



REGISTERED POST

**UNIVERSITY OF RUHUNA
MATARA**

My No: RUH/SUP/C/2026/S6.045

Date: 2026.05.19

The Manager,
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QUOTATION FOR SUPPLY & DELIVERY OF HEAVY DUTY STAPLER MACHINE

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 Heavy Duty Stapler Machine”** 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.



19/05/2026

Senior Assistant Bursar (Supplies)

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	Heavy Duty Stapler Machine	Specification is Attached (Annex 01)	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 :-.....

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Name of Firm

.....
(Rubber Stamp)

.....
Signature

.....
Date

Specification – Heavy Duty Stapler

No.	Specification Requirement	Minimum Requirement	Supplier Response Yes/No	other
1	Stapling Capacity	Minimum 240 sheets (80 gsm); preferred ≥ 270 sheets		
2	Staple Compatibility	Must support 23 series staples		
3	Supported Staples Sizes	23/6 to 23/24		
4	Construction	Heavy-duty all-metal body		
5	Finish	Chrome plated or equivalent anti-rust finish		
6	Base	Non-slip base		
7	Loading Mechanism	Rear-loading, spring-assisted		
8	Handle Design	High leverage long handle		
9	Adjustable Paper Guide	Lockable guide for throat depth adjustment		
10	Performance	Smooth operation with minimal effort		
11	Jam Resistance	Must be jam-resistant		
12	Stapling Accuracy	Consistent clinching for thick stacks		
13	Dimensions	Supplier to specify		
14	Weight	Supplier to specify		