



REGISTERED POST

UNIVERSITY OF RUHUNA
MATARA

My No: RUH/SUP/C/2026/S6.039

Date: 2026.05.18

The Manager,
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QUOTATION FOR SUPPLY & DELIVERY OF TEA WARMER & 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 Tea Warmer & 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.

 18/5/2026

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	Tea Warmer 5L	Specification is Attached (Annex 01)	01									
02	Toaster	Specification is Attached (Annex 02)	01									
03	Iron	Specification is Attached (Annex 03)	02									
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

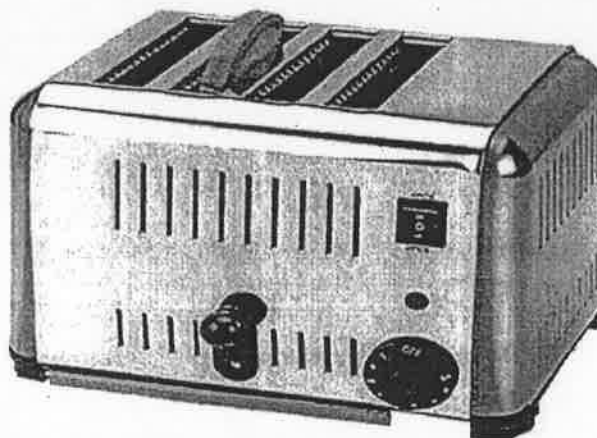
Specification for Coffee and Tea Container (Ideal for Storing Hot Beverages)

Specification	Requirements	Conformity		If No, Bidder's Response
		Yes	No	
Make	Please Specify			
Model	Please Specify			
Material	<ul style="list-style-type: none"> Food-grade, airtight materials such as tinplate (lightweight), stainless steel (durable, often 304 grade), or opaque, UV-shielding glass. 			
Sealing Mechanism	<ul style="list-style-type: none"> Double lids or rubber seals are crucial to protect against moisture, light, and air, which destroy tea aroma. 			
Finish	Matte or smooth finishes, often with high-quality, corrosion-resistant, or scratch-resistant surfaces, particularly on inner linings.			
Capacity	5 L			
Warranty	3 years			



Specification for Toaster

Specification	Requirements	Conformity		If No, Bidder's Response
		Yes	No	
Make	Please Specify			
Model	Please Specify			
Power Input	Typically 750W–1000W for 2-slice, up to 1800W for 4-slice			
Voltage/Frequency	• 220–240V / 50–60Hz			
Capacity	2-slice (approx. 262 x 168 x 190 mm) or 4-slice/long-slot.			
Material	Stainless steel, plastic, or specialized finishes			
Browning Control	• : Electronic timer or dial with 6–9 intensity levels.			
Safety	• Automatic, high-lift, and pop-up carriage with thermal protection.			
Functions	Defrost, Reheat, Cancel, and Bagel settings.			
Warranty	3 years			



Specification for Electric Iron

Specification	Requirements	Conformity		If No, Bidder's Response
		Yes	No	
Make	Please Specify			
Model	Please Specify			
Power/Wattage	<ul style="list-style-type: none"> • 1000W-1200W (standard), 2000W-2200W (fast-heating/steam). • 			
Voltage	<ul style="list-style-type: none"> • 220-240V / 50-60HZ standard. 			
Soleplate Type	<ul style="list-style-type: none"> • Ceramic Coating, Non-stick coated steel, or polished metal. • 			
Steam Output	<ul style="list-style-type: none"> • 15-25g/min (continuous), up to 120g/min (burst). 			
Water Tank Capacity	<ul style="list-style-type: none"> • 250ml - 280ml. 			
Cord Length	<ul style="list-style-type: none"> • ~1.8m to 2.0m. 			
Key Features	Adjustable thermostat, 360-degree swivel cord, self-clean option, vertical steam, safety auto-off, and anti-drip			
Warranty	3 years			

