

Dear Supplier,

General Terms & Conditions for Suppliers

All suppliers who register with Sri Lanka State Trading (General) Corporation Ltd should agree to following rules and regulations 1 to 14

- 1) Supplier shall only quote / Supply Brand New Genuine products Authorized by the Manufacturer.
- 2) Suppliers shall always supply Channel/Genuine Products of Manufacturers.
- 3) STC will only consider purchasing Branded Products from suppliers falling under following categories.

1.National Level or International Manufacturer, Brand Owner

2.Sole agent

3.Sole Distributor in Territory

4. Distributor

5.Agent

6..Partner

7. Direct Importers authorized by the Manufacturer to supply to "Sri Lanka State Trading (General) Corporation Ltd.100, Nawam Mawatha, Colombo 02.

- 4) Local Manufacturers/ Suppliers should always ensure product quality, durability and finishing and safety standards according to national/international standards for the Products Manufactured and supplied.

- 5) Warranty and Services to be ensured in following terms.

All Electrical & Electronic Items should carry 1 Year Minimum Warranty Period from the STC Invoice date to the end customer.

Any other categories or special warranty or service terms of customer need to cater accordingly.

Other categories of Products should have required guarantee/warranty according to the industry standards.

Suppliers should ensure availability of Spare parts for the Supplied products during the lifetime of the product.

- 6) Installation Charges or any other charges need to be shown separately in the quotation.
- 7) If suppliers/Products liable for VAT, Valid VAT Certificate needs to be submitted.
- 8) Offer validity should be available 30days and Minimum of 7 - 14Days in special cases
- 9) Credit Period: Offers with 30 - 45 Days Credit facilities will be given priority.
- 10) if applicable; Return policy for the products to be mentioned clearly in your quotations
- 11) When lifetime of a product is applicable, more than 85% of lifetime needs to be available at the time of supply to the end customer.
- 12) Supplier should always ensure the prices quoted for the products are competitive and valuable for the quoted price.
- 13) Close family relations or business associates of STC Management or Staff engaged in procurement process, including STC Marketing Divisions, will not qualify for bidding.
- 14) Suppliers/contractors are liable to be disqualified from the bidding process if found offering any gift or inducement which may have an effect of influencing a decision or impairing the objectivity of an official.

Suppliers should always ensure to protect tender terms and regulations imposed by the Sri Lanka National Procurement Commission, National Treasury Circulars, and Laws of the Democratic

Socialist Republic of Sri Lanka. Or rules and regulations imposed by the relevant regulation authorities in Sri Lanka.

We always encouraged to maintain transparency in procurement process, while avoiding **corruption** and to cater our customer requirements with quality products at affordable prices. All suppliers shall help us to entrust above policy on all the times.

I always welcome any complains or suggestions to improve quality of service.

Senior Manager (Procurement)

Sri Lanka State Trading (General) Corporation Ltd.
100, Nawam Mawatha, Colombo 02.

Direct Line : 0112432679 (Office Hours)
0112422341/0112440880 Ext 226
Email : nirosh@ stc.lk

SPECIAL NOTES

Ethics in Procurement Confidentiality

Suppliers/ contractors and officials shall ensure that they maintain strict confidentiality throughout the process. Officials shall mean any officer or any other person who is engaged in any activity related to a specific Procurement Action.

Corruption

The officials involved in a Procurement Action shall not abuse their powers to derive benefits for oneself or one's close family or close business associates, would be deemed to be engaged in corrupt practices.

Should such a compromising situation arise, the supplier or official shall declare his/her interest and disassociate him/her from the process. No gifts or inducement to be accepted

Suppliers shall refrain from offering any personal gain to any officer related to any Procurement Action. No gifts or inducement shall be accepted.

Conflict of Interest

Suppliers and Officials shall declare that they shall remain without a conflict of interest throughout the process.

Laws applicable to Procurement Actions

The laws applicable to Procurement Actions shall be the Laws of the Democratic Socialist Republic of Sri Lanka.