

Government / Public Sector RFQ Template

Aligned with Commonwealth Procurement Rules

Use this template for public sector procurement where probity, transparency, and ethical sourcing requirements apply. It includes mandatory clauses on conflict of interest, modern slavery, and Indigenous Procurement Policy considerations.

1. Agency / Buyer Details

Agency name	
ABN	
Procurement officer	
Branch / division	
Phone / email	
RFQ reference number	
Date issued	

2. Goods or Services Required

No.	Description	Spec / standard	Unit	Qty	Notes
1					
2					
3					

3. Delivery & Response

Delivery location	
Required delivery date	
Quote response deadline	
Lodgement method	AusTender / agency portal

4. Pricing & Commercial Terms

Pricing format	Ex-GST and inc-GST, AUD
Payment terms	20 days from valid tax invoice
Quote validity	60 days from response date
eInvoicing (Peppol) capability	Required

5. Probity & Compliance Declarations

Conflict of interest declaration	Required
Modern slavery statement	Required (if turnover > AUD 100m)
Indigenous Procurement Policy	Confirm SME / Indigenous status
Workplace gender equality compliance	Required (if > 100 staff)
Australian Industry Participation	Plan attached if requested

6. Evaluation Criteria (Weighted)

Criterion	Weight (%)	Notes
Value for money	40	
Capability & past performance	25	
Compliance & probity	20	
Sustainability / social benefit	15	

7. Supplier Declaration

Supplier name	
Supplier ABN	
Authorised signatory	
Date / signature	