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 QuoteYes/No |
| 1. |       |  |  |
| 2. |       |  |  |
| 3. |       |  |  |
| 4. |       |  |  |
| 5. |       |  |  |
| 6. |       |  |  |

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