



CITY of PERTH

WRITTEN QUOTE REQUEST

Supplier:			
Contact Name:		Telephone	
Email:			

You are invited to supply a quotation to the City of Perth for the goods/services detailed below.

This quotation is being requested under:	Contract No	Please indicate (x)
Common Use Arrangement (Dept. of Finance)		
WALGA (Preferred Supplier Panel)		
City of Perth Contract or Panel of Pre-qualified suppliers		
Open market quote (Contract no N/A)		

Requesting Officer:		Unit	
Phone		Date	
Email			
Closing Date and Time:		File Ref:	

REQUEST FOR THE PROVISION OF THE FOLLOWING GOODS AND/OR SERVICES SPECIFIED IN THE ATTACHED BRIEF/SPECIFICATION.
(Selection will be based on meeting the specification, Selection Criteria and value for money considerations.)

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BIDDER TO COMPLETE:

TOTAL PRICE (Excl. GST): In accordance with the Specification or attach Schedule of Rates	
Additional details:	

BIDDER DETAILS			
Registered Name of Company:			
Registered Address:			
Business Address:			
Trading Name:			
Method of Trading – Sole Trader/ Partnership/Company (please specify):			
ACN		ABN	
Name of Authorised Person			
Position/Title			
Telephone:			
Email:			

A signature is not required on quotes lodged electronically and submissions will be treated in accordance with the Electronic Transactions Act 2011 (WA). However tenderers have the option to use an electronic signature or include a scanned, signed copy of this form as part of their electronic submission.

Please ensure responses are sent to the requesting officer well before closing & attach any additional information.

Please Note: This form is available in alternative languages and formats on request.