



REGISTERED POST

UNIVERSITY OF RUHUNA
MATARA

My No: RUH/SUP/2025/S5/Q.22
The Manager,

Date : 2025.04.30

QUOTATION FOR SUPPLY OF LOGO PRINTED PORCELAIN MUGS

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 Logo Printed Porcelain Mugs"** 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 15.05.2025**
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.


Deputy Bursar (Supplies)

No.	Description of materials /Goods	Quantity	Bidder's offer Yes/No	Price per Unit			Trade Mark	Waranty	Sample requirements Yes/No	Date by which delivery can be completed
				Without VAT		TOTAL				
				Delivery at the Company	Delivery at the University					
01	Logo Printed Porcelain Mugs (Please fill the attached Specification Sheet)	500								
Delivery Charges to University of Ruhuna										

If you not Mentioned the delivery charges , delivery charges will include for evaluation

Note : public Enterprise will be given a 15% special preference over rest of the bidder

N.B. 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 No:-

Contact Tele / Fax No :-.....

E-Mail / Address ,if any :-.....

Name of Firm

Rubber Stamp

Signature

Date

Specification

Specification	Requirements	Bidders Compliance	
		Yes/No	If "No" indicate your offer
Brand	Please specify		
Country	Sri Lanka		
Material	High-quality porcelain		
Capacity	250ml – 300ml		
Color	White		
Logo	Printed in full color on one side of the mug		
Printing Method	Screen Printing		
Finish	Glossy		
Handle	Ear-shaped handle for comfortable grip		
Packaging	Individually packed in a protective box		
Quantity	500 pieces		
*** A sample mug is required before printing bulk order			

Design



Noted.
Epi
11/04/2025