



Template - Request for Quote

Agency User Guide

- A Request for Quote (RFQ) is a formal request inviting offers to supply goods and/or services from suppliers.
- This template is suitable for procurements that have been assessed as transactional or routine.
- It is designed to meet the requirements of the Procurement Planning Policy and Sourcing Policy, and provides suggestions about the minimum details to be included in a RFQ.
- Guidance notes for drafting this template are provided within the <brackets> and written in **blue font** and *italics*. This indicates where you are required to insert details relevant to the specific procurement. An example of this is shown below:

PUBLIC-AUTHORITY-DETAILS	
Public-Authority	<Insert-details>

- Some are in yellow highlight to distinguish between advice for agencies and advice for suppliers.
- Drop down boxes are also in use.
- Specific guidance for each Section of the RFQ is provided below:

Section	Guidance
Request for Quote details	Complete sections based on the corresponding information in the approved <i>Procurement Plan</i> .
Goods and/or Services required	Complete sections based on the corresponding information in the approved <i>Procurement Plan</i> .
Evaluation details	Complete sections based on the corresponding information in the approved <i>Procurement Plan</i> .
Supplier response <i>Make sure to include guidance and instructions in Part B so that suppliers understand what you are asking for</i>	▪ List the Mandatory Criteria. ▪ Provide questions to enable assessment against the Weighted and Non-Weighted evaluation criteria. ▪ Explain how pricing information should be provided.
Proposed contract	Supply a copy as an attachment to this RFQ.
Supplier declaration	DO NOT AMEND WITHOUT CROWN SOLICITOR'S OFFICE ADVICE
Appendix 1 - Conditions of quote	DO NOT AMEND WITHOUT CROWN SOLICITOR'S OFFICE ADVICE
Appendix 1 - Complaints	The Departmental Complaints Officer is to be an independent officer who is not directly involved in the subject matter of the complaint.
Appendix 1 - Government policies	DO NOT AMEND WITHOUT CROWN SOLICITOR'S OFFICE ADVICE

- Your agency may tailor this template to ensure it is fit-for-purpose and meets the procurement process.
- The amount of detail you include, and request from suppliers, in the RFQ, should be commensurate to the scope, value and risk level of the procurement.
- Additional guidance can be found in other supporting resources provided by Procurement SA.
- If you would like assistance in preparing market approach documents, or a constructive peer review of your draft, please contact your agency's Head of Procurement, procurement team, or contact Procurement SA at procurement@sa.gov.au

All guidance notes including this Agency User Guide should be deleted before the Invitation is released to the market.



Request for Quote (RFQ)

[Insert Procurement Title]

[Insert RFQ Reference Number]

[Insert Public Authority Name]



REQUEST FOR QUOTE

SECTION 1 – PUBLIC AUTHORITY INFORMATION

PUBLIC AUTHORITY DETAILS		
Public Authority	<Insert details>	
Contact Officer	Name	<Insert details>
	Job title	<Insert details>
	Email address	<Insert details>

REQUEST FOR QUOTE DETAILS		
Procurement title	<Insert details>	
RFQ reference number	<Insert details>	
Procurement Need and Objectives	<Provide a concise description of the identified client, community or business need and the procurement objectives/expected outcomes>	
Description	<Provide a concise description of - the functional, technical and performance requirements - the key dates, including delivery schedules/dates, key milestones etc - other any relevant key requirements, such as: - delivery location(s) (where the goods/services are to be delivered/provided) - any warranty requirements - any license/certification requirements - any specific confidentiality requirements - the contract management requirements - any specific transition requirements for the start and/or the end of the contract. Provide details about the term of the contract including any extension options>	
RFQ issue date	xx/xx/20xx	
Last queries date and time	00:00AM/PM (SA Time) xx/xx/20xx	
RFQ closing date and time	00:00AM/PM (SA Time) xx/xx/20xx	
RFQ lodgement details ¹	Choose an item.	<Insert details if via email or 'other'>
Quote validity period	<Insert number of days from RFQ closing date and time>	
Indicative date for notification of outcome	xx/xx/20xx	

PUBLIC AUTHORITY REQUIREMENTS		
Detailed statement of requirements/specification attached?	☐ Yes - Attachment: <identify the attachment number> ☐ No	
Contract term	<Insert start date and end date of the contract including any extension options>	
Insurance	Public Liability	<Insert details>
	Products Liability	<Insert details or delete>

¹ If you choose to access information about this RFQ through a site other than www.tenders.sa.gov.au you do so at your own risk.



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<Add more rows and other insurances if required>	Professional Indemnity	<Insert details or delete>
Liability Cap	<Insert details>	

EVALUATION DETAILS		
Offers will be evaluated on their merits according to the following evaluation criteria.		
Mandatory Evaluation Criteria (if applicable) Note for Suppliers: Mandatory criteria are pass/fail and if not met may result in an Offer not being considered further	Choose an item.	
	<List Mandatory Criteria (or remove if Mandatory Criteria do not apply)>	
	▪ x ▪ x ▪ x	
Weighted Criteria (including sub-criteria if applicable)	<List weighted criteria in no particular order>	
	▪ x ▪ x ▪ x ▪ x	
Non-Weighted Criteria (if applicable)	<List non-weighted criteria in no particular order>	
	▪ x ▪ x ▪ x	
SA Industry Participation Policy requirement	Choose an item.	

