

# **INVITATION FOR BIDS**

## **Department of the Registrar of Companies**

Bids for the Supply, Delivery, Installation, Configuration and Commissioning of  
Desktop computers, Laptop, Tablet and UPS - 2026  
**Contract no: ROC/PMD/01/01/COM/2026**

1. Chairman, Department Procurement Committee, Department of the Registrar of Companies, invites sealed bids from eligible Bidders for the Supply, Delivery, Installation, configuration and Commissioning of Desktop computers, Laptop, Tablet and UPS as follows.

| <b>Lot No.</b> | <b>Item Name</b>                            | <b>Quantity</b> |
|----------------|---------------------------------------------|-----------------|
| <b>1.</b>      | <b>Desktop Computers</b>                    | <b>21</b>       |
| <b>2.</b>      | <b>Laptop Computer (Type 1)</b>             | <b>02</b>       |
| <b>3.</b>      | <b>Laptop Computer (Type 11)</b>            | <b>15</b>       |
| <b>4.</b>      | <b>Tablet</b>                               | <b>10</b>       |
| <b>5.</b>      | <b>Uninterruptible Power Supplies (UPS)</b> | <b>50</b>       |

2. Bidder should have at least three (3) years experience in supply and installation of IT related items in Sri Lanka.
3. Interested eligible bidders may obtain further information from the Chief Procurement Officer/Accountant(Act.), Department of the Registrar of Companies, “Samagam Medura”, No.400, D.R. Wijewardena Mawatha, Colombo10 (0112689205).
4. A complete set of Bidding Documents may be purchased by interested bidders on a payment of a non-refundable tender fee of Rs.5,000.00. Payment shall be made to the Shroff (at the ground floor)and bidding document can be collected from the Accounts Branch, 04<sup>th</sup> Floor from 9.00am to 3.00pm from 12.08.2026 to 31.08.2026 on any working days.
5. The original of the bid should be enclosed in a sealed envelop and top left-hand corner shall be marked as **“Bids for the Supply, Delivery, Installation, Configuration and Commissioning of Desktop computers, Laptop, Tablet and UPS - 2026” (ROC/PMD/01/01/COM/2026)**. The name & address of the firm submitting the bid should appear on the envelop.
6. Sealed bids could be either sent under registered post to the address of The Chairman, Department Procurement Committee, Department of the Registrar of Companies, “Samagam Medura”, No.400, D.R. Wijewardena Mawatha, Colombo 10 or put into the Tender Box available at the Accounts Branch before 2.00p.m on 01.09.2026. All bids must be accompanied by a bid security as mentioned in the bidding document.
7. The Bidder should submit a copy of the certificate of Registration of Contract (PCA 3 Form) at Department of the Registrar of Companies if the total bid Value is more than five million Rupees.
8. Late bids and the bids not accompanying a valid Bid Security for appropriate amount valid up to 28.12.2026 will be rejected. Bids will be opened in the presence of the Bidder’s representatives in person immediately after closing of bids at 2.00pm on 01.09.2026.

Chairman of the Procurement Committee,  
Department of the Registrar of Companies,  
“Samagam Medura”, No.400,  
D.R. Wijewardena Mawatha,  
Colombo 10.