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.

Non-corporate Commonwealth Entities must:

- **only approach small and medium enterprises (SMEs) to quote for procurements with an estimated value under $125,000 (including GST), unless paragraph 5.5 of the CPRs is used.**

All Entities must:

- **approach at least one SME to quote for procurements with an estimated value of $125,000 (including GST) and above.**

SMEs can be identified through the search tool or supplier matrix via the People Panel website. Refer to the panel user guide for more information on these requirements.

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]

Request For Quotation for Services – Introduction and Placement Services	
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]
Proposed Order Term and/or Completion Date	[insert the order term and/or completion date]
Engagement Type	
Placement Service *Placement of a candidate as a non-ongoing APS employee* (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 *Fair Work Legislation Amendment (Secure Jobs, Better Pay) Act 2022,* 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 *Introduction of an employee to an Entity resulting in a section 26 transfer* (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**.

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	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

Statement of Work	[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. A separate Statement of Work may be referenced and attached]
Location	[Insert the full address, including post code, of the primary work location]
Payment Terms	[Select the relevant payment terms – **note that einvoicing is the default invoicing method for Non-corporate Commonwealth Entities (NCEs)**] [For NCEs:] Five calendar days through the Peppol Framework. OR 20 calendar days [For Entities other than NCEs: insert payment terms]
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]
Use of AI Systems	[Agencies must include one of the following 2 options: *Option 1: Insert the following if the Entity consents to the use of AI Systems in the delivery of the Services*: The Service Provider must provide information in its RFQ response about its proposed use of AI Systems in the delivery of the Services.

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	Information provided by the Service Provider may form part of the Order. The Entity may include additional requirements in the Order regarding the Service Provider's use of AI Systems (consistent with the Artificial Intelligence model clauses in the Australian Government's [Digital Sourcing ClauseBank](#) from time to time).
	"**AI System**" means the machine-based system that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments. Different AI Systems vary in their levels of autonomy and adaptiveness after deployment.
	Option 2: If the Entity does not consent to the use of AI Systems in the delivery of the Services, insert the following:
	The Service Provider must not use any AI Systems in the delivery of the Services.
	"**AI System**" means the machine-based system that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments. Different AI Systems vary in their levels of autonomy and adaptiveness after deployment.]
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.
- The extent to which the Fees proposed provides value for money for the Australian Government.
- The extent to which the Service Provider's response presents any risks, including in the Service Provider's proposed use of AI Systems.

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:

Request For Quotation for Services – Introduction and Placement Services

Service Provider Confidential Information	Period of Confidentiality

- 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]

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.]

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[include the following if the Entity consents to the use of AI Systems in the delivery of the Services:]

The Service Provider is also required to:

- confirm whether any AI Systems will or will not be used in connection with delivery of the Services
- if one or more AI Systems will be used in connection with delivery of the Services, provide the following information in respect of the Service Provider's use of AI Systems:

Category	Information to be provided
AI Systems	The names of the AI Systems that will be used (e.g. ChatGPT, Copilot)
Purpose and application	Describe how each AI System will used to support the delivery of Services (e.g. drafting support, data analysis)
Extent of use	Outline the scale of involvement of AI Systems in delivering the Services (e.g. limited support, automation of analysis)
Data handling	Identify if and what Commonwealth data or information would be input, processed or stored in the AI System, including the data location and security controls.
Governance and oversight	Outline the measures in place to ensure the safe and responsible use of AI Systems in delivery of the Services.

Additional response information: