



Shire of
Collie
Request for Tender

Request for Tender	Sale of the 4 bedroom 2 bathroom brick and tile house and land located at Lot 26, 43 Elouera Road, Collie.
Deadline:	2pm on Friday 24 May 2019
Address for Delivery:	87 Throssell Road Collie WA 6225
Tender number:	01/2019



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1 Conditions of Responding

1.1 Definitions

Below is a summary of some of the important defined terms used in this request for tender.

Attachments: The documents you attach as part of your Submission.

Deadline: The Deadline shown on the front cover of this Tender document.

Principal: Shire of Collie

Respondent: The person or persons, corporation or corporations who intends to submit a tender in response to the Request for Tender.

Requirement: Submissions as requested by the Principal.

Selection Criteria: The Criteria used by the Principal in evaluating your Submission.

Submission: Completed Tender Document, response to Selection Criteria and Attachments.

1.2 Request for Tender Documents

This Request for Tender is comprised of the following parts:

- Part 1 – Conditions of Responding (*read and keep this part*).
- Part 2 – Specification and/or plans/drawings (*read and keep this part*).
- Part 3 – Respondent’s Submission (*complete and return this part*).

Separate Documents

- a) Certificate of Title for Lot 26, 43 Elouera Road, Collie

1.3 How to Prepare Your Submission

- a) Carefully read all parts of this document;
- b) Ensure you understand the Requirements (Part 2);
- c) Complete the Response Form (Part 3) and your response to the Selection Criteria (Part 3) and attach your Attachments;
- d) Make sure you have signed the Response Form and responded to all the Selection Criteria; and
- e) Lodge your Submission before the Deadline.

1.4 Contact Persons

Respondents should not rely on any information provided by any person other than the person listed below:

Name:	Allison Fergie
Telephone:	9734 9000
Email:	allison.fergie@collie.wa.gov.au

1.5 Briefing/Site Inspection

The home can be viewed upon request by contacting Allison Fergie to organise a mutually acceptable time.

1.6 Evaluation Process

Your Submission will be evaluated using information provided in your submission and on your response to the Selection Criteria.

The following Evaluation Methodology will be used in respect of this Request for tender:

- a) Submissions are checked for completeness and compliance. Submission that do not contain all information requested (eg completed Submission Form and Attachments) may be excluded from evaluation;

- b) Submissions are assessed against the Selection Criteria;
- c) The most suitable Respondents may be shortlisted and may also be required to clarify the Submission, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the selection of the successful Respondent.

1.7 Selection Criteria

A scoring system will be used as part of the assessment of the qualitative criteria set out in part 3.3.2. Unless otherwise stated, a response to one of these criteria which provides all the information requested in the Request for tender will be assessed as satisfactory and will, in the first instance, attract an average score.

The extent to which the Submission demonstrates greater or lesser satisfaction of each of these criteria will result in a score greater or lesser than the average. The aggregate score of each Submission will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

1.8 Compliance Criteria

These criteria are detailed within 3.3.1 of this document and will not be point scored. Each Submission will be assessed on a “Yes/No” basis as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Submission from consideration.

1.9 Qualitative Criteria

In determining the most advantageous Submission, the Evaluation Panel will score each Respondent against the qualitative criteria as detailed within Part 3.3.2 of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

Note: It is essential that Respondents address each qualitative criterion.

Information that you provide addressing each qualitative criterion will be point scored by the Evaluation Panel.

Failure to provide the specified information may result in elimination from the evaluation process or a low score.

1.10 Policies That May Affect Selection

The following policies / documents may affect this selection:

- Shire of Collie Strategic Community Plan 2013 – 2022
- Shire of Collie Corporate Business Plan

These documents can be found on the Councils website at www.collie.wa.gov.au.

1.11 Lodgement of Submissions and Delivery Method

The Submission must be lodged by the Deadline. The deadline for this Request for tender is at 2pm (Western Standard Time) on Friday 24 May 2019.

The Submission is to be:

- a) placed in a sealed envelope clearly endorsed with the tender number and title as shown on the front cover of this Request for tender; and
- b) delivered by hand and placed in the Tender Box at 87 Throssell St, Collie WA 6225 (by the Respondent or the Respondent's private agent) or sent through the mail to the Chief Executive Officer, 87 Throssell St, Collie, WA 6225.

Electronic mail Submissions *will not* be accepted.

Respondents must ensure that they have provided 2 signed copies of their Submission (one to be marked "ORIGINAL", the other to be marked "COPY". Both the original and the copy are to be securely clipped. All pages must be numbered consecutively, and the Submission must include an index.

1.12 Rejection of Submissions

A Submission will be rejected without consideration of its merits in the event that:

- a) it is not submitted before the Deadline; or
- b) it is not submitted at the place specified in the Request for tender; or
- c) it may be rejected if it fails to comply with any other requirements of the Request for tender.

1.13 Late Submissions

Submission received:

- a) after the Deadline; or
- b) in a place other than that stipulated in this Request for tender;

will not be accepted for evaluation.

