

**You need to complete this form if:**

- you wish to obtain a product or service that is available through a [department arrangement](#) or [NSW Government arrangement](#) from a supplier that isn't on one of those arrangements.

**You don't need to complete this form if:**

- the product or service is not available under a department arrangement or NSW Government arrangement, or  
 - if you are conducting an **emergency purchase**. Refer to the Procurement manual for further information.

**Your details**

School/Office	<input type="text"/>	Date	<input type="text"/>
Work address	<input type="text"/>		
Name	<input type="text"/>		
Position	<input type="text"/>		
Email address	<input type="text"/>	Phone number	<input type="text"/>

**Alternate supply details**

Provide all necessary evidence, including quotes (with specifications), warranties, service information and additional charges.

Alternate supplier name	<input type="text"/>	Phone number	<input type="text"/>
Product/service name	<input type="text"/>		
Brief description of product/service	<input type="text"/>		

Total product cost excl. GST. *NB: You must consider the total costs for the product/service e.g. delivery, installation, consumables, maintenance costs etc. Copies of quotes, invoices etc. are to be sent with this form.* \$

If this product is intended to be connected to the department's IT network (e.g. copier, printer, computer, interactive projectors etc), you must first obtain confirmation from your ICT contact that the device meets ET4L compliance and confirm below.

Has your ICT contact approved the device for use on the department's IT network?	<input type="text"/>
ICT contact name	<input type="text"/>
ICT contact phone	<input type="text"/>

Does the product have a warranty?  Warranty & other details

Have you sought price matching from a department contracted supplier?

If "yes", what was the outcome?

Quantity required now  Estimated ongoing quantity e.g. for complete project or per year:

Reason for your request (choose from drop down list)

# Alternate Supply Request

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## Submitting your request:

- Complete this form
- Select File/Save as and select an appropriate drive and folder to save this completed form
- Via the EDConnect [online form](#), select Procurement, Procurement forms, Alternate Supplier Request
- Attach this completed form as well as scanned copies of all relevant quotes and supporting documentation

EDConnect will acknowledge all requests within 48 hours.

## More Information:

[NSW Procurement Board Direction 2012–02](#) requires that the department must use NSW Government arrangements for obtaining the goods or services to which those arrangements apply. The department requires that department arrangements are used first when procuring goods and services.

This form enables you to tell us about a product or service that you consider to be better value than a product or service on a department arrangement or a NSW Government arrangement. The Procurement Solutions Directorate will evaluate and approve the request if a better deal cannot be obtained from either a department arrangement or NSW Government arrangement, if there are no risks involved with the proposed supply.

Alternate Supply Requests are to be approved by Procurement Solutions Directorate before committing to any alternate supply. You will need to retain these records for audit purposes.

**If you need more information or assistance, contact EDConnect on 1300 32 32 32.**

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## Office use only

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Reviewer name

Date

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Signature

Date