



REGISTERED POST

UNIVERSITY OF RUHUNA  
MATARA

My No: RUH/SUP/2025/S1. Q.05  
The Manager,

Date: 2025.07.08

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**QUOTATION FOR SUPPLY OF PRINTING MATERIAL.**

01. Please quote your current lowest price for the articles/services enumerated overleaf in duplicate.
02. The quotation should be valid for six months from the date of closing of bid.
03. Samples should be submitted whenever required along with quotation.
04. Sample submitted should be removed from this office within 07 days after informing.
05. Quotation should be prepared according to the given instructions.
06. This form should be duly returned even if you are unable to quote.
07. If you are registered for the VAT, the VAT registration number should be indicated on the Quotation. If you are not registered for VAT, the prices should be indicated without VAT and if So kindly requested to attach a copy of the certificate issued by the commissioner of Inland Revenue certifying that you have not been registered for VAT. If not your quotation will be rejected.
08. Should be marked **“Printing Material”** the top Left hand corner of the envelope and should be under sealed registered cover to Deputy Bursar, (Supplies), University of Ruhuna, Wellamadama, Matara **On or before 02.00 p. m 24.07.2025**
09. Advance payments shall not be made when placing order. Payment will be made after the goods are received to our stores and inspections.
10. All columns in this form shall be filled in ink. Any alterations shall be initialed by the bidder.

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Deputy Bursar (Supplies)

**A. Anusha**  
Deputy Bursar (Supplies)  
University of Ruhuna  
Matara, Sri Lanka  
Tel - 041 2227027 Fxt:12065

No.	Specification	Quantity	Without VAT		VAT	TOTAL	Trade Mar	Waranty	Sample requirements Yes/No	Date by which delivery can be
			Bidder's offer Delivery at the Company	Delivery at the University						
03	Printing material for Degree Certifications  Specification Requirement: Gage :250 GSM Colour :Option 1- White Gold Option 2 - Ice Gold Or equivalent Size of a Sheet : 8 x A4 (Mimumum Per Sheet) Note:Sample Paper should be provided with quotation	Sheets 500								
<b>Please Provide your Sample With the Quotation</b>										
<b>Note-Public Enterprise will be given a 15% Special preference over rest of bidders</b>										

NB

VAT No:-

Contact Tele/ Fax No: - .....

Name of Firm

(Rubber Stamp)

Signature

Date

E-mail Address, if any :- .....