

| Primary Details     |                                                                                             |
|---------------------|---------------------------------------------------------------------------------------------|
| Procurement Ref No. | 2026071598992                                                                               |
| Procurement Method  | Invitation for Quotations / Shopping                                                        |
| Procurement Type    | Goods                                                                                       |
| Project             |                                                                                             |
| Procurement Entity  | National Water Supply & Drainage Board                                                      |
| Procurement Title   | RATE QUOTATION FOR SIX MONTH PERIOD SUPPLY & DELIVERY OF TONER / CARTRIDGES - HS/Q/2026/302 |
| e-Quotation No      | HS/Q/2026/302                                                                               |
| Funding             | Local                                                                                       |
| Description         |                                                                                             |
| e-Quotation Start   | 2026-07-15 18:30:00                                                                         |
| e-Quotation Opening | 2026-07-31 14:00:00                                                                         |
| e-Quotation Closing | 2026-07-31 14:00:00                                                                         |
| Invitation Time     | 2026-07-15 18:21:00                                                                         |

| Data Sheet      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ITV Clause Ref. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 1               | The Purchaser is: <b>National Water Supply &amp; Drainage Board</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 2               | <p>2.1 The document consists with following Sections:</p> <p>Section I. Instruction to Vendors (ITV)</p> <p>Section II. Data Sheet</p> <p>Section III. Schedule of Requirements</p> <p>Section IV. Technical Specifications and Compliance with Specifications <b>Required</b></p> <p>Section V. Quotation Submission Form/s</p> <p>    a. e-Quotation Submission Form</p> <p>    b. Manufacturer's Authorization Form <b>Required</b></p> <p>    c. Quotation Securing Declaration Form <b>Not Required</b></p> <p>Section VI. Conditions of Contract <b>Not Required</b></p> <p>Section VII. Contract Data <b>Not Required</b></p> <p>Section VIII. Contract Forms</p> <p>    a. Letter of Acceptance <b>Not Required</b></p> <p>    b. Contract Agreement Form <b>Not Required</b></p> <p>    c. Performance Security Form <b>Not Required</b></p> <p>    d. Advance Payment Security Form <b>Not Required</b></p> <p>    e. Purchase Order Form <b>Required</b></p> |
| 3               | <p>Quotation shall be submitted online, using the following Form(s) provided:</p> <ul style="list-style-type: none"> <li>• Section III - Schedule of Requirements</li> <li>• Section IV - Technical Specifications &amp; Compliance with Specifications</li> <li>• Section V - e-Quotation Submission Form and Price Schedule</li> <li>• Manufacturer's Authorization Letter</li> </ul> <p>Other Documents<br/><i>Annexure-1</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 5.1             | Vendors shall quote for full quantity of all the items. e-Quotation evaluation and award will be made for the total price quoted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 7.3             | Manufacturer's Authorization Letter is <b>required</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 8.1             | The <b>e-Quotation Validity Period</b> is <b>240</b> days from the date of e-Quotation Closing, till <b>2027-03-28</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 12.1            | <b>Deadline for Submission</b> of e-Quotation is on <b>2026-07-31</b> at <b>14:00</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 14.2            | The Purchaser shall conduct the online <b>Opening of e-Quotation</b> on <b>2026-07-31</b> at <b>14:00</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|    |                                                                                                                                         |
|----|-----------------------------------------------------------------------------------------------------------------------------------------|
| 17 | 17.3 - Other factors that will be considered for evaluation are<br><i>None</i><br>17.4 - Post Qualification Requirements<br><i>None</i> |
|----|-----------------------------------------------------------------------------------------------------------------------------------------|

#### Annexure-1

| # | Title of the Document                                                                                                                                                     | Mandatory |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1 | Bid Bond to the value of Rs.15,000/= valid for a period of 240 days from the date of closing the quotation(The bid bond details are upload in the other related document) | Yes       |
| 2 | Should be completely fill of BOQ uploaded with our quotation in other related document.                                                                                   | Yes       |
| 3 | Item 1-70 BOQ Attached other related document                                                                                                                             | Yes       |
| 4 | 2026 HP – Manufacture Authorized letter of should be attached with your offer                                                                                             | Yes       |
| 5 | All Toners should be Manufacture Original product                                                                                                                         | Yes       |
| 6 | Offers without above details will be rejected.                                                                                                                            | Yes       |

