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பல்கலைக்கழக மாணியங்கள் ஆணைக்குழு
UNIVERSITY GRANTS COMMISSION

මගේ අංකය
எனது இலக்கம்
My Number

UGC/Admin/3/1/10

තැපැල් පෙරිවි
அஞ்சல் பெட்டி
Post Office Box

1406

ඔබේ අංකය
உமது இலக்கம்
Your Number

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

21st 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 (X)**
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. Non-compliance of instructions stated herein will result in your offers being rejected.
05. Sealed Quotations marked "**Procurement of IT Consumables- 2025 (X)**" on the top left hand corner of the envelope should be sent by registered post to Chairman, Department Procurement Committee, University Grants Commission, No. 20, Ward Place, Colombo 07 not later than 3.00 pm on **31st October 2025** or should be deposited in the Tender Box available at the office of the Deputy Secretary, General Administration.
06. The annexed pages for "Technical Specification and Price Schedule" must be filled in ink.
07. This form should be duly returned even if you are unable to quote.

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

2	3	4	5	6	7
Description	Qty.	Unit Price	Total price for items (3) x (4)	VAT	Remarks
Printer Cartridge MP 3554	3 nos.				
Toner 2612 A	3 nos.				
Canon Cartridge CRG 328	1 nos.				
HP CF 280A Toner	6 nos.				
HP CF 226A Toner Cartridge	10 nos.				
HP Toner CF 283 A	4 nos.				
Photocopy Toner ToshibaT- 5018P	4 nos.				
HP CF 276 A(76A) Printer Cartridge	10 nos.				
Canon 039 Toner Cartridge	2 nos.				
Canon Toner Cartridge 057	8 nos.				
HP Toner Cartridge W 1510A (151A)	1 nos.				
Epson LQ 2180/2170/1170/2080 Ribbon	20 nos.				
Grand Total (excluding VAT should be carried out to Quotation Submission Form)					

Telephone/Fax No :

Business Registration No:.....

Mobile Phone No. :

VAT Registration No:.....

Date :

Name of the Firm :

Contact Person :

Nature :

(Please affix Company Seal)