



Schedule 5 – Request for Quotation **Labour Hire Services**

This Schedule 5 provides a Request for Quotation (RFQ) template that includes the typical information that an Entity will provide to the Service Provider to request a quotation for the provision of Services to an Entity.

It will not be mandatory that Entities use this RFQ Template to request quotes from Service Providers.

Use of the template is encouraged to ensure standardisation and consistency.

Drafting notes are highlighted. Yellow highlights would generally be filled out by the Entity, blue by the Service Provider.

This RFQ is issued under clause 11.2 of the Head Agreement for People Panel (Phase 2 – Labour Hire Services) Standing Offer Notice (SON3965020) between the Service Provider and the Department of Finance for the provision of Labour Hire Services to the Australian Government.

Request For Quotation for Services – Introduction and Placement Services

Entity Information

Entity	[Insert Entity name]
Entity ABN	[Insert Entity ABN]
RFQ Reference	[Insert Entity RFQ reference number]
Entity Representative	Name: [Insert contact name] Position: [Insert title] Address: [Insert address, including postcode] Email: [Insert email address] Contact number: [Insert contact number, including area code]; Mobile: [Insert mobile number]

RFQ and Proposed Order Details

RFQ Title	[Insert title of RFQ – optional]
RFQ Release Date	[insert date the RFQ is released]
RFQ Closing Date	[insert date and time the RFQ closes]
Proposed Order Commencement Date	[insert date the Services will commence]



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Proposed Order Term and/or Completion Date	[insert the order term and/or completion date]
Engagement Type	
Placement Service <i>Placement of a candidate as a non-ongoing APS employee</i> (clause 15 of Schedule 2 (Labour Hire Services))	[APS Equivalent classification] [Job Role]* [Fee, GST exclusive] [Fee, GST inclusive] [Security Clearance Requirements] *Job role as specified in the APS Job Family Framework NOTE: Due to the introduction of the <i>Fair Work Legislation Amendment (Secure Jobs, Better Pay) Act 2022</i> , non-ongoing employment contracts must not exceed 12 months for the initial term. The term can be extended for 6 months however the total engagement length must not exceed 18 months. Refer to your entity's recruitment team for advice.
Introduction Services <i>Introduction of an employee to an Entity resulting in a section 26 transfer</i> (clause 14 of Schedule 2 (Labour Hire Services))	[APS Equivalent classification] [Job Role]* [Fee amount GST exclusive] [Fee total GST inclusive] [Security Clearance Requirements] *Job role as specified in the APS Job Family Framework
Total Fees Payable under this Order	[Insert the total amount of the Contract Price/s set out above plus any additional Fees agreed, both exclusive and inclusive of GST] Note: please ensure any commitment of funds considers the Coordinated Procurement Fee (CPF) payable to the Department of Finance . This fee is 1.5% of the commitment value (contract value) and will be charged directly to the engaging Entity on an adhoc basis via an invoice from the Department of Finance. This fee is calculated on the GST Ex value of the total order (16)
Statement of Work	



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Statement of Work	<p>[Insert a detailed description of the Services required, including relevant background material such as information on the role(s) and business area, whether any licences/authorisations are required to provide the services and any reporting that may be required.</p> <p>A separate Statement of Work may be referenced and attached]</p>
Location	[Insert the full address, including post code, of the primary work location]
Payment Terms	<p>[Select the relevant payment terms – note that invoicing is the <u>default payment method</u> for Non-corporate Commonwealth Entities (NCEs)]</p> <p>[For NCEs:]</p> <p>Five calendar days where the Entity and the Service Provider both have the capability to deliver and receive eInvoices through the Pan-European Public Procurement On-Line Framework and have agreed to use this method of invoicing.</p> <p>OR</p> <p>20 calendar days</p> <p>[For Entities other than NCEs: insert payment terms]</p>
Invoicing (clause 14.4.2(e))	[the Entity will include any other information required in the invoice in accordance with 14.4.2(e)]

Additional Requirements

Liability (clause 19.1)	[The liability cap that applies for the purposes of clause 19.1 needs to be specified here.]
Governing Law and Jurisdiction (clause 35.6.1)	[Default jurisdiction in clause 35.6.1 is ACT. Insert applicable jurisdiction here if different to the ACT]
Other Additional Requirements	[Include any other Additional Requirements, if applicable]

Evaluation Criteria

Responses to this RFQ will be evaluated against the following criteria: [Entities should be able to select the evaluation criteria they wish to apply and/or include their own criteria].

- The Service Provider's demonstrated understanding of the Services required.
- The Service Provider's demonstrated capability and capacity to provide the services.

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- The extent to which the Fees proposed provides value for money for the Australian Government.

Responding to this RFQ

The Service Provider is required to complete the following information:

[Service Provider's Representative]

[Service Provider's Name]

[Service Provider's Address]

[Service Provider's ABN]

[Service Provider's email address]

[Entities will select from the requirements below and/or include their own requirements]

In responding to this RFQ, the Service Provider should:

- describe its understanding of the Services required

[Service Provider response]

- detail its capability and capacity to provide the Services described in the Detailed Statement of Work

[Service Provider response]

The Service Provider is also required to:

- identify any Subcontractors nominated to provide the Services and their role in the delivery of the Services

[Service Provider response on subcontractors]

- disclose any conflicts of interest it would have with the delivery of the Services

[Service Provider declaration on conflict of interest]

- include any information in its respond that it requests to remain confidential

[Service Provider response on confidential information]

- confirm if it is [eInvoicing \(Peppol\)](#) enabled

[Service Provider response on PEPPOL capability]

- confirm if it holds current State or Territory licencing that may be required to provide Services for the location(s) identified in this RFQ

[Service Provider response on licencing]

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Service Provider Confidential Information	Period of Confidentiality

Tax residency - for quotations greater than \$200,000, GST inclusive

- Identify your organisation's country of tax residency.

[Entity guidance on the application of this policy is available at

<https://treasury.gov.au/policy-topics/taxation/country-tax-residency-disclosures>.]

[Service Provider response on country of tax residency]

- Insert your organisation's ultimate parent entity's country of tax residency (if different from above).

[Service provider response of parent company tax residency - NOTE: Complete with "AS ABOVE" if same as your organisation's country of tax residency- refer to [Country of tax residency disclosures | Treasury.gov.au](#) for further information.]

Additional response information: