



REGISTERED POST

UNIVERSITY OF RUHUNA  
MATARA

My No: RUH/SUP/2024/S6.Q.082

Date: 2024.10.11

The Manager,  
.....  
.....  
.....

**QUOTATION FOR SUPPLY OF AWARDING CEREMONY FOLDER**

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 Awarding Ceremony Folder”** the top Left hand corner of the envelope and should be under sealed registered cover to Registrar’s Office, University of Ruhuna, Wellamadama, Matara **On or before 02.00 p. m 24.10.2024**
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.

.....  
*[Signature]*  
Deputy Bursar (Supplies)

No.	Description of materials /Goods	Specification	Quantity	Bidder's offer Yes/No	Price per Unit			TOTAL	Trade Mark	Waranty	Manufacturing Method	Sample requirements Yes/No	Date by which delivery can be completed
					Without VAT		VAT						
					Delivery at the Company	Delivery at the University							
01	<b>Awarding Ceremony Folder</b>	(Annex 01 & 02)	<b>600</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

**Specification for Certificate Folder for Awarding Ceremony DCEU (External)**

Required minimum Specifications	Bidder's Compliance	
	Yes/No	If "No" then bidder's response
<b>Dimensions</b> <ul style="list-style-type: none"> <li>• Velvet file size – 45cm×30cm (Open size)</li> <li>• Inner right side two corners paper casing (Size – 10cm × 5cm)</li> <li>• Front side foiling area – 30cm × 22.5cm</li> </ul>		
<b>Material</b> <ul style="list-style-type: none"> <li>• Chipboard thickness 974gsm (1.5 mm)</li> <li>• Inner paste in board 300gsm box board</li> <li>• Blue color velvet</li> </ul>		
<b>Font and Logo</b> <ul style="list-style-type: none"> <li>• Font Type and Size – <ul style="list-style-type: none"> <li>- “AWARDING CEREMONY” – Calibri/Size 45/Center/Bold</li> <li>- “DISTANCE AND CONTINUING EDUCATION UNIT” – Calibri/Size 24/Center/Bold</li> <li>UNIVERSITY OF RUHUNA” – Calibri/Size 37/Center/Bold</li> </ul> </li> <li>• Logo – H*W – 3.07 * 2.2 inch / Middle Center (Specification is attached)</li> </ul>		
<b>Front and Back Color</b> <ul style="list-style-type: none"> <li>• Velvet Color – Blue</li> <li>• Front side print (text and logo) – gold foiling</li> </ul>		
<b>Inside Color</b> <ul style="list-style-type: none"> <li>• Blue</li> </ul>		
<b>Sample</b> <ul style="list-style-type: none"> <li>• Submission of samples 12” × 12” Size board/chip board and all the material is compulsory</li> </ul>		
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.

# AWARDING CEREMONY

Font – Calibri, Size 45, Bold, Alignment - Center



Logo – HxW (3.07 x 2.2 inch), Position – Middle Center

Font – Calibri, Bold, Size 24, Alignment - Center

**DISTANCE AND CONTINUING EDUCATION UNIT**  
**UNIVERSITY OF RUHUNA**

Font – Calibri, Bold, Size 37, Alignment - Center