

Schedule 2: Request for Quote

Services		Performance Timeframe	Fee (excluding GST) Note 1	Approved Subcontractors Note 2	Invoice Timing
Name	Description of Milestones/Deliverables				
<i>[Insert name of Milestone/Deliverable]</i>	<i>[Summarise the Milestones/Deliverables from your Statement of Requirements/ Specification/ Scope of Work.] [Cross-reference and attach that document if necessary e.g. "The Services are further described in detail in the Statement of Requirements annexed at Attachment 1"]</i>	<i>[Insert due date]</i>	<i>[Insert instalment if applicable]</i>	<i>[Insert]</i>	<i>On completion of the Milestone / Deliverable to the satisfaction of Department</i>
[Milestone 2]					
[Milestone 3]					
	TOTAL FEE		[\$*]		

Breakdown- daily rates by resource

Resource name	Resource Description	Daily rate (excluding GST)	Number of days	Total (excluding GST)

Breakdown-disbursements and expenses

Item description	Number of units	Price per unit (excluding GST)	Total (excluding GST)

Acceptance and Execution

Signed by Authorised Officer	Role of Authorised Officer	Date

Note 1 - The Fee is to include:

1. A breakdown of daily rates by resource;
2. Resource types, the number of resources and the number of days required by each resource;
3. a breakdown of all disbursements, travel costs etc required to meet the requirements;
4. a breakdown of expenses;

Note 2 - DPIE Water must comply with the NSW Procurement Policy Framework and the DPIE Procurement Procedures.

Note 3 - Where WaterNSW is directly engaged as a service provider (i.e. not by a competitive procurement process), WaterNSW must ensure:

- (i) The services requested fall within its principal functions; and
- (ii) Its pricing in the Quote is consistent with the competitive neutrality principles in the Treasury Policy and Guidelines Paper TPP02-Policy Statement on the Application of Competitive Neutrality.