

Quotation Opening at the College



A team from the College of Biological and Physical Sciences opens and signs quotations to ensure fairness in supplier selection

The College strives to ensure that there is fairness in selection of the best quotation from suppliers. Every week, quotations are opened, signed and stamped by various staff members selected from four sections: Information Communication and Technology, Finance, Audit and Procurement, to ensure that fairness is maintained. Once the quotations are opened, they are signed and stamped to confirm receipt.

Prior to opening the quotations, the request for departments various supplies are floated to the suppliers, who then submit their quotations. The quotations are only opened if they reach the minimum requirement of three quotations from suppliers: if not, the quotations are floated again for two weeks, until they reach the minimum of three before they can be opened.

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