



**REGISTRATION OF SUPPLIERS/CONTRACTORS  
YEAR – 2025**



**URBAN DEVELOPMENT AUTHORITY (UDA)**

**MINISTRY OF RURAL & URBAN DEVELOPMENT, HOUSING & CONSTRUCTION**

1. Chairman, Urban Development Authority invites Applications from the local Manufacturers, Suppliers, Contractors, Community Base Organizations, Consultants and authorized Agents of foreign manufacturers under the shopping bidding method to Register for Supply of Goods, Works and Services, Regional wise, for the year 2025 to Urban Development Authority (UDA)

**2. Application Forms/Terms & Conditions**

a. Application Forms can be downloaded from the following Web - site, through “*Procurement Notices*” during the period from **01.10.2024** to **31.10.2024** free of charge.

**Urban Development Authority - [www.uda.gov.lk](http://www.uda.gov.lk)**

b. A set of application form will have the following components

- i. Main Application Form.
- ii. General Instructions, Terms and Conditions.
- iii. The detailed Item List

In the event of an Applicant finds it difficult to download an Application Form and the relevant documents from the Web-site, Further clarifications can be obtained from the following Officer.(during office hours only)

❖ **Assistant Director (Procurement) - Urban Development Authority**

**Telephone – 011 3049008**

<b>011 2875916 – 20</b>	<b>011 2873651–2</b>	<b>011 2873644</b>	}	<b>Extension - 2681</b>
<b>011 2873649</b>	<b>011 2875333</b>	<b>011 27972200</b>		

❖ **Asst. Director (Finance) - Extension - 2683**

**3. Payments of Item Charges for Registration**

a. **Rs. 1,200.00 will be charged from an Applicant for the Registration of Each Item. (2.5% (SSCL) + 18%(VAT) Included)**

b. **Payments of Item Charges for the Registration of Suppliers for the year 2025 should be credited to the Account No 1534 at the Co-operate Branch of the Bank of Ceylon through any Branch of Bank of Ceylon or to the Head Office, Provincial/District Offices of Urban Development Authority.**

c. **The Original Cash Deposit Slip/Receipt which utilized for the payments of the Item charges should be forwarded together with the Application. (As a certification to the payments made for the Item charges)**

d. **Applicants should complete the payments of the Item Charges on or before 30.11.2024. Urban Development Authority will not be responsible for the payments made after 30.11.2024**

4. Duly filled Application Forms together with all the necessary documents should be delivered by registered post or by hand on or before **30.11.2024** at the under mentioned address. The top-left-hand corner of the envelope containing the application should be marked as **“ REGISTRATION OF SUPPLIERS – 2025”**.

**The Chairman,  
Urban Development Authority,  
Procurement Unit,  
7<sup>th</sup> Floor,  
"Sethsiripaya",  
Battaramulla.**

5. **Authority to take final decisions regarding the Registration of Suppliers for the Supply of Goods, Works and Services for the year 2025, to Urban Development Authority is vested with the Chairman, Urban Development Authority.**

6. **Priority will be given to the Registered Suppliers who are given at least 30 days Credit Period.**

**Chairman  
Urban Development Authority  
Ministry of Rural & Urban Development,  
Housing & Construction**

Procurement Unit,  
7<sup>th</sup> Floors  
"Sethsiripaya"  
Battaramulla

01<sup>st</sup> October 2024