

අධ්‍යාපන, උසස් අධ්‍යාපන සහ වෘත්තීය අධ්‍යාපන අමාත්‍යාංශය
වෘත්තීය අධ්‍යාපන අංශය
කල්වි, உயர் கல்வி மற்றும் தொழில் கல்வி அமைச்சு
தொழில் கல்வி பிரிவு

Ministry of Education, Higher Education and Vocational Education
Vocational Education Division

ජාතික අධුනිකත්ව සහ කාර්මික පුහුණු කිරීම් අධිකාරිය
தேசிய பயிற்சி மற்றும் கைத்தொழில் பயிற்சி அதிகார சபை
NATIONAL APPRENTICE AND INDUSTRIAL TRAINING AUTHORITY

971, ශ්‍රී ජයවර්ධනපුර මාවත, වෙලිකඩ, රාජගිරිය 10100 ශ්‍රී ලංකාව.
971, மீ, சயவந்தனபுர மாவத்தை, வெலிகடை, ராஜகிரிய 10100 சிங்களகை.
971, SRI JAYAWARDENEPURA MAWATHA, WELIKADA, RAJAGIRIYA 10100 SRI LANKA.

Our Ref : P&S/PRO/02/02(Vol ii)

09th October 2025

Dear Sir,

BIDS FOR BRANDED BRAND NEW TONER CARTRIDGES FOR NAITA HEAD OFFICE

The Chairman, Procurement Committee of this Authority is hereby invited sealed bids for supply of Branded Brand new Toner Cartridges for NAITA Head Office.

Your bids including price, terms and condition of supply and validity and other relevant details should be sent by registered post or by hand addressed to Administrative Officer (PM Division), National Apprentice and Industrial Training Authority, 971, Sri Jayawardenapura Mw, Welikada, Rajagiriya to reach him on or before 10.30 a.m 16th October 2025 or to be deposited in the tender box kept in the ground floor at NAITA Head office.

If you are registered for VAT, you should indicate the amount of VAT separately in the bid document in addition to the net value of the tender, along with the VAT registration number and valid VAT liability Confirmation Letter issued by Department of Inland Revenue.

"Bids for Branded Brand new Toner Cartridges for NAITA Head Office" should be appearing on the top left - Hand corner of the envelope.

If you do not follow the above instructions, your bid will be liable for rejection.

No	Item	Qty	Copy yield for a Toner	Unit Price for		Make & Country of Origin	Delivery	Remarks
				Unit Price without VAT	Unit Price with VAT			
	Branded Brand new Original Toner Cartridges with one to one Replacement warranty							
01.	Toner Cartridge for HP laser Jet P2035 Laser Printer (505A)	10 Nos						

- Suppliers' strictly advice to quote only genuine original Toners. Compact Toners not be accepted.
- Should be Submit Manufacture Authorization Letter .
- The supplier shall deliver the goods within 07 days from the date of issuance of the Purchase Order.

Yours faithfully,

Administrative Officer (PM Division)