



REGISTERED POST

**UNIVERSITY OF RUHUNA
MATARA**

My No: RUH/SUP/2026/S8/Q11
The Manager,

Date: 2026.03.09

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QUOTATION FOR SUPPLY OF PLAQUES FOR UNIVERSITY OF RUHUNA

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 QUOTATION FOR SUPPLY OF PLAQUES FOR UNIVERSITY OF RUHUNA.** the top Left hand corner of the envelope and should be under sealed registered cover to Senior Assistant Bursar, (Supplies), University of Ruhuna, Wellamadama, Matara **On or before 2.00 p.m 17.03.2026.**
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.
11. **All items shall be delivered to the University of Ruhuna on 25th March 2026. The supplier shall ensure that delivery is completed on the specified date.**

 09/03/2026.

Senior Assistant Bursar (Supplies)

Senior Assistant Bursar
Supply Branch
University of Ruhuna
Wellamadama
Matara.

No.	Description of materials/Goods	Specification	Qty.	Bidder's offer Yes/No	Price per Unit		VAT	TOTAL	Trade Mark	Warranty	Sample requirements Yes/No	Date by which delivery can be completed
					Without VAT	Delivery at the University						
01.	Type A - Brass and Arcylic plate with wooden base plaque (17 1/2" x 7")	Attached Annex A Part I Attached Annex A Part II	2									
02.	Type B - Brass plate plaque and velvet box (9" x 7")	Attached Annex B	17									
03.	Type C - Brass plate plaque and velvet box (6" x 4")	Attached Annex C	120									

Evaluation will be done as Package mentioned above it is instructed to quote for whole items.

Delivery Charges to University of Ruhuna

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

Note : Public Enterprice 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 Percentage %

VAT No:-

.....

Name of Firm

Signature

Date

Contact Tele/ Fax No: -

E- mail Address, if any :-

Type A

- Quantity – 04
- Brass & acrylic plate with wooden base.
- Change wordings in brass plate in wooden base.

[Sample with Specifications]

