



# REQUEST FOR QUOTE (RFQ) TEMPLATE

## Public Authority User Guide

### Public Authority instructions

- This template is part of the Procurement Services SA's suite of Standard Market Approach templates.
- Its use supports consistent procurement practice across the South Australian Government and makes it easier for suppliers to supply to government.
- Refer to the *Sourcing Policy* for further details on when it is appropriate to use this template.

### User specific instructions

- Please review this Request for Quote template thoroughly and complete the areas highlighted in **yellow**.
- There are also instructions highlighted in **green** throughout the template which provide guidance on tailoring the template to suit your public authority's requirements.
- All highlighted guidance notes should be deleted before releasing this template to the market. This User Guide text box should also be deleted before releasing this template to the market.
- Public authorities **must apply** all the questions in Part C Section 1 of this template to all procurements valued above \$55,000 (GST inclusive).
- You **must not** alter, add or remove any clauses from Section 3 without first seeking legal advice from the Crown Solicitor's Office (CSO).
- In using the template, it is recommended that you include instructions to Suppliers on how to use Part C Supplier Response Form. The areas highlighted in **<grey angle brackets>** provide instructions to suppliers and indicate where the supplier is required to provide a response.
- It is imperative that **only information that is needed to fairly evaluate an Offer is requested from suppliers**.
- If you require assistance in using the template please contact your public authority's procurement team or contact Procurement Services SA at [procurement@sa.gov.au](mailto:procurement@sa.gov.au)

Further information: Procurement SA  
 Contact Email: [procurement@sa.gov.au](mailto:procurement@sa.gov.au)

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Value for  
money



Creating  
jobs



Innovation and  
new business



Climate smart  
economy

## REQUEST FOR QUOTE (RFQ) TEMPLATE



# Request for Quote (RFQ)

## <Insert Procurement Title>

### Structure of RFQ

This RFQ is made up of the following documents:

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part A</b> | <b>RFQ Summary</b><br>Part A contains general information about the Procurement Process and how You can provide a Quote.                                                                                                                                                                                                                                                                                                                                   |
| <b>Part B</b> | <b>Draft Contract – &lt;Specify the type of contract i.e. <i>Standard Goods and Services Agreement</i> or <i>Standard Not-For-Profit Funded Services Agreement</i>&gt;</b><br>Part B contains the proposed terms of the contract that may be entered into between You and the Public Authority if Your Quote is successful.                                                                                                                                |
| <b>Part C</b> | <b>Supplier Response Form</b><br>Part C sets out the format and information that You are required to provide in Your Quote.<br>You must complete the Part C Supplier Response Form.<br>You must submit with Your Quote a signed declaration, in the form set out in Section 3 of Part C.<br>If Your Quote is submitted jointly with another party or parties then each party must provide a signed declaration in the form set out in Section 3 of Part C. |

<Insert a new row for each additional supporting attachment as required. Please ensure your name / number all attachments so they are easily identifiable for suppliers.>

## REQUEST FOR QUOTE (RFQ) TEMPLATE

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## REQUEST FOR QUOTE (RFQ) TEMPLATE

### PART A - RFQ SUMMARY

Please complete the tables below with the relevant details.

#### 1.1 RFQ DETAILS

|                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Public Authority Name:                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Procurement Title:                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| RFQ Reference Number:                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Procurement objectives / expected outcomes ('Public Authority's Requirements'): | <p>Provide a brief description of:</p> <ul style="list-style-type: none"> <li>the identified client, community or business need</li> <li>the procurement objectives/expected outcomes</li> <li>the functional, technical and performance requirements</li> <li>the proposed location(s) where the goods/services are to be delivered/provided and any site access issues</li> <li>proposed term of contract</li> <li>any warranty requirements</li> <li>any specific confidentiality requirements</li> <li>the key dates including delivery schedules, commencement date, key milestones and completion date</li> <li>any basic key performance indicators</li> <li>any basic contract management arrangements</li> <li>any specific transition requirements for both the start of the contract and/or the end of the contract.</li> </ul> |
| Date when RFQ will be issued/advertised:                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Last Queries Date and Time (South Australian Time):                             | <Insert time am/pm on day of the week, day, month, year.>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| RFQ Closing Date and Time (South Australian Time):                              | <Insert time am/pm on day of the week, day, month, year.>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Indicative term of contract (including any extension options):                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Indicative date of contract commencement:                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Indicative date for notifying Supplier(s) of outcome:                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## REQUEST FOR QUOTE (RFQ) TEMPLATE

