



REGISTERED POST

UNIVERSITY OF RUHUNA
MATARA

My No: RUH/SUP/C/2026/S6.031

Date: 2026.05.06

The Manager,
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QUOTATION FOR SUPPLY & DELIVERY OF DIGITAL VOICE RECORDER

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 **“Quotations for Supply & Delivery of Digital Voice Recorder”** the top Left hand corner of the envelope and should be under sealed registered cover to Chairman, Department Procurement Committee, General Administration Branch, University of Ruhuna, Wellamadama, Matara **On or before 02.00 p. m 21.05.2026**
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.



Senior Assistant Bursar (Supplies)

M. Thilini Madhusa
Senior Assistant Bursar
Supply Division
University of Ruhuna
Wellamadama
Matara.

No.	Description of materials /Goods	Specification	Quantity	Bidder's offer Yes/No	Price per Unit			TOTAL	Trade Mark	Waranty	Sample requirments Yes/No	Date by which delivery can be completed
					Without VAT		VAT					
					Delivery at the Company	Delivery at the University						
01	Digital Voice Recorder	Specification is Attached (Annex 01)	02									
NB Alternative offers shall not be considered. The Vendors are advised not to quote defferent options for the same item but furnish the options available most competitive among to the bidder.												

VAT Percentage %
VAT No:-

Contact Tele / Fax No :-
E-Mail / Address if any :-

Name of Firm

(Rubber Stamp)

Signature

Date

Digital Voice Recorder Specification

Description	Required Minimum Specification	Bidder's Response (Yes)	Bidder's Response (No)	Remarks
Technology	Portable Digital Voice Recorder			
Recording Format	Support MP3 and WAV recording formats			
Recording Quality	Minimum 192 kbps MP3 or 44.1 kHz PCM (WAV) recording quality			
Microphone	Built-in stereo microphones with wide-angle sound pickup suitable for meeting rooms			
Recording Range	Suitable for recording meetings with approximately 70+ participants in a meeting room			
Noise Reduction	Device shall support noise reduction or background noise filtering			
Voice Activation	Voice-activated recording capability			
Internal Storage	Minimum 8 GB internal memory			
External Storage	Support microSD card expansion minimum 32 GB			
Connectivity	USB interface for transferring recordings to a computer			
Playback	Built-in speaker for playback			
Headphone Jack	3.5 mm audio output for headphones			
Display	LCD display for file management and recording status			