



REGISTERED POST

UNIVERSITY OF RUHUNA  
MATARA

My No: RUH/SUP/C/2026/S6.016

Date: 2026.05.15

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

**QUOTATION FOR SUPPLY & DELIVERY OF VOICE RECORDER & ETC...**

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 Voice Recorder & Etc...**" 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.

 15/5/2026

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				Trade Mark	Waranty	Sample requirements Yes/No	Date by which delivery can be completed
					Without VAT		VAT	TOTAL				
					Delivery at the Company	Delivery at the University						
01	<b>Voice Recorder</b>	Specification is Attached (Annex 01)	01									
02	<b>Laser Pointer</b>	Specification is Attached (Annex 02)	02									
03	<b>Scaling Presentation Switcher</b>	Specification is Attached (Annex 03)	01									
04	<b>Branded Wireless Presenter</b>	Specification is Attached (Annex 04)	01									
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

**Specification for Voice Recorder**

SPECIFICATIONS	REQUIREMENTS	Bidders Compliance	
		Yes/No	If "No" indicate your offer
MAX. RECORDING TIME	48KBPS (MONAURAL) - 159 Hrs or Higher		
WEIGHT	Please Specify		
Size & Weight	Please Specify		
FREQUENCY RESPONSE	MP3 128KBPS 50-16,000 Hz		
MANUAL RECORDING LEVEL	ADJUSTMENT		
BATTERY TYPE	Rechargeable		
BUILT-IN MEMORY	4GB or Higher		
BUILT-IN MICROPHONE	Stereo		
PC CONNECTIVITY	USB		
PLAYBACK FORMAT	MP3 / WMA / AAC-LC / L-PCM		
RECORDING FORMAT	MP3 / L-PCM / WMA		
RECORDING MONITO	Yes		
WARRANTY	1 Year or more, Please Specify		

## Specification for Laser Pointer

Item	Minimum Specification	Bidder's Compliance	
		Yes/No	If "No", Bidder's Response
Brand	(Specify)		
Model	(Specify)		
Country of Origin	(Specify)		
Country of Manufacture / Assembled	(Specify)		
Type	Red / Green Laser pointer with presentation function.		
Design Concept	Slim body and convenient to carry		
Presentation Function	Page Up / Down, Start / End Slide, Black Screen		
Volume Control	Volume Up / Down		
Power On	Slide switch: OFF / Keynote / PowerPoint		
Laser	Red laser Class 2 Max Output: <1mW Wave length: 650nm Pulse range: Continuous wave Laser beam: approx. 8mm		
OS Compatibility	(Specify)		
Software Compatibility	PowerPoint Adobe Reader		
operating distance	15M / 50ft or higher		
Power Source	Battery		
Manufacture Experience	Manufacturer should have minimum of ten years' experience in manufacturing of the same brand. (Proof document should be attached)		
Bidders Experience	The bidder should have successfully sold same similar product for last 3 years (Bidder should provide documentary evidence to support the above)		
Manufacturer Authorization Certificate	Manufacturer Authorization Certificate should be provided (Originals should be provided on request)		
Brochure	Supplier should provide brochure of make/model quoted as per above specification		
Warranty	One year or more years , Please specify		

**Specification of Scaling Presentation Switcher**

- Procurement of **one (01) Scaling Presentation Switcher** 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	MINIMUM REQUIREMENTS	Bidder's Compliance		If "NO" Bidder's Response
		YES	NO	
<b>Preferred Brands</b>	Please Specify			
<b>Brand Name</b>	Please specify			
<b>Model</b>	Please specify			
<b>Country of Origin</b>	Please specify			
<b>Country of Manufacture OR Assembled</b>	Please specify			
<b>Inputs</b>	VGA - 2 HDMI -3 DisplayPort - 1 Audio - 1			
<b>Outputs</b>	VGA - 1 HDMI - 1 Audio - 1			
<b>Resolution</b>	FHD (1920x1080) or better			
<b>Switching</b>	Seamless Fast Fade-Thru-Black (FTB)			
<b>Controls</b>	Front Panel Buttons IR Remote Control RS-232 OSD			
<b>Power</b>	5V DC 2.90A			
<b>Warranty</b>	3 years comprehensive			

**Specification for Branded Wireless Presenter**

- Procurement of **one (01) branded wireless presenter** 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	
<b>Preferred Brands</b>	Please Specify			
<b>Model</b>	Please specify			
<b>Country of Origin</b>	Please specify			
<b>Country of Manufacture OR Assembled</b>	Please specify			
<b>Wireless Technology</b>	2.4GHz			
<b>Laser</b>	Class 2 Red Laser			
<b>Range</b>	15m			
<b>Battery</b>	AA OR AAA			
<b>Battery Life</b>	Presenter: 1050h Laser: 20h			
<b>Indicator</b>	Battery Power Indicator Light			
<b>Controls Buttons</b>	NEXT BACK BLACK Screen Laser			
<b>Receiver</b>	USB interface with storage slot inside the remote.			
<b>Compatibility</b>	Plug and play Windows 7,10,11 macOS, Linux			
<b>Design</b>	Ergonomic, compact, and suitable for left or right-handed users.			
<b>Warranty</b>	3 years or more comprehensive			