

විශ්වවිද්‍යාල ප්‍රතිපාදන කොමිෂන් සභාව  
பல்கலைக்கழக மானியங்கள் ஆணைக்குழு  
UNIVERSITY GRANTS COMMISSION

මගේ අංකය  
எனது இலக்கம்  
My Number

UGC/Admin/3/1/10

ඔබේ අංකය  
உமது இலக்கம்  
Your Number

තැපැල් පෙරිට්ට  
அஞ்சல் பெட்டி  
Post Office Box

1406

20, වේඩ් ප්ලේස්, කොළඹ 7, ශ්‍රී ලංකාව.  
20, வாட்டு இடம், கொழும்பு 7, இலங்கை  
20, Ward Place, Colombo 7, Sri Lanka

9<sup>th</sup> October 2025


Manager  
Ewis Peripherals (Pvt) Ltd  
142 Yathama Building Galle Rd  
Colombo 3

**REQUEST FOR A QUOTATION**

- 01.The University Grants Commission is calling quotations for the **Procurement of IT Consumables- 2025 (XIII)**
- 02.The bids should be for the original toners.
- 03.The quotation should be valid for 45 days from the date of closing of bids.
- 04.Sealed Quotations marked "**Procurement of IT Consumables- 2025 (XIII)**" on the top left hand corner of the envelope should be sent by registered post to Deputy Secretary, General Administration , University Grants Commission, No. 20, Ward Place, Colombo 07 not later than 3.00 pm on **17<sup>th</sup> October 2025** or should be deposited in the Tender Box available at the office of the Deputy Secretary, General Administration.
- 05.The annexed pages for "Technical Specification and Price Schedule" must be filled in ink.
- 06.This form should be duly returned even if you are unable to quote.
- 07.Non-compliance of instructions stated herein will result in your offers being rejected.

**NOTE TO BIDDER:**

- Any alternation/deletions should be cut off by one line and re-written and initialed by the bidder.
- Please avoid using Tippex and any similar substance or writing one over the other.
- Please contact Deputy Secretary , General Administration on 011- 2685183 for any clarification.

  
Samantha Wickramarachchi  
Deputy Secretary, General Administration

Sgd. Dr. Priyantha Premakumara  
Secretary/UGC

## Section VII : Price Schedule

| 1      | 2   | 3          | 4          | 5                                  | 6   | 7       |
|--------|---|------------|------------|------------------------------------|-----|---------|
| em No. | Description   | Qty.       | Unit Price | Total price for items<br>(3) x (4) | VAT | Remarks |
| 1      | Printer Ribbon Epson 2190/2180  | 15<br>Nos. |            |                                    |     |         |
|        | Grand Total (excluding VAT should be carried out to Quotation Submission Form ) |            |            |                                    |     |         |

Name of the Firm : ..... Business Registration No:..... Telephone/Fax No : .....

Contact Person : ..... VAT Registration No:..... Mobile Phone No. : .....

Signature : ..... Date : .....

(Please affix Company Seal)