SECTION 2 – SUPPLIER INFORMATION

SUPPLIER DETAILS			
Supplier Hub ID	<Enter ID> and skip to 'Supplier's contact person for RFQ section'		
If no Supplier Hub ID:			
Supplier registered name	<Enter Response>		
Supplier trading name	<Enter Response>		
Supplier ABN	<Enter Response>		
Supplier ACN	<Enter Response>		
Address of registered office	<Enter Response>		
Type of entity	Choose an item.		
Supplier contact information	Email address	<Enter Response>	
	Telephone Number	<Enter Response>	
	Website URL	<Enter Response>	
Supplementary Information <Attach any necessary evidence>	Aboriginal Business	Choose an item.	
	Aboriginal Community Controlled Organisation	Choose an item.	
	Aboriginal Community Controlled Health Organisation	Choose an item.	
	Australian Disability Enterprise	Choose an item.	



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	Not-for-Profit organisation	Choose an item.
	South Australian business	Choose an item.
	Social Enterprise	Choose an item.
	Small-Medium Enterprise	Choose an item.
	Women-Owned Business	Choose an item.
Do you intend to engage sub-contractor(s) to deliver any part of the Public Authority's requirement?	Choose an item. <i>If yes, provide details of each proposed subcontractor, including their identity, involvement in the proposed contract and the nature and value of the goods and/or services they will provide.</i>	Details <Add additional rows below if easier>
Is this a joint or consortium response?	Choose an item. <i>If yes, provide details of each consortium member, including their identity, relationship to the consortium, the role they will perform in delivering the Public Authority's requirements, and the estimated value of the goods and/or services they will provide.</i>	Details <Add additional rows below if easier>

SUPPLIER'S CONTACT PERSON FOR RFQ	
Name	<Supplier to Enter Response>
Job title	<Supplier to Enter Response>
Name of organisation	<Supplier to Enter Response>
Address	<Supplier to Enter Response>
Postal address	<Supplier to Enter Response if different to above>
Email address	<Supplier to Enter Response>
Telephone number	<Supplier to Enter Response>

Supplier Response

Mandatory Criteria

Does the 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.

<Public Authority insert mandatory evaluation criteria>	
<Public Authority insert criteria>	Choose an item.
Add more rows if required	

Evaluation Criteria

<Public Authority insert name of evaluation criteria>

<Public Authority insert first question related to the above evaluation criteria>



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<Supplier to Enter Response>

<Public Authority to insert the above for each criteria and questions as required>

Risk Management

<Public Authority insert question>

<Supplier to Enter Response>

Price

<Public Authority to insert table here (or in an appendix) for the supplier to provide their pricing information. Provide instructions for how the supplier should submit their pricing.>

Pricing element	Price or Rate (excluding GST)
<Supplier to Enter Response>	<Supplier to Enter Response>

South Australian Industry Participation Policy (SAIPP)

You must complete an Industry Participation Plan online at: <https://industryadvocate.sa.gov.au/policy-and-resources/> and submit a copy of your completed Industry Participation Plan with your quote.

Industry Participation Plan has been submitted online and a copy is attached	Choose an item.
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Guidelines are 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 of Industry Participation Plans to ensure they comply with the SAIPP prior to the finalisation of contract conditions.

Insurance

Provide details of your current insurance policies. Insert additional tables as required.

Policy Type	<Supplier to Enter Response>
Policy Number	<Supplier to Enter Response>
Policy Insurer	<Supplier to Enter Response>
Policy Cover (\$ value)	<Supplier to Enter Response>
Expiry Date	<Supplier to Enter Response>

References

Please provide up to three references that may be contacted in relation to your quote.

Name	Contact Details
<Supplier to Enter Response>	<Supplier to Enter Response>
<insert or remove rows as required>	

SECTION 3 – PROPOSED CONTRACT

A proposed contract is provided at Attachment 1.

The Public Authority needs to know whether or not you are prepared to do business based on the





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proposed contract. In deciding which supplier/s to shortlist, the Public Authority may 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 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, 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
<Supplier to Enter Response>	<Supplier to briefly describe the concern about the clause>	<Supplier to describe the proposed alternative wording for the clause or the alternate solution>

<insert or remove rows as required>

SECTION 4 – 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
RFQ Process, Terms and Conditions	I/we have read and fully understand the RFQ, including the applicable procurement process and RFQ Conditions of Quote detailed in the Appendix. I/we confirm that the Supplier/s agree to be bound by them.	Choose an item.
Collection of further information	The Supplier/s authorises the Public Authority to: - collect any information about the Supplier, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client - use such information in the evaluation of this Offer. The Supplier/s agrees that all such information will be confidential to the Public Authority.	Choose an item.
Public Authority Requirements	I/we have read and fully understand the nature and extent of the Public Authority's requirements as described in this RFQ. 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 term.	Choose an item.
Ethics and Unlawful Collusion	In submitting this Offer the Supplier/s warrants that: it is independent and that there has not been any unlawful collusion or anti-competitive conduct with any other	Choose an item.



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	Supplier or party in connection with this RFQ 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. b. 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 \$<i><supplier to enter value></i>. c. it has not directly or indirectly approached any employee or representative of the Public Authority (other than the Public Authority Contact Officer) to lobby or solicit information in relation to the RFQ. 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.	
Use of Artificial Intelligence (AI)	I/we advise that Artificial Intelligence (AI) has been used in the preparation of this Offer. If yes, please provide details of how AI was used. <i><Supplier to enter details about the use of AI in the preparation of this Offer></i>	Choose an item.
Electronic Files	I/we confirm that I/we have checked any electronic files contained in the Offer and that these are free from viruses.	Choose an item.
Validity Period	I/we confirm that this Offer, including the price, remains open for acceptance for the Validity Period stated in this RFQ.	Choose an item.
Insurance	The Supplier agrees to comply with the Insurance requirements, or is willing to obtain the insurance, as specified in Part A, Section 1.4, if successful in this RFQ process	Choose an item.
Liability cap	The Supplier agrees with the Liability Cap	Choose an item.
Conflict of Interest declaration	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. <i><Supplier to enter details of any conflicts of interest></i>	Choose an item.
	Where a Conflict of Interest arises during the RFQ process the Supplier/s will report it immediately to the Public Authority's Contact Officer.	Choose an item.
DECLARATION I/we declare that in submitting the Offer and this declaration: - the Offer is made under seal and is enforceable by the Public Authority - the information provided is true, accurate and complete and not misleading in any material respect		



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- c. the Offer does not contain Intellectual Property that will breach a third party's rights
- 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.

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.

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	<Supplier to Enter Response>
Authorised Person name	<Supplier to Enter Response>
Job title	<Supplier to Enter Response>
Name of organisation	<Supplier to Enter Response>
Date	<Supplier to Enter Response>
Signature of Witness	<Supplier to Enter Response>
Witness name	<Supplier to Enter Response>
Date:	<Supplier to Enter Response>

ATTACHMENTS

<Supplier to List>

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-
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Appendix 1 – RFQ Conditions of Quote

1. The Public Authority may at any time seek further information from a Supplier regarding the Request for Quote (RFQ), (but need not make the same request of all suppliers). This may include but is not limited to:
 - requests for additional information
 - presentations by, or interviews with the Supplier
 - other responses or additional information as required.
2. No legal relationship will exist between the Supplier and the Public Authority unless the Quote is accepted and a legally binding contract is executed by both parties.
3. The Supplier participates in this procurement process at their own risk
4. The Supplier is responsible for the cost of preparing and submitting their Quote and all other costs arising from this procurement process.
5. Unless otherwise advised by the Public Authority Contact Person, the Supplier may only communicate with the Public Authority Contact Person about this RFQ.
6. The Public Authority is not obliged to accept the lowest priced quote or any quote.
7. The Supplier must identify any aspect of their Quote that they consider should be kept confidential including reasons. The Public Authority is not obliged to treat information as confidential and in the absence of any agreement to do so. The Supplier acknowledges that the Public Authority has the right to publicly disclose the information.
8. The Supplier must complete and sign the Supplier Declaration.
9. The Supplier 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 RFQ.
10. The Supplier must comply with all laws in force in South Australia applicable to this RFQ.
11. The Supplier must not employ or otherwise engage any person who has either a present or past duty to the Public Authority in relation to this RFQ as an adviser, consultant or employee.
12. The Public Authority may in its absolute discretion:
 - 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 above
 - invite any person or entity to lodge a quote
 - allow a supplier to change its quote
 - consider, decline to consider, or accept (at the Public Authority's sole discretion) a quote lodged other than in accordance with these conditions
 - suspend in part or whole, vary or abandon this RFQ process at any time
 - make enquiries of any person or entity to obtain information about the Supplier (including but not limited to the Referees).

Departmental Complaints Officer

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

Complaints Officer contact information	Name	<Public Authority insert>
	Job title	<Public Authority insert>
	Email address	<Public Authority insert>



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Government Policies

Employment of Ex-Government Employees	Unless an exemption has been granted by the Treasurer, the Public Authority 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 Public Authority 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 Public Authority. For high risk government procurement contracts, the procuring Public Authority 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.
State Federal Cooperation on Trade Practice Matters	The Supplier must submit with their Quote a signed declaration, in the form set out in this RFQ. If the Quote is submitted jointly with another party or parties, then each party must provide a signed declaration in the form set out in this RFQ.