



REGISTERED POST

UNIVERSITY OF RUHUNA
MATARA

My No: RUH/SUP/C/2026/S6.015

Date: 2026.05.18

The Manager,

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QUOTATION FOR SUPPLY & DELIVERY OF WALL CLOCK

- 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 Wall Clock”** 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.

.....  18/05/2026

Senior Assistant Bursar (Supplies)

No.	Description of materials /Goods	Specification	Quantity	Bidder's offer Yes/No	Price per Unit			TOTAL	Trade Mark	Warranty	Sample requirements Yes/No	Date by which delivery can be completed
					Without VAT	VAT						
					Delivery at the Company	Delivery at the University						
01	Wall Clock	Specification is Attached (Annex 01)	07									

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 Wall Clock

SPECIFICATIONS	REQUIREMENTS	Bidders Compliance	
		Yes/No	If "No" indicate your offer
Make	Please specify		
Model	Please specify		
Country of Origin	Please specify		
Country of Manufacture	Please specify		
Product name	Rectangular analog wall clock		
Category	Analog plastic wall clocks		
Shape	Round or Square		
Material	Plastic		
Warranty Period	Minimum 1 Year		
Colors	white, ivory		