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Method of lodgement:    | <p>Select the public authority's accepted form/s of lodgement:</p> <p><input type="checkbox"/> Electronic - SA Tenders and Contracts website<sup>1</sup>:<br/> <a href="http://www.tenders.sa.gov.au">www.tenders.sa.gov.au</a></p> <p><input type="checkbox"/> Electronic - email: &lt;insert lodgement email address&gt;</p>                                                                                          |
| Quote Validity Period:  | <p>&lt;insert minimum number of days from Closing Date and Time&gt;</p> <p>Note: validity period should be at least as long as it takes to evaluate, negotiate and execute the contract.</p>                                                                                                                                                                                                                            |
| Additional information: | <p>&lt;list any additional information&gt;</p> <p>If this RFQ is a 'covered procurement' under Free Trade Agreements, include the following statement (otherwise remove the statement):</p> <p>Free Trade Agreements:<br/> This RFQ is a 'covered procurement' for the purposes of the Public Authority's obligations under Government Procurement Chapters of Free Trade Agreements to which Australia is a Party.</p> |

### 1.2 EVALUATION CRITERIA

Quotes will be evaluated on their merits according to the following evaluation criteria.

|                                                                                                                                                                                      |                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Mandatory criteria</b></p> <p><b>Please note:</b> Mandatory criteria are pass/fail and if not met may result in a Quote not being considered further.</p> <p>(Select one.)</p> | <p><input type="checkbox"/> Mandatory criteria apply</p> <p>The mandatory criteria are:</p> <ul style="list-style-type: none"> <li>&lt;list mandatory criteria or remove dot point list&gt;</li> </ul> <p><input type="checkbox"/> There are no mandatory criteria</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

<sup>1</sup> Where the SA Tenders and Contracts website ([www.tenders.sa.gov.au](http://www.tenders.sa.gov.au)) is used by the Public Authority for a RFQ, all information necessary to submit Your Offer can be accessed via that website. You can download the RFQ documentation, upload Your Offer and receive notifications through that website for free. For all other tender websites, controlled by a third party, the South Australian Government does not guarantee that the information contained is accurate, complete or current, or that Offers submitted through these sites will be logged as received by the South Australian Government. If you choose to access information and submit Your Offer through a site other than [www.tenders.sa.gov.au](http://www.tenders.sa.gov.au) you do so at your own risk.

## REQUEST FOR QUOTE (RFQ) TEMPLATE

|                              |                                                                                                                                                                                                                                                                                                                                                      |                                  |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>Weighted Criteria</b>     | This table must be tailored for each procurement and must reflect the evaluation criteria approved in the acquisition strategy / Evaluation Plan. The ITS – Part D: Evaluation Criteria Questions Bank (available on the PSSA website) provides a selection of example questions that can be adapted to assist in tailoring this section of the RFQ. |                                  |
|                              | <b>Criterion</b>                                                                                                                                                                                                                                                                                                                                     |                                  |
|                              |                                                                                                                                                                                                                                                                                                                                                      |                                  |
|                              |                                                                                                                                                                                                                                                                                                                                                      |                                  |
|                              | <b>Qualitative sub-criterion</b>                                                                                                                                                                                                                                                                                                                     |                                  |
|                              |                                                                                                                                                                                                                                                                                                                                                      |                                  |
|                              |                                                                                                                                                                                                                                                                                                                                                      |                                  |
|                              |                                                                                                                                                                                                                                                                                                                                                      |                                  |
|                              |                                                                                                                                                                                                                                                                                                                                                      |                                  |
|                              |                                                                                                                                                                                                                                                                                                                                                      | <add or remove rows as required> |
| <b>Non-weighted criteria</b> | Non-weighted criteria (in descending order of importance):<br>•                                                                                                                                                                                                                                                                                      |                                  |

## 1.3 CONTACT OFFICER

|                |  |
|----------------|--|
| Name:          |  |
| Position:      |  |
| Email Address: |  |
| Phone Number:  |  |

## 1.4 COMPLAINTS OFFICER

The Nominated Complaints officer is to be an independent officer who is not directly involved in the subject matter of the complaint.

