

# Quote Considerations Fact Sheet

Applicants are expected to provide a Quantity Surveyor (QS) Estimate or three (3) comparable written Quotations as part of their application.

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	\$
<b>SUBTOTAL</b>	<b>\$</b>
<b>GST</b>	<b>\$</b>
<b>TOTAL</b>	<b>\$</b>



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

**Disclaimer**

*This resource and its contents are provided by the Queensland Government as an information source only. To the maximum extent permitted by law, the State of Queensland makes no statement, representation, or warranty about the quality, accuracy, context, completeness, availability or suitability for any purpose of, and you should not rely on, this resource or its contents.*

*The Queensland Government disclaims, to the maximum extent permitted by law, all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages and costs you or any other person might incur for any reason including as a result of the content available through this resource, being in any way inaccurate, out of context, incomplete, unavailable, not up to date or unsuitable for any purpose.*