



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.

Deputy Bursar (Supplies)

Description of materials /Goods Specification Quantity Bidder's offer Delivery at the TOTAL		À				Pric	Price per Unit					
Wrapping Papers Bidder's offer Delivery at the State Delivery Place Liniversity	ž		Specification	Quantity		Without VAT	VAT	TOTAL	Trade Mark	Waranty	Trade Mark Waranty Sample requirments Date by which	Date by which
01 Wrapping Papers 1,500 02 CR Books IV 200 CR Books V 200 Single Rule 600 OA Cellotape I" 600 Please send the sample for evaluation. 300 Please send the sample for evaluation. 300 Please send the sample for evaluation. 300 Note-Public Enterprise will be given a 15% special preference over rest of the bidders Note-Public Enterprise will be given a 15% special preference over rest of the bidders					Bidder's offer Yes/No	Delivery at the University					Yes/No	delivery can be completed
CR Books IV Single Rule CR Books V Single Rule O4 Cellotape I" Callotape I" O5 Toilet Tissue Please send the sample for evaluation. Delivery Place - University of Ruhuna (Wellamadama Premises) Note-Public Enterprise will be given a 15% special preference over rest of the bidders Note-Public Enterprise will be given a 15% special preference over rest of the bidders Note-Public Enterprise will be given a 15% special preference over rest of the bidders	0.1	Wrapping Papers 4.5′ x 3.5′ (مق)		1,500							,	
CR Books V Single Rule O4 Cellotape I" O5 Toilet Tissue Please send the sample for evaluation. Please send the sample for evaluation. D6 Ivery Place - University of Ruhuna (Wellamadama Premises) Note-Public Enterprise will be given a 15% special preference over rest of the bidders Note-Public Enterprise will be given a 15% special preference over rest of the bidders Note-Public Enterprise will be given a 15% special preference over rest of the bidders	02	CR Books IV Single Rule		200								
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NB Altermative offers shall not be considered. The Vendors are advised not to quote defferent options for the same item but		Note-Public Enterprise will be giv	ven a 15%	special p	reference	over rest o	f the bid	ders				
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VAT Percentage %

Contact Tele / Fax No :-..... E-Mail / Address ,if any :-...

Name of Firm (Rubber Stamp)

Signature

Date