**Quotation Submission Form**

Date:

Ref: ICTA/GOSL/SER/NCB/2020/03

To: **Chairman**

 **Information and Communication Technology Agency of Sri Lanka**

 **2nd Floor, No. 160/24, Kirimandala Mawatha**

 **Colombo 05**

 We, the undersigned, declare that:

1. We have examine and understood the requirement mentioned in the invitation for Quotation and check list published on the website providing office space for ICTA office for lease/rent basis.
2. The total price of our quotation including any discounts offered is: *[****insert the total quoted price in words and figure in Rupees ];***

|  |  |  |
| --- | --- | --- |
| Year  | Amount | Accumulated value  |
| Year 01 |  |  |
| Year 02 |  |  |
| Year 03 |  |  |
| Year 04 |  |  |
| Total  |  |

1. Our quotation including the check list attached as annex 01shall be valid until 31st December 2020
2. We understand that this quotation, together with your written letter of acceptance, shall constitute a binding contract between us.
3. We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

Signed: *[****insert signature of person whose name and capacity are shown]***

**Name: *[insert complete name of person signing the Bid Submission Form]***

 Company Seal : ***[company/owner’s seal to be stamped******]***

*Date:* on V: