

# Amāna Bank

## Procurement Notice

### REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS – 2024/2025

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
  - Branding
  - Offset & Digital Printing
  - All other advertising material
  - Hoardings
  - Print/Electronic Media Publication
  - Name Boards, Sign-age
  - Event Management.
- 2.0 COMPLIMENTARY ITEMS AND PUBLICITY MATERIAL**
  - T-Shirts
  - Caps
  - Plaques
  - Trophies & Shields
  - Toys
  - Key Tags
  - Clocks and Watches
  - Tie Pins & Cuff-links
  - Porcelain Products
  - Bags
  - Mugs
  - Wallets
- 3.0 COMMUNICATION EQUIPMENTS AND ACCESSORIES (SUPPLY/INSTALLATION/MAINTENANCE)**
  - Telephones
  - PDAs
  - Any other communication equipment
  - Fax machines
  - PABX and all related accessories
  - Mobile Phones
  - Video Conferencing 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
  - Televisions
  - Home Use Appliances (Vacuums Cleaners, Fans, Polisher etc.)
  - Audio & Video Equipment
  - VHS/CD/VCD/DVD Players
  - PA Systems (Indoor/Outdoor)
- 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
  - Cupboards
  - Steel Cupboards
  - Office Chairs, Sofas etc.
  - Cheque Deposit Boxes
  - Fire Proof Cabinets, Safes, Doors etc.
  - Filing Cabinets
  - All types of Office furniture
  - 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
  - Magnifying Glasses etc.
  - Weighing Scale
  - Nitric Acid and related Chemicals
  - Density Meters
  - Gold Specimen
- 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.L., 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
  - ATMs
  - CDMs
  - Servers / Server Racks
  - Printers
  - Desktop Computers
  - Notebook Computers
  - Tabs
  - Memory Cards
  - Modems/Routers
  - Cash Recyclers
  - CD/DVD Drives/Writers
- 15.0 IT SOFTWARE & SYSTEMS**
  - Operating Systems
  - Software Licenses
  - Customised Software Systems/Solutions
  - 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
  - Coin Counting
  - Folding
  - Polythene Sealers
  - Weighing Scales
  - Binding
  - Duplicating
  - Laminating
  - Strapping
  - Calculators
  - Encoders
  - Note Counting
  - Shredding
  - Cheque Depositing
  - Facsimile
  - Numbering
  - Typewriters
  - Cheque Writers
  - Franking
  - Photocopying
  - Ultraviolet Lamps
- 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
  - Vouchers
  - Greeting Cards
  - Calendars
  - Registers
  - Annual Reports
  - Posters
  - Invitations
  - Newsletters
  - Visiting Cards
  - Envelopes
  - Booklets
  - Brochures
  - Magazines
  - Any other Printing Material
  - Forms
  - Periodicals
- 23.0 SECURITY/SAFETY ITEMS (SUPPLY/INSTALLATION/MAINTENANCE)**
  - Metal Detectors
  - Alarm Systems
  - CCTV System
  - Punching Clocks
  - Fire Extinguishers etc.
  - Passive Infra- Red Motion Detectors
  - Smoke Detectors
- 24.0 SECURITY PRINTING**
  - Cheque Books
  - Direct Mailers with Data
  - Any other type of Security Printing
  - Debit/Credit Cards
  - Account Statements (with Data Printing)
  - ID Cards
- 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
  - 28.3 Vault / Safes
  - 28.5 Security Items
  - 28.7 Plant & Machinery
  - 28.9 Gold Trading Equipment & Machines
  - 28.1 Furniture / Fittings
  - 28.4 Electrical Repairs
  - 28.6 Air Conditioning & Refrigeration
  - 28.8 Communication Equipment
- 29.0 FACILITIES MANAGEMENT**
  - 29.1 Managed Services of Facilities Management
- 30.0 ACCOMMODATION AND AIR TICKETING**
  - Local
  - Overseas

#### CONDITIONS

1. Applicants for registration should apply on a self made application form as per required specimen mentioned below. (Application forms are not issued)
2. Only those authorized dealers/suppliers who have been operating in their respective fields for at-least 2 years should apply for registration.
3. 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.
4. 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
5. Applicants should be equipped with adequate capital and assets to execute orders placed under such respective categories.
6. Bank reserves the right to accept or reject any application for registration without any notification of such reason.
7. 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.
8. 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.
9. 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”.
10. All suppliers who are already registered for 2022/2023 need to re-submit new applications along with requested documents for 2024/2025.
11. The Closing date for registration will be on 30 April 2024.

#### APPLICATION FORM CRITERIA

1. Category /Items/Services that you wish to register.
2. Business Name and Address (Registered and Corresponding)
3. Company Profile
4. Names and Addresses of Directors/Partners/Proprietors
5. Date of Incorporation of Business
6. Business Registration No. (Please attach certificate copy)
7. VAT Registration No.
8. Audited financials of immediate past 3 years. ( FY 2020/21, FY 2021/22, FY 2022/23)
9. If your business is not registered for VAT, please provide the following:
  - 9.1. Attach a copy of the letter issued by the Commissioner of Inland Revenue Department certifying that the company has not been registered for VAT.
10. If your business is entitled for withholding tax release or any other tax related directions, attach such certificate copies issued by Inland Revenue Department.
11. If your company is a Manufacturer or Agent appointed by such manufacturer or principal, attach such documents in support of your application.
12. Current list of active clients with reference details (designations and contact details)
13. Name, Designation and Signature of the officer applying
14. Copy of Amāna Bank Current Account Statement

#### DOCUMENTS REQUIRED FOR REGISTRATION

1. Form 1 (as applicable)
2. Form 13 (as applicable)
3. Form 14 (as applicable)
4. Form 20 (as applicable)
5. TIN (Tax Identification Number)
6. NIC/PP of directors/proprietors
7. Articles of association

#### Amāna Bank PLC

486, Galle Road, Colombo 3

Call: Procurement Department on 0117756000 – Ext: 1408, 1410, 1411

(Between 9.00am - 4.30pm)

E-mail : procurementteam@amana.lk

It's *Your* Bank

Amāna Bank

