

QUOTATION SUMMARY FORM

Names of suppliers who were invited to quote (minimum of 3)	Net Price (ex VAT) Including Delivery and Carriage Charges	Discount if any	Does Quotation conform to Specification and Delivery Requirements?
			YES / NO
			YES / NO
			YES / NO
Recommendation :			
If not the lowest price, give reason(s) for awarding to the chosen supplier:			
Waiver to obtain 3 competitive quotations:			
Approval for expenditure above Rs 50,000 given by:			
Name of person obtaining the quotations:			
Signature:			
Date:			