



**ලංකා බන්ධන තෙල් නීතිගත සංස්ථාව**  
(වර්ෂ 1961 අංක 28 දරණ පාර්ලිමේන්තු පනතින් ස්ථාපිත කරන ලදී.)  
පිරිසහද කායසාංගය, තැ.පෙ. 11, කැලණිය.

இலங்கை பெற்றோலியக் கூட்டுத்தாபனம்  
(1961ம் ஆண்டுடன் 28ம் இலக்க பாலாளுமன்ற  
சட்டத்தின்படி அமைக்கப்பட்டது)  
எண்ணெய் சுத்திகரிப்புப் பிரிவு  
த. பெ. இலக்கம் 11. களனிய.

THE CEYLON PETROLEUM CORPORATION  
(Established by Act of Parliament No. 28 of 1961)  
Refinery Division, P.O. Box 11, Kelaniya.  
Tel : 2400110, 2400427-29 Fax : 2400102, 2400436  
E-mail : ref.materials@ceypetco.gov.lk  
refmaterials@sltnet.lk

**REQUEST FOR QUOTATION**

Vendor Code-3500006872  
Dear Sir / Madam,  
Tel.:  
Fax :

Our Ref:GL1 - 25-0604 R - 1100176031  
Date:16.08.2025

Please quote Price for DELIVERY AT REFINERY - SAPUGASKANDA and submit your sealed quotation marked with our reference & closing date on the left hand top corner. Furnish samples/ catalogues/ information as requested below. Your quotations should reach us ON OR BEFORE 04.09.2025 AT 02.30 P.M.. ANY DEVIATIONS SHOULD BE INDICATED CLEARLY.

Quotations received after closing date are liable to be rejected. Payment will be made within 30 DAY of delivery. Please indicate VAT registration No. and amount separately if applicable. Your offer should be valid for 60 DAYS from closing date. Country of origin & delivery date to be mentioned against each item. Please comply with our general conditions & instructions given .

QUOTATIONS WITHOUT DELIVERY DATE MAY BE REJECTED

Thanking You,  
Yours Faithfully,

.....  
Manager (Materials)/Depty. Manager (Planning)

(To be completed by supplier)

Item No	Qty	Unit	Description	Unit Price	Amount (Without VAT)
001	16	EA	PoE 24 port Ethernet switch As per the attached technical specification sheet		
Total Without Tax				----	
(if any) ...%VAT----					
Total Amount with VAT----					

KINDLY ACKNOWLEDGE THE RECEIPT OF OUR

REQUEST FOR QUOTATION BY RETURNE -E-MAIL

To: Ceylon Petroleum Corpn.

We submit the foregoing quotations on the terms and conditions mentioned above.

## GENERAL CONDITIONS & INSTRUCTIONS

01. This is only an inquiry for prices, hence this should not be constructed to be an order.
02. Your quotation should be sent enclosed with our reference & closing date marked on the left hand top corner of the envelope along with all supporting documents such as product catalogues.
03. All materials offered should have minimum of 12 months shelf life (if relevant) from the date of shipment and in any case the production date should not be older than 6 weeks from the date of delivery unless CPC has specifically specified otherwise.
04. All equipment and machinery offered should be proven models and no proto-type models should be offered.
05. Rates quoted should be shown both in figures and in words.
06. Once accepting your quotation, an official Purchase Order will be placed by the corporation on rates quoted by you and you should ensure that goods are delivered to Refinery within seven (7) days of receiving such order if we have not stated otherwise in our Purchase Order.
07. Any discounts allowed should be shown both in figures and in words.
08. Basis of evaluation of quotation :- Price delivered at Refinery, Sapugaskanda, (i.e. The Charges of the current CPC transport contract will be used for calculation of the delivery cost if the bidder has offered without transport charges).
09. If any supplier fails to supply the goods in time at the rates quoted by them, on order placed by the corporation within the validity period of prices, such suppliers will be treated as defaulters / suspending / blacklisting them in addition to taking other actions per prevailing procedure.
10. Samples must be submitted if called for.
11. Corporation reserves the right to accept or reject any quotation.
12.
  - a) Offers should be sent only by E-mail/ Post / Courier / Fax (at discretion) or deposit in the tender box at Refinery, Refinery Manager's Office.
  - b) Offers by E-mail can only be sent to [reflocalgt@sltnet.lk](mailto:reflocalgt@sltnet.lk) (at your own discretion).
  - c) Only the Fax No. 2400436 is allocated for receiving offers.
  - d) Offers sent to any other fax number will not be entertained.
  - e) However, only the clarifications data sheets, product literature & other communications can be made through E-mail address [refmat.local@ceypetco.gov.lk](mailto:refmat.local@ceypetco.gov.lk) / Fax. No. 0094-11-2400434/Tel.No.0094-11-2400110

## REQUEST FOR QUOTATION

(Contd.)

Our Ref:GL1 - 25-0604 R - 1100176031

Item No	Qty	Unit	Description	Unit price (Without VAT)	Amount
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The quotation remains open for acceptance either wholly or in part by you. Our offer is valid till .....

Our Tel./Fax.....  
VAT No.....

Signed.....  
Company Stamp