URBAN DEVELOPMENT AUTHORITY

GENERAL INSTRUCTIONS AND CONDITIONS FOR THE REGISTRATION OF SUPPLIERS / CONTRACTORS UNDER THE SHOPPING METHOD FOR THE YEAR 2027

1. Availability of Application Forms

Application forms and relevant documents for the registration of suppliers/contractors to supply goods, execute works and provide services to the Urban Development Authority (UDA) under the Shopping Method for the year 2027 can be downloaded free of charge from the official website of the Urban Development Authority from **04.11.2026 to 20.11.2026**.

2. Accuracy of Information

Applicants are requested to provide only accurate and complete information. If any information provided is found to be false or if an applicant is found to have deliberately withheld any material information, such applicant will be disqualified from registration.

Incomplete or illegible applications will be rejected.

3. Documents to be Submitted with the Application

All documents attached to the application must be numbered consecutively. The total number of pages must be clearly indicated in the upper right-hand corner of the main application form.

The following documents must be attached to the application:

a. A copy of the Business Registration Certificate or Certificate of Incorporation.

b. Applicants applying for civil engineering and construction works must attach a copy of their latest CIDA registration certificate, indicating the relevant category and grade under which they are registered with the Construction Industry Development Authority (CIDA).

c. The original copy of the bank deposit slip or payment receipt confirming payment of the relevant item registration fee must be attached.

d. Applicants registered for VAT must submit a copy of their VAT Registration Certificate.

4. Submission of Applications

Duly completed application forms, together with all required supporting documents, must be submitted under a covering letter by registered post or by hand to the following address, to reach on or before **20.11.2026**.

The words **"REGISTRATION OF SUPPLIERS – 2027"** must be clearly written on the top left-hand corner of the envelope containing the application.

Address:

Procurement Unit,
Urban Development Authority,
7th Floor,
"Sethsiripaya",
Battaramulla.

GENERAL INSTRUCTIONS FOR APPLICANTS

5. Answering Questions

For each question, please clearly indicate either "YES" or "NO", as appropriate, by striking out the option that does not apply.

6. Non-Applicable Items

Please indicate "N/A" (Not Applicable) against any item that is not relevant to the applicant.

7. Changes to Postal Addresses

If any change or amendment is made to the postal address of a company or institution after registration, such request will be considered only upon submission of a certified true copy of the amended certificate issued by the relevant company or institution confirming the change.

8. Changes to Registered Items

Please note that no changes can be made to the registered item categories after registration under any circumstances. Transfers or exchanges between registered items will also not be permitted.

9. Responsibility for Errors or Omissions

The Urban Development Authority shall not be held responsible for any delays, errors or omissions arising from the negligence or lack of attention of the applicant.

10. Registration Fees

A registration fee of **Rs. 1,200.00 per item** will be charged.

(This amount includes the Social Security Contribution Levy (SSCL) of 2.5% and Value Added Tax (VAT) of 18%.)

An applicant may apply for registration under several items.

The relevant registration fees may be paid through any branch of the Bank of Ceylon by crediting the amount to Account No. **1534** maintained at the Corporate Branch of the Bank of Ceylon.

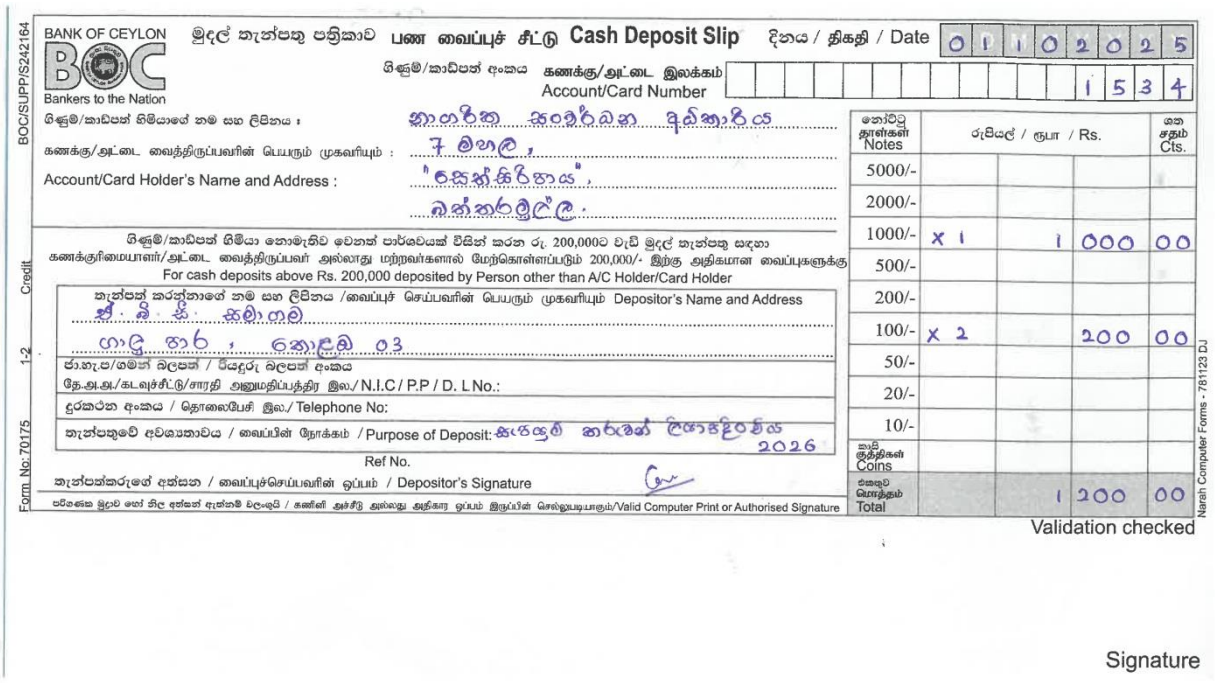
Alternatively, payments can be made directly to the Head Office or any Provincial/District Office of the Urban Development Authority.

