



සමුද්‍රීය පරිසර ආරක්ෂණ අධිකාරිය

පරිසර අමාත්‍යාංශය

கடல்சார் சூழல் பாதுகாப்பு அதிகாரசபை

சுற்றாடல் அமைச்சு

MARINE ENVIRONMENT PROTECTION AUTHORITY (MEPA)

Ministry of Environment



මගේ අංකය }
எனது இல. }
My No. }

03/MEPA/Tender/2025/Major (40)

ඔබේ අංකය }
உமது இல. }
Your No. }

දිනය }
திகதி }
Date }

29.10.2025

To Whom It May Concern,

Dear Sir/Madam,

Invitation for Quotations – Supply & Delivery of Toners, Ribbons and Cartridges.

The Marine Environment Protection Authority (MEPA) hereby invites sealed quotations for the supply and delivery of Toners, Ribbons and Cartridges, in accordance with the specifications outlined in **Annexure – I (Page no 01 and 02)**.

Tender Submission Requirements:

Your quotation should include the following documents:

1. Schedule of Prices
2. Specifications (as per Annexure I – Page 01 and 02)
3. Manufacture Authorization Letters – Genuine/Compatible
4. Quotation Validity Period and Delivery Timeline
5. Contact Details of personnel responsible for providing clarification on technical requirements and services

If applicable, please indicate your tax registration number and ensure that any taxes included in your prices are clearly specified.

Submission Instructions:

Quotations must be submitted in a sealed envelope, clearly marked on the top left corner as: “Quotation for Supply & Delivery of Toner”

All quotations must be either sent by Registered Post or deposited in the Tender Box located at: The Chairman – Tender Board, Marine Environment Protection Authority, No.177, Nawala Road, Narahenpita, Colombo – 05.

Deadline:

All submissions must reach us by **2:00 p.m. on 12th November 2025**. Your representative could be present for tender opening if necessary. Late or incomplete submissions will not be considered.

Important:

Quotations submitted via email or fax will be rejected.

Interested parties may contact us for further information at:

Tel: 071-8100823 , S.P.S.Bandara – Administrative Officer (Acting)

We appreciate your kind cooperation and look forward to receiving your proposal.

Thank you.

Yours faithfully,

S.P.S.Bandara
Administrative Office (Administration)