



**Quotation Minute Form Level 2 for Procurement of Goods, Services and Works from R2000.01 up to the value of R30000.00 inclusive of all applicable taxes**

**NAME OF ORGANISATION:**

**QUOTATION REFERENCE NO.:**

**DATE:**

**ATTENTION: CEO/ CHC MANAGER/ DISTRICT MANAGER/ DIRECTOR CSCM**

**NATURE OF SUPPLY/ SERVICE:**

1. This purchase is on the Procurement Plan.
2. On  quotations were called for and subsequently closed on  for the abovementioned supply/ service.
3. Details of the quotation have been recorded in the Control Register.
4. Approval of the expenditure was granted on
5. A total number of  quotations were received. The responses are attached and listed on **Annexure A**.
6. These minutes and all supporting documentation will be retained and kept securely for audit and record purposes.
7. The offer of the below-mentioned supplier has the lowest acceptable price and is recommended at the price below (including VAT).

**Bidder Name:**  **Quoted Price:**

8. It is hereby confirmed that all quotations have been obtained in terms of the SCM prescripts and that no Bidder has been prejudiced.

**Compiled by SCM Practitioner (Acquisition Management)**

I hereby declare that I have no interest in any bid under consideration. I further confirm that this template has been correctly and accurately completed

Name:  Rank:

Signature:  Date:

Further SCM Comments:

AWARD OF QUOTATION NO:

Recommended Bidder:

Quoted Price:

**Checked by SCM Manager (Institution) / Assistant Director: CSCM**

I hereby declare that I have no interest in any bid under consideration and confirm that I have reviewed and checked this submission for accuracy and correctness.

Name: <input type="text"/>	Rank: <input type="text"/>
Signature: <input type="text"/>	Date: <input type="text"/>
Comments: <input type="text"/>	
<input type="text"/>	

**Recommendation by the Delegated Official (Responsibility Manager Finance or Office Manager / Deputy Director CSCM)**

I hereby declare that I have no interest in any bid under consideration and confirm that I have reviewed and checked this submission for accuracy and correctness.

**Contract Award is hereby RECOMMENDED / NOT RECOMMENDED (delete the inapplicable).**

Name: <input type="text"/>	Rank: <input type="text"/>
Signature: <input type="text"/>	Date: <input type="text"/>
Comments: <input type="text"/>	
<input type="text"/>	

**Approval by the Responsible Financial Official (CEO, CHC Manager, District Manager) / Director CSCM**

I hereby declare that I have no interest in any bid under consideration and confirm that I have reviewed and checked this submission for accuracy and correctness.

**Contract Award is hereby APPROVED / NOT APPROVED (delete the inapplicable) as per recommendation above.**

Name: <input type="text"/>	Rank: <input type="text"/>
Signature: <input type="text"/>	Date: <input type="text"/>
Comments: <input type="text"/>	
<input type="text"/>	

LIST OF QUOTATIONS RECEIVED

Quotation Reference No.:

No.	Name of Bidder	Amount Quoted	Compliant/ Non-Compliant	Comments
1.			<input type="text"/>	
2.			<input type="text"/>	
3.			<input type="text"/>	
4.			<input type="text"/>	
5.			<input type="text"/>	
6.			<input type="text"/>	
7.			<input type="text"/>	
8.			<input type="text"/>	
9.			<input type="text"/>	
10.			<input type="text"/>	
11.			<input type="text"/>	
12.			<input type="text"/>	
13.			<input type="text"/>	
14.			<input type="text"/>	
15.			<input type="text"/>	
16.			<input type="text"/>	
17.			<input type="text"/>	
18.			<input type="text"/>	
19.			<input type="text"/>	
20.			<input type="text"/>	

The process to be followed when evaluating offers received through quotations and tenders/bids must be conducted as follows:

- Proposals are required to be evaluated for administrative compliance as the first phase of evaluation; this determines whether a supplier is **compliant or non-compliant**.
- Proposals may also be evaluated on functionality where applicable (guidelines on how to apply functionality are contained in paragraph 3 of the National Treasury Instruction Note dated 03 September 2010 with the exception of clause 3.4.2 {which deals with the application of preference points})
- *Qualifying proposals will then be evaluated on **PRICE ONLY***