1.14 Acceptance of Submissions

Unless otherwise stated in this Request for tender, Submission may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept and may reject any or all Submissions submitted. Disclosure of Contract Information and Documents

Documents and other information relevant to the contract may be disclosed when required by law under the Freedom of Information Act 1992 or under a Court Order.

1.15 Submission Validity Period

All Submissions will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline or for forty-five (45) days from the Principal's resolution for determining the Submission, whichever is the later unless extended on mutual agreement between the Principal and the Respondent in writing.

1.16 Respondents to Inform Themselves

Respondents shall be deemed to have:

- a) examined the Request for tender and any other information available in writing to Respondents for the purpose of submitting a tender;
- b) examined all further information relevant to the risks, contingencies and other circumstances having an effect on their Submission which is obtainable by the making of reasonable enquiries;
- c) satisfied themselves as to the correctness and sufficiency of their Submissions including submitted indicative prices which shall be deemed to cover the cost of complying with all the conditions of responding and of all matters and things necessary for the due and proper performance and completion of any work described therein;
- d) acknowledged that the Principal may enter into negotiations with a chosen Respondent and that negotiations are to be carried out in good faith; and
- e) satisfied themselves they have a full set of the tender documents and all relevant attachments.

1.17 Alterations

The Respondent shall not alter or add to the Request for tender documents unless required by these General Conditions of Responding.

The Principal will issue an addendum to all registered Respondents where matters of significance make it necessary to amend the issued Request for tender documents before the Deadline.

1.18 Ownership of Submissions

All documents, materials, articles and information submitted by the Respondent as part of or in support of a Submission shall become upon submission the absolute property of the Principal and will not be returned to the Respondent at the conclusion of the Submission Process PROVIDED that the Respondent shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

1.19 Canvassing of Officials

If a Respondent, whether personally or by agent, canvasses any of the Principal's Councillors or Officers with a view to influencing the acceptance of any Respondent, then regardless of such canvassing having any influence on the acceptance of such Submission, the Principal may at its discretion omit the Respondent from consideration.

1.20 Identity of the Respondent

The identity of the Respondent is fundamental to the Principal. The Respondent shall be the person, persons, corporation or corporations named as the Respondent in Part 3 and who's execution appears on the Response Form in Part 4 of this Request for tender.

1.21 Submission Opening

Submissions will be opened in the Principal's offices, following the advertised Deadline. All Respondents and members of the public may attend or be represented at the opening of Submissions.

The names of the persons who submitted a Submission by the due Deadline will be read out at the opening. No discussions will be entered into between Respondents and the Principal's officers present or otherwise, concerning the Submissions.

The Opening will be held as practicable after the Deadline at the Shire of Collie, 87 Throssell St, Collie.

1.22 In-house Submissions

The Principal does not intend to submit an In-house Submission.

2 Specification

2.1 Introduction

The Council has resolved to dispose of/sell Lot 26 # 43 Elouera Road Collie. The property is comprised of a 4 bedroom, 2 bathroom brick and tile dwelling with improvements and shed. Respondents will be required to provide a purchase offer and proof of purchasing ability, eg finance, creditor details.

2.2 Background Information

The Shire of Collie previously purchased the dwelling and chattels at Lot 26 # 43 Elouera Road Collie for use as executive accommodation. With changes in policy and to become more sustainable, the Council has determined to sell the property.

2.3 Scope of Work

The respondent will be required to submit a price for the overall purchase of the property and provide a date or surety for finance approval from their lender.

3 Respondent's Submission

3.1 Response Form

The Chief Executive Officer
Shire of Collie
87 Throssell St, Collie WA 6225

I/We (Registered Entity Name): _____
(BLOCK LETTERS)

of: _____
(REGISTERED STREET ADDRESS)

ABN _____ ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail: _____

In response to Request for Tender 01/2019 – sale of the house and land at Lot 26 #43 Elouera Rd, Collie.

I/We agree that I am/We are bound by and will comply with this Request for tender and its associated schedules, attachments, all in accordance with the Conditions contained in this tender document signed and completed.

Dated this _____ day of _____ 20____

Signature of authorised signatory of Respondent: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Telephone Number: _____

Authorised signatory Postal address: _____

Email Address: _____

3.2 Respondent’s Response

The following checklist has been provided to assist with your Submission. Where it is necessary to provide additional information, please ensure that all documents are clearly marked with the relevant attachment title to assist the evaluation panel with their assessment.

(Note: All pages within Part 3 are to be completed and returned to the Principal as they form part of your Submission).

3.3 Selection Criteria

3.3.1 Compliance Criteria

Please select with a “Yes” or “No” whether you have complied with the following compliance criteria:

Description of Compliance Criteria	
a) Compliance with the Conditions of Responding contained in this Request for tender.	Yes / No
b) Compliance with the Specification contained in this Request for tender.	Yes / No

3.3.2 Qualitative Criteria

Before responding to the following qualitative criteria, Respondents must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Submission;
- b) Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Respondents are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- d) Respondents are to address each issue outlined within a qualitative criterion.

Criteria	Weighting
Tendered Price:	90%
Financial surety:	10%