|                |  |
|----------------|--|
| Name:          |  |
| Position:      |  |
| Address:       |  |
| Email Address: |  |
| Phone Number:  |  |

## 1.5 CONDITIONS OF QUOTE

**DO NOT AMEND THIS SECTION**

|                     |                                                                                                                                                                                         |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Conditions of Quote | 1. The Purchaser may at any time seek further information from You regarding Your Quote, (but need not make the same request of all Suppliers). This may include but is not limited to: |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



## REQUEST FOR QUOTE (RFQ) TEMPLATE

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"> <li>• requests for additional information</li> <li>• presentations by, or interviews with You or Your key personnel</li> <li>• other responses or additional information as required.</li> </ul> <ol style="list-style-type: none"> <li>2. No legal relationship will exist between You and the Purchaser unless Your Quote is accepted and a legally binding contract is executed by both parties.</li> <li>3. You participate in this procurement process at Your own risk</li> <li>4. You are responsible for the cost of preparing and submitting Your Quote and all other costs arising from this procurement process.</li> <li>5. Unless otherwise advised by the Contact Person, You may only communicate with the Contact Person about this RFQ.</li> <li>6. The Purchaser is not obliged to accept the lowest priced quote or any quote.</li> <li>7. You must identify any aspect of Your Quote that You consider should be kept confidential including reasons. The Purchaser is not obliged to treat information as confidential and in the absence of any agreement to do so, You acknowledge that the Purchaser has the right to publicly disclose the information.</li> <li>8. You must complete and sign the Supplier Declaration in section 3.3 of this RFQ.</li> <li>9. You must declare any actual or potential conflict of interest which may impact adversely on the public authority's interest in achieving best value for money in relation to this procurement.</li> <li>10. You must comply with all laws in force in South Australia applicable to this RFQ Process.</li> <li>11. You must not employ or otherwise engage any person who has either a present or past duty to the Public Authority in relation to this procurement as an adviser, consultant or employee.</li> <li>12. The Purchaser may in its absolute discretion: <ul style="list-style-type: none"> <li>• take into account any relevant consideration when evaluating quotes including considerations that are not set out in or are inconsistent with the matters set out in [1.2] above</li> <li>• invite any person or entity to lodge a quote</li> <li>• allow a supplier to change its quote</li> <li>• consider, decline to consider, or accept (at the Purchaser's sole discretion) a quote lodged other than in accordance with these conditions</li> <li>• suspend in part or whole, vary or abandon this procurement process at any time</li> </ul> </li> </ol> |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## REQUEST FOR QUOTE (RFQ) TEMPLATE

|  |                                                                                                                     |
|--|---------------------------------------------------------------------------------------------------------------------|
|  | make enquiries of any person or entity to obtain information about You (including but not limited to the Referees). |
|--|---------------------------------------------------------------------------------------------------------------------|

### 1.6 GOVERNMENT POLICIES

|                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employment of Ex-Government Employees               | Unless an exemption has been granted by the Treasurer, the Purchaser will not accept the services of any former public sector employee, either directly or through a third party, for a period that corresponds with the number of weeks of a targeted voluntary separation package received from the South Australian Government, where such engagement may breach the conditions under which the separation package was paid to the former public sector employee.                                                                                                                                                        |
| Disclosure of Government Contracts                  | If a contract is entered into, the Purchaser may disclose that contract and/or information in relation to it in either printed or electronic form and either generally to the public or to a particular person as a result of a specific request.                                                                                                                                                                                                                                                                                                                                                                           |
| Allocation of Risk - Liability                      | On 25 July 2016, the South Australian Cabinet approved a policy that for low to medium risk standard government procurement contracts, a supplier's liability will be capped at a multiple of between 1 and 5 of the total contract value with the multiple to be based on a risk assessment conducted by the procuring government agency.<br><br>For high risk government procurement contracts, the procuring government agency will conduct a risk assessment and in consultation with SAFA and the Crown Solicitor's Office, include appropriate clauses dealing with risk and liability based on that risk assessment. |
|                                                     | Liability cap for this procurement: <b>&lt;insert&gt;</b> x the contract value                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| State Federal Cooperation on Trade Practice Matters | You must submit with Your Quote a signed declaration, in the form set out in section 3.3 of this RFQ.<br><br>If Your Quote is submitted jointly with another party or parties then each party must provide a signed declaration in the form set out in section 3.3 of this RFQ.                                                                                                                                                                                                                                                                                                                                             |





## REQUEST FOR QUOTE (RFQ) TEMPLATE

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### 2. PART B - PROPOSED CONTRACT

A proposed <specify the type of contract e.g. purchase order, standard goods contract, standard services contract, minor works> is attached as Appendix 1.



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### 3. PART C - SUPPLIER RESPONSE FORM

#### 3.1 SECTION 1 - SUPPLIER GENERAL INFORMATION

##### 3.1.1 SUPPLIER IDENTIFICATION

|                                                                       |  |
|-----------------------------------------------------------------------|--|
| Trading Name                                                          |  |
| Registered Name                                                       |  |
| ACN                                                                   |  |
| ABN                                                                   |  |
| Address of registered office                                          |  |
| Place of business in South Australia (if relevant)                    |  |
| Type of entity (e.g. company, trust, partnership, sole trader, other) |  |
| Website (URL)                                                         |  |

##### 3.1.2 SUPPLIER SUPPLEMENTARY INFORMATION

Identify if You are one or more of the following. You can attach any necessary evidence.

|                                              |                              |                             |
|----------------------------------------------|------------------------------|-----------------------------|
| Not-for-Profit Organisation                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Aboriginal Business Enterprise               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Aboriginal Community Controlled Organisation | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Australian Disability Enterprise             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Social Enterprise                            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Small-Medium Enterprise                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Women-Owned Business                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

##### 3.1.3 SUPPLIER LOCATION AND CONTACT

|                                           |  |
|-------------------------------------------|--|
| Contact Person                            |  |
| Position                                  |  |
| Address                                   |  |
| Postal address<br>(if different to above) |  |
| E-mail                                    |  |
| Telephone                                 |  |

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### 3.1.4 INSURANCE

Provide details of Your current insurance policies (e.g. public liability insurance, professional indemnity insurance).

|                         |  |
|-------------------------|--|
| Policy Type             |  |
| Policy Number           |  |
| Policy Issuer           |  |
| Policy Cover (\$ Value) |  |
| Expiry Date             |  |

<insert additional table/s for additional insurance policies>

## 3.2 SECTION 2 - SUPPLIER RESPONSE TO EVALUATION CRITERIA

### 3.2.1 MANDATORY CRITERIA

Delete this question if there are no mandatory criteria

Does Your Quote comply with the following mandatory criteria? Provide details or attach supporting documents as evidence of Your compliance with each of the mandatory criteria listed below.

|                               |                             |
|-------------------------------|-----------------------------|
| <Insert Mandatory Criteria 1> |                             |
| <input type="checkbox"/> Yes  | <input type="checkbox"/> No |
| <Insert Mandatory Criteria 2> |                             |
| <input type="checkbox"/> Yes  | <input type="checkbox"/> No |

<Insert or delete rows as required>

### 3.2.2 WEIGHTED CRITERIA

This table must be tailored for each procurement and must reflect the evaluation criteria approved in the acquisition strategy / Evaluation Plan. The ITS – Part D: Evaluation Criteria Questions Bank (available on the PSSA website) provides a selection of example questions that can be adapted to assist in tailoring this section of the RFQ.

INSERT WEIGHTED EVALUATION CRITERIA 1>

|                                                                           |
|---------------------------------------------------------------------------|
| <Insert question for supplier response to weighted evaluation criteria 1> |
|                                                                           |
| <Insert question for supplier response to weighted evaluation criteria 1> |
|                                                                           |

<insert or delete rows as required>

INSERT WEIGHTED EVALUATION CRITERIA 2>

|                                                                           |
|---------------------------------------------------------------------------|
| <Insert question for supplier response to weighted evaluation criteria 2> |
|                                                                           |



## REQUEST FOR QUOTE (RFQ) TEMPLATE

<Insert question for supplier response to weighted evaluation criteria 2>

<insert or delete rows as required>

### 3.2.3 INDUSTRY PARTICIPATION POLICY

**Remove this Section if not applicable.**

The South Australian Industry Participation Policy is the high-level framework for delivery of the South Australian Government's objectives including promoting capable businesses based in South Australia being given full, fair and reasonable opportunity to participate in government contracts.

