



REGISTERED POST

UNIVERSITY OF RUHUNA  
MATARA

My No: RUH/SUP/2024/S6.Q.059

Date: 2024.08.20

The Manager,  
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**QUOTATION FOR SUPPLY OF STATIONERY ITEMS**

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 of Stationery Items”** 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 28.08.2024**
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.

  
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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 University	VAT						
01	Wrapping Papers 4.5' x 3.5' ( 48)		1,500									
02	CR Books IV Single Rule		200									
03	CR Books V Single Rule		200									
04	Cellotape 1"		600									
05	Toilet Tissue		300									
Please send the sample for evaluation.												
Delivery Place - University of Ruhuna ( Wellamadama Premises)												
<b>Note-Public Enterprise will be given a 15% special preference over rest of the bidders</b>												
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