| Schedule Of Requirements                                   |                                                                                                   |
|------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Item No                                                    | 1                                                                                                 |
| Item Name                                                  | RATE QUOTATION FOR SIX MONTH PERIOD<br>SUPPLY & DELIVERY OF TONER /<br>CARTRIDGES - HS/Q/2026/302 |
| CPV Code                                                   | 30000000-9                                                                                        |
| Manufacturer's Authorization Letter                        | Required                                                                                          |
| Unit                                                       | NO                                                                                                |
| Quantity                                                   | 1.00                                                                                              |
| Allow Partial Quantities                                   | No                                                                                                |
| Final Destination                                          | Ratmalana                                                                                         |
| Latest Delivery Date from the date of Letter of acceptance | 30                                                                                                |
| Transportation and any other services                      | YES                                                                                               |

| Specifications |
|----------------|
|----------------|

| <b>Item No</b>                                                                                                                                                             | 1                                                                                              |                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|---------------------------|
| <b>Item Name</b>                                                                                                                                                           | RATE QUOTATION FOR SIX MONTH PERIOD SUPPLY&AMP; DELIVERY OF TONER / CARTRIDGES - HS/Q/2026/302 |                           |
| <b>CPV Code</b>                                                                                                                                                            | 300000000-9                                                                                    |                           |
| <b>Quantity</b>                                                                                                                                                            | 00                                                                                             |                           |
| Component Description                                                                                                                                                      | Required Specification                                                                         | Mandatory / Non Mandatory |
| Bid Bond to the value of Rs. 15,000/= valid for a period of 90 days from the date of closing the quotation (The bid bond details are upload in the other related document) | Please Specify                                                                                 | Mandatory                 |
| The quotation should be valid for at least 240 days from the date of closing of bids & Preference will be given NWSDB 50Km Proximity to Rathmalana                         | Please Specify                                                                                 | Mandatory                 |
| All Toners should be Manufacture Authorized Letter & Toners submit to Original product                                                                                     | Please Specify                                                                                 | Mandatory                 |
| 2026 HP – Manufacture Authorized letter of should be attached with your offer                                                                                              | Please Specify                                                                                 | Mandatory                 |
| Warranty                                                                                                                                                                   | Please Specify                                                                                 | Mandatory                 |
| Offers without above details will be rejected                                                                                                                              | Please Specify                                                                                 | Mandatory                 |
| HP Rate Quotation for Six Month Period                                                                                                                                     | Please Specify                                                                                 | Mandatory                 |
| Toners Cartridge Manufacture Year Should be 2026                                                                                                                           | Please Specify                                                                                 | Mandatory                 |

## e-Quotation Submission Form

**To:**National Water Supply & Drainage Board

I/We declare that:

I/We have examined and have no reservations to the e-Quotation document issued.

I/We offer to supply in conformity with the e-Quotation document issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods/services.

| Item No / Lot No | Description of Goods |
|------------------|----------------------|
|------------------|----------------------|

The total price of our quotation excluding VAT and after any discounts offered is: Rs. **ZERO** only.

My/Our quotation shall be valid for the period of time specified in the Data SheetSub-Clause 8.1, and it shall remain binding upon me/us and may be accepted at any time before the expiration of that period.

I/We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.

I/We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

|                                                |
|------------------------------------------------|
| <b>VAT registration number (if applicable)</b> |
| <b>Name:</b>                                   |
| <b>Dated</b>                                   |

| Price Schedule                               |                      |                   |                        |          |      |                          |        |                                          |          |                                  |                      |                      |
|----------------------------------------------|----------------------|-------------------|------------------------|----------|------|--------------------------|--------|------------------------------------------|----------|----------------------------------|----------------------|----------------------|
| All prices are in LKR                        |                      |                   |                        |          |      |                          |        |                                          |          |                                  |                      |                      |
| 1                                            | 2                    | 3                 | 4                      | 5        | 6    | 7                        | 8      | 9                                        | 10       | 11                               | 12                   | 13                   |
| Item No / Lot No                             | Description of Goods | Country of Origin | Country of Manufacture | Quantity | Unit | Unit Price Excluding VAT | $=5+7$ | Inland Transportation and Other services | Discount | Price Without VAT after Discount | VAT (vat amount=18%) | Total Price with VAT |
| Item list attached next page. (Annexure-ps1) |                      |                   |                        |          |      |                          |        |                                          |          |                                  |                      |                      |
|                                              |                      |                   |                        |          |      |                          |        |                                          |          | $=8+9-10$                        |                      | $=(11*12)+11$        |

| Annexure-ps1     |                                                                                                       |          |      |
|------------------|-------------------------------------------------------------------------------------------------------|----------|------|
| Item No / Lot No | Description of Goods                                                                                  | Quantity | Unit |
| 1                | RATE QUOTATION FOR SIX MONTH PERIOD<br>SUPPLY &AMP; DELIVERY OF TONER /<br>CARTRIDGES - HS/Q/2026/302 | 1.00     | NO   |

| Evaluation Criteria |  |
|---------------------|--|
| Serial No.          |  |