



Australian Government
Department of Defence

(ABN 68 706 814 312)

AC 565
Revised December 2015

Request for Quotation

Quotation No.

Quotations Close
Time
Date

Contact Officer	Phone and Fax
File Reference	Email

Delivery Location for Goods or Repair Services
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Respondent Details (Company Name and Address)	
A.C.N.	A.B.N.

Commonwealth Issuing Officer	
Signature	
Printed Name	Date

Lodge Quotations	
By Post to	By Fax or Email to

Item No.	NATO Stock No.	Item Description	Unit	Quantity Required	Lead Time	Unit Price (\$A, Duty Paid, GST Exclusive)	GST Applies (Y/N)	Subtotal Price (\$A, Duty Paid GST Exclusive)

Total (GST Exclusive)		Total GST		Total (GST Inclusive)	
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Confirm Price Basis	F I S			
Confirm Price Firm	Yes		No	
Reasons for Variation				
Exchange Rate		Percentage of Price Variable		
Date and Source of Exchange Rate				

Discount Offered		For payment within		days from receipt of correctly rendered invoice.
Quotation Valid		days.		
Payment Method:	Defence Purchasing Card		Invoice against Purchase Order	
Warranty Period:				

Are you a Small Business?	Yes	No	
The respondent submits their offer on the basis of the attached General Conditions of Quotation.			
The respondent declares it does not have judicial decisions against it (including overseas jurisdictions but excluding decisions under appeal or instances where the period for appeal or payment/settlement has not expired) relating to unpaid employee entitlements where the entitlements remain unpaid.			
The respondent agrees that any resultant Purchase Order and Contract will be on the terms of the General Conditions of Contract for the Supply of Goods and Repair Services and any Special Conditions attached by the Commonwealth.			

Respondent's Signature	Printed Name	Position	Phone and Fax No.	Email Address	Date