

REQUEST FOR QUOTATION

ATTENTION: _____	FROM: _____
ORGANISATION: _____	ORGANISATION: _____
ADDRESS: _____	ADDRESS: _____
FACSIMILE NO: _____	FACSIMILE NO: _____
TELEPHONE NO: _____	TELEPHONE NO: _____
YOUR REF: _____	OUR REF: _____
EMAIL: _____	EMAIL: _____
NO PAGES SENT: _____	DATE: _____

**QUOTATION TITLE: FABRICATION AND SUPPLY OF STAINLESS STEEL
PLAQUE AND FRAME**

Dear **Sir/Madam**

An invitation is extended to you to submit a written quotation for the following:

The fabrication of a plaque and frame for the Mt Inkerman Lookout

hereinafter called "the goods and/or services"

Quotations must be in accordance with the attached Specification and Criteria. Please ensure your written Quotation is lodged prior to the Closing Time, being **12:00 PM Friday, 17th of November 2017**.

Thank you in anticipation of receipt of your written Quotation. You will be advised if you have been selected as the successful Respondent in due course.

In the meantime, please direct any general and Specification enquiries to Joshua Torrisi on 4783 9913.

Yours sincerely

Kevin Byers
MANAGER TECHNICAL SERVICES

CRITERIA

The Criteria listed below must be addressed and detailed information provided as part of your written Quotation:

Item	Criteria Description
1	Completion of the attached Form of Quotation and Price Schedule (refer to Items 1 & 2) – Will form 20% of the Selection Criteria
2	Compliance with Special Conditions (refer to Item 3)
3	Compliance with Specification (refer to Item 4)
4	Timeframe for completion of Project or Delivery Date (Refer to Item 3.6) – Will form 30% of the Selection Criteria
5	Demonstrated experience in completing similar projects. – Will form 20% of the Selection Criteria
6	A weighting of 20% will be awarded to local business content
7	<p>Insurance</p> <p>The successful Respondent and any subcontractor(s) will be required to effect and maintain insurance policies in the following sums:</p> <p>(a) Public liability insurance in the sum of at least \$10,000,000 in respect of any one occurrence and for an unlimited number of claims.</p> <p>(b) Workers Compensation or Personal Accident Insurance cover as required by law (whichever may apply).</p>

The following Local Government documents will apply to the successful Respondent and may be viewed on request:

- **Burdekin Shire Council Work Health and Safety Policy**

1. FORM OF QUOTATION

To: The Chief Executive Officer
Burdekin Shire Council
PO BOX 974
145 Young Street, Ayr QLD 4807

Attention: JOSHUA TORRISI

I/We the undersigned hereby provide a Quotation for the goods and/or services requested. The quoted consideration is as provided in the Price Schedule submitted with this Quotation.

DATED this _____ day of _____ 20____

Name of Respondent: _____

Full Name of Company: _____

Address of Company: _____

Contact Details - Phone Number _____

Facsimile Number: _____

Mobile Phone Number: _____

E-mail: _____

2. PRICE SCHEDULE

Item No.	Description	Unit	Price Tendered (ex GST)	GST Component	Price Tendered (inc GST)
1	Fabrication and supply of a stainless steel plaque as per supplied drawings (M-1149-A)				

Signature: _____

Full Name: _____

Date: _____

3. SPECIAL CONDITIONS

3.1. Quoted prices

- 3.1.1 Prices quoted are to be on a lump sum basis.
- 3.1.2 All prices for goods and/or services offered are to be fixed for the term of the Contract. Quoted prices must include Goods and Services Tax (GST).
- 3.1.3 Unless otherwise indicated, prices quoted must include delivery to and unloading at the site specified in the Specification or, if no site is specified in the Specification, the public office of the Local Government, packing, marking and all applicable levies, duties, taxes and charges.

