV System - Fire Extinguishers etc. - Smoke Detectors
- Alarm Systems - Punching Clocks - Passive Infra- Red Motion Detectors
- 24.0 SECURITY PRINTING**
- Cheque Books - Debit/Credit Cards
- Direct Mailers with Data - Account Statements (with Data Printing) - ID Cards
- Any other type of Security Printing
- 25.0 SUNDRY ITEMS**
- All types of Pens and Pencils - All types of Files - All types of Books - Paper Rolls (Adding Machines – Carbonized/Non Carbonized, Fax, Telex, ATM etc.)- Papers (Photocopy, Typing, Ledger, Foolsap, Conqueror, Sticker, Bristol/Box Boards, Flip Chart etc.) - Ribbons (Adding Machine, Typewriter, Telex, ATM etc.)- Toners (Photocopy, Fax, Duplicating etc.)
Other Items; Paper Fasteners, Paper & Pen Holders, Filing Pockets, Foot Rulers, Cello Tape Dispensers, Masking Tapes, PVC Tapes, Cello Tapes, Gum Bottles, Stapler Removers, Stapler Machines, Highlighters, Paper Punching Machines, Tippex, Erasers, Scissors, Sharpeners, Ink, Covers, Batteries, Diaries, Markers, Paper clips, Pins, Filing lace, Plastic Folders, Name card holders, Brochure holders, Office trays, Stamps Pads, Rubber Stamps, Carbon Boxes, Transparency Sheets, Paper Weights, Rubber Bands, Twine Rolls, Sealing Wax, Candles, Polythene, Strapping Coils, Waste Paper Baskets, Carton Boxes, Cloth Bags (Coins, Cash, Clearing etc.) All types of Stationery Material for training purposes. Any other stationery material for office use.
- 27.0 SUPPLY OF SANITARY ITEMS**
- Air Fresheners - Toilet paper - Detergent - Soap - Insecticides Garbage Bags etc.
- 27.0 FACILITIES MANAGEMENT SERVICES**
27.1 Security Services for Bank Premises/Properties
27.2 Security Transportation/Cash Management Services
27.3 Security/ATM Cash Management Services
27.4 Security Consultancy Services
27.5 Janitorial/Cleaning
27.6 Courier Services
27.7 Archives (Record Management Services)
27.8 Hiring of Vehicles
27.9 Auctioning Services
27.10 Shifting office equipment, Machines, Furniture, Safes etc.
27.11 Hiring of Furniture, Temporary Sheds, Canopies, P.A. Systems, Sound Systems, Lighting Systems etc.
27.12 Equipment Cost Engineering Consultancy Services
27.13 Quantity Surveyors Consultancy Services
27.14 Manpower Outsourcing Services
27.15 Technical Outsourcing Services
27.16 Pest Control
27.17 Catering
27.18 Tea Preparation/Serving/Supply Services
27.19 Supply of Drinking Water
27.20 Laundry Services
27.21 Clearing & Forwarding
27.22 Paper Shredding and Pulping
27.23 Any other type of Services
- 28.0 REPAIRS/SERVICING**
28.1 Office machines / Equipments 28.1 Furniture / Fittings
28.3 Vault / Safes 28.4 Electrical Repairs
28.5 Security Items 28.6 Air Conditioning & Refrigeration
28.7 Plant & Machinery 28.8 Communication Equipment
28.9 Gold Trading Equipment & Machines
- 29.0 FACILITIES MANAGEMENT**
28.1 Managed Services of Facilities Management
- 30.0 ACCOMMODATION AND AIR TICKETING**
- Local - Overseas

CONDITIONS

- Applicants for registration should apply on a self made application form as per required specimen mentioned below. (Application forms are not issued)
- Only those authorized dealers/suppliers who have been operating in their respective fields for at-least 2 years should apply for registration.
- Applicants who wish to register for more than one category should send separate application forms for each category which may be enclosed in one envelop.
- A non refundable registration fee of Rs 5000.00 per category by way of cheques/bank drafts drawn in favour of “Amāna Bank PLC” should accompany all applications for registration. Registration will be subject to realization of cheques/bank drafts. Cash is not accepted
- Applicants should be equipped with adequate capital and assets to execute orders placed under such respective categories.
- Bank reserves the right to accept or reject any application for registration without any notification of such reason.
- Bank reserves the right to remove the name of any registered supplier or service provider from the register due to supply of substandard quality, fraud, poor delivery standard, pending inquiry/legal actions etc.
- Application for registration will not be entertained in the event a spouse or children of the individual, partner, proprietor or director of the applicant company, is/are employed in the Bank. Suppliers will be responsible to provide/divulge any/all conflict of interests with the bank and/or its employees at the time of submission of application for registration. Failure to comply, bank reserves the right to black list such suppliers from the register.
- All applications should be clearly marked “Registration of Suppliers for 2022/2023” on the top left-handed corner of the envelope and sent under registered cover to reach “The Manager - Procurement, Amāna Bank PLC, 486, Galle Road, Colombo 3”.
- All suppliers who are already registered for 2020/2021 need to re-submit new applications along with requested documents for 2022/2023.
- The Closing date for registration will be on 30 April 2022.

APPLICATION FORM CRITERIA

- Category /Items/Services that you wish to register.
- Business Name and Address (Registered and Corresponding)
- Company Profile
- Names and Addresses of Directors/Partners/Proprietors
- Date of Incorporation of Business
- Business Registration No. (Please attach certificate copy)
- VAT Registration No.
- Audited financials of immediate past 3 years. (FY 2018/19, FY 2019/20 and FY 2020/21)
- If your business is not registered for VAT, please provide the following:
 - Attach a copy of the letter issued by the Commissioner of Inland Revenue Department certifying that the company has not been registered for VAT.
- If your business is entitled for withholding tax release or any other tax related directions, attach such certificate copies issued by Inland Revenue Department.
- If your company is a Manufacturer or Agent appointed by such manufacturer or principal, attach such documents in support of your application.
- Current list of active clients with reference details (designations and contact details)
- Name, Designation and Signature of the officer applying
- Copy of Amāna Bank Current Account Statement

DOCUMENTS REQUIRED FOR REGISTRATION

- Form 1 (as applicable)
- Form 13 (as applicable)
- Form 14 (as applicable)
- Form 20 (as applicable)
- TIN (Tax Identification Number)
- NIC/PP of directors/proprietors
- Articles of association

Amāna Bank PLC

486, Galle Road, Colombo 3

Call: Procurement Department on 0117756000 – Ext: 1408 (Between 9.00am - 4.30pm)

E-mail : procurementteam@amana.lk

It's Your Bank

Amāna Bank

