



REGISTERED POST

**UNIVERSITY OF RUHUNA  
MATARA**

My No: RUH/SUP/2026/S8/Q08  
The Manager,

Date: 2026.03.09

**QUOTATION FOR SUPPLY OF PRITRED SOUVENIR BOOK 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 QUOTATION FOR SUPPLY OF PRITRED SOUVENIR BOOK 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 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  
Wellamadama  
Matara.  
X/20000 09/03/2026  
Senior Assistant Bursar (Supplies)

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						
III	(above No 2020) 2024 (Printing & Binding)	Attached Annex	400									

Delivery Charges to University of Ruhuna

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

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.

Alternative offers shall not be considered. The Vendors are advised not to quote different options for the same item but through 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

Signature

Date

## Sizes of the Souvenir Book

Colours Nite 2020 -2024 Souvenir Book (Printing and Binding)

Quantity : 400

1. 75 pages
2. Size – A4
3. Orientation -Potrait
4. Front & Back Cover page
  - Mat art board 260 GSM
  - Laminating
  - Four colour (Both side)
5. Inner pages
  - Gloss art paper 150 GSM
  - Four colour - 50 pages
  - Black & White - 25 pages

(With type settings)

