



REGISTERED POST

**UNIVERSITY OF RUHUNA  
MATARA**

My No: RUH/SUP/C/2026/S6.018

Date: 2026.05.15

The Manager,  
.....  
.....  
.....

**QUOTATION FOR SUPPLY & DELIVERY OF WHITE BOARDS**

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 White Boards”** 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 04.06.2026**
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 requirements Yes/No	Date by which delivery can be completed
					Without VAT	VAT						
					Delivery at the Company	Delivery at the University						
01	<b>Whiteboards (8 Feet x 4 Feet)</b>	Specification is Attached (Annex 01)	02									
02	<b>Whiteboards (6 Feet x 4 Feet)</b>	Specification is Attached (Annex 01)	04									
NB	Alternative offers shall not be considered. The Vendors are advised not to quote different 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

- Procurement of **one (02) Portable Whiteboards** with the minimum specifications given below:
- Bidders who have not duly completed all fields in the specification sheet and instead refer to catalogues will not be considered.

SPECIFICATIONS	REQUIREMENTS	Bidder's Compliance		If "NO" Bidder's Response
		YES	NO	
Preferred Brands	Any			
Model	Please specify			
Country of Origin	Please specify			
Country of Manufacture OR Assembled	Please specify			
Board Size	8" x 4"			
Board Surface	High Quality Quick-erasable Resist ghosting and staining			
Board Frame	Aluminum			
Board Corners	Covers with Plastic OR Aluminum Clips			
Board Usage	360° Rotatable Double-sided			
Board Height	Adjustable			
Stand	<b>Powder Coated Metal Frame</b>			
Wheels	Lockable Heavy-duty Caster Wheels			
Accessories	Fixed Eraser/Pen Holder			
Warranty	1 years comprehensive			

### Specification for White Board

Specification	Requirements	Conformity		If No, Bidder's Response
		Yes	No	
Brand	Please specify			
Model	Please specify			
Material	Please specify			
Surface of the Board	Magnetic			
Frame material	Aluminum			
Colour	White			
Diameter	Approximately (6 Feet x 4 Feet)			
Shape	Rectangle			
Cleaning	Easy to clean			
Durability	Made with quality materials for longevity			
Warranty	Minimum Two-years Warranty			

