



## 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:**

  
No late quotes will be considered