

Quote Considerations

Fact Sheet

Applicants should provide a Quantity Surveyor (QS) Estimate or comparable written Quotations as part of their application (see program guidelines for specific requirements in relation to quotes). Grant applicants should refer to the program guidelines for program specific information and requirements.

A detailed quotation should contain the following elements:

- Company name, logo and contact details
- Company ABN
- Registered Licence Number (if required for the scope of works)
- Quote number and date
- Period of validity/expiry date for the quote
- Itemised list of works clearly indicating separate GST amounts
- Contract Conditions i.e.; AS4300, AS 2124, Master Builders or similar

Quotes may also contain freight, contingency and escalation allowances

Applicants are encouraged to ask their supplier to provide this information to gain a greater understanding of the scope and achieve a successful project outcome.

The example below outlines a quotation typical of a Sports Lighting Project:

QUOTE	
[COMPANY NAME, LOGO & ABN]	[COMPANY CONTACT DETAILS]
[COMPANY CONTACT PERSON]	
To: [Contact Name of Organisation] [Location]	Quote No: Date: Quote Completed by: Expiration Date:
Project Scope Details: <i>The following is included in your quotation</i>	
Soil Testing & Footing Designs	\$
Certification	\$
Underground Conduits, Pits & Trenching	\$
Sub-Mains To All Poles & Lighting Control	\$
Poles & Footings	\$
Switchboard Works	\$
Light Fittings & Associated Equipment	\$
Testing & Commissioning	\$
Contingency Allowance	\$
Escalation Allowance	\$
SUBTOTAL	\$
GST	\$
TOTAL	\$

Elements from *Connected Communities, Inspired Futures* artwork by David Williams of Gilimbaa.



Exclusions / Notes		
Acceptance Of Quotes		
Invoicing Details		
Other items that may be considered in a quote <i>(Note: this is not an exhaustive list and may vary between contractors)</i>		
Warranty Conditions	Terms & Conditions	Progress Payments
Increased & Cancellation Costs	Ownership	Excepted Risks
Practical Completion and Defects Liability Period	Access Details	Working Hours
Damages	Insurance	Storage
Import Control	Customs Duty	Notices
Patent And Copyright	Dispute Resolution	Product Specifications

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