

Warakapola Pradeshiya Sabawa

Calling for quotations for Office Stationery

I kindly request you to send me within 14 days the prices for the following office stationery required for the office for the year 2023.

Carbon Pen (Blue/Black/Red)	Highlight Pen	Platignam Pens
A4 - Photocopy Papers	Tippex	Twine Thread
File Tags	Glue Bottle (Small)	Scissors
Sellotape - 1 Inch	Binder Glue Bottle (Small)	Foot Rule (1 Feet)
Sellotape - 2 Inch	Binder Glue Bottle (Large)	Pencil
File Pins	Ink Bottle	Ink Pads
Stapler Pin Box (24/6)	Printed Envelope 9*4	Sticky Note
Stapler Pin Box (23/10)	Printed Envelope 10*5	Binding Tapes (Red/Green/Blue/Yellow)
CR Books (40 Pages)	Printed Envelope 10*15	Salary Printing Papers - 9'5*11 (1 Ply)
CR Books (80 Pages)	Eraser	Salary Printing Papers - 11*15'5 (1 Ply)
CR Books (120 Pages)	A3 - Photocopy Papers	
CR Books (160 Pages)	Roneo Bundle	
CR Books (200 Pages)	Field Note Books	

2. All the prices should be brought by registered mail to the Chairman of the Warakapola Pradeshiya Sabha, or to the tender box kept in the office at that address and collected on **21.02.2023**. Must be done before **10.50 am**. Opening of tender on **21.02.2023** at will be done at **11.00 am**.

3. On the top left corner of the price cover, "**The prices for the office stationery required for the office for the year 2023**" should be mentioned

4. I hereby inform that the prices offered by you for the goods must be reasonable for two quarters (6 months) and the goods and services provided by you must be of the highest quality.

5. For more information, ask 0352267775/275

2023.02.21

N. Sarath Sumanasuriya
Chairman
Pradeshiya Sabawa
Warakapola



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Warakapola Pradeshiya Sabawa