Conditions for Applicants

Application Process:

- Separate applications are required for each sub category, as advertised in the newspaper.
- A registration fee of Rs. 2,000.00 is payable per application. A cash deposit slip or original payment receipt must accompany each application.

Supplier/Contractor Eligibility:

- In accordance with the National Public Procurement Agency's Public Procurement Manual, the CEA reserves the right to remove any supplier or contractor from the 2027 registered supplier list who fails to respond to three Invitations to Submit Quotations or has a record of unsatisfactory performance on previous contracts.

Required Documentation:

Applicants must provide documentation to verify their claimed service experience (as detailed in the accompanying table). The following documents must also be submitted:

- Business Registration Certificate
- VAT Registration Certificate (if applicable)
- CIDA Registration Certificate (if applicable)
- Manufacturer Authorization (applicable for Toner & Cartridge)
- National Archives Certificate (if applicable)

Registration: Registration will be based on the business type specified in the Business Registration Certificate.