



## Quotation Advert

**Opening Date:**   
**Closing Date:**   
**Closing Time:**

### INSTITUTION DETAILS

**Institution Name:**   
**Province:**   
**Department or Entity:**   
**Division or section:**   
**Place where goods / services is required**   
**Date Submitted**

### ITEM CATEGORY AND DETAILS

**Quotation Number:**

**Item Category:**

**Item Description:**

**Quantity (if supplies)**

### COMPULSORY BRIEFING SESSION / SITE VISIT

**Select Type:**

**Date :**

**Time:**

**Venue:**

**QUOTES CAN BE COLLECTED FROM:**

**QUOTES SHOULD BE DELIVERED TO:**

### ENQUIRIES REGARDING THE ADVERT MAY BE DIRECTED TO:

**Name:**

**Email:**

**Contact Number:**

**Finance Manager Name:**

**Finance Manager Signature:**



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**No late quotes will be considered**