

**Supplies Committee Report**

**Forwarded to:** Supplies Division  
**Attention:** Chairman, Supplies Committee

**Observations:**

**Purpose:** Requesting Supplies Committee recommendation for .....  
 .....  
 .....

**Purpose Approved by:** .....

**Source of Fund:** .....

**Procurement Method Applied:** National Shopping/ Direct Purchase (Whatever method is used, the quotation/s obtained shall be submitted. If not, the documents shall be returned without considering.)

**No. of Quotations Received:** ..... **Date of Quotations Opened:** .....

**Quotations are Addressed to “University of Kelaniya”:** Yes  No

**Date Stamp and Signature are Placed on the Received Quotations:** Yes  No

**Quotations Obtained as:** Sealed Quotations  Electronically

**If Sealed Quotations are Obtained:**

**Original Quotations with Company Seal are Attached:** Yes  No

**If Quotations are Obtained Electronically:**

**Quotations are Sent to a kelani mail:** Yes  No

**Certified Copies of Quotations Received are Attached:** Yes  No

**Certified Copies of email body are Attached:** Yes  No

**Summary of Quotations Obtained:**

Goods/ Services	Supplier	Amount (LKR)	Registration

(Registration means the Supplier has to be registered either in the University or in a Telephone Directory or in an e-commerce website.)

**Supplies Committee Report**

**Finance Committee Recommended Budget is Attached:** Estimated/ Revised Budget of the event was recommended by the Finance Committee at its ..... (eg. FC/2024/02) held on ..... (date)

**Remarks:**

1. The event was/ to be held on:
2. The no. of participants of the event:
3. Any other details that the Supplies Committee shall be aware of when making their recommendation, if any
4. ....  
.....  
.....

I/ we certify that the above details are true and correct to my/ our personal knowledge. I/ we recommend the Supplier/s (contract award) for the said purpose as follows and confirm that all the supporting documents are attached herewith for consideration of the Supplies Committee.

<b>Goods/ Services</b>	<b>Supplier</b>	<b>Amount (LKR)</b>	<b>Rank</b>
			Lowest/ Only Bidder
	<b>Total</b>		

Signature  
Coordinator/ Director.....  
Date: .....

Signature  
Head/ Dept. of .....  
Date: .....

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Recommended and Forwarded

Dean/ Registrar/ Librarian

Date

**Supplies Committee Report**

**Recommendation:**

Having considered recommendation and clarifications given by the .....  
..... and the supporting documents mentioned  
& attached, the Supplies Committee recommended the contract awarding as follows for the  
.....  
.....  
.....  
.....

<b>Goods/ Services</b>	<b>Supplier</b>	<b>Amount (LKR)</b>	<b>Rank</b>
			Lowest/ Only Bidder
	<b>Total</b>		

<b>Name</b>	<b>Capacity</b>	<b>Agree with the Decision</b>	<b>Signature</b>	<b>Date</b>
	Chairman			
	Member			
	Member			
	Member			

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To: .....

Returned with the Supplies Committee recommendation for necessary action, please.

Secretary/ Supplies Committee

Date: