



REGISTERED POST

UNIVERSITY OF RUHUNA  
MATARA

My No: RUH/SUP/2025/S6.Q.027

Date: 2025.01.16

The Manager,

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**QUOTATION FOR SUPPLY OF PHOTOCOPY PAPERS PACKETS (GSM 70)**

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 Photocopy Papers Packets (GSM 70)”** the top Left hand corner of the envelope and should be under sealed registered cover to Chairman, Department Procurement Committee, General Administration Branch, University of Ruhuna, Wellamadama, Matara **On or before 02.00 p. m 23.01.2025**
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<br>Yes/No | Price per Unit             |                               |     | TOTAL | Trade Mark | Waranty | Manufacturing<br>Method | Sample requirements<br>Yes/No | Date by which<br>delivery can be<br>completed |
|-----|--|---------------|----------|--------------------------|----------------------------|-------------------------------|-----|-------|------------|---------|-------------------------|-------------------------------|---|
|     |  |               |          |                          | Without VAT                |                               | VAT |       |            |         |                         |                               |   |
|     |  |               |          |                          | Delivery at the<br>Company | Delivery at the<br>University |     |       |            |         |                         |                               |   |
| 01  | Photocopy Papers Packets Size<br>A4 - GSM -<br>70  |               | 600      |                          |                            |                               |     |       |            |         |                         |                               |   |
| 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