|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **RECOMMENDATION TO SUPPLY** | | | | | | | |
| **Project:** | | |  | | | | |
| Date: | | |  | | | | |
| **Received Quotations from the following:** | | | | | | | |
|  | |  | | | |  | |
| **No** | | **Company** | | | | **Details** | |
| Quote 1 | |  | | | |  | |
|  | |
|  | |
|  | |  | | | |  | |
| Quote 2 | |  | | | |  | |
|  | |
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|  | |  | | | |  | |
| Quote 3 | |  | | | |  | |
|  | |
|  | |
|  | |  | | | |  | |
| **RECOMMENDED QUOTE:** | | | |  | | | |
| Reasons for Recommendation (Please tick) | | | | | | | |
|  | Capable of meeting requirements | | | | | | |
|  | Value for money | | | | | | |
|  | QHSE compliant | | | | | | |
| Others: |  | | | | | | |
| **Requested By:** | | | | | Name: | |  |
| Signature: | |  |
| **Approved / Not Approved** | | | | | Name: | |  |
| Signature: | |  |
| **In Budget: Yes / No** | | | | | Cost Centre | |  |
| Account Code | |  |
|  | | | | | Remaining in Budget | |  |
| Comments / Remarks | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |