



UNIVERSITY OF RUHUNA
Faculty of Technology
Kamburupitiya

My No: RUH/TEC/2025/R/T/04

Date: 2025.01.22

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QUOTATION FOR SUPPLY & DELIVERY OF TONERS

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 & Delivery of Toners " and My No: **RUH/TEC/2025/R/T/04** on the top left hand corner of the envelope and should be under sealed registered cover to Assistant Bursar, (Faculty of Technology), University of Ruhuna, Karagoda-Uyangoda, Kamburupitiya **On or before 2.00 p.m. 2025.01.30**
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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Assistant Bursar / Faculty of Technology

Assistant Bursar
Faculty of Technology
University of Ruhuna
Kamburupitiya, Matara.

QUOTATION FOR SUPPLY & DELIVERY OF TONERS

Item No	Description of materials /Goods	Specification	Qty	Unit Price Delivery at the University	VAT	TOTAL	Trade Mark Model	Date by which delivery can be completed
1	Ribbon – Dot Matrix printer (Epson- LQ 310)		2					
2	Pantum Toner (Black) – BP5100DW Printer		2					
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:-

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Name of Firm

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(Rubber Stamp)

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Signature

.....
Date

Contact Tele

E- Mail Address

Specifications – Pantum Toner (Black) – BP5100DW Printer original

Description	Specifications
Brand & Model	BP5100DW Printer
Country of Origin	
Country of Manufacture	
Year of Manufacture	
Packing Details	
Delivery Terms	
Warranty	
Anti-Counterfeiting -Online / Offline If offline, please mention the method	

Please Provide Manufacturer Authorization Letter with Your Prices.

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Date

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Rubber Stamp

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Signature of Manager