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(වර්ෂ 1961 අංක 28 දරණ පාර්ලිමේන්තු පනතින් ස්ථාපිත කරන ලදී.)
ජීර්ජතද කායකිංගය, නැ.පෙ. 11, කැලණිය.

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

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 : refmat.local@ceypetco.gov.lk
reflocalqt@sltnet.lk

REQUEST FOR QUOTATION

Vendor Code-3500006872

Our Ref:GL1 - 26-0144 R - 1100179986
Date:27.02.2026

Dear Sir / Madam,
Tel. :
Fax :

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 12.03.2026 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 DAY from closing date. Country of origin & delivery date to be mentioned against each item. Please comply with our general conditions & instructions given .

MAKE:MODLE: COUNTRY OF ORIGIN:.....STOCK
AVAILABILITY IF NOT DELIVERY TIME:.....TRANSPORT TO CPC REFINERY: YES
/ NO WARRANTY:.....

Thanking You,
Yours Faithfully,

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

(To be completed by supplier)

Item No	Qty	Unit	Description	Unit Price	Amount (Without VAT)
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001 6000 EA

FULL CREAM MILK POWDER PACKET - 400g

Total Without Tax ----

(if any) ...%VAT----

Total Amount with VAT----

KINDLY ACKNOWLEDGE THE RECEIPT OF OUR REQ

FOR QUOTATION BY RETURN - E MAIL

To: Ceylon Petroleum Corpn.

We submit the foregoing quotations on the terms and conditions mentioned above. The quotation remains open for acceptance either wholly or in part by you. Our

REQUEST FOR QUOTATION

(Contd.)

Our Ref:GL1 - 26-0144 R - 1100179896

Item No	Qty	Unit	Description	Unit price (Without VAT)	Amount
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offer is valid till

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

Signed.....
Company Stamp

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 Your discretion) or deposit in the tender box at Refinery, Refinery Manager's Office.
 - b) Offers by E-mail can only be sent to reflocalqt@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 / Fax. No. 0094-11-2400434 / Tel.No. 0094-11-2400110

FORM FOR APPLICATION FOR DOMESTIC PREFERENCE

The application of domestic preference appended below shall be filled by all local bidders of locally manufactured goods. Bidders shall submit the copies of documents such as pro forma invoices issued by foreign input suppliers, quotations issued by input local raw material suppliers, custom declaration etc. in support of the following information. Bidders who fail to furnish the supporting documents in support of the information given below will not be considered for domestic preference. All foreign costs can be quoted only in Local currency.

Bid for the Supply & Delivery of

Bid No

1.0	Total ex-works Price excluding VAT (as quoted in the schedule of prices, Appendix VI B)	
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Break up of ex-works Price

1.1	Total Foreign Cost	
1.1.1	Total FOB Cost of Foreign - Inputs	
1.1.2	Total Cost of Freight of Foreign - Inputs	
1.1.3	Total Cost of Insurance of Foreign - inputs	
1.2	Total Local Cost (excluding VAT paid or payable)	
1.2.1	Total Cost of Input Local Raw Materials (excluding VAT paid or payable)	
1.2.2	Total Cost of Input Local Labor	
1.2.3	Total Cost of any other Input Local components. (Please specify in detail)	

(Note: The sum of 1.2.1, 1.2.2 and 1.2.3 will be taken as the locally added value component for the computation of % local value addition)

Details of Foreign Costs

	Item Description & HS Code	Units	Quantity	Unit CIF Cost	Total CIF Cost	Supporting Document Reference
1.1						

Details of local Costs

	Item Description & HS Code	Units	Quantity	Unit Rate Rs.	Total Cost	Supporting Document Reference
1.2.1	Input Local Raw Materials					
1.2.2	Input Local Labor					
1.2.3	Any other input local components (Please specify in detail)					

I/We certify that the above information provided by me/us are true and correct. I/We authorize the Ceylon Petroleum Corporation to verify the accuracy of those information from our suppliers.

Name & Address of the Bidder

Signature of the Bidder

GENERAL SPECIFICATION AND CONDITION FOR SUPPLY OF FULL CREAM MILK POWDER PACKET - 400g

- Supplier should clearly indicate the unit rate for with cardboard pack and without cardboard pack.
 - Suppliers are expected to quote wholesale price.
 - Prevalently retail market price also should be indicated for price comparison.
 - Please submit MELAMINE FREE CERTIFICATE for each consignment.
-
- Should indicate the prices in rupees with taxes separately.
 - If any taxes are not mentioned separately, such taxes will be considered as not relevant for the bid.
 - Where there is a discrepancy between the amount in figures and in words, the amount in words will govern.
 - Prices should indicate the charges for delivery.
 - The supplier is allowed to revise price with price fluctuations in the market, after getting prior approval of CPC.
 - Further, supplier should reduce the supply price with market price drops.
 - Your offer should be valid for 30 days from the date of closing quotations.

2. PAYMENT

Payment will be made within about 04 weeks after receipt of each consignment of Milk packets delivery by the supplier.

3. DELIVERY AND UNLOADING

- Full quantity of Milk powder packets (in 400g Pkts.) to be delivered to CPC – Refinery Sapugaskanda Warehouse in a single delivery .
- Unloading has to be done by the supplier.

4. BASIS OF EVALUATION

Bids will be evaluated on the basis of lowest price meeting the CPC tender specification & other commercial conditions.

5. SAMPLES.

Bidder must forward the samples (01 Pkts.) along with the bid.

6. Shelf life - minimum 10 months from the dated of manufacture.
7. Date of manufacture - within one month from the dated of delivery.
8. ITEM SHALL BE AVAILABLE EX-STOCK FOR IMMEDIATE DELIVERY.

9. Please indicate the price separately on the basis of payment by a cheque on delivery of goods and on the basis of one month credit.

10. Local manufactures who satisfy all above conditions will be given preference.

Domestic preference of 20% is given for locally manufactured products as per Clause No 7.9.6 of the NPA guidelines. If your product is qualified to get the domestic preference, kindly fill in the attached form and send it along with the bid complying with the following instructions.

- I. Local labor (at least 15% or more) , locally produced raw material (at least 15% or more) ,components from within Sri Lanka will account to thirty percent or more (30% <=) of EXW (Ex-Works) price of the product offered.
- II. Bidder shall submit an affidavit stating that the value addition is 30% or more of EXW.

* Supplier shall maintain a minimum of one month requirement to supply under short notice of CPC Refinery as per this contract. As buffer stock to cater situations such as price fluctuations and market shortages ect.

* In contract due to some reasons supplier shall inform to CPC Refinery in one month in advance enabling us to recall quotations.

Attach relevant form.