



REGISTERED POST

UNIVERSITY OF RUHUNA  
MATARA

My No: RUH/SUP/2024/S6.Q.100

Date: 2024.12.09

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 Chairman, Department of Procurement Committee, General Administration Branch, University of Ruhuna, Wellamadama, Matara **On or before 02.00 p. m 26.12.2024**
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	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	Photocopy Papers Packets (A3) - GSM 80		50										
02	Glue Bottle (350ml)		200										
03	OHP Pen Permanent (Blue-50, Black -25, Red -25)		100										
04	Carbon Pen - Blue		4,000										
05	Carbon Pen - Red		500										
06	Box of Matches		300										
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