



REGISTERED POST

**UNIVERSITY OF RUHUNA
MATARA**

My No: RUH/SUP/2024/S6.Q.024

Date: 2024.04.29

The Manager,
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QUOTATION FOR PRINTING OF CONVOCATION CERTIFICATE HOLDERS

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 Printing of Convocation Certificate Holders**" the top Left hand corner of the envelope and should be under sealed registered cover to Deputy Bursar, (Supplies), University of Ruhuna, Wellamadama, Matara **On or before 02.00 p. m 10.05.2024** 09.06.2024
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.

Deputy 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 Delivery at the Company	Delivery at the University	VAT					
01	Convocation Certificate Holders	(Annex 01) (Annex 02)	1,300									
Please Provide Your Sample With the Quotation												
Note-Public Enterprise will be given a 15% special preference over rest of the bidders												
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)

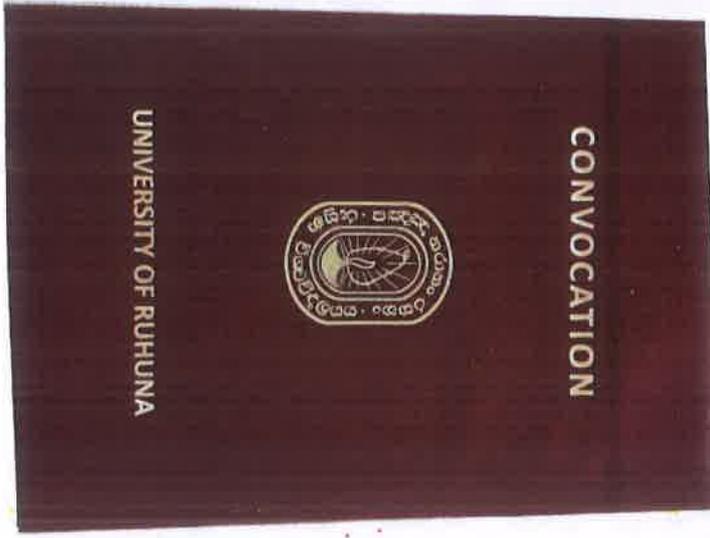
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Signature

.....
Date

Specification for Certificate Holder

Required minimum specification	Bidder's compliance	
	Yes / No	If "No" then bidder's response
Dimensions <ul style="list-style-type: none"> • Velvet file size - 45cm x 30cm (open size) • Inner right side two corners paper casing (size – 10cm x 5cm) • Front side foiling area - 30cm x 22.5cm 		
Material <ul style="list-style-type: none"> • Chipboard thickness 974gsm (1.5 mm) • Inner paste in board 300gsm box board • Maroon color velvet (a sample can be checked during the pre-bid meeting) 		
Font and Logo <ul style="list-style-type: none"> • Font Type and size – <ul style="list-style-type: none"> - “CONVOCAATION” - Calibri/Size 45/ Center - “UNIVERSITY OF RUHUNA” – Calibri/Size37/Center • Logo – H*W – 3.07 * 2.2inch / Middle (Specification is attached) 		
Front and Back Color <ul style="list-style-type: none"> • Velvet color – Maroon • Front side print (text and logo) – gold foiling (a sample can be checked during the pre-bid meeting) 		
Inside Color <ul style="list-style-type: none"> • Maroon 		
Sample <ul style="list-style-type: none"> • Submission of samples 12” x 12” Size board/chip board and all the material is compulsory 		
You must provide a sample certificate holder as per the above specifications for the evaluation		
You must complete the order within 30 days from the date of the purchase order if you have selected to supply certificate holders		
All certificate holders will be checked against the agreed sample for quality assurance and the selected bidder must provide new certificate holders for the rejected ones		

Note: A pre-bid meeting can be arranged for the clarifications and to check the sample available in the Supplies Branch.



elasticBand
for holding certificate