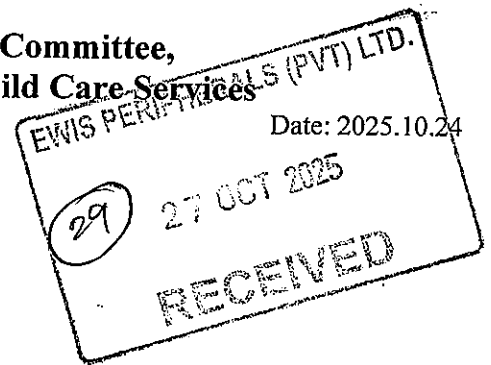


**Department Procurement Committee,
Department of Probation and Child Care Services**


**EWIS Peripherals (Pvt) Ltd,
Yathama Building,
142, Galle Road,
Colombo – 03.**



Quotation for Toner

The Purchaser **Department of Probation and Child Care Services, Trincomalee** invites you to submit a Quotation for Toner, detailed in the price schedule.

1. The Supplier shall fill the blank places and shall sign where required.
Alternative offers shall not be considered. The Supplier is **advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.**
2. Unless specifically stated all items must be priced separately.
3. The applicable VAT shall be indicated separately.
4. Prices quoted by the Supplier shall be fixed during the Supplier's performance and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non-responsive and may be rejected.
5. The Supplier shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications.
6. Quotations shall remain valid for the period of **90** days after the quotation submission deadline date. Selected supplier should sign an agreement with Department of probation and child care services for the supply of quoted services for one year.
7. Suppliers may submit their quotations by Register post or by hand in sealed envelope addressed to the Purchaser.
8. Envelops shall bear the followings addition identification marks on the left top corner: **Quotation for Toner.**
9. Address for submission of Quotations is # **Provincial Commissioner, Department of Probation and Child Care Services, Inner Harbour Road, Trincomalee.**
10. Deadline for submissions of quotations is **04.11.2025. 11.00 a.m.** and the quotations shall be opened after that.
11. A Representative of the bidders may be present and mark its attendance.
12. The factors that will be considered for evaluation are Specification and Price.
13. The purchaser will accept the quotation of the supplier whose offer has been determined to be the lowest evaluated bid and is substantially.
14. The Purchaser reserves the right to accept or reject any quotation, and to annual the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.
15. Within the warranty period, toners should be replaced within 14 days. Only Genuine Toners will be accepted, and their serial numbers will be verified online.


.....
Signature of Purchaser