REQUEST FOR QUOTE (RFQ) TEMPLATE

Note: The use of this template by an Agency is not mandatory when procuring Legal Services from the LSMUL.

Insert name of Agency	
Agency file reference	/
RFQ Number	
Date of RFQ	
Agency Project Officer (Instructing Officer)	
Required response time for quote	<Default is X Business Days>
Work specification for Legal Services	<Insert detailed description of Legal Services required, including relevant background material. List any documents attached to the RFQ>
Proposed Order Commencement Date	
Proposed Order Term / Completion Date	< Insert term> <with further period or periods, up to a maximum of [insert term], on the same terms and conditions of this RFQ>
Timeframes/ Milestones	<Insert proposed due date /milestones for Legal Services>
Required qualifications and experience	<Include details of mandatory/desired qualifications and experience>
Specified Personnel	<Insert any proposed any Specified Personnel or insert Not Applicable>
Subcontractors	<Insert details of proposed Subcontractors for pre-approval or insert Not Applicable>
Location	<Insert work site /s etc. or insert Not Applicable>
Terms and Conditions	<Default Terms and Conditions or Agency Specific Agreements>
Fees, Charges and Disbursements	<Insert details of fee structure e.g. List Rates, fixed fee, and accommodation and travel (if applicable)>
Commonwealth Material	<Insert details of any Commonwealth Material or insert Not Applicable>
Existing Material	<Insert details of any Existing Material or insert Not Applicable>
Contract Material	<Unless specified in the work specifications, insert details of any Contract Material>

Confidential Information	<Include details in table below or insert Not Applicable
	Information on confidentiality provisions is available at: http://www.finance.gov.au/procurement/procurement-policy-and-guidance/buying/contract-issues/confidentiality-procurement-cycle/principles.html >

Agency Confidential information	Period of Confidentiality
Agency data	Indefinitely
Any Personal Information held by the Agency	Indefinitely
Security Classified Information	Indefinitely

The Service Provider Confidential information	Period of Confidentiality
Information on the Service Providers performance	Indefinitely
List Rates (excluding the total value of the Contract)	Indefinitely

Additional Security requirements	<State any additional security requirements to the requirements contained in the Default Terms and Conditions, or that apply to particular aspects of work (e.g. Protected security clearance required) or insert Not Applicable>
Additional Insurance Requirements	<Insert additional requirements (if any) for relevant insurance e.g. Professional indemnity insurance for an insured amount of [$ *insert amount*] per occurrence and not less than [$ *insert amount*] in aggregate; Public liability insurance for an insured amount of [$ *insert amount*] per occurrence and not less than [$ *insert amount*] in aggregate; and Workers compensation insurance as required by law or insert Not Applicable. If Not Applicable is specified, the insurance requirements under the Deed will apply.>

Other Requirements	<Proposed Personnel performing the Legal Services may be required to sign a Deed and acknowledgements relating to confidentiality, security, moral rights, intellectual property and other relevant matters as required by the Agency. Any Contract will be conditional on this occurring. <Insert any other relevant details, if any, for example - Special conditions -Reporting -Value Add Services -Performance and evaluation - particular requirements concerning activities that must be undertaken jointly with other existing Agency contractors>

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