3.2. Lodgement of Quotations

- 3.2.1 The Respondent must submit:
 - (a) the original of the Form of Quotation;
 - (b) completed schedules and any drawings; and
 - (c) written statements and other information (if required).
- 3.2.2 Quotations must be submitted duly signed and in a sealed package clearly endorsed with the Quotation Title and Reference Number and must be addressed to:

To: **The Chief Executive Officer
Burdekin Shire Council
145 Young Street, Ayr QLD 4807**

Attention: **Joshua Torrisi**

or hand delivered to:

**Tender Box
Burdekin Shire Council
145 Young Street, Ayr QLD 4807**

(Located in the foyer of the Burdekin Shire Council Chambers)

3.3. Quotation Closing Time

- 3.3.1 Quotations close at 12:00 PM Friday, 10th of November 2017 (AEST).
- 3.3.2 Only those Quotations received by the Closing Time will be considered.
- 3.3.3 Quotations that are mailed will be dated and time stamped when received.
- 3.3.4 The Local Government will accept no responsibility in the event that a Quotation is not received by the Closing Time.

3.4. Informal Quotation

3.4.1 Any Quotation may be rejected if it:

- (a) does not comply with the requirements of the Specification or this Request for Quotation;
or
- (b) contains any provisions not required by this Request for Quotation.

3.5. Acceptance of Quotations

3.5.1 The Local Government is not bound to accept the lowest or any Quotation.

3.5.2 The Local Government may accept part of a Quotation.

3.5.3 This Request for Quotation together with the Local Government's written acceptance of the Quotation, shall constitute the Contract between the Local Government and the successful Respondent.

3.5.4 The Respondent agrees that the Quotation will remain open for acceptance for a minimum period of **30** days after the Closing Time, notwithstanding that there may have been negotiations in respect of any Quotation in the meantime.

3.5.5 A Respondent may withdraw its Quotation at any time after the expiration of **30** days from the Closing Time, but must not withdraw their Quotation prior to the expiration of **30** days from the Closing Time.

3.6. Contract Duration

3.6.1 The Contract is to be completed on supply of the goods as negotiated and agreed by the Local Government.

3.6.2 However, in the event of the successful Respondent failing in any manner to carry out the Contract to the Local Government's satisfaction, the Local Government may forthwith determine the Contract by written notice to the successful Respondent.

3.7. Canvassing of Elected Members and Council Officers

3.7.1 Canvassing of elected members or Council officers will automatically lead to disqualification.

3.8. Indemnity

3.8.1 The successful Respondent must indemnify and keep indemnified the Local Government against:

- (a) any liability under the *Workers' Compensation and Rehabilitation Act 2003* as amended from time to time; and
- (b) any other law in force or which during the term of this Contract may come into force, under which any person is entitled to claim or sue for compensation or recover any damages from the Local Government.

4. SPECIFICATION

4.1. Introduction

- 4.1.1 The Burdekin Shire Council is upgrading the Mt Inkerman Lookout and as part of this upgrade the existing directional plaque which has been removed is to be recreated and placed on the main concourse of the upgraded lookout. The Mt Inkerman Lookout is situated at the summit approximately 12.5km south of Home Hill along the Bruce Highway.

4.2. Particulars of Goods

- 4.2.1 The scope of works for this contract is to fabricate a plaque and frame from grade 304 stainless steel as per the attached drawing (M-1149-A).

4.3. Specific Requirements of the Contract

- 4.3.1 Fabricated as per drawing M-1149-A.
- 4.3.2 Fabricated using grade 304 stainless steel.
- 4.3.3 The plaque is to be delivered to 25-51 Jones Street, Ayr QLD 4807 (Jones Street Depot).

4.4. Implementation Timetable

- 4.4.1 The anticipated implementation timetable is summarized below:

Quotations close – 17th of November 2017

Contract award – 24th of November 2017

Fabrication completion and delivery – 15th of December 2017

The contractor is required to confirm they can meet the above implementation timeframe or nominate a proposed alternative timeframe.

Version Date:	12/08/2013
Revision Number:	2013.01