Agencies and private parties contracting to the Government of South Australia are required to comply with the South Australian Industry Participation Policy (SAIPP) and the supporting procedural and reporting requirements.

**You must complete an Industry Participation Plan online at:**

<https://industryadvocate.sa.gov.au/policy-and-resources/>

**You must submit a copy of Your completed Industry Participation Plan with Your quote.**

Guidelines are also available to assist You to understand the detail and information required to meet Industry Participation Policy requirements.

Under the functions of the *Industry Advocate Act 2017* the Industry Advocate has the discretion to review and assist in the negotiations for Industry Participation Plans to ensure that they comply with the SAIPP prior to the finalisation of contract conditions.

Have You completed an Industry Participation Plan online and submitted a copy with Your Quote?

☐ Yes

☐ No

### 3.2.4 NON-WEIGHTED CRITERIA

#### 3.2.3.1 Risk Management

<INSERT NON-WEIGHTED EVALUATION CRITERIA 1>

<Insert question for supplier response to non-weighted evaluation criteria 1>

<Insert question for supplier response to non-weighted evaluation criteria 1>

<insert or delete rows as required>

INSERT NON-WEIGHTED EVALUATION CRITERIA 2>

<Insert question for supplier response to non-weighted evaluation criteria 2>

<Insert question for supplier response to non-weighted evaluation criteria 2>

<insert or delete rows as required>

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### 3.2.3.2 Acceptance of Proposed Contract

Part B of this RFQ details the terms and conditions of the Public Authority's Proposed Contract. The Public Authority needs to know whether or not You are prepared to do business based on the Proposed Contract.

Please note: In deciding which Supplier/s to shortlist the Public Authority will take into account each Supplier's willingness to meet the Proposed Contract terms and conditions.

Select the statement below that best describes Your acceptance of the Proposed Contract:

- ☐ Having read and understood the Proposed Contract, in Part B of this RFQ, I confirm that these terms and conditions are acceptable. If successful, I agree to sign a Contract based on the Proposed Contract.
- ☐ Having read and understood the Proposed Contract, in Part B of this RFQ, I have the following proposed departures. If successful, I agree to sign a Contract based on the Proposed Contract including such departures or such amended terms and conditions of contract as may be agreed with the Public Authority following negotiations.

| Clause          | Concern                                           | Proposed solution                                                            |
|-----------------|---------------------------------------------------|------------------------------------------------------------------------------|
| <insert number> | <briefly describe Your concern about this clause> | <describe Your proposed alternative wording for the clause or Your solution> |
| <insert number> | <briefly describe Your concern about this clause> | <describe Your proposed alternative wording for the clause or Your solution> |

<insert or remove rows as required>

Do You agree with the Liability position at [1.6]?

- ☐ Yes ☐ No

<If You answered 'No', You must provide an explanation and details of Your preferred position.>

Please indicate which Contract Execution clause should be used when executing a contract or deed

- ☐ Company (Sect. 126 Corp Act)
- ☐ Company (Sect. 127 Corp Act)
- ☐ Incorporated Association
- ☐ Sole Director Company (Sec. 127 Corp Act)
- ☐ Partnership
- ☐ Sole Trader
- ☐ Trustee
- ☐ Other - Please Specify \_\_\_\_\_

### 3.2.4 REFERENCES

#### References

Please provide up to three references that may be contacted in relation to Your Quote.

| Name | Contact Details |
|------|-----------------|
|------|-----------------|



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|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

### 3.3 SECTION 3 – SUPPLIER DECLARATION

You must submit with Your Quote a signed declaration, in the form set out below.

Remember to select 'agree' or 'disagree' at the end of each row. If You don't, You will be deemed to have agreed.

You must have the declaration signed by someone who is authorised to sign and able to verify each of the elements of the declaration e.g. Chief Executive or a Senior Manager.

