



Town of Burin

Procurement / Quotation Record Form

1. General Information

- Department: _____
- Requested By: _____
- Date Requested: _____
- Procurement Type: Goods Services Construction
- Estimated Value (\$): _____

2. Description of Requirement

- Product / Service Description:

- Quantity / Scope:

- Required Delivery Date: _____

3. Vendors Contacted for Quotations

Vendor Name	Contact Person	Phone/Email	Date Contacted
1.			
2.			
3.			

4. Quotations Received

Vendor Name	Price (Before Tax)	Total Price	Notes (Delivery, Warranty, Etc..)
1.			
2.			
3.			

5. Evaluation & Award

- Selected Vendor: _____
- Award Amount (\$): _____
- Basis for Selection (check one):
 - Lowest Price
 - Best Value (price + quality/service)
 - Sole Source (attach justification)
- Rationale for Award (Required):

6. Compliance Checklist

- Minimum required number of quotes obtained (per policy)
- Procurement method appropriate for value
- Conflict of interest declaration completed
- Documentation attached (quotes, emails, etc.)

7. Approval Section

Role	Name	Signature	Date
Requested By			
Department Head			
Town Manager Approval			
Council Approval (If required)			

8. Finance / Administrative Use

- **Purchase Order #:** _____
 - **Budget Line:** _____
 - **Funds Available:** Yes No
-

"I confirm that I have no real or perceived conflict of interest in this procurement process."

Signature: _____

Date: _____