Verbal request for quote

Template

# When to use this template

**Use this template to assist when seeking verbal requests for quotes.**

Use of this template is optional – remember to check your agency’s policies and procedures to see if your agency has a standard template available that you are required to use.

Notes:

1. This is a template only and should be modified as appropriate.
2. when using this template, ensure that:
* the scope of the product/service required is clearly defined
* the number of quotes requested is in line with your agency’s procurement policies and procedures
* quotes are evaluated fairly without bias
* statements justifying the reasons for accepting and rejecting the quotes are included.
1. Inform both the successful and unsuccessful suppliers of the outcome and ensure that the good or service is fully delivered prior to making payment.
2. All items in grey are to be updated as appropriate.

# Verbal request for quote

ITO NO - [Insert reference number and short title] – [Supplier Name]

|  |  |
| --- | --- |
| **Service area** | **Date** |
| [Insert service area name that is requesting the quote] | [Insert date] |
| **Officer’s name requesting the quote** |
| [Insert name of the officer undertaking the verbal quote] |
| **Product/service required** |
| [Insert details of the good or service required] |
| **Common-Use Supply Arrangement or Agency Standing Offer Arrangement Used** |
| [Insert arrangement details, or reason for not using an existing arrangement] |
| **Supplier details** | **Reasons chosen/not chosen** |
| Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Price (GST incl.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Delivery: [ ]  included [ ]  pick up onlyExpected delivery date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Payment method: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Quote valid until: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [Insert reasons why the supplier’s quote was selected or not selected] |

|  |  |
| --- | --- |
| Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Price (GST incl.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Delivery: [ ]  included [ ]  pick up onlyExpected delivery date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Payment method: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Quote valid until: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [Insert reasons why the supplier’s quote was selected or not selected] |
| Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Price (GST incl.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Delivery: [ ]  included [ ]  pick up onlyExpected delivery date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Payment method: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Quote valid until: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [Insert reasons why the supplier’s quote was selected or not selected] |

|  |  |
| --- | --- |
| **Quote approval** |  |
| **Name** |  |
| **Position title** |  |
| **Signed** |  |
| **Date** |  |

##### *Verbal request for quote template*

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| --- | --- | --- |
| **Version** | **Date** | **Comments** |
| V1 | 19 Dec 2018 | Template created and published  |
| V2 | 22 Nov 2019 | Formatting updates, minor update to template |
| V3 | 16 Aug 2019 | Template updated, formatting updates, updated to new DEPW corporate branding |
| V4 | 26 Sep 2024 | Checklist updated, formatting updates, updated to DEC template |

**The State of Queensland (Department of Energy and Climate) 2024**

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##### Contact us

Queensland Government Procurement, Department of Energy and Climate is committed to continuous improvement. If you have any suggestions about how we can improve this template, or if you have any questions, contact us at betterprocurement@epw.qld.gov.au.

##### Disclaimer

This document is intended as a guide only for the internal use and benefit of government agencies. It may not be relied on by any other party. It should be read in conjunction with the *Queensland Procurement Policy*, your agency’s procurement policies and procedures, and any other relevant documents.

The Department of Energy and Climate disclaims all liability that may arise from the use of this document. This template should not be used as a substitute for obtaining appropriate probity and legal advice as may be required. In preparing this template, reasonable efforts have been made to use accurate and current information. It should be noted that information may have changed since the publication of this document. Where errors or inaccuracies are brought to attention of the Department of Energy and Climate, a reasonable effort will be made to correct them.

##### Administration

Version 4 of the template replaces all previous versions of the ‘*Verbal request for quote’* and takes effect immediately.