If You are submitting a joint or consortium Quote, each entity comprising the consortium or partnership must complete a separate declaration.

| Topic                                    | Declaration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Supplier's Declaration                                              |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <b>RFQ Process, Terms and Conditions</b> | I/we have read and fully understand the RFQ, including the applicable procurement process and RFQ to supply conditions detailed in Part A. I/we confirm that the Supplier/s agree to be bound by them.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> Agree<br><input type="checkbox"/> Disagree |
| <b>Collection of further information</b> | The Supplier/s authorises the Public Authority to: <ol style="list-style-type: none"> <li>collect any information about the Supplier, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client</li> <li>use such information in the evaluation of this Offer.</li> </ol> The Supplier/s agrees that all such information will be confidential to the Public Authority.                                                                                                                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/> Agree<br><input type="checkbox"/> Disagree |
| <b>Public Authority Requirements</b>     | I/we have read and fully understand the nature and extent of the Public Authority's Requirements as described in Part. I/we confirm that the Supplier/s has the necessary capacity and capability to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> Agree<br><input type="checkbox"/> Disagree |
| <b>Ethics and Unlawful Collusion</b>     | In submitting this Offer the Supplier/s warrants that: <ol style="list-style-type: none"> <li>it is independent and that there has not been any unlawful collusion or anti-competitive conduct with any other Supplier or party in connection with this Procurement Process. This clause does not apply to any formal joint venture contractual arrangement entered into between the Supplier and any other person(s), the details of which have been provided to the Public Authority as part of the Offer submitted by the Supplier.</li> <li>the total value of the goods and/or services to be provided by sub-contractors, to the extent known at the time of making this declaration, is \$&lt;insert value&gt;.</li> <li>it has not directly or indirectly approached any employee or representative of the Public Authority (other than the</li> </ol> | <input type="checkbox"/> Agree<br><input type="checkbox"/> Disagree |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                |                                                                     |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>Contact Officer) to lobby or solicit information in relation to the RFQ.</p> <p>d. it has not offered any incentive, or otherwise attempted to influence or provide any form of personal inducement, reward or benefit to any employee or representative of the Public Authority.</p>                                                       |                                                                     |
| <b>Offer Validity Period</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | I/we confirm that this Offer, including the price, remains open for acceptance for the Offer Validity Period stated in Part A of this RFQ.                                                                                                                                                                                                     | <input type="checkbox"/> Agree<br><input type="checkbox"/> Disagree |
| <b>Electronic Files</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | I/we confirm that I/we have checked any electronic files contained in the Offer and that these are free from viruses.                                                                                                                                                                                                                          | <input type="checkbox"/> Agree<br><input type="checkbox"/> Disagree |
| <b>Conflict of Interest declaration</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | The Supplier warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Offer, or entering into a Contract to deliver the Public Authority's Requirements. Where a Conflict of Interest arises during the RFQ process the Supplier/s will report it immediately to the Public Authority's Contact Officer. | <input type="checkbox"/> Agree<br><input type="checkbox"/> Disagree |
| <b>Details of Conflict of Interest:</b> <Suppliers must give details of any possible Conflict of Interest that exists or may arise in relation to the making and/or acceptance of their Offer. If You think You may have a Conflict of Interest briefly describe the conflict and how You propose to manage it or write "not applicable">.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                |                                                                     |
| <b>DECLARATION</b><br>I/we declare that in submitting the Offer and this declaration: <ul style="list-style-type: none"> <li>a. the Offer is made under seal and is enforceable by the Public Authority</li> <li>b. the information provided is true, accurate and complete and not misleading in any material respect</li> <li>c. the Offer does not contain Intellectual Property that will breach a third party's rights</li> <li>d. I/we have secured all appropriate authorisations to submit this Offer, to make the statements and to provide the information in the Offer and I/we am/are not aware of any impediments to enter into a formal Contract to deliver the Public Authority's Requirements.</li> </ul> I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and Offer may result in the Offer being excluded from further consideration in the RFQ process and may be grounds for termination of any Contract awarded as a result of the RFQ process.<br>By signing this declaration, the signatory below represents, warrants and agrees that they have been authorised by the Supplier/s to make this declaration on its/their behalf. |                                                                                                                                                                                                                                                                                                                                                |                                                                     |
| Authorised Person Signature:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                |                                                                     |
| Authorised Person Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                |                                                                     |
| Title / Position:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                |                                                                     |
| Name of organisation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                |                                                                     |
| Date:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                |                                                                     |
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| Signature of Witness:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                |                                                                     |
| Witness Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                |                                                                     |



## REQUEST FOR QUOTE (RFQ) TEMPLATE

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|       |  |
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| Date: |  |
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Example Only





## REQUEST FOR QUOTE (RFQ) TEMPLATE

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### APPENDIX 1: PROPOSED CONTRACT

<attach proposed contract>

Example Only