



**Ceylon Petroleum Storage
Terminals Limited**

ONLINE SUPPLIER REGISTRATION

TERMS & CONDITIONS

1. Online applications are invited from Reputed Suppliers, Local Agents, Manufactures, Dealers, Business Organizations and Service providers who wish to register themselves with Ceylon Petroleum Storage Terminals Ltd (CPSTL) for the listed provision of goods and services for the year 2026.
2. The supplier registration fee must be paid online via the BOC Payment Gateway during submission of the registration form.
3. The Applicant shall be required to submit and upload, through the online registration system, the following documents as part of the supplier registration process:
 - a. 11. Business Registration Certificate
 - b. 12. TIN Certificate (if applicable)
 - c. 14. VAT Certificate (if applicable)
 - d. 15. SSCL Certificate (if applicable)
 - e. 23. Client references (last 3 years – if applicable)
4. The following documents/certified copies should be uploaded when registering online
 - A.** A copy of the relevant Business Registration Certificate
 - B.** If supplier is liable for Taxes (VAT/SSCL) the certified copies of VAT/SSCL certificates.
 - ✓ Submission of application without supporting documents will be rejected. Following documents/certify copies should be forwarded with the applications.
5. After the registration, all the suppliers should agree one month credit facility for their quoted items automatically. The suppliers those who insist of payment as advance before delivering of goods will be not considered for future tenders.

6. Quotations will generally be called from the list of registered suppliers. However, the Ceylon Petroleum Storage Terminals Limited, reserves the right to call quotations from a short list of suppliers or from any other supplier, when it is necessary.
7. CPSTL liable to remove any supplier or contractor who has not been responded twice for an Invitation to submit a Quotation or performed unsatisfactory under contract previously awarded.
8. Quotations will generally be valid for a period of 30 days from the date of opening of the Quotation.
9. CPSTL reserves the right to reject any application received for registration whose credentials upon evaluation are found to be unsatisfactory.
10. Registration is liable to be cancelled without prior notice of those suppliers who fail to quote promptly when requested or fail to execute an order in time or fail to submit samples when requested or whose supplies do not conform to specifications or differs from the approved samples.
11. Registration is liable to be cancelled if the supplier is not responding request for quotation in two attempts.
12. CPSTL reserves the right to accept or reject any application for registration without assigning reasons in the best interest of the company.
13. I of as the tenderer or agent hereby solemnly, sincerely, and truly declares and affirms/makes an oath and states as follows;
 - a) That I have not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership representing me, entered into any combination, collusion, or similar agreement with any person in connection with the price to be tender;
 - b) That I or anyone representing me has not taken any step whatsoever to prevent any person from tendering, nor to induce anyone to refrain from tendering; and
 - c) That this tender is made without reference to any other tender and without any agreement, understanding, or combination with any other person in reference to this tender.

- d) I further states that no person, firm, or corporation has received or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value in connection with the submission of this tender.
- e) I accept full responsibility for ensuring the absence of collusion and hereby pledges to abide by fair and ethical competition practices throughout the tender process and fully comply with the applicable Procurement Guidelines.

I hereby affirm, under the penalties for perjury, that all statements made by me in this are true and correct.

- 1. 13. Any act of collusion, misrepresentation, or illegal activity will be considered a serious violation. Such actions may result in:
 - ✓ **Cancellation of registration or contract award, and/or**
 - ✓ **Disqualification from future procurement opportunities**
 - ✓ **without prior notice to the applicant.**

This is intended to safeguard the integrity and fairness of the procurement process.

- 14. Any further information could be obtained from Manager (Procurement) on
Tel No: 011-2572156 / 0112547238