**Summary of Quotations [Template]**

|  |  |
| --- | --- |
| **Charity** | **[Name of Charity]** |
| **IT Solution** | **[IT Solution Name Here]** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Items** |  **[Vendor 1]***(Preferred Vendor)* | **[Vendor 2]** | **[Vendor 3]** |
| **One-Time Implementation Costs – Inclusive of 1st year software subscription/license and maintenance costs** |
| Implementation Cost of **[IT Solution]**  | $ | $ |  $ |
| 1st Year Subscription/Licencing and Maintenance Services Fees | $ | $ |  $ |
| **Sub-Total (Without GST)**  | **$** | **$** | **$** |
| **Sub-Total (With GST)** | **$** | **$** | **$**  |
| **2nd and 3rd Year Recurrent Costs** |
| 2nd Year Subscription/Licencing and Maintenance Services Fees | $ |  $ | $ |
| 3rd Year Subscription/Licencing and Maintenance Services Fees | $ | $ | $ |
| **Sub-Total (Without GST)**  | **$** | **$** | **$** |
| **Sub-Total (With GST)** |  **$** |  **$** | **$** |
| **Total Project Costs (with GST)** | **$** |  **$** |  **$** |