

# QUEENSLAND CATHOLIC EDUCATION COMMISSION

## RESULTS OF QUOTATION PROCESS



**[for Minor Projects below \$100,000]**

SCHOOL NAME/LOCATION:	
QCEC PROJECT REF NO:	
PROJECT DESCRIPTION	

### QUOTATIONS RECEIVED

NAME		QUOTATION AMOUNT	
		Cost less GST	GST Component
1			
2			
3			
4			
5			
6			

### PREFERRED TENDER:

**Note: The preferred quotation is expected to be the LOWEST.**

**[Refer Quotation Procedure Minor Capital Projects (below \$100,000), QCEC Conditions of Compliance]**

**ATTACH COPIES OF SUBMITTED QUOTATIONS RESULTS RECEIVED**

COST OF TOTAL PROJECT: [based on preferred quotations]		Cost less GST	GST Component
a.	Amount of preferred quotation: <b>[attach details of variations from quotation]</b>		
b.	Contingency sum: [if not included in quotation] or \$ <b>[if included in quotation]</b>		
c.	Other costs not included in quotation: <b>[attach details of non-inclusion]</b>		
d.	Estimate cost of: <b>[if not already included in quotation]</b> – furniture & equipment loose		
e.	All professional fees:		
<b>TOTAL PROJECT COST</b>			

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**PROVISIONAL SUMS:**

Please list all estimates for provisional sums, prime cost items, sub-contracts and sub elements [greater than \$15,000] which are contained within the quotation price for the project. *[Attach list if more space required]*

	Description	Estimate (\$)	Date quotes to be obtained
1			
2			
3			
4			
5			

Details of above quotations are to be available for inspection by Queensland Catholic Education Commission when required.

**VARIATION FROM GRANT AND FUNDING APPROVAL (scope or financial):**

	Description	Reason for Variation	Estimate (\$)
1			
2			
3			
4			
5			

**CONSTRUCTION DETAILS:**

Anticipated construction period:                      Months                      Weeks

Anticipated commencement date:

**TENDER RESULTS CERTIFICATION:**

I certify that the costs and other details provided are inclusive of the approved funded works.

Signature:  
*[Principal]* \_\_\_\_\_

Date:

Signature:  
*[Architect/Project Supervisor]* \_\_\_\_\_

Date:

Signature:  
*[Approved School Authority for the receipt of the grant]* \_\_\_\_\_

Date:

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*NB: That when entering into a written agreement with schools, BGAs must notify schools that in providing any data or any other information required to be given pursuant to the agreement, these Arrangements or the Act, giving false or misleading information is a serious offence under the **Criminal Code**.*

**WHEN SUBMITTING QUOTATION RESULTS, PLEASE DO NOT FORGET TO ATTACH  
FULL DETAILS OF QUOTATIONS AS REQUESTED:**

- *Copies of quotations received*
- *Details of quotation variations [if applicable]*
- *Details of costs not included in Tender [if applicable]*
- *Details of Indigenous employment/training [if applicable]*

**RETURN BY EMAIL: [capital@qcec.catholic.edu.au](mailto:capital@qcec.catholic.edu.au)**

***Further Enquiries:***

Capital Programs  
Queensland Catholic Education Commission

Telephone: 07 3316 5818

All Diocesan Schools submit Statement to respective Diocesan Education Office.