

PURCHASE REQUISITION

Section - A - To be completed by User Dept.

Dept : IT

NOV 18/18

Stores No :

Serial No :

Item	Quantity	Specification:
1. HP Laserjet M 607/7/8/9		Maintenance kit - (01 no)
2. -		
3. -		
4. -		

Required Date : Urgent

Section - B - To be completed by Stores

Balance in stock : NOO - Stock

Last purchased price : 7

Last supplier : 7

Last purchased date : 7



Manager - User Dept. 6/11

Section - C - To be completed by Manager - Purchasing

Order Approved / Not Approved

Chief Store Keeper

Section - D - Quotations from suppliers

Name	Quoted Price
1. Tech Pacific Lanka (Pvt) Ltd	R. 77500/-
2. Merit Tech (Pvt) Ltd.	R. 145000/-
3. DMS Electronics	not responded.
4. ABC Computers (Pvt) Ltd	not responded.
Tech coop solutions (Pvt) Ltd	not responded

Section - E - Recommendation of Head of User Dept.

Recommend to purchase from Tech Pacific Lanka (Pvt) Ltd @ RS 77500/-

Purchasing Officer

Section - F - Submitted for Approval / Purchase as above - Less than Rs. 10,000

Recommended purchase from

Cost : Rs.

Manager - Purchasing

Section - G - Submitted for Approval / Purchase as above - Over Rs. 10,000

Recommended purchase from Tech Pacific

Cost : Rs. 77500/-

Head of M/Information & F/Accounts

HD Supply chain Mgt.

Head of Fund Management

Order No. : 053/04

Date : 26/11/18

Tech Pacific Lanka

QUOTATION

V2.21

Customer Details	
Name :	The Associated Newspapers of Ceylon Limited
Address :	P.O. Box 248, Lake House, Colombo
Contact :	Mr. Kapila
Email :	head.it@lakehouse.lk

Item No	Description	Unit Price LKR	Qty.	Discount	VAT	Price LKR
1	HP LaserJet M 607/7/8/9 Maintenance Kit (OEM)	77,500.00	1			77,500.00
Sub Total						77,500.00
NBT 0.00%						0.00
VAT 0.00%						0.00

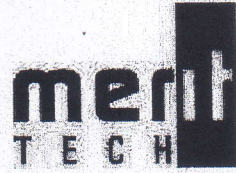
Grand Total in LKR

77,500.00

Note	Date :	6-Nov-18
THIS IS A COMPUTER GENERATED DOCUMENT AND DOES NOT REQUIRE A SIGNATURE	Q/E No :	TPL/JOB/18/000005
	Validity :	7 Days
	Delivery :	1-2 Weeks
	Payment :	100% up front
	Warranty :	90 Days
	Prepared By :	Dilshani Dissanayaka.

Tech Pacific Lanka (Pvt) Ltd.
 No 04, Castle Lane, Colombo 04, Sri Lanka.
 Telephone : +94 114 337248 , Email : techservices@techpack.com

Merit Tech (Pvt) Ltd.



14th November 2018

The Associated Newspapers of Ceylon Limited
P.O.Box 248, Lake House
Colombo-10

Dear Sir.

We thank you for giving us the opportunity to quote for the Items.

Item

Price

HP M607 Laser Printer Maintenance Kit (#L025A)	: Rs.145, 000.00 (One Month Warranty)
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HP 2GB 2R x 8PC3- 10600R Ram	: Not Available
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Payment terms	: 50% on confirmation and balance on Delivery
Validity	: 7 Days (from the date of quotation)
Stocks	: Stocks not available. Need 2-3 weeks after confirmation.
Quotation Validity	: 07 Days

If you require any clarification please contact the undersigned on the following numbers:
Assuring you of our best attention at all times.

Yours truly,

Indika Senevirathne
Manager

Merit Tech (Pvt) Ltd
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Off Alferd House Avenue,
Colombo - 03. Sri Lanka.
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e-mail: merittech@sltnet.lk