Dear Sir/Madam,

Specifications for Desk Calendars for Year 2027 for People's Leasing & Finance PLC

We, People's Leasing & Finance PLC (PLC) decided to forward specification for Desk Calendars for year 2027 and refer following specifications to forward your bids.

Desk Calendar

Item	Size (Options)	No. of pages	Paper (Options)	Color	Quantity
Desk Calendar	Standing Board 'A' shape 26cm (H) x 20cm (W)	Double Side	2MM Chip Board 120GSM Imitlink Paper Past (Outside)	Red Color	
			120 GSM bank paper with matt lamination (Inside)	Blue Color	
	Ply page 24cm (H) x 20cm (W)	Double Side One page	Super White Uncoated paper 315 GSM	Four color	**11,000**
	Calendar Pages 24cm (H) x 20cm (W)	Seven pages Double side	Super White Uncoated paper 315 GSM	Four color	
	Binding	White Color Spiral Binding	0.5 inches		

Pack Size: 50

Note: Please refer to samples in the Logistic Department before quoted.

You may refer samples from Logistic Department before quote and for further clarifications please contact following officers;

Mr. Shiran - 077 4286139
(Marketing Department) for specification

Mr. Gayanath - 076 8456769/Ms. Chathu-011 2631240
(Logistic Department) for tender procedure

Quotations should be addressed to Head of Administration, People's Leasing & Finance PLC, No. 1161, Maradana Road, Colombo 08 & **insert to the tender box (Box No 02) kept at Logistics Department (2nd floor)** on or before **25th September 2026 & 02.00 PM**. The document with **financial bid should be in a properly sealed envelope and must to insert to the tender box.** (Other documents will be allowed to handover separately)

Further the final decision in this matter is vested exclusively with the "PLC", and the Management of the "PLC" is not obliged to accept the lowest bid, but has the discretion to select a bid, considering relevant facts. Further, "PLC" reserves the right to further negotiate with the bidders, if necessary.

Your early attention in this regard would be greatly appreciated.

Logistics Department
People's Leasing & Finance PLC
No.1161. Maradana Road, Colombo 08.
Web : www.plc.lk