



Quotation Minute Form Level 3 (A) for Procurement of Goods, Services and Works from R30 000.01 up to the value of R500 000.00 inclusive of all applicable taxes (for Districts, Hospitals and CHC's)

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-metioned supplier has scored the highest points 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:

Checked by SCM Manager

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 style="width:95%;" type="text"/>	Rank: <input style="width:95%;" type="text"/>
Signature: <input style="width:95%;" type="text"/>	Date: <input style="width:95%;" type="text"/>
Comments: <input style="width:95%;" type="text"/>	
<input style="width:95%;" type="text"/>	

AWARD OF QUOTATION:

Recommended Bidder: <input style="width:95%;" type="text"/>	Quoted Price: <input style="width:95%;" type="text"/>
---	---

On , this Institutions Quotation Adjudication Committee met to adjudicate the above-mentioned quotation.

The Committee comprised of the following members:

I, THE UNDERSIGNED, HEREBY DECLARE THAT I HAVE NO INTEREST IN ANY OF THE BIDS UNDER CONSIDERATION. I FURTHER CONFIRM THAT I HAVE READ, UNDERSTAND, AND WILL DURING MY TENURE AS A QUOTATION COMMITTEE MEMBER, ADHERE TO THE PRESCRIBED CODE OF CONDUCT FOR COMMITTEE MEMBERS (Should a member have an interest, they are to be excused from the process; the meeting minutes should reflect this)

	Full Name	Signature	Rank
Chairperson:	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>
Members:	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>
	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>
	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>
	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>

Comments:	<input style="width:95%;" type="text"/>
<input style="width:95%;" type="text"/>	
<input style="width:95%;" type="text"/>	
<input style="width:95%;" type="text"/>	

Approval by the Chairperson of the Quotation Adjudication Committee

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 according to delegation

Name: <input style="width:95%;" type="text"/>	Rank: <input style="width:95%;" type="text"/>
Signature: <input style="width:95%;" type="text"/>	Date: <input style="width:95%;" type="text"/>

LIST OF QUOTATIONS RECEIVED

Quotation Reference No.:

No.	Name of Bidder	Amount Quoted	Total Points Scored	Compliant/ Non-Compliant	Comments
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

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 and B-BBEE Points***