

Use this template for construction and building procurement. It captures site-specific details, insurance evidence, WH&S; declarations, and progress payment milestones in addition to the standard pricing fields.

1. Buyer & Project Details

Registered business name	
ABN	
Project name / number	
Site address	
Project manager	
Phone / email	
RFQ reference number	
Date issued	

2. Scope of Works

No.	Work item / material	Spec / standard	Unit	Qty	Site notes
1					
2					
3					
4					

3. Site & Delivery Conditions

Site access hours	
Required delivery / start date	
Site induction required	Yes / No
Lay-down / storage area available	Yes / No
Quote response deadline	

4. Pricing & Progress Payments

Pricing format	Itemised, ex-GST and inc-GST
Labour rates (if applicable)	Hourly + overtime

Progress payment milestones	Mobilisation / 50% / Completion
Retention	5% held until practical completion
Payment terms	30 days from valid tax invoice

5. Compliance & Insurance

Public liability cover (min)	AUD 20,000,000
Workers compensation policy	Required (attach certificate)
WH&S; management plan	Required
Licensed trade declaration	Attach licence number(s)
SWMS for high-risk work	Required before commencement

6. Evaluation Criteria (Weighted)

Criterion	Weight (%)	Notes
Price	40	
Compliance & licences	20	
Programme / lead time	20	
Past project references	20	

7. Supplier Declaration

Supplier name	
Supplier ABN	
Licence number(s)	
Authorised signatory	
Date / signature	