



REGISTERED POST

UNIVERSITY OF RUHUNA
MATARA

My No: RUH/SUP/2025/S1. Q.07
The Manager,

Date: 2025.07.14

QUOTATION FOR SUPPLY OF CONVOCATION CLOAK.

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 of Convocation Cloak**” 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 31.07.2025**
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.

14.07.2025

Senior Assistant Bursar (Supplies)

No.		Specification	Quantity	Bidder's offer	Without VAT		VAT	TOTAL	Trade Mark	Warranty	Sample requirements Yes/No	Date by which delivery can be
					Delivery at the Company	Delivery at the University						
		Convocation Cloak Black Colour (for Graduands)										
		* Normal Cloak	1622									
01		*Short Special Graduanda Cloak	05									
		Specification -										
		Annex 1										
		Annex 2										
		Sample Should provide										
NB Please Provide your Sample With the Quotation												
Note-Public Enterprise will be given a 15% Special preference over rest of bidders												

VAT No:-

Name of Firm

(Rubber Stamp)

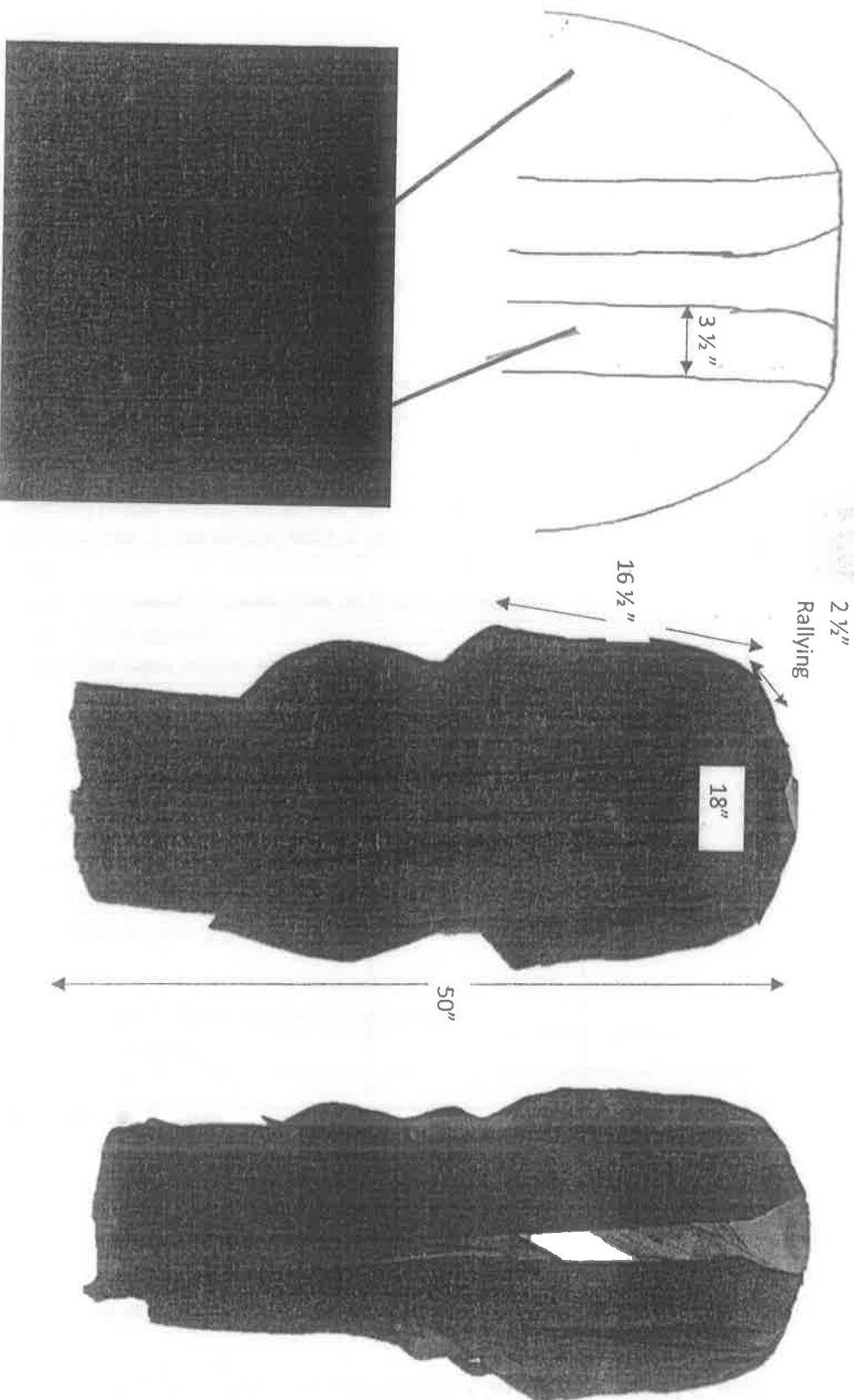
Signature

Date

Contact Tele/ Fax No: -
E-mail Address , if any :-

Specification for Under Graduands Cloak – Normal Cloak

Required minimum specification	Bidder's compliance	
	Yes /No	If "No" then bidder's response
Black color cloak with black 3 ½ inches front placket (please see the diagram 01)		
Made of high-quality fabric material		
Colour : Black		
Band (Front Placket) Colour Black		
Front placket (Black) : A thin pad should be placed inside		
Style: Height: 50 inches Band (front Placket) width: 3 ½ inches Back yoke (shoulder width: 18 inches Shoulder length: 2 ½ inches Sleeve length: 16 ½ inches Please see the diagram Size and shape should be as diagram 01		
*You must provide a sample cloak per the above specifications for the evaluation		
*You must complete the order within 30 days from the date of the purchase order if you have selected		
Recommended washing and ironing symbols must be printed or labeled inner side of the cloak		
All cloaks will be checked against the agreed sample for quality assurance and the selected bidder must provide new one for the rejected ones (Garments defects like discolor, cutting defects, pattern defects, fabric defects, needle damage, thread drawn-off, skipped stitch will be checked in the quality check)		
Warranty (Please Specify if any) Note: Please specify apparel caring and any other conditions required for warranty		

