Request for Quote guidance notes

This document contains guidance notes to help the Customer complete the Request for Quote (RFQ) document available on the Department of Housing and Public Works (HPW) website.

This RFQ is intended to be used for the procurement of **low risk** Goods and/or Services, when the procurement strategy identified is to obtain a quote from selected Suppliers (rather than conduct a tender using an Invitation to Offer process).

A RFQ should be sent to a minimum of two Suppliers.

Guidance Note #	Guidance
Section 1 – Requirements	
1 Goods and/or Services Requirement	Some of this information appears in the Contract Details document. The 'Contract Details' will be attached to the RFQ if the Contract that applies is the new General Contract Conditions (which replace the previous 'short form' contract conditions for Goods/Services). To avoid duplication, where the Contract Details document is attached as part of the RFQ (for the supplier to complete as part of its response), then insert the phrase 'See Contract Details attached' and list the relevant information in the Contract Details template instead.
2 Specification and/or scope of works	The specification should contain enough information for Suppliers to determine if they can meet the requirements and to accurately price their quote. If necessary, refer to an attached specification document. The specification should include: • Customer objectives of the purchase • full description of the Goods and/or Services • essential and desirable requirements. Essential requirements describe the 'must haves' and failure of the Supplier to provide these requirements could render the quote as non-compliant and exclude the Supplier from evaluation. Examples of mandatory requirements include essential product or Service Requirements, licensing, standards, codes and legislative compliance and insurance.
	Desirable requirements will describe the goods and services required to meet the Customer objectives and may include delivery and installation requirements, health and safety, site visits prior to quote submission, customer assistance provided or items supplied, warranty, capabilities and experience of Key Personnel, past performance, delivery methodology and training needs etc.

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3 Insurance requirements	The insurance policies and minimum insurance amounts must be appropriate for the type and value of Goods/Services being purchased. List any other insurances that are required which are not included in the template.
4 Evaluation criteria	Evaluation criteria must be included so that Suppliers know how their quote will be assessed. Weightings should not be published.
Section 2 – Terms and conditions of the contract	
5 Contract Conditions	Customers can select the terms and conditions that are most appropriate to use for the contract, based on a value/risk assessment. For more information about which contract to use, see the 'When to use...' fact sheet available on GovNet. **Basic Purchasing Conditions:** For the purchase of Goods/Services that are low risk and low value, the Basic Purchasing Conditions can be used. Amendments must not be made to these Basic Purchasing Conditions. **General Contract Conditions:** These terms and conditions replace the contract formerly known as the 'short form' conditions of contract, and are suitable for the purchase of low-medium risk Goods/Services. **Other Contract:** If there is some other contract that applies to the RFQ (such as a customised contract specific to those Goods/Services) then you can attach the contract as part of the RFQ. **Comprehensive Contract Conditions** should not be used in a RFQ because an RFQ process should only be used for low risk procurement.
6 Special Conditions	**If Basic Purchasing Conditions are used:** There should be NO special conditions or departures to the Basic Purchasing Conditions. If you believe that amendments are necessary, then it is likely not appropriate to use this as the Contract. **If the new General Contract Conditions and Contract Details templates are used:** Any changes to the Contract conditions or special conditions must be inserted in the Contract Details template (and not in the RFQ document), so that they form part of the Contract. If Suppliers have any objections to the Contract terms or wish to propose additional conditions, they can do so as part of their response in the Contract Details template in the section called 'Contract departures – Supplier changes'. **If any other Contract is used (which does not use the new 'Contract Details' template):** If the Customer wants to include any additional special conditions or amendments to the Contract referred to, then the Customer can insert details of those amendments and special conditions in the RFQ. If Suppliers have any objections to the Contract terms or wish to propose additional conditions, they can do so as part of their response. **If the Customer is not prepared to negotiate any amendments to the Contract, then state this in the RFQ**, e.g. "*The Contract Conditions are not negotiable*." Consult your legal department if any variations or special conditions you propose are legal issues (e.g. amendments to liability, indemnity, intellectual property or insurance clauses). If your variations or special conditions are commercial issues such as Price/payment terms, scope of Service, deliverables), then it may not be necessary to consult with your legal team. Check your agency policies and procedures to determine when you need to engage with your legal teams.

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Section 3 – Supplier Response	
7 Supplier Response (where new Contract Conditions and Contract Details are used)	Section 3 is to be completed by the Supplier and will form the Supplier's response. There are two (2) options to select from (delete the option that does not apply to you): **Option 1 – New Contract Conditions and Contract Details are used:** If the Contract that applies is the new General Contract Conditions, then the Contract Details template can form the basis of the Supplier's response. The Customer should insert any relevant information in the Contract Details template before the RFQ is issued, so that the Supplier can complete the document and submit it as its response to the RFQ. Then, if the Customer decides to proceed with the Supplier, all the Contract details will have been completed. **Option 2 – Any other Contract:** If any other Contract is being used, then delete the first section (attaching the Contract Details) and insert the table provided in the template.
8 Pricing information	If Customers want Suppliers to submit Pricing in a particular way, such as using a table or Excel spreadsheet, please insert instructions to the Supplier to complete the table or spreadsheet. For example, "*Suppliers must complete the pricing spreadsheet attached / Suppliers must complete the pricing table below.*"> This approach will help ensure consistency in how pricing is presented making it easier to compare Suppliers. If Customers want suppliers to submit a schedule of rates, then specify the details of what you want them to provide in this section. Otherwise, Customers can insert general instructions to Suppliers about submitting pricing information, for example: "*Suppliers must provide details of the total price payable for the Goods/Services described in the Quote (including any GST amount). Pricing information must:* • *where possible, provide a breakdown of how the price has been calculated* • *specify the total GST exclusive amount* • *specify the total GST amount payable* • *identify any payment milestones (or other payment terms) that apply*"

More information

If you have any questions please email betterprocurement@hpw.qld.gov.au