CUAAGR2019 Quote Form

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Part A – Quote Requirements (Customer to Complete)** | | | |  | **Part B – Quote Summary (Contractor to Complete)** | |
| Contractor: |  | Contractor Contact: |  |  | Quote Ref Number: |  |
| Customer Ref Number: |  | Date Requested: |  |  | Attachment(s) included (if yes, provide details): |  |
| Customer Organisation: |  | | |  | Quote Prepared By: |  |
| Customer Contact Person: |  | | |  | Contact Phone: |  |
| Customer Contact Email: |  | | |  | Contact Email: |  |
| Customer Contact Telephone: |  | | |  | Further Details (if applicable): |  |
| Location: |  | | |  |  | |

**Form Instructions:**

Customer (seeking the quote):

1) Customer to fill in Part A - Quote Requirements, including selecting Contractor;

2) Customer to fill in Order Details within Table 1; Additional Details in Table 2; and Submission Details in Table 4;

3) Customer to send completed Quote Form to email listed above; and

4) Ensure any attachments are included in the email and referenced in form (if required).

Contractor (responding to quote):

1. Contractor to fill in Part B – Quote Summary;
2. Contractor to fill in Order Details within Table 1 and delivery/Freight Costs in Table 3;
3. Ensure any attachments are referenced in form; and
4. Send completed quote form along with attachments (where required) to the Customer by the specified time and date.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TABLE 1 – ORDER DETAILS – CUSTOMER AND CONTRACTOR TO COMPLETE** | | | | | |
| **Customer to Complete:** | | | **Contractor to Complete:** | | |
| **Description** | **Quantity** | **Unit of Measure** | RRP Price  (Excluding GST) | RBA Price inclusive of Discount / Margin)  (Excluding GST) | Total Price  (including GST) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| **TABLE 2 – ADDITIONAL DETAILS, INCLUDING DELIVERY LOCATION/S (IF APPLICABLE) - TO BE COMPLETED BY CUSTOMER** |
|  |
|  |
|  |

|  |  |
| --- | --- |
| **TABLE 3 – DELIVERY/FREIGHT COSTS – CONTRACTOR TO COMPLETE** | |
| The freight charges applicable to this Quote are (Price to be GST Inclusive): | $ |

|  |  |
| --- | --- |
| **TABLE 4 SUBMISSION DETAILS - CUSTOMER TO COMPELTE:** | |
| Submit quotation to: |  |
| Specified Closing Time and Date for Quotes |  |

The above is provided as a draft only. Customers reserve the right to utilise any Quote and Order forms for purchases under this Head Agreement.

The Contract Authority may, at its absolute discretion, unilaterally amend the content and format of the Order Form during the Term of the Head Agreement.