Quotations are invited for purchase of a second hand 3.4 kW Hybrid Stand Alone Solar Power System closing at **12 pm 14 August 2019**

Quotation documents are available from the Council’s Customer Service Centre or can be downloaded from Council’s website www.burdekin.qld.gov.au

Interested parties are invited to complete the Form of Quotation.

Quotations are to be sealed in an envelope, marked as QBSC/19/041 - Quotation for the sale of a second hand 3.4 kW Hybrid Stand Alone Solar Power System and placed in the Tender box at the Council administration building, 145 Young Street, Ayr.

The solar system will be available for inspection on **7 August 2019** between the hours of **12.00pm. and 1.00 p.m.** at the Council’s Jones Street Depot.

Any persons making inspections of the solar system must congregate outside the Foreman’s Office for staff to escort you to the impound area. Visitors to the Council Depot must comply with Council’s Workplace Health and Safety Standards, and in particular the wearing of closed in footwear on site.

The solar system will be sold in an “as is” condition.

It is the responsibility of the respondent to pay all costs associated with the collection and removal of the solar system. The system is to be collected within two weeks of notification of the acceptance of quotation. Collection is to be at a mutually agreed time.

Quotations received by telephone will not be considered. Late quotations will not be considered. The highest or any quotations will not necessarily be accepted.
1.0 FORM OF QUOTATION

To: The Chief Executive Officer
Burdekin Shire Council
145 Young Street
AYR QLD 4807
Attention: Rachel Martin

I/We the undersigned hereby provide a quotation to purchase the 3.4 kW Hybrid Stand Alone Solar Power System as per 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 ________________________________

Mobile Phone Number: ________________________________

E-mail: ________________________________

2.0 PRICE SCHEDULE

<table>
<thead>
<tr>
<th>Price</th>
<th>Description</th>
</tr>
</thead>
</table>
| 3.4 kW Hybrid Stand Alone Solar Power System including: | • Off Grid Inverter: Sunnyboy 2000HF  
  • PV Off Grid: Sunny Island 2224  
  • 6 x Energy Store Gel Batteries 4RPG1040, 4V  
  • 10 x PV Module: CEEG 190M solar panels  
  • Mounting system and assorted clamps  
  • 2 x Enclosures |

Signature: _______________________________________________________

Full Name: _______________________________________________________

Date: ___________________________________________________________
3.0 SPECIAL CONDITIONS

3.1 Quoted prices

3.1.1 Price quoted is to be in a lump sum.

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 It is the responsibility of the respondent to pay all costs associated with the collection and removal of the system. The system is to be collected within two weeks of notification of the acceptance of quotation. Collection is to be at a mutually agreed time.

3.2 Lodgement of Quotations

3.2.1 The Respondent must submit the original of the Form of Quotation;

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 placed in the Tender box in Council administration offices and addressed to:

   The Chief Executive Officer
   Burdekin Shire Council
   145 Young Street
   AYR QLD 4807
   Attention: Rachel Martin

3.2.3 Email quotations will be accepted if the email is received by the due date and time. Quotation number and title is to be provided in the subject line and sent to: tenders@burdekin.qld.gov.au

3.3 Quotation Closing Time

3.3.1 Quotations close at 12.00pm on 14 August 2019 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 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 60 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 60 days from the Closing Time, but must not withdraw their Quotation prior to the expiration of 60 days from the Closing Time.

3.6 **Contract Duration**

3.6.1 The Contract is to be completed on purchase of 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.