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| Instructions | | | | | | | | | | |
| * This form is used to summarise quotations received from vendors when a department has requested a quotation for goods or services using [MM024](http://forms.uct.ac.za/mm024.docx), i.e. for orders from R100 000 to R1 000 000 (three quotes); or for lower values if appropriate. See: [PPP02 - Threshold policy.](http://www.uct.ac.za/usr/finance/pps/ppspol/ppp002.pdf) * If the vendor is listed on SAP, file the quotations and summary form for audit purposes. For One Time vendors submit the following for payment and retain a copy on file: * A copy of this summary sheet * Purchase order * Invoice * [MM0010](http://forms.uct.ac.za/mm010.doc) (Purchase order request form with required authorisation) * Quotation from successful vendor **Note:** One-time vendors are vendors not listed on SAP and are therefore paid by cheque within 30 days of invoice. Departments are strongly discouraged from using one-time vendors.   **Selecting a vendor**   * Use the [Preferred vendor list](http://www.uct.ac.za/usr/finance/pps/vendors/prefvend.pdf) to find vendors with whom UCT has negotiated agreements. * See also: * Tender guidelines and procedures * [UCT purchasing policy](http://help.uct.ac.za/sapfsg/uctze/policy__uct_s_purchasing_policy.html) | | | | | | | | | | |
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| Opening date | |  | | Quotation description | | | |  | | |
| Closing date | |  | | Closing time | | | |  | | |
| **Summary of quotations received** | | | | | | | | | | |
| Vendor name | | | | Price | | Comments | | | | |
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| **Vendor choice:** | | | | | | | | | | |
| Name of vendor | | |  | | | | | | | |
| Reasons for vendor choice | | |  | | | | | | | |
| **Names and signatures of persons opening quotations** | | | | | | | | | | |
| Name | | | Signature | | | | | | Date | |
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| **For office use** | | | | | | | | | | |
| PPS Contact | Name | | | | Date | | Ext | | | Signature |