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பாதுகாப்பு சேவை கட்டளை மற்றும் பதவிநிலை கல்லூரி, சபுகஸ்கந்த், இலங்கை
DEFENCE SERVICES COMMAND AND STAFF COLLEGE, SAPUGASKANDA, SRI LANKA
දුරකථන / தொலைபேசி / Tel: 2963792, 2964218 லக்ஷ் / தொலைநகல் / Fax: 2962151 විද්‍යුත් ලිපිනය / மின்னஞ்சல் முகவரி / E-mail: dscscsl@gmail.com

NOTICE CALLING FOR REGISTRATION OF SUPPLIERS AND CONTRACTORS 2026

1. Defence Services Command and Staff College (DSCSC), Sapugaskanda, hereby invites applications from eligible and reputed suppliers and contractors for registration to supply and Provide Following goods and services to the College during the year 2026.

S/N	Description
01	Hiring of vehicles on rental basis
02	Repair, servicing and maintenance of machinery and equipment (printing machines, computers, electronic equipment and air-conditioning equipment)
03	Supply of printed publications and magazines for the College
04	Supply of commemorative plaques
05	Vehicle repair and maintenance services
06	Vehicle insurance services

2. APPLICATION PROCEDURE.

Application forms and relevant details may be obtained by downloading from the official website of the Defence Services Command and Staff College (www.dscsc.lk) or collected from the Procurement (Supplies) Division, DSCSC, Sapugaskanda, on working days from 9.00 a.m. to 3.00 p.m.

3. SUBMISSION OF APPLICATIONS.

A. The following documents should be submitted together with the completed application form

- Duly completed application form
- Certified copy of Business / Company Registration Certificate
- Documentary evidence to prove experience relevant to the applied category
- For hiring of vehicles on rental basis: copies of vehicle registration certificate, valid revenue licence, comprehensive insurance policy, and copy of the National Identity Card of the registered owner

B. Applications completed in accordance with the specimen application form, together with the above documents, should be sent by registered post or deposited in the Tender Box kept at the main office of the Defence Services Command and Staff College, Sapugaskanda, so as to reach on or before 10.02.2026.

C. The top left-hand corner of the envelope should be clearly marked as:
“Registration of Suppliers and Contractors for the Year 2026”

4. Inquiries : Procurement Division, Telephone: 011 2962189 / 077 9675030

Commandant
Defence Services Command and Staff College
Sapugaskanda

**APPLICATION FORM FOR REGISTRATION OF SUPPLIERS AND CONTRACTORS
FOR THE YEAR 2026**

1. Name of Applicant / Institution:-
2. Address of Applicant / Institution:-
3. Telephone Numbers: Fixed:.....Mobile.....
4. Email Address:-
5. Category of Goods / Supplies / Services applied for: (Please indicate the relevant category number and description):-

6.

S/N	DESCRIPTION

7. Nature of Business Organization:
(State whether Government-Owned, Statutory Body, Institution, Sole Proprietorship, Partnership, or Limited Liability Company)
7. Business Registration Number and Date:-
8. VAT Registration Number and Date:-

I hereby certify that the above information is true and correct. Accordingly, we request registration as a supplier/service provider of the Defence Services Command and Staff College for the year 2026.

.....

Date

.....

Signature & Official Seal:

CONDITIONS OF REGISTRATION

- i. Procurement activities including calling for quotations shall primarily be carried out among registered suppliers. However, the College reserves the right to call for quotations from other suppliers when necessary.
- ii. The registration of suppliers who fail to comply with stipulated conditions may be cancelled without prior notice. The College reserves the right to remove suppliers from the registered list based on unsatisfactory performance in previously awarded contracts.
- iii. The College reserves the right to remove from registration any supplier/service provider who fails to respond to quotation invitations on three (03) consecutive occasions.
- iv. Applications received after the closing date will be rejected.
- v. Suppliers shall agree to provide a minimum credit period of thirty (30) days.
- vi. In respect of hiring vehicles on rental basis, relevant documents such as National Identity Card of the supplier/owner, vehicle registration certificate, valid revenue licence, and comprehensive insurance policy must be submitted. The registered owner details must correspond with the registering supplier.
- vii. For machinery, equipment, and vehicle repair and maintenance services, suppliers shall agree to inspect the relevant machinery or vehicles at the College premises prior to submitting quotations.
- viii. Samples must be submitted whenever requested. Failure to submit samples may result in rejection of the supplier for the relevant procurement.

I/We hereby agree to the above conditions and request registration as a supplier/service provider of the Defence Services Command and Staff College for the year 2026.

Date:

Signature of Applicant:

Official Seal

Name of Applicant:

Designation:

SUPPLIER’S DECLARATION

I/We hereby declare that:

1. In terms of the National Procurement Guidelines and Clause 1.5.4 thereof, I/We do not have any conflict of interest.
2. Only one application has been submitted for registration.
3. I/We have not been blacklisted or suspended by any government institution.
4. If any part of the above declaration is found to be false or misleading at any stage, I/We agree that the Defence Services Command and Staff College has the right to cancel the registration and/or any contract awarded or to be awarded, and to take appropriate action in accordance with the National Procurement Guidelines

Signature & Company Seal:

Name of Applicant:

Designation:

Date:

