PART D – Quotation form

All responses must be provided either within the specified fields of Part D or in the form of the Supplier’s own proposal, ensuring all information requested is included, and must respond to the Specification (Part B) and Proposed Contract (Part C) in accordance with the Conditions of Quotation (Part A) in the Request for Quotation.

Respondents may provide supplementary material to support their Quotation.

## Quotation Offer – the supply of Goods and the provision of Services

By this Quotation, I/we offer to supply the Goods and perform the Services in accordance with the contract conditions in Part C on the basis set out in this Quotation Form. I/We warrant that:

1. all information contained in this Quotation Form is accurate and complete.
2. I/we have not provided any inaccurate or misleading information to the NTC in connection with this RFQ.
3. I/we have read the RFQ and am/are fully acquainted with all matters in connection with the proposed contract.

## Conflict of interest

|  |
| --- |
| **Conflict of interest declaration and related parties** |
| [ ]  [Please provide details] |

## Publishing Quotation and Contract Information

The Conditions of Quotation include a provision for disclosure of contract information.

Please identify any information in your Quotation which you consider falls within the following categories and which you consider should not be published.

|  |
| --- |
| Trade secrets |
|  |

|  |
| --- |
| Unreasonable disadvantage |
|  |

## Quoted fees and expenses – services

|  |
| --- |
| **Amount of Quote** |
| Lump Sum Price or price on some other basis. |
| GST exclusive amount: | $ |
| GST amount: | $ |
| **Total price (including GST):** | **$** |

|  |
| --- |
| **Breakdown (including value add items)** |
| **Description** | **GST exclusive amount** | **GST amount** | **Total (including GST)** |
|  | $ | $ | $ |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| Service rates |
| **Personnel Description**  | **Unit** **[per hour, per day, etc.] Rate** | **Rate** **(GST exclusive amount)** | **Rate****(GST amount)** | **Rate****Total amount (including GST)** |
|  |  | $ | $ | $ |
|  |  | $ | $ | $ |
|  |  | $ | $ | $ |
|  |  | $ | $ | $ |

## Staff to perform services

|  |
| --- |
| **Available staff** |
| **Name** | **Title** | **Available from** |
|  |  | // |
|  |  | // |
|  |  | // |

## Capacity and capability to perform the services

The responses to this section can be supplied in a format of the supplier’s choice e.g. separate document and will be treated as an addendum.

|  |
| --- |
| **Specific expertise in specified work** |
| Briefly detail recent experience with providing similar services or work. The NTC desires to obtain succinct and relevant information. Information is only required in relation to the three most relevant activities. The reason why each activity is relevant is also required. |

|  |
| --- |
| **Capacity to handle specified work** |
| Briefly describe the ability and capacity to handle the specific project: |

|  |
| --- |
| **Capability of key staff** |
| Please provide details of the capability of key staff proposed to undertake the Services: |

|  |
| --- |
| **Roles and responsibilities of key staff** |
| Please describe the roles and responsibilities of the key staff proposed to undertake the Services. |

|  |
| --- |
| **Project plan** |
| Provide details of the method proposed to undertake the project. The method must be in the form of a project plan which describes all tasks and stages required to complete the project. The project plan must include:* milestones, being completion of key stages or components within the project;
* a listing of key staff involved with each stage or component;
* details of how the Supplier intends to provide the deliverables for each stage or component and the contents of each deliverable; and
* an indicative timetable to complete the project.
 |

|  |
| --- |
| **Other relevant information** |
| Provide any other information relevant to the Goods or Services and this Request for Quotation: |

Signature

Dated: //

|  |  |
| --- | --- |
| **Company name:** |  |
| **Address:** |  |
| **ABN:** |  |
| **Contact name:** |  |
| **Title or position:** |  |
| **Contact telephone no.:** |  |
| **Contact facsimile no.:** |  |
| **Contact email address:** |  |