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| badge_black_notext_web_200  Government of **Western Australia**  [State agency name]  [Goods and Services procurement templates - verbal quotation form]  VERBAL QUOTATION FORM (up to $50,000) | | | | |
| Procurement Description  Description of Good / Service: | | | | |
| Project Number (If applicable): | | Agency File No: | | |
| Quotation and Evaluation | | | | |
| (Quotations should be evaluated on the basis of the suitability of the Good / Service and price. Identify below and advise suppliers if there are further evaluation criteria i.e. Delivery) | | | | |
|  | | | | |
| The following suppliers were asked to quote (identify more than one supplier capable of supplying) | | | | |
| Date Quotes Requested: | Quotes to be Received By: | | | |
| Supplier Name/Contact Name/Contact Method/Contact Number | | | | Amount Quoted |
|  | | | | $ |
|  | | | | $ |
|  | | | | $ |
|  | | | | $ |
|  | | | | $ |
| Name/Title Procurement Officer: | | | | |
| Signed: | | | Date: | |
| Contract Award | | | | |
| The successful supplier is | | | | |
| For the amount of $ | | | | |
| Justification: | | | | |
| Name/Title Approving Officer: | | | | |
| Signed: | | | Date: | |

Verbal Quotations Checklist

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|  | Identify more than one supplier capable of supplying the required Good or Service. For |
|  | regional delivery locations, identify any capable businesses located within that region. |

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|  | Before contacting your identified supplier(s), check they are not debarred or suspended |
|  | under the [*Western Australian Debarment Regime*](https://www.wa.gov.au/organisation/department-of-finance/debarment-regime). Refer to the[*Excluded Suppliers*](https://www.tenders.wa.gov.au/watenders/news/browse.do?CSRFNONCE=BC47BF6C8B895C8C0C0CB75B4FF0C4AF&&ss=1) page on Tenders WA for more information. |

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|  | Develop a brief description of the Good or Service. |

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|  | Request quotations by phone, email or face-to-face and give potential suppliers a |
|  | reasonable amount of time to respond. Advise the suppliers if there are any evaluation criteria other than suitability of purpose and price. You may wish to use the [Very Simple Purchase](https://www.wa.gov.au/government/publications/very-simple-purchase-template) template. |

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|  | Evaluate the quotations. |

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|  | Select the successful supplier and provide a brief justification statement. |
|  | A brief evaluation report may be appropriate where there are several qualitative criteria. |

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|  | Advise the successful supplier and confirm by sending an order or a written acceptance. |

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|  | Advise the unsuccessful bidders. |

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|  | Record the details of all quotations requested and received, including the successful |
|  | supplier’s details. |

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|  | Ensure that the successful supplier provides the Goods or Services in accordance with |
|  | the quote at the accepted price. |

**Notes:**

1. Consider opportunities to increase participation by local businesses, in accordance with the WA Buy Local Policy 2022. More information is available on: [www.wa.gov.au/government/publications/western-australian-buy-local-policy-2022](http://www.wa.gov.au/government/publications/western-australian-buy-local-policy-2022).
2. Consider opportunities to purchase from an Aboriginal business or an Australian Disability Enterprise. More information is available on: <https://www.wa.gov.au/organisation/department-of-finance/buying-journey-1-social-procurement>.
3. An “appropriate time to respond” for potential suppliers will vary depending on the nature of the purchase. Allow sufficient time for potential suppliers to develop their quotation and confirm in writing, if required.
4. It is good practice to give the suppliers a date and time to get back to you.
5. Should the price of the successful supplier exceed the $50,000 threshold, the Accountable Authority may elect to still award the contract. In assessing this, the Accountable Authority will consider how much the threshold has been exceeded by and the benefits of another competitive quotation process. Where the contract is awarded for $50,000 or more, the award details are to be placed on Tenders WA.
6. If the contract is awarded for $50,000 or more, the [Western Australian Procurement Rules](https://www.wa.gov.au/government/publications/western-australian-procurement-rules) require that the purchase is recorded on Tenders WA and in a contract register.
7. Unsuccessful bidders should be advised of the result. A simple email or phone call is sufficient. A letter of decline is not required. Unsuccessful bidders should be provided with the name and total quote amount of the successful bidder.