



FILE NOTE/QUOTATION LOG

PROCUREMENT AUTHORITY (PA) LEVEL 1

(To attach to Requisition for Purchase Order request)

Date of request for quotations	
List Of Suppliers Invited to Quote	
Commencement Date	
Period covering supply/requirement	
Prices Received Per Supplier/Contractor	
Lead Officer Name:	
Lead Officer Telephone:	
Name & Cost of Successful	
Nature of Goods/Services Quoted For	
Was a local small to medium enterprise (SME) invited to quote? Please provide name, and reason for non-participation if declined to respond	
Date of Submission for Purchase Order	

Please attach quotations received	
Is this an ongoing requirement?	
If YES please provide further information and cost implications	
Available Budget	
Cost Centre/Ledger Code	

Savings Opportunities	
Dependencies	
Actions/risks	
Authorised signature - Budget Holder Date Mandatory - Inclusion of the Signed Declaration of Impartiality and Confidentiality Section (see Page 2)	

<p align="center">DECLARATION OF IMPARTIALITY AND CONFIDENTIALITY</p> <p>I, the undersigned, hereby declare that I shall execute my responsibilities honestly and fairly.</p> <p>I am independent of all parties, which stand to gain from the outcome of this process.</p> <p>To the best of my knowledge and belief, there are no facts or circumstances, past or present, or that could arise in the foreseeable future, which might call into question my independence in the eyes of any party; and, should it become apparent during the course of the process that such a relationship exists or has been established, I will immediately cease to participate in the process.</p>		
Name		
Role		
Signature		
Date		