Note: *An item refers to each individual entry identified by a combination of an English letter and a number in the Item List (e.g., A1 is one item, A2 is one item, A3 is one item, etc.).*

11. Payment of Registration Fees

Applicants making payments through the Bank of Ceylon must complete the bank deposit slip in the prescribed format given below and make the payment at the relevant bank branch.

Applicants making payments directly to the Head Office or any Provincial/District Office of the Urban Development Authority must obtain an official receipt issued by the respective office after making the payment.


BOC/SUPP/S/242164

BANK OF CEYLON — Bankers to the Nation

මුදල් තැන්පතු පත්‍රිකාව பண வைப்புச் சீட்டு **Cash Deposit Slip**

දිනය / திகதி / Date 01 10 2025

ගිණුම්/කාඩ්පත් අංකය கணக்கு/அட்டை இலக்கம் Account/Card Number 1534

ගිණුම්/කාඩ්පත් හිමියාගේ නම සහ ලිපිනය : නාහරින සංවර්ධන අධිකාරිය

කණක්කු/අட்டை வைத்திருப்பவரின் பெயரும் முகவரியும் : 7 මහල,

Account/Card Holder's Name and Address : "සෙනුන්සිරිනය",

බත්තරමුල්ල.

ගිණුම්/කාඩ්පත් හිමියා නොමැතිව වෙනත් පාර්ශවයක් විසින් කරන රු. 200,000ට වැඩි මුදල් තැන්පතු සඳහා
கணக்குரிமையாளர்/அட்டை வைத்திருப்பவர் அல்லாது மற்றவர்களால் மேற்கொள்ளப்படும் 200,000/- இற்கு அதிகமான வைப்புகளுக்கு
For cash deposits above Rs. 200,000 deposited by Person other than A/C Holder/Card Holder

තැන්පත් කරන්නාගේ නම සහ ලිපිනය /வைப்புச் செய்பவரின் பெயரும் முகவரியும் Depositor's Name and Address
ඒ. බී. සී. කමලාගම
ගාල්ල පාර, නොළුව 03

ජා.හැ.ප/ගමන් බලපත් / වියදුරු බලපත් අංකය
தே.அ.அ/கடவுச்சீட்டு/சாரதி அனுமதிப்பத்திர இல./ N.I.C / P.P / D. L No.:

දුරකථන අංකය / தொலைபேசி இல./ Telephone No:

තැන්පතුවේ අවශ්‍යතාවය / வைப்பின் நோக்கம் / Purpose of Deposit: කැපහුම් කාර්මික ලිපාදිරිය 2026

Ref No.

තැන්පත්කරුගේ අත්සන / வைப்புச்செய்பவரின் ஒப்பம் / Depositor's Signature

පරිගණක මුද්‍රිත හෝ නිල අත්සන් ඇත්නම් වලංගුයි / கணினி அச்சீடு அல்லது அதிகார ஒப்பம் இருப்பின் செல்லுபடியாகும்/Valid Computer Print or Authorised Signature

නෝට්ටු තාළුකළ Notes	රුපියල් / ரூபா / Rs.			සත සதம் Cts.
5000/-				
2000/-				
1000/-	x 1	1	000	00
500/-				
200/-				
100/-	x 2		200	00
50/-				
20/-				
10/-				
කාසි කුත්තිකළ Coins				
එකතුව மொத்தம் Total		1	200	00

Validation checked

Signature

Credit 1-2 Form No: 70175 Narah Computer Forms - 781123 DJ

12. Further Information and Inquiries

For further information regarding the registration of suppliers for the year 2027, applicants may contact the following officer during official office hours only.

- **Assistant Director (Audit)**
  Urban Development Authority

  Direct Telephone: 011 2873649

- **V.G.D. Perera**

Telephone Numbers:

- 011 2797200
- 011 2872649
- 011 2873644
- 011 2873647
- 011 2873651
- 011 2875333

Extensions: 2680 / 2681 / 2682

13. Evaluation and Approval of Applications

All applications will be reviewed by an officer appointed by the Chairman of the Urban Development Authority. Only applicants who fulfil the required eligibility criteria will be registered.

Applications that do not satisfactorily fulfil the required qualifications and applications received after the stipulated deadline will be rejected.

14. Validity of Previous Registrations

The registration list of suppliers/contractors used for the procurement of goods, works and services during the year 2026 will become invalid upon the issuance of the new list of registered suppliers/contractors for the year 2027.

15. Final Decision

The Chairman of the Urban Development Authority reserves the right to make the final decision regarding the registration of suppliers for the year 2027.

DIRECTOR GENERAL
Urban Development Authority

Urban Development Authority
Procurement Unit,
7th Floor,
"Sethsiripaya",
Battaramulla.

02 November 2026