## Request for Quote Lite (RFQ-L) Response Form

## Instructions for the Buyer

An RFQ is usually used when you know what you want to purchase and your main focus is what it will cost to meet the requirements. Price is usually the most important factor. Use an RFQ Xtra-Lite (RFQ-XL) for very low value contracts.

Use this Response Form with the RFQ Lite procurement template.

A few terms to know. The ‘Buyer‘ is the government agency using this RFQ to procure goods or services. The ‘Supplier ‘is the recipient, who becomes a ‘Respondent’ once they make a formal submission.

Everything in this document in **RED** is information for the Buyer (that’s you). Delete these **RED** parts prior to publishing the RFQ. Everything highlighted in **YELLOW** is customisable by you. When you have completed these **YELLOW** areas please un-shade them.

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**Have you:**

##### Checked that the content in this Response Form is correct.

1. **Deleted all Buyer Instructions (RED) and unshaded YELLOW bits.**

##### Checked the document is simple and easy to understand..

**BUYER TIP:**

Research shows suppliers find both the instructions and checklist really useful. It improves the quality of responses and makes it easier to complete these forms. Adapt the instructions and checklist for respondents below to your needs.



## Instructions for Respondents

1. Check that you have all the relevant documents, including:
   * The Request for Quotes (RFQ) which outlines the procurement.
   * The Response Form (this one) to fill out your response.
2. Before filling out this form, read the Request for Quotes (RFQ) carefully.
3. Please follow the layout of this Response Form.
   * Don’t change the section headings and sequence as this needs to be consistent across all Respondents.
4. **Everything in PURPLE is information for the Respondent (you). Delete these PURPLE parts before submitting your Response.**
5. **Write your response in the BLUE highlighted sections. Un-shade the BLUE once you have filled these out.**

## Checklist for Respondents

**Have you:**

| 1. Filled out all sections of the Response Form. |  |
| --- | --- |
| 1. Deleted the **PURPLE** instructions from this Form. |  |
| 1. Un-shaded the **BLUE** highlighting where you fill out your answer. |  |
| 1. Signed the declaration. |  |
| 1. Submitted your Quote before the Deadline for Quotes. |  |

# Use your (Respondent’s) business letterhead

[insert name of the government agency’s procurement officer]   
[insert their title]

[insert name of government agency]

[insert their address]

[your business website]  
[your business street address]

[City]

Date of this Quote: [insert date of this document]

**Quote: [insert name of procurement] [procurement reference number, if applicable]**

We submit the following Quote in response to your RFQ, and confirm that [insert name of your business] is able to deliver the requirements: **Select the relevant elements and delete the rest.**

a. [to the required standard]

b. [in the quantity requested]

c. [to/at the required location]

d. [by the delivery date].

**Our total price for delivery of the requirements is $XXX.XX exclusive of GST.**

In submitting this Quote we have made the following assumptions: [Delete if not applicable]

[a. describe assumption #1]

[b. describe assumption #2]

[c. describe any additional assumptions].

**Buyer: only include this table if you need a breakdown of costs. Delete if not applicable.**

Here is a breakdown of the price:

| [Cost / expense #1] | $X.XX |
| --- | --- |
| [Cost / expense #2] | $X.XX |
| [Cost / expense #3] | $X.XX |
| Total | $X.XX |

I am authorised to submit this Quote on behalf of [insert name of your business]:

| **Signature:** | [sign here] |
| --- | --- |
| **Full name:** | [insert your name – use capital letters] |
| **Title/position:** | [insert your job title or position] |
| **Date:** | [insert date when you signed this document] |