## Cardinia Shire Community Capital Works Grant Project

## Request for Quote for proposed works

### Information for contractors

Please be aware ALL Contractors must have the following Insurances to be eligible to complete works under the Community Capital Works Grants program.

Contractors working with successful applicants will be required to supply a copy of relevant insurance certificates

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| Requirement | Tick if met |
| $20M Public Liability Insurance - to be supplied with quote | ☐ |
| WorkCover or Personal Injury Insurance – to be supplied with quote | ☐ |
| Evidence of a safety management system  *\*OH&S policy – to be supplied two weeks prior to works commencing* | ☐ |
| $2m Professional Indemnity Insurance  *\*may be required for some works - to be supplied two week prior to works commencing* | ☐ |

Please be aware that the contractor must meet further requirements before work can commence. If your grant application is successful, these further requirements will be outlined in your grant information kit. They include:

* All personnel to work on the project must hold a Construction Induction Card – copies to be supplied to Council.
* A detailed project specific Safe Work Method Statement (SWMS) must be submitted to Council for approval.

## Quote Request

Organisation requesting quotation:

Contact details:

Company requested to provide quotation:

Location of proposed works (address and facility):

Description/Scope of works:

*Does this work require a building permit? If yes request costs of permit to be included in quote.*

Exclusions:

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|  |

**Preferred timing of works:**

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