



SRI LANKA LAND DEVELOPMENT CORPORATION
NO. 03, SRI JAYAWARDANAPURA MAWATHA, WELIKADA,
RAJAGIRIYA, SRI LANKA.
Telephone : +94 11 2889485-6
Fax: +94 11-2 873705
Date : 15th October 2024

Dear Sir/Madam,

REQUEST FOR QUOTATION

REQUEST QUOTATION FOR: SUPPLY OF LIGHT ASH COLOUR SHIRTING MATERIAL (LINEN) FOR EMPLOYEES SLLDC .

PROCUREMENT NO: S/ 585 / 24

QUOTATION CLOSING DATE: 23rd October 2024 TIME: 13:30Hrs

Sample Required Not Required

Sealed quotation is invited by the Chairman Departmental Procurement Committee of Sri Lanka Land Development Corporation (SLLDC) for the supply of above items as per the details given in the attached price schedule.

INSTRUCTIONS TO SUPPLIER

1. The supplier for this quotation shall give only one offer and it should be the best offer. If any alternative offers exists, it should be mentioned separately in photocopies of quotation form (**use one copy to one option**) and please indicate it as an offer. Offers those not given in this manner will be rejected.
2. The total price should be given in words and figures at price schedule and should be valid for a period of **49 days** from the date of Quotation opening.
3. The unit price quoted should be net price (i.e. Less discount if any) without VAT. Any other taxes should be included to the unit price. Please indicate VAT component separately with your VAT registration number if any. If not VAT component will not be paid. Evaluation will be done without VAT. All facilities provided by the Supplier which effect to unit price should be given in the price schedule.
4. The Price schedule shall be signed by the Supplier or any other person authorized by him.
5. The envelop should clearly indicate the caption "**Quotation for Supply of Light Ash Colour Shirting Material (Linen) Procurement No. S/585 24 Closing Date: 23rd October 2024 at 13:30hrs**
6. Quotation should be sent under registered post addressed to the **Chairman Department Procurement Committee, Sri Lanka Land Development Corporation, No.03, Sri Jayawardanapura Mawatha, Welikada, Rajagiriya** or if hand delivered; deposit into the relevant Tender box kept at Supplies Division located in above address **on or before 13:30 Hrs 23rd October 2024** Late quotation will be rejected.
7. Quotation will be opened in the presence of the Suppliers representatives who choose to attend in person at the above address immediately after closing of quotation at **13:30Hrs on 23rd October 2024** Suppliers or their representatives will be permitted to present at the quotation opening, only on production of a letter of authorization from the organization and production of their Identity Cards. (only one representative each from respective organizations are permitted)
8. Price, stocks past performance, quality of goods offered. Will be the criteria for selection.
9. Payments for Goods or Services will be made within 30 days from the date of valid Goods Received Note.
10. **Goods** must be delivered to the **Central Stores- Kirimandala Mw.** . Within the specified delivery period by the supplier.
11. **Quotation do not comply with the above requirements will be rejected. The Corporation reserves the exclusive right to accept or reject all or any part of the quotation.**

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Deputy General Manager (Supplies)

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Read Only