**Quotation 1**

[Indicate n/a where not applicable]

## Component/s required

[Enter details here]

## Brief description:

[Enter description here]

|  |  |  |
| --- | --- | --- |
| Details | Quote A | Quote B |
| **Manufacturer/ Model No** |  |  |
| **Vendor** |  |  |
| **Contact details** |  |  |
| **Website** |  |  |
| **ABN** |  |  |

|  |  |  |
| --- | --- | --- |
| **Technical specifications or features**  **[add more rows as necessary]** | **Quote A** | **Quote B** |
| **[spec detail]** |  |  |
| **[spec detail]** |  |  |
| **[spec detail]** |  |  |
| **Licence type** |  |  |
| **Bundled software** |  |  |
| **Warranty** |  |  |
| **Price** |  |  |

[Add or delete forms as required]

**Quotation 2**

[Indicate n/a where not applicable]

## Component/s required

[Enter details here]

## Brief description:

[Enter description here]

|  |  |  |
| --- | --- | --- |
| Details | Quote A | Quote B |
| **Manufacturer/ Model No** |  |  |
| **Vendor** |  |  |
| **Contact details** |  |  |
| **Website** |  |  |
| **ABN** |  |  |

|  |  |  |
| --- | --- | --- |
| **Technical specifications or features**  **[add more rows as necessary]** | **Quote A** | **Quote B** |
| **[spec detail]** |  |  |
| **[spec detail]** |  |  |
| **[spec detail]** |  |  |
| **Licence type** |  |  |
| **Bundled software** |  |  |
| **Warranty** |  |  |
| **Price** |  |  |

[Add or delete forms as required]

**Quotation 3**

[Indicate n/a where not applicable]

## Component/s required

[Enter details here]

## Brief description:

[Enter description here]

|  |  |  |
| --- | --- | --- |
| Details | Quote A | Quote B |
| **Manufacturer/ Model No** |  |  |
| **Vendor** |  |  |
| **Contact details** |  |  |
| **Website** |  |  |
| **ABN** |  |  |

|  |  |  |
| --- | --- | --- |
| **Technical specifications or features**  **[add more rows as necessary]** | **Quote A** | **Quote B** |
| **[spec detail]** |  |  |
| **[spec detail]** |  |  |
| **[spec detail]** |  |  |
| **Licence type** |  |  |
| **Bundled software** |  |  |
| **Warranty** |  |  |
| **Price** |  |  |

[Add or delete forms as required]

## Approval to Purchase

## Recommendation

**Quote no/s:** [e.g. Quote 1B, 2A]

**Reasons:** [Give detailed reasons for recommending this solution and rejecting other solution]

## IT Solution approved by:

**Name:** [Name of the appropriate person approving the IT solution]

**Role:** [Their role e.g. Network Manager, End user]

**Signature:**

**Date:** [Date]

## IT Solution approved by: (if applicable)

**Name:** [Name of the appropriate person approving the IT solution]

**Role:** [Their role e.g. Network Manager, End user]

**Signature:**

**Date:** [Date]