

# MINISTRY OF FINANCE AND ECONOMIC MANAGEMENT

## GOVERNMENT OF THE COOK ISLANDS

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| **Reference No#:** | [Reference Number] |
| **Project Title:** | [Name of Project Title] |

As per section 3.1.8 (d) of the policy upon submission of the Quote Report to the tender committee, the following supporting documentation must be submitted to the tender committee:

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| **List of Documents** | **Yes/No** |
| 1. Cover letter outlining quote with reference to Cabinet minute endorsing purchase of good/service, if required;
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| 1. Quote Report
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| 1. Copy of Advertisements to confirm compliance with section 3.1.8 (a)
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| 1. Conflict of Interest Forms to confirm compliance with section 3.1.8 (b)
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| 1. Original copy of Quotes received
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| 1. Any additional information as deemed relevant by the Agency
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**All agencies must comply with section 3 Quotations of the Purchase and Sale of Goods and Services Policy. Please refer to page 15 and 16 of the policy for further details in regards to the Quotation Process Requirements.**