

# 1 ANNEXURE A: PURCHASE ORDER PROFORMA

INVITATION TO SUPPLY	
<b>The Prequalified Supplier must respond to this invitation by:</b> [Insert date and time]	
<b>Work Order Reference No.:</b> [xxxxx]	<b>Requisition Number :</b> [xxxxx]
<b>GMW Officer:</b> [Name] and [Title] [Phone] [Email]	
<b>Prequalified Supplier issued to:</b> [Prequalified Supplier Organisation Name]	
<b>Project Title (If Applicable):</b> [Enter Project Title]	
<b>Service Category:</b> <input type="checkbox"/> Excavator Capacity/variables _____ <input type="checkbox"/> Tip Truck Capacity/variables _____ <input type="checkbox"/> Tip Truck & Tipper Trailer Capacity/variables _____ <input type="checkbox"/> Prime Mover and Float Capacity/variables _____ <input type="checkbox"/> Lifting Equipment (mobile cranes/Forklifts) Capacity/variables _____ <input type="checkbox"/> Motor Graders Capacity/variables _____ <input type="checkbox"/> Compactor Capacity/variables _____	<input type="checkbox"/> Front End Loader Capacity/variables _____ <input type="checkbox"/> Articulated Dump Truck Capacity/variables _____ <input type="checkbox"/> Water Tanker Capacity/variables _____ <input type="checkbox"/> Dozer Capacity/variables _____ <input type="checkbox"/> Bobcat Capacity/variables _____ <input type="checkbox"/> Combined Plant Refer Service Category Variables.
<b>Selection Criteria (add rows as required):</b>	
<b>Dry Hire</b>	<b>Wet Hire</b>
Price = [x]	Operator Experience and Equipment Wear = [y]
	Price = [x]
Ability to meet Service Category Variables = compliance only	

**THE OFFER (Please complete the blue boxes)**

**Background or additional information including known Site Conditions**

[If none, enter "nil"]

**Service Category Variables (all figures must include GST) (add rows as required)**

Item	Plant Item Description (as per Annexure B of the Deed)	Site Location	Wet /Dry Hire	Date From	Date To	Hire Duration	Standby Hourly Rate (if applicable, Wet Hire Only )	Hire Charge (\$)	(De)Mob. Charge (\$)	Total Charge (\$)	Normal Hourly Rate**
1											
2											
3											
4											
5											

\*\* Please insert the rate to be used to calculate the Hire Charge and or additional works if required under this Purchase Order.

**Accommodation and Living Away Allowance (Wet Hire only)\***

Indicate:

Allowance included in Normal Hourly Rate

Specified Allowance required (supplier to complete Allowance table)

\*Refer section 5.17.5 of the Deed Agreement for maximum allowance rates payable.

Allowance	(\$ (inc GST)	Item Ref (if applic.)
Meals*		
Accommodation*		
Travel*		

**Total Price (\$ (inc. GST)**

**Operator and Machine Information:**

Information	Item 1	Item 2	Item 3	Item 4	Item 5
Machine SMU Hours or Time in Service					
Operator Years of Experience Name of operator_____					
Operator Years of Experience with GMW					

Site Visit Required  Yes  No

Standby Rate Applicable  Yes  No

Special Conditions (if any)

[If none, enter "nil"]

<p><b>List of attachments required to be provided by the Prequalified Supplier:</b></p> <p><input type="checkbox"/> Operator details and evidence of operator credentials and experience</p> <p><input type="checkbox"/> Certificate of competency</p> <p><input type="checkbox"/> Other (please state below)</p>	<p>This Offer is made subject to the terms and conditions of the GMW Plant Hire Deed &amp; Prequalified Supplier Register CGM 293061</p> <p>Name of Authorised Officer and Signature:</p> <p><b>Signature:</b></p> <p>[Enter Name], [Title]</p>
<b>OFFER ACCEPTANCE</b>	
<p>The GMW delegated officer accepts this offer subject to the terms and conditions of the GMW Plant Hire Deed &amp; <b>Prequalified</b> Supplier Register CGM 293061.</p>	<p>GMW Delegated Officer Name and Signature:</p> <p><b>Signature:</b></p>
<p>Purchase Order Reference: [Enter PO Number]</p>	<p>[Enter Name], [Title]</p>
<b>SUPPLIER NOTE/S</b>	
<p><b>File Note (any additional information)</b></p>	