



## Request for Quote – Product Certification

To aid in our understanding of your needs and to provide you with an accurate Fee Proposal we would appreciate you answering the following questions. Please also note that by submitting this **Request for Quote (RFQ)** you authorise DLCS to make all necessary enquiries and ensure the organisation listed below is a registered legal entity.

(Use Extra Sheets if Necessary)

### 1.0 Organisation Details

Company Details				
Company Name to be certified				
ABN / ACN				
Trading Name(s)				
Does the company have any subsidiary companies to be covered by this certification?			Yes	No
If Yes, Provide Company names;				
Number of Employees/Contractors <i>(Note: Specific functional list at s3)</i>	Full time		Part-time	
	Contractors operating under same management system		Sub-contractors operating under same management system	

Full-time, Part-time and contracted employees will be considered in the calculation of your EFT

Physical Address (Head Office)				
Street Address				
Suburb, Country		State		Postcode

Mailing Address (if different from above)				
Street Address or PO Box Address				
Suburb, Country		State		Postcode

Management Representative (responsible for the certification process)				
Name:		Title:		
Street Address:				
Suburb, Country:		State:		Postcode
Email:			Phone	
Mobile:			Fax	

Billing Information (if different from above)				
Name:		Title:		
Street Address:				
Suburb, Country:		State:		Postcode



Billing Information (if different from above)			
Email:		Phone	
Mobile:		Fax	

## 2.0 PROPOSED Site Details/Scope for Inclusion of Certification

Site Details – Permanent sites			List Functions									
Sites	Location/Site/Office Address	Total No. of Employees (Full Time Employee-FTE)	R&D	Design	Purchasing	Production	Sales and	Admin	Services	HR	Legal	Other
			List total no. of employees within each functions @ each location/site below									
HO												
Site 1												
Site 2												
Site 3												
Site 4												
Site 5												



### 3.0 Primary Drivers for Product Certification

Business Objective(s)	
Market access to Green Star building projects	<input type="checkbox"/>
Access to government procurement tenders	<input type="checkbox"/>
Earn point for Green Star by specifying GECA	<input type="checkbox"/>
International recognition – get certified by a member of the Global Ecolabelling Network (GEN)	<input type="checkbox"/>
Market recognition and exposure	<input type="checkbox"/>
Independently verified by JAS-ANZ accredited auditors	<input type="checkbox"/>
Reduce Environmental Footprint	<input type="checkbox"/>
Costs Control (e.g. minimising energy consumption, minimise raw materials consumption, minimising risks of environmental penalties)	<input type="checkbox"/>
Product differentiation and marketing	<input type="checkbox"/>
Other	

### 4.0 About Your Management System

Your Management System/s			
Are you using a consultant to develop your Management System? If so, please provide the company name, consultant name and phone number.			
Do you have any Management System OR Product certified by DLCS or another Certification Assessment Body (CAB)? If so, please provide the details.	<input type="checkbox"/> Yes (If 'Yes', please provide details below)		<input type="checkbox"/> No
	CB		
	Program		
	Cert. No.	Expiry date	Click here to enter a date.
From the sites identified in s2, which site(s) produce the Product(s) to be certified?			





## 5.0 Other Information

Marketing Information		
How did you hear about GECA product certification?		
Would you like information on any other Services?	Readiness Assessments	
	Management System Training	
	Internal Auditing /Training	
	Quality Management Systems (QMS) – AS/NZS ISO 9001	
	Environmental Management Systems (EMS) – AS/NZS ISO 14001	
	Information Security Management Systems (ISMS) – AS/NZS ISO 27001	
	Occupational Health & Safety Management Systems (OHS) – AS/NZS 4801:2001	
	Other	
Please don't Send me any marketing material		

Please email Completed forms to [info@dlcsi.com.au](mailto:info@dlcsi.com.au) and a member of the DLCS team will contact you.

### Office Use Only

**Sampling Calculator: M1 =substantially same products at sites**

- Method: 1. sample across sites  
2. each site  
3. combination 1 & 2

	Y/N	Pass - Y/N
ASIC Register check		
Credit Check		
For Product Certification: Check current Product Standard version #		