**RECORD OF QUOTATIONS RECEIVED FORM**

|  |  |
| --- | --- |
| **Title of Project/Contract** |  |
| **Reference Number** |  |
| **Period of Contract** |  |
| **Closing date/time for quotations** |  |

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| --- | --- | --- | --- |
| **Quotation submitted by** | **Total Price (excl VAT)** | **Nil Response or Declined to Bid** | **Irregularities Noted/Comments** |
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| **Declaration by Panel**  We certify that the above quotations were officially opened at |  | on the |  |

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| --- | --- | --- | --- |
| **Name** | **Title** | **Department** | **Signature** |
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