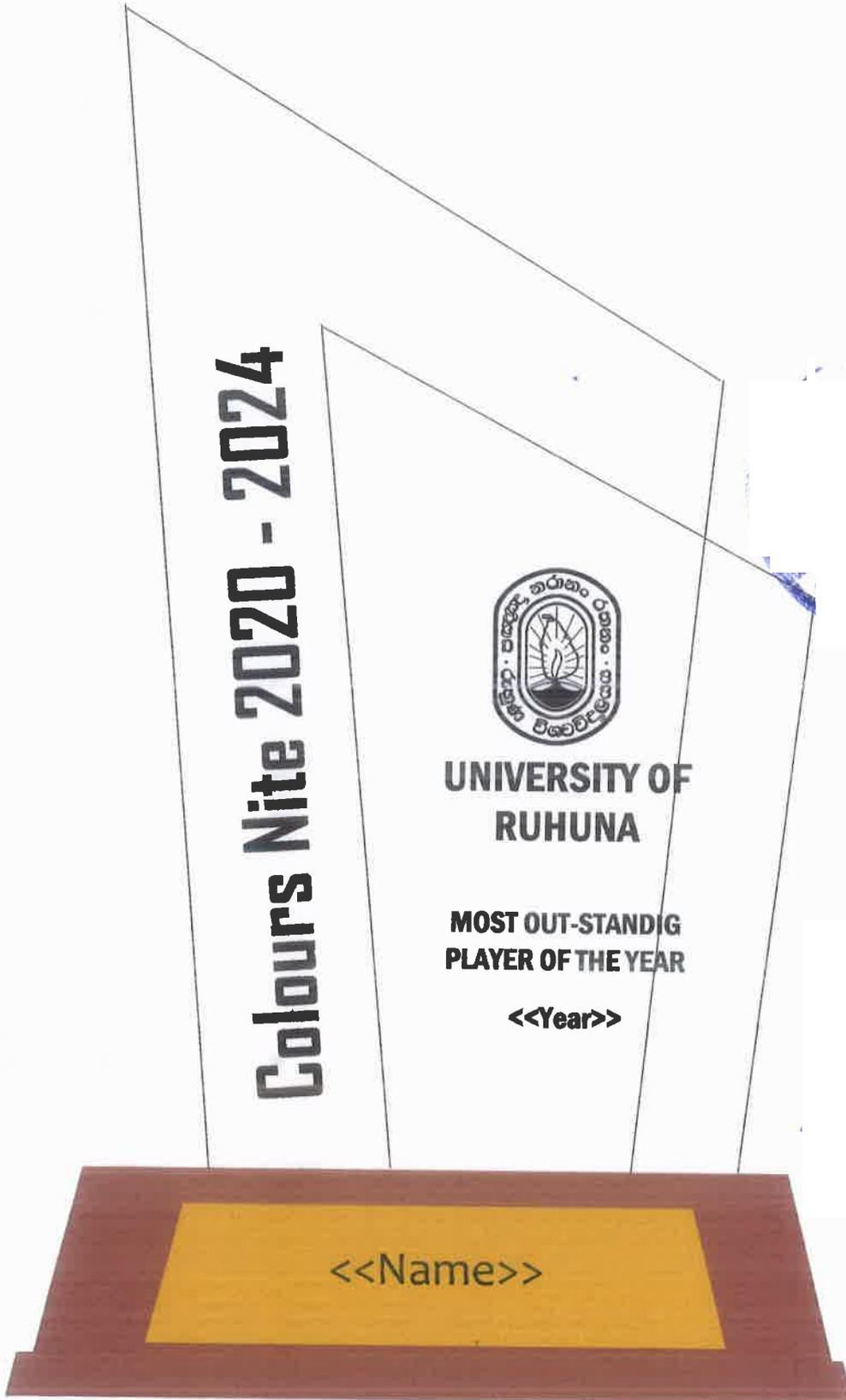


Type - A

I The content of the type A plaque.

Required Qty - 02

1)



Type - A

II The content of the type A plaque

Required Qty - 02

I

Colours Nite 2020 - 2024



**UNIVERSITY OF
RUHUNA**

**MOST COLORS
RECEIPT OF THE YEAR**

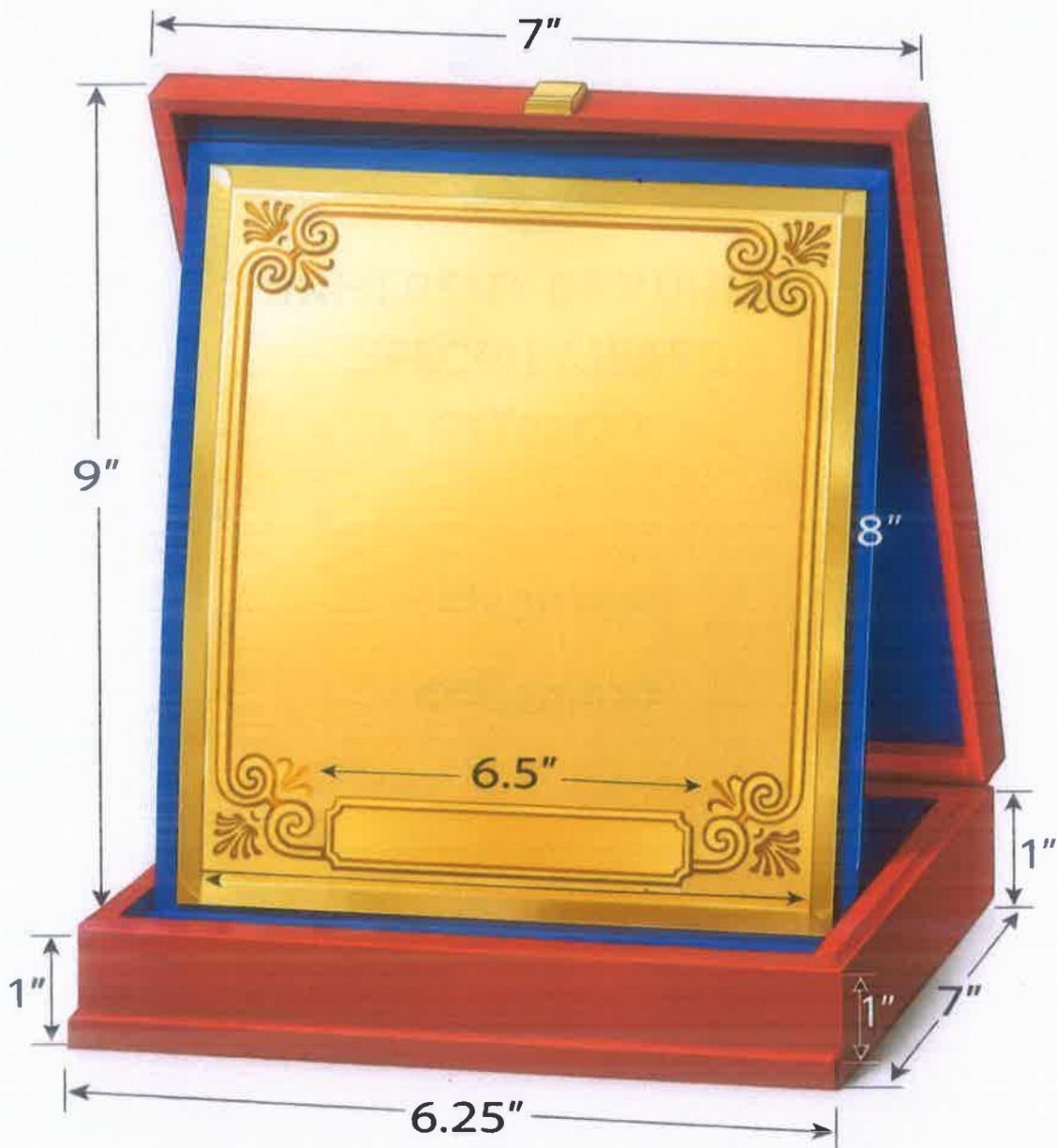
<<Year>>

<<Name>>

Type B

- Special Award
- Quantity - 17
- Brass plate with velvet box

Sample with Specifications.



Type - B

- The content of the type B plaque.

**COLOURS NITE
2020 - 2024**



**UNIVERSITY OF RUHUNA
SPECIAL AWARD**

<<Year>>

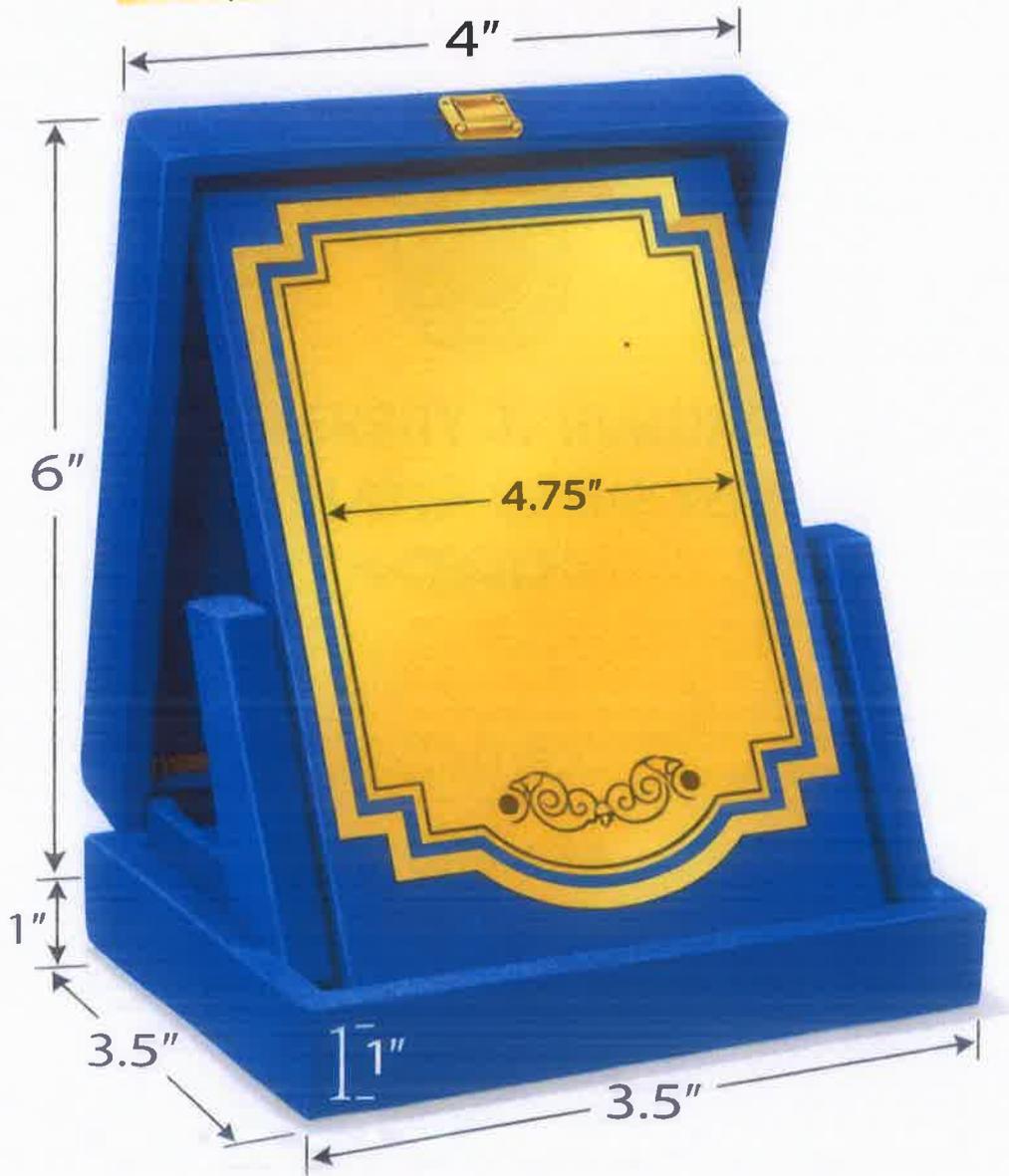
<<Name>>

<<Game>>

Type C

- Best Player
- Quantity – 120
- Brass plate with velvet box

Sample with Specifications



- The content of the type C plaque.

**COLOURS NITE
2020 - 2024**



**UNIVERSITY OF RUHUNA
BEST PLAYER OF THE YEAR**

<<Year>>

<<Name>>

<<Game>>