

Building Construction / Refurbishments / Modifications / Maintenance Works Purchases

Professional Services

(e.g. architect, engineer, quantity surveyor, project management, etc.)

Request for Quote – Professional Services template

For purchases up to \$30,000

Refer to Request for Quote guidance notes whenever completing this template

With General Contract Conditions

The Contract Details – Professional Services template must be included when using the General Contract Conditions.

Any special conditions that may be required are to be added to the Request for Quote – Professional Services template document.

Request for Quote – AS 4122 template

For purchases between \$30,000 and \$150,000

Refer to Request for Quote guidance notes whenever completing this template

With AS 4122-2010 General Conditions of Contract for Consultants and Special Conditions of Contract and Annexure (to be read in conjunction with Australian Standard General Conditions of Contract for Consultants AS4122-2010)

The Contract Details template is not required

Any special conditions that may be required are to be added to the Request for Quote – AS 4122 template.

Invitation to Offer – AS 4122 template

For purchases over \$150,000

This template is also to be used for tenders

Refer to Invitation to Offer guidance notes whenever completing this template

With AS 4122-2010 General Conditions of Contract for Consultants and Special Conditions of Contract and Annexure (to be read in conjunction with Australian Standard General Conditions of Contract for Consultants AS4122-2010)

The Contract Details template is not required

Any special conditions that may be required are to be added to the Invitation to Offer – AS 4122 template.

For Standing Offer Arrangements of any value

Always use Invitation to Offer template and Standing Offer Arrangement (SOA) Conditions

Refer to Invitation to Offer guidance notes whenever completing this template

The Standing Offer Arrangement (SOA) Details template must be included when using the Standing Offer Arrangement (SOA) Conditions. Refer to Standing Offer Arrangement (SOA) guidance notes whenever completing this template

It is to be noted in the Standing Offer Arrangement (SOA) Details template that the conditions of contract for any purchases off the SOA will be AS 4122-2010 General Conditions of Contract for Consultants and Special Conditions of Contract and Annexure (to be read in conjunction with Australian Standard General Conditions of Contract for Consultants AS4122-2010)