



Mekong River Commission

For Sustainable Development

NOTE TO FILE

PR No. ____

Reference is made to the Memo/PR No. _____ of _____ requesting to _____.

As the purchase is less than US\$2,000, the 3 quotations method will be applied. Admin and PU have collected 3 quotations by hands for further evaluation and selection as follows:

- 1.
- 2.
- 3.

Following table is the price comparison as lot basis:

No.	Description	QTY	Quotation #1		Quotation #2		Quotation #3	
			UP	Total	UP	Total	UP	Total
1								
2								
Total Offer in (currency)								
Ranking								

It is therefore recommended to issue a Purchase order to company name _____ as its offer was the most competitive with the total amount of US\$ _____ (in wording USD only)

Reported by:

Concurred by:

Concurred by:

Name
Procurement Assistant
Date:

Name
Procurement Officer
Date:

Name
Position
Date:

Concurred by:

Approved by:

Name
Chief Finance Officer
Date:

Name
Director of AD
Date: