**E5 – Summary of Quotes**

*(Please delete these notes and the statements shown below prior to saving and uploading final version)*

* *Please provide the following information in no more than* ***three (3) A4 pages***
* Text must be size 12 point Times New Roman, or an equivalent a highly legible font type (Arial, Courier, Palatino, and Helvetica) subject to them being an equivalent sized font to 12 point Times New Roman.
* You must use 0.5cm margins.

Use the same row and column headings as below and no others. The uploaded PDF **must**:

* Enter all information as set out in the table format below using the same headings as those below.
* Enter each item in the Summary of Quotes table in the same order as each item has been entered in the first table in Part D1 ‘Project Cost’ (i.e., in descending order with the highest priority item numbered 1, second priority item numbered 2, etc.).
* If more than one quote for the same item has been obtained from different suppliers, enter both quotes using the same item number. Differentiate the first, second or third quote etc. for that same item with a 1, 2 or 3, etc. in the ‘Quote Number’ column as illustrated below.
* Insert an asterisk into the ‘Preferred quote’ column as indicated below against the quote you prefer to use.
* The PDF which you upload into the Proposal must fit into the format requirements. This table may be landscape orientation provided the page limits are observed and the headings of the table are on the left.
* The amount shown in the ‘Amount $AUD’ should include the discount (if any).
* Title each page of the PDF as ‘E5 – Summary of Quotes’.

**Template: Summary of Quotes**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item Number in priority order** | **Quote number** | **Preferred quote** | **Supplier name** | **Item name** | **Discount** | **Amount $AUD** | **Date of quote** | **Exchange rate at time of quote** |
| 1 | 1 | \* | Example Co | Item 1 | Nil | 150,000 | 1/02/2013 | 1.29USD |
| 1 | 2 |  | ABC Co | Item 1 | 5% | 152,999 | 1/02/2013 | 1.29USD |
| 1 | 3 |  | Testing Co | Item 1 | Nil | 150,000 | 1/02/2013 | 1.29USD |
| 2 | 1 | \* | Example Co | Item 2 | Nil | 100,000 | 1/02/2013 | 1.29USD |
| 2 | 2 |  | ABC Co | Item 2 | 5% | 104,000 | 1/02/2013 | 1.29USD |
| 2 | 3 |  | Testing Co | Item 2 | Nil | 110,000 | 1/02/2013 | 1.29USD |