**Instructions for capital-item purchases**

1. Please try to make the initial steps to purchase equipment (especially major equipment) **before end October 2019**. We need to ensure as far as possible that major equipment is purchased during 2019.

2. You need to fill foreign purchase forms and you have to print them in **(light) yellow** so that Supplies will know they are capital grant forms. Please indicate your grant number on the forms. (e.g. SRC/CAP/18/XX)

3. You need to carefully write out the **specifications**. Make sure you write them so that undesirable suppliers are left out, and desirable ones are left in - this is not an easy task so please think about it carefully. Also please specify a **warranty period**(at least a year; ideally 3 years or more)**.**

4. If you are making foreign purchases you should call for 3 quotations yourself, and attach the quotes with the 3 forms. Please ask them to address their quotes to Bursar, University of Moratuwa. Please ask them to quote including **cost, insurance and freight**. Getting quotes via email is fine. Overseas purchases are much easier, especially if they are single sourced (BUT see Item 6 below). However, you need to ask yourself whether anyone can maintain or fix the equipment (e.g. whether you can do it yourself), if something goes wrong...

5. If you are making local purchases, please list the suppliers (at least 3) you are confident of (i.e. the ones you will be happy to purchase from) together with the SD2 form - here the Supplies Division will call for quotations, but they will ask you about potential suppliers.

6. In either of the above cases, foreign or local, if you are wanting only a **single supplier**you need to justify strongly - e.g. that it is only a particular software you want and that it is only provided by the manufacturer, who is also the supplier, and that it cannot be purchased cheaper from any other source etc..

7. We want you to get what you actually need from the supplier, who is the best.