



REGISTERED POST

UNIVERSITY OF RUHUNA  
MATARA

My No: RUH/SUP/2026/S8/Q09  
The Manager,

Date: 2026.03.09

**QUOTATION FOR SUPPLY OF PRITRED CERTIFICATES 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 QUOTATION FOR SUPPLY OF PRITRED CERTIFICATES 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 24<sup>th</sup> March 2026. The supplier shall ensure that delivery is completed on the specified date.**

Senior Assistant Bursar..........  
Supply Branch  
University of Ruhuna Senior Assistant Bursar (Supplies)  
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.	Colours Insignia Certificate (Type A Galvanised 250 GSM 03 colors)	Attached Annex	555									
02.	Best Performern Certificate (Type B Lustre 250 GSM 03 Colours)	Attached Annex	150									
03.	Special Awards Certificate (Type C - White gold 250 GSM 03 colours)	Attached Annex	25									

Evaluation will be done as Package mentioned above & 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 :-



Certificate Board sample.

Annex 1

# University of Ruhuna

*This is to certify that*

*is honoured with*

*University Colours Insignia*

*in recognition of the excellent performance in*

*on 28<sup>th</sup> March 2026*

*for the year .....*

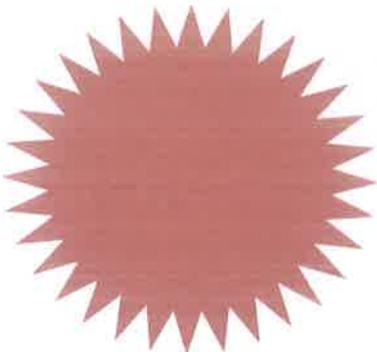


.....  
**Chairman/ Sports Advisory Board**

.....  
**Actg. Director/ Physical Education**

.....  
**Vice Chancellor**

*[Signature]*  
28/03/2026  
Acting Director  
Physical Education Unit  
University of Ruhuna





# University of Ruhuna

*This is to certify that*

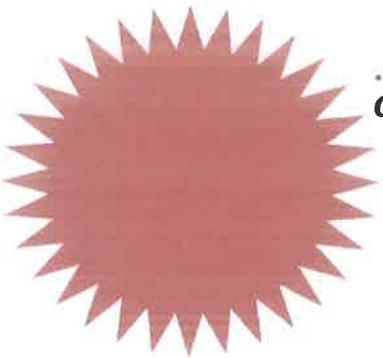
.....

*is honoured with*

*Special award in* .....

*on 28<sup>th</sup> March 2026*

*for the year .....*



.....  
**Chairman/ Sports Advisory Board**

.....  
**Actg. Director/ Physical Education**

.....  
**Vice Chancellor**

*[Signature]*  
K.H. Keerthi Kumara  
Acting Director  
Physical Education Unit  
University of Ruhuna  
Matara



Annex 3

# University of Ruhuna

*This is to certify that*

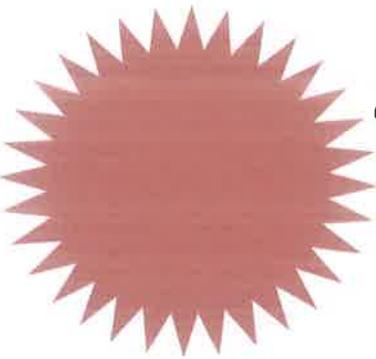


*is honoured with a*

*Best Performer in .....*

*on 28<sup>th</sup> March 2026*

*for the year .....*



.....  
*Chairman/ Sports Advisory Board*

.....  
*Actg. Director/ Physical Education*

.....  
*Vice Chancellor*

*K.H. Keerthi Kumara*  
Acting Director,  
Physical Education Unit  
University of Ruhuna  
Matara  
24/02/2026