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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 |
|  |  |  |
|  |  |  |
|  |  |  |
| **For office use** |
| PPS Contact | Name | Date | Ext | Signature |