

Guideline and Instructions for Pre-Qualification and Registration of Contractors and Suppliers (NCB Type)

COAST CONSERVATION AND COASTAL RESOURCE MANAGEMENT DEPARTMENT

Ministry of Environment

Registration of Civil Contractors and Special Service Providers for the Year 2026

Applications are hereby invited from State Corporations, Government-vested Trade Institutions, Private Businesses, Suppliers, Manufacturers, Distributors, and Contractors, service providers who are interested in registering for undertaking construction works and special works required by the Coast Conservation and Coastal Resource Management Department for the financial year 2026.

01) Registration of Contractors

Qualifications

- **National Registration:** Contractors are expected to register for work in **any district across the country**. Applicants may register for work in **more than one district**.
 - **Registration with CIDA:** Every contractor registering for construction works **must be registered with the Construction Industry Development Authority (CIDA)**.
 - *(A copy of the CIDA registration must be submitted with the application.)*
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02) Registration of Special Service Providers

Qualifications

- **National Registration:** Service providers are expected to register for supplies and services in **any district across the country**. Applicants may register for work in **more than one district**.
- **Business Registration:** Suppliers conducting businesses for the supply of goods, equipment, and services for the Department are eligible to register and **must possess a valid Business Name Registration Certificate**. *(A copy of the Business Name Registration Certificate must be submitted with the application.)*
- **Special Licenses/Permits:** If the nature of the business requires any **special license, permit, or registration certificate** for operation, a copy of such document must be submitted with the application.

- **Financial and Other Capabilities:** Written evidence must be provided to demonstrate the **necessary financial and other capabilities** to fulfill supply and service orders.
 - **VAT Registration:** If the business is registered for the payment of VAT, copies of the relevant documentation must be submitted.
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03) Registration Categories Specific to the Department

The Department particularly seeks registration for the following specialized services:

A. Coast Conservation Construction Machinery & Equipment:

- Surveying Equipment (e.g., DGPS, Total Stations)
- IT Equipment

B. Specialized Services:

- Coastal Engineering Design and Consultancy
- Geographical Information System (GIS) Consultation
- Information Technology (IT) Services and Support
- Other Professional and Technical Services relevant to Coastal Resource Management.

C. Construction Works:

- Building Construction field
 - Maritime and Coastal Construction works
 - Landscaping and Beach park construction works
 - Building repair and Floor, Wall & Ceiling Finishes
 - Dredging and Reclamation works
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04) Application and Registration Procedure

- **Application Submission Period:** Duly prepared applications must be submitted to the Director General, Coast Conservation and Coastal Resource Management Department, Maligawatta, Colombo 10 on or before 31st December 2025.
- **Limit per Entity:** Only **one application** shall be submitted per business/entity. Any number of supply/service items may be submitted under a single application.
- **Registration Fee** The registration fee is **Rs. 4,000/- (Rupees Four Thousand only)** This payment must be made either in cash or by bank deposit to Account No. 07042641 in the name of “Director General – Department of Coastal Conservation and Coastal Resource Management”

Qualification Criteria for Specialized Service Providers

1. Specialized IT Service Providers (Registered Software Developers)

Requirement Category	Minimum Qualification Condition
Business Registration (BR)	Valid Business Registration Certificate and proof of operation for a minimum of three (3) years with a primary focus on software development/system integration.
Mandatory Personnel	Must employ or have a permanent working arrangement with at least two (2) currently registered Software Developers (e.g., proof of certifications or registration in a relevant professional body).
Technical Experience (Government)	Experience in developing and deploying specialized software/database systems for at least two (2) Government/Semi-Government institutions within the last five (5) years.
Technical Experience (Private)	Successful completion of at least three (3) customized software development projects for recognized private sector organizations within the last five (5) years.
Additional Qualification	(Desirable) Presence of in-house PhD or MSc holders in Computer Science, Software Engineering, or a closely related field. <i>(Proof of qualification must be submitted.)</i>

