(DATE)

O/C

Dear Sir,

**QUOTATION No: …………………………..**

Sealed quotations are invited for the items in the annexed for **………………………….. (specifications attached)**

The duly completed quotations marked **“quotation No.”** **on the top left hand corner of the envelope** should be sent under registered cover to reach the CHAIRMAN, REGIONAL PROCUREMENT COMMITTEE, FACULTY OF MEDICINE, UNIVERSITY OF PERADENIYA, PERADENIYA before **……………… (date)**

The university may at its discretion increase or reduce the quantity to be actually purchased. Any special DISCOUNT granted to the university should also be indicated. Successful suppliers should be prepared to extend ONE MONTH credit facility.

The decision of the tender board shall be final. Suppliers should adhere to the following conditions,

1. Please indicate unit price and the TAXES separately if you are quoting for it. If supplier is claiming for VAT, the VAT registration number and the VAT potion should be indicated.
2. If the supplier not claiming for VAT, a letter from the Department of Inland Revenue should be attached to the quotation, according to the public finance circular No. 364(4) of 27.08.2004
3. University of Peradeniya – **VAT No. 409039200 – 7000**
4. Please indicate the **Brand Name and the country of Origin** of the quoted items.
5. The minimum validity period of the quotation shall be 90 days.
6. **Please indicate the warranty period.**
7. Free transport to the university by the supplier is required.
8. The supplier should authenticate any alterations in the rates.
9. Faxed quotations will not be entertained.
10. Price in both figures and words should clearly be indicated in the quotation.
11. Supplier should be prepared to supply the quoted items within one month after placing the order. If not action will be taken to black list them from the registered suppliers list of the university in future.
12. Quotations marked, **Quotation No. and the Closing Date** on the top left hand corner of the envelope should be sent under registered post to reach the above address.

For further details please contact Senior Assistant Bursar / Faculty of Medicine. Tel. No. 081-2386778, 081-2396202

Thank You.

Yours Faithfully

Assistant Registrar

Faculty of Medicine