

JCU INTERNAL TENDERS  
**TENDER OFFER FORM**

TENDER NO: \_\_\_\_\_ CLOSING DATE: \_\_\_\_\_ CLOSING TIME: **2:00 PM**

**CONTACT FOR ENQUIRIES:**

CONTACT NAME: \_\_\_\_\_ PHONE EXT: \_\_\_\_\_

**GOODS INSPECTION LOCATION:**

INSPECTION DATES: \_\_\_\_\_ TIME OF INSPECTION \_\_\_\_\_ APPOINTMENT REQUIRED? \_\_\_\_\_

CAMPUS: \_\_\_\_\_ BLD NAME # \_\_\_\_\_

BLD # \_\_\_\_\_ FLOOR/LEVEL \_\_\_\_\_ ROOM # \_\_\_\_\_

**ITEM/S FOR TENDER:**

Item Number	Item ID# or Asset #	Location	Description:	Offered Amount (GST inclusive where applicable)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
<b>TOTAL</b>				

**CONDITIONS:**

- The highest or any offer may not necessarily be accepted.
- Items are sold on an as is and where is basis.
- No warranty shall be given.
- Payment by the successful bidder must be to the JCU cashier before removal of items/s from the University.
- Delivery shall be affected by the removal of the item/s and at the expense of the purchaser.
- Property and risk in the item/s shall pass to the purchaser upon payment being made.
- Late submissions may be considered at the discretion of the Director, Commercial Services.

**SUBMISSION OF OFFERS:**

- Offers must be submitted on this form (Internal Tender Offer Form) and must be for individual items. Offers not submitted on this form will be considered as non-conforming.
- GST will be payable. All offered amounts must include GST.
- The completed 'Internal Tender Offer Form' (signed and scanned) must be emailed to [tenders@jcu.edu.au](mailto:tenders@jcu.edu.au) by **no later than 2:00pm** of the closing date. **Please ensure you put the Tender No: ITEN140801 in the subject line of your email.**

**OFFERER TO COMPLETE:**

I hereby acknowledge and agree to the Conditions outlined on this JCU Internal Tender Form.  
My offer is provided in the required section of this form and includes GST (where applicable).

OFFERER NAME: \_\_\_\_\_

PHONE # \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_