2. Geographical Information System (GIS) Consultation

Requirement Category	Minimum Qualification Condition
Business Registration (BR)	Valid Business Registration Certificate and proof of operation for a minimum of three (3) years with a clear focus on GIS/Spatial Data Management.
Relevant Experience	Successful completion of at least two (2) GIS consultancy projects for Government or Provincial institutions, specifically involving environmental, coastal, or resource management data.
Personnel	Must employ or have a permanent working arrangement with at least one (1) GIS Specialist holding a relevant degree (e.g., M.Sc. in GIS, Remote Sensing, or related field).
Additional Qualification	(Desirable) Presence of in-house PhD or MSc holders in GIS, Remote Sensing, or Coastal Sciences/Engineering with a spatial data specialization. <i>(Proof of qualification must be submitted.)</i>

3. Drone Survey (UAV) Services

Requirement Category	Minimum Qualification Condition
Business Registration (BR)	Valid Business Registration Certificate and proof of operation for a minimum of two (2) years specializing in aerial data acquisition or surveying.
Regulatory Compliance	Submission of valid Civil Aviation Authority of Sri Lanka (CAASL) approval or relevant permits for commercial drone operation.
Technical Experience	Proven experience in conducting a minimum of five (5) successful high-resolution mapping/survey projects (coastal or difficult terrain preferred).
Personnel	Must employ a minimum of one (1) CAASL-certified Remote Pilot (RPAS Operator) .
Additional Qualification	(Desirable) Presence of in-house PhD or MSc holders in Photogrammetry, Surveying, or relevant Engineering/Science disciplines. <i>(Proof of qualification must be submitted.)</i>

4. Land Surveying Services

Requirement Category	Minimum Qualification Condition
Business Registration (BR)	Valid Business Registration Certificate and proof of operation for a minimum of five (5) years as a professional surveying firm.
Professional Accreditation	Mandatory: The firm must be headed by or employ a Licensed Surveyor registered with the Survey Department of Sri Lanka, and submit a copy of the valid license.
Relevant Experience	Successful completion of at least three (3) large-scale cadastral or engineering survey projects for government or state-owned entities.
Additional Qualification	(Desirable) Presence of in-house PhD or MSc holders in Land Surveying, Geomatics, or specialized Civil/Coastal Engineering. <i>(Proof of qualification must be submitted.)</i>

5. Computer Hardware Maintenance Service Providers

Requirement Category	Minimum Qualification Condition
Business Registration (BR)	Valid Business Registration Certificate and proof of operation for a minimum of two (2) years in computer hardware maintenance and repair.
Technical Expertise	Proof of certification or training from major hardware manufacturers (e.g., Dell, HP, Lenovo) or recognized technical institutes for computer and peripheral repair.
Workshop/Facility	Must possess a fully equipped workshop or service center capable of providing timely maintenance and repair services. (Location and inventory details required.)
Technical Experience	Proven record of providing computer hardware maintenance services (under contract or recurring basis) to at least two (2) institutional clients (Government or Private) within the last three (3) years.
Personnel	Must employ a minimum of two (2) full-time, experienced hardware technicians .

- **Submission of Application :**
 - Submissions can be sent by **Registered Post** or delivered by hand to the Coast Conservation and Coastal Resource Management Department
 - **Envelope Marking:** The top left corner of the envelope containing the application must be clearly marked "**Registration of Contractors and Special Service Providers - 2026.**"
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General Conditions

1. **Selection Right:** The right to register applicants, solely based on their **capabilities and qualifications**, and the right to reject any application without providing reasons, is reserved by the Director-General of the Coast Conservation and Coastal Resource Management Department.
2. **Blacklisting:** Entities whose service provision is found to be of an **unacceptable standard** or who are confirmed to have engaged in any **fraudulent act or irregularity**

during supply/contract work may be **blacklisted** and disqualified from future registrations.

3. **Legal Action:** Strict legal action will be taken against any organization or individual who registers for the supply of goods or services by submitting **forged documents**.
4. **E-Procurement (E-GP):** All service providers and contractors are **required to register** with the National E-Procurement System (promise.lk) as the Department anticipates conducting future procurements through the E-GP method, as introduced by Public Finance Circular No. 08/2019.
 - Registration can be completed by visiting **www.promise.lk**.

Application Submission Address & Contact Details

Details	Information
Submission Address	Director General, Coast Conservation and Coastal Resource Management Department, 4th Floor, Ministry of Fisheries Building, New Secretariat, Maligawatta, Colombo 10.
For Clarifications	Additional Director General (Coastal Engineering) Coast Conservation and Coastal Resource Management Department Telephone: 011 2322564 / 0112449754 (Ext. 206)