**COMMON USE ARRANGEMENT FOR**

**INFORMATION COMMUNICATION AND TECHNOLOGY SERVICES**

**(CUAICTS2021)**

**QUOTE EVALUATION FORM**

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| ***Tips (read and delete):****This template is not recommended for complex or high-risk procurements or for contracts with an estimated value of $5 million or greater, use the* [*Goods and Services Template - Evaluation Report*](https://www.wa.gov.au/government/publications/evaluation-report)*.*1. *Appropriate records should be kept of the decision-making process leading up to the award of a contract.*
2. *Use of this Evaluation Form is discretionary.*
3. *Please consider whether this Quote Evaluation Form is appropriate for your process.*
4. *The CUAICTS2021 Buyers’ Guide does not prescribe the form of evaluation report used to record the evaluation of written quotes under $5 million. Assess your organisation’s internal procurement policies, the complexity of the scope of work and estimated contract value to determine the most appropriate way to document the evaluation process.*
5. *Establish an evaluation panel for estimated contract values above $50,000.*
 |
| **CUSTOMER DETAILS** [***Read & delete:*** *Copy these details from**the Quote Form (Part A).*] |
| **Quotation Title:** |  |
| **Buying Entity Name:** |  |
| **Quotation Number:** |  |
| **Buying Entity Address:** |  |
| **Buying Entity Contact (Name & Title):** |  |
| **Telephone:** |  | **Email:** |  |
| **SERVICE CATEGORY** |
| **Category 1**  | **ICT Planning, Consultancy and Advisory Services** | [ ]  |
| **Category 2**  | **ICT Implementation Services** | [ ]  |
| **Category 3**  | **ICT Operations and Management Services** | [ ]  |
| **Customer Contract Model: [ ]  Outcome Based (O) [ ]  Time Based (T)** |
|  |
| **CONTRACT TERM AND SCOPE** |
| **Contract Term:** |  |
| **Start Date:** |  | **Finish Date:** |  |
| **Estimated Contract Value / Budget:** | **$** |
| **Extension Options (if any):** |  |
| **Special Conditions (if any):** |  |
| **Scope of Work/Other Requirements:** | [***Read & delete:*** *Copy the Schedule 2 from Quote Form (Part A).*] |
| **Deliverables/Output/Outcomes:** | [***Read & delete:*** *Copy the Schedule 2 from Quote Form (Part A).*] |
| **QUALITATIVE CRITERIA** |
| [***Read & delete:*** *Copy from Quote Form (Part A).*] |
| **DECLARATION OF INTEREST AND CONFIDENTIALITY** |
| All persons associated with the procurement process have completed a Declaration of Interest and Confidentiality form and, as applicable, declarations were made or reaffirmed, in writing, prior to the commencement of the evaluation process. |
| [ ]  | No interests were declared at evaluation or as applicable, in any previous declaration made. |
| [ ]  | The following interests were declared at evaluation and/or in any previous declaration made:* [insert details]

These interests were addressed by:* [insert details]
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| **EVALUATION OF QUOTATIONS** |
| *List the Contractor details, offer price, evaluation recommendation and comparative statement for each quotation evaluated. The comparative statement should record the evaluation of each quote against the qualitative criteria specified in the Quote Form, e.g. suitability of experience, risks, costs.* |
| **QUOTE 1** |
| **Contractor Legal Entity Name:** |  |
| **Contractor ACN and ABN:** |  |
| **Total Qualitative Score (%)** |  | **Qualitative Ranking:** |  |
|  **Quotation Value (Incl GST):** | **$** | **Price Ranking:** |  |
| **Evaluation Recommendation:** | [ ]  Recommended [ ]  Not Recommended |
| **Comparative Statement:** |
| **QUOTE 2** |
| **Contractor Legal Entity Name:** |  |
| **Contractor ACN and ABN:** |  |
| **Total Qualitative Score (%)** |  | **Qualitative Ranking:** |  |
|  **Quotation Value (Incl GST):** | **$** | **Price Ranking:** |  |
| **Evaluation Recommendation:** | [ ]  Recommended [ ]  Not Recommended |
| **Comparative Statement:** |
| **QUOTE 3** |
| **Contractor Legal Entity Name:** |  |
| **Contractor ACN and ABN:** |  |
| **Total Qualitative Score (%)** |  | **Qualitative Ranking:** |  |
|  **Quotation Value (Incl GST):** | **$** | **Price Ranking:** |  |
| **Evaluation Recommendation:** | [ ]  Recommended [ ]  Not Recommended |
| **Comparative Statement:** |

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| **RECOMMENDATION** |
| **Recommended Contractor:** |  |
| **Contract Price (GST incl):** | **$** |
| **Small Business (<20 employees):** | [ ]  Yes [ ]  No |
| **Basis of Recommendation:** |  |

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| **EVALUATION REPORT PREPARED BY:** |
|  |  |  |  |  |  |  |
| **Name** |  | **Title** |  | **Signature** |  | **Date** |
| **EVALUATION PANEL MEMBERS:** |
|  |  |  |  |  |  |  |
| **Name** |  | **Title** |  | **Signature** |  | **Date** |
|  |  |  |  |  |  |  |
| **Name** |  | **Title** |  | **Signature** |  | **Date** |
|  |  |  |  |  |  |  |
| **Name** |  | **Title** |  | **Signature** |  | **Date** |

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| **RECOMMENDATION APPROVED BY DELEGATED AUTHORITY:** |
|  |  |  |  |  |  |  |
| **Name** |  | **Title** |  | **Signature** |  | **Date** |