Under Graduates Cloak

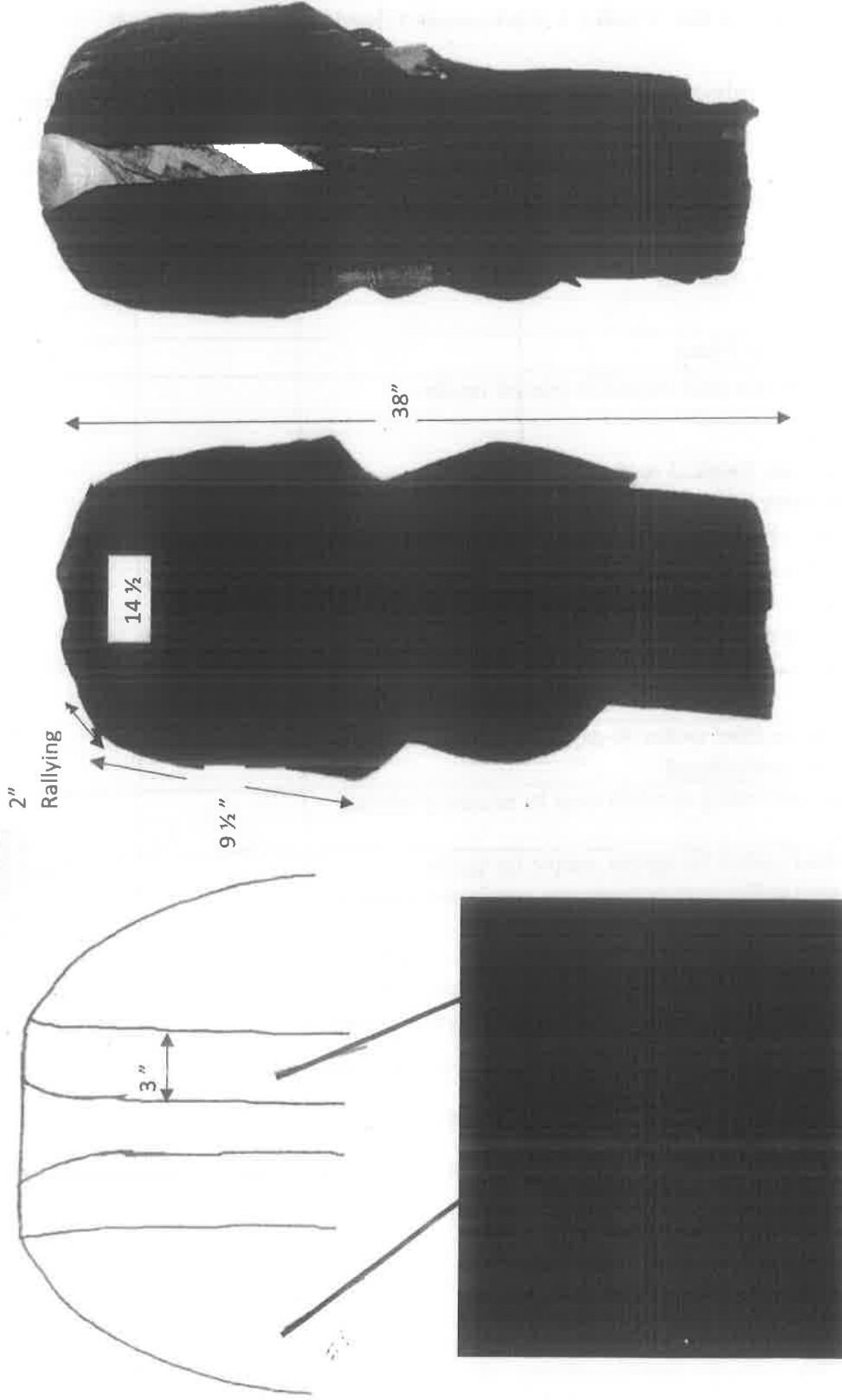
Convocation Cloak Colour
 Band Colour
 Hight of Clork
 Fabrice material
 Black Colour band

- Black Colour
- Black
- 50"
- Vietnam Valentina / Diamon silk / American Silk
- A thin pad should be placed inside

Specification for Under Graduands Cloak – Special Cloak

Required minimum specification	Bidder's compliance	
	Yes /No	If "No" then bidder's response
Black color cloak with black 3 inches front placket (please see the diagram 02)		
Made of high-quality fabric material		
Colour : Black		
Band (Front Placket) Colour Black		
Front placket (Black) : A thin pad should be placed inside		
Style: Height: 38 inches Band (front Placket) width: 3 inches Back yoke (shoulder width: 14 ½ inches Shoulder length: 2 inches Sleeve length: 9 ½ inches Please see the diagram Size and shape should be as diagram 02		
*You must provide a sample cloak per the above specifications for the evaluation		
*You must complete the order within 30 days from the date of the purchase order if you have selected		
Recommended washing and ironing symbols must be printed or labeled inner side of the cloak		
All cloaks will be checked against the agreed sample for quality assurance and the selected bidder must provide new one for the rejected ones		
(Garments defects like discolor, cutting defects, pattern defects, fabric defects, needle damage, thread drawn-off, skipped stitch will be checked in the quality check)		
Warranty (Please Specify if any) Note: Please specify apparel caring and any other conditions required for warranty		

Short Cloak for Special Under Graduands



- | | |
|--------------------------|--------------------------------------|
| Convocation Cloak Colour | - Black Colour |
| Band Colour | - Black |
| Hight of Clork | - 38" |
| Black Colour band | - A thin pad should be placed inside |