

Procedure

1. Download application Form & Instruction document

The online application form and instructions are available in the company website (<https://www.lankahospitals.com/en/procurements/>)

2. Submission of Request, Registration Form and BR/ Article of association & Client Evidence Via email (procurement@lankahospitals.com)

Request mail

- Request for registration has to be forwarded by email along with below mentioned three sets of documents

Business Registration

- Copy of Valid Business Registration

Article of Association /Memorandum and Client Evidence

- If there are no any details available with the business registration, each and every vendor is advised to submit proof documents as an evidence (True copy Certified) confirm whether they are undertaking the business activities which they are intend to registered for.

Duly Filled Registration Forms

- Downloaded application should be clearly filled in Excel Format according to the instructions given below. (Figure 2.1). Please forward the completed file in Microsoft Excel format as it is, and **DO NOT** convert in to any other format.

3. Confirmation Email by Lanka hospitals

After completion of above point number 1 & 2, we shall proceed 1st step of registration and shall reply to supplier with following details. In case any information or document missing, the same shall be communicated for further corrections.

- **Supplier Code Number**

LHC Provide the supplier Code number via email
Ex - LH0001

- **Confirmation of Payment / Bank Account Number**

Relevant account details will be forwarded in order to deposit the amount of Rs 3,000.00 for each main category (medical or Non-medical). The supplier code which provided by LHC should be indicated as reference in the payment slip.

4. Final Stage

Once the payment completed, the payment slips to be shared immediately via email (procurement@lankahospitals.com). In case failure to do so, the registration process shall incomplete.

Terms & Conditions

- The Lanka Hospitals Group reserves the right to remove or refraining from registration any vendor due to fraudulent actions, blacklisting, supply of fake items, sub-standard quality, poor delivery performances, pending legal actions etc.
- If any applicant (Proprietor/Partner/Director) has spouse or children who are employees of the Lanka Hospitals group (LHG), such applicants are not eligible for registration and LHG has rights to remove the vendor from the list of registered suppliers if any evidence received.
- We are not responsible for any additional amount other than the registration fee (Rs.3000 per main category) / incorrect payment / any other payment method other than direct deposited in to the account.
- The existing registered suppliers are required to re-register as per the above criteria for the year of 2024.
- Any incomplete application will inform in the 1st stage for corrections. The supplier should revert back within two working days from the date of informed on corrections.

Lanka Hospitals will not be responsible on incorrect information which you are filled in the given format.

Figure 2.1 - Instruction to complete the application form

Vendor Registration Form

Section 1 - General Company Information

Name of the company:		Please enter your Company Name according to the BR
Address:		Enter Your Company Address
Business Registration Number:		Enter your Business Registration Number
Year of Incorporation:		Company Starting Year
Contact person:		Contact person of your company
Mobile:		Mobile number of the contact person
Office:		Land Number
Fax:		Fax number
E-mail ID (Accurate Email address for Bid Invitation)	1	Enter valid email address
	2	Enter valid email address
VAT No:		Company VAT Registration Number

Section 2 - Nature of Business

Please "(Y)" for selected category according to the BR/ Client Evidence

Medical Category

Drug, Devices and Cosmetic

Non-Medical Category

Food & Beverages

Engineering

Construction

Furniture

IT, Communication and related services

Automobile

Cleaning & Household

Printing, Advertising & Branding

Stationery

Textile & Footwear

Fire & Safety

Electrical and Electronic Appliance / Home & Kitchen Appliances & Cleaning Machineries

Crockery, Cutlery & Glass Ware

Biodegradable & Paper Products

Support Service & Other Services

Section 3 - Company Bank Account Details– Supplier's bank account number for the payment purpose

Name of Bank Account

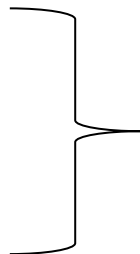
A/C no

Bank Name

Branch Name

Bank Code (4 digits code)

Branch Code (3 digits code)



Please Fill the Correct Bank
Account Details of the company