June 2019

**Record of Quotations Received Document**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Quotation Title: |  | | | | |
|  |  |  |  |  |
| Department: |  | | Office: |  | |
|  |  |  |  |  |
| Requirement Owner: |  | | Buyer: |  | |
|  |  |  |  |  |
| Quotation Issued Date: |  | | Quotation Return Date (QRD): |  | |
|  |  | |  |  | |
| Reference: |  | |  |  | |

The above information, together with the names of all suppliers, is to be completed before the opening of quotations.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Quotes Invited By | Quotes Received by QRD – Yes/No | Late Quote  Yes/No |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | **Quotations opened in the presence of** | |
| **Signatures** |  |  |
| **Names (Block Caps)** |  |  |
| **Date** |  |  |