



Shire of
Collie

REQUEST FOR QUOTE

Request for Quote (RFQ)	Detailed design drawings for community facility at Collie Mineworkers Memorial Swimming Pool.
Deadline	4.30pm, Friday 27 September 2019
Address for Delivery	By Mail: Locked Bag 6225, COLLIE WA 6225 By Hand: 87 Throssell Street, COLLIE WA By Email: allison.fergie@collie.wa.gov.au
RFQ Number	CS – 01/2019/20

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1 PRINCIPAL'S REQUEST

1.1 CONTRACT REQUIREMENTS IN BRIEF

The Shire of Collie is calling for quotes for the development of detailed design documentation for the proposed community facility at the Collie Mineworkers Memorial Swimming Pool.

A full statement of the goods required under the proposed contract appears in the Specification and Special Conditions of Contract-Part 2.

1.2 REQUEST DOCUMENTS

This Request for Quote is comprised of the following parts:

- (a) Part 1-Principal's Request (read and keep this part);
- (b) Part 2-Specification and Special Conditions of Contract (read and keep this part); and
- (c) Part 3-Quoter's Offer (complete and return this part).

1.3 DEFINITIONS

Below is a summary of some of the important defined terms used in this Request:

Attachments:	The documents you attach as part of your Quote;
Deadline:	The deadline for lodgement of your Quote;
General Conditions of Contract:	Means the General Conditions of Contract nominated in clause 1.12.9;
Offer:	Your offer to be selected to supply the Requirements;
Principal:	Shire of Collie;
Quote:	Your completed Offer form, response to the Selection Criteria and Attachments;
Quoter:	Someone who has or intends to submit an Offer to the Local Government.
Request:	This document;
Requirements:	The goods requested by the Local Government;
Selection Criteria:	The criteria used by the Local Government in evaluating your Quote;
Special Conditions:	The additional contractual terms;
Specification:	The statement of Requirements that the Local Government request you to provide if selected.

1.4 HOW TO PREPARE YOUR QUOTE

- (a) Carefully read all parts of this document.
- (b) Ensure you understand the Requirements (see clause 2.1).
- (c) Complete the Offer (Part 3) in all respects and attach all your Attachments.
- (d) Make sure you have signed the Offer form and responded to all of the Selection Criteria.
- (e) Lodge your Quote before the Deadline.

1.5 CONTACT PERSONS

Quoters should not rely on any information provided by any person(s) other than those listed below:

Contractual Enquiries

Name: Allison Fergie

Telephone: 9734 9021

E-mail:

allison.fergie@collie.wa.gov.au

Specification Enquiries

Name: Building Surveyor

Telephone: 9734 9027

E-mail:

scott.geere@collie.wa.gov.au

1.6 PRE QUALIFICATION REQUIREMENTS

Not applicable.

1.7 BRIEFING/SITE INSPECTION

Site inspections optional.

1.8 EVALUATION PROCESS

This is a Request for Quote (RFQ).

Your Quote will be evaluated using information provided in your response.

The following evaluation methodology will be used in respect of this Request:

- (a) quotes are checked for completeness and compliance. Quotes that do not contain all information requested (eg completed Offer form and Attachments) may be excluded from evaluation.
- (b) quotes are assessed against the Selection Criteria. Contract costs are evaluated, eg quoted prices and other relevant whole-of life costs are considered.
- (c) the most suitable Quoters may be shortlisted and may also be required to clarify the Quote, 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 Quoter.

A contract may then be awarded to the Quoter, whose Quote is considered the most advantageous quote to the Principal.

1.9 SELECTION CRITERIA

The Principal has adopted a best value for money approach to this Quote.

The Contract will be awarded to a sole Quoter who best demonstrates the ability to provide quality products at a competitive price. The quoted prices will be assessed with the following qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

This means that, although price is considered, the Quote containing the lowest price will not necessarily be accepted, nor will the Quote ranked the highest on the qualitative criteria.

1.9.1 COMPLIANCE CRITERIA

These criteria will not be point scored. Each Quote 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 Quote from consideration.

Description of Compliance Criteria	Yes/No
(a) Compliance with the Specification contained in the Request.	Yes/No
(b) Compliance with the Conditions of Quoting in this Request.	Yes/No
(c) Compliance with the Delivery Date.	Yes/No
(d) Compliance with and completion of the Price Schedule.	Yes/No

1.9.2 QUALITATIVE CRITERIA

In determining the most advantageous Quote, the Evaluation Panel will score each Quoter against the qualitative criteria.

It is essential that Quoters address each qualitative criterion. The Quotes will be used to select the chosen Quoter, and failure to provide the specified information may result in elimination from the Quote evaluation process.

The qualitative criteria for this Request are as follows:

Description of Qualitative Criteria	Weighting
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(a)	Demonstrated experience in completing similar projects.	10%
(b)	A demonstrated understanding of the required tasks.	20%

1.9.3 PRICE CONSIDERATIONS

Criteria	Weighting
Quoted price	70%

The quoted price will be considered along with related factors affecting the total cost to the Principal. eg the lifetime operating costs of goods or the Principal's contract management costs may also be considered in assessing the best value for money outcome.

1.10 LOCAL GOVERNMENT POLICIES THAT MAY AFFECT SELECTION

The Shire of Collie Policy CS2.7 Tenders, Quotations & Price Preference Policy states:

A local price preference will be applied to suppliers located in the Shire of Collie (10% shall be applied to the net cost up to a maximum of \$50,000)

1.11 PRICE BASIS

FIXED PRICE

All prices for goods offered under this Request shall be fixed for the term of the Contract.

Quoted prices must include Goods and Services Tax (GST).

Unless otherwise indicated prices quoted shall include delivery, unloading, packing, installation and all applicable levies, duties, taxes and charges. Any charge not stated in the Quote, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

1.12 CONDITIONS OF QUOTING

1.12.1 DELIVERY METHOD

Quotes may be:

- (a) delivered by hand to the Shire of Collie office at 87 Throssell Street, COLLIE; or
- (b) sent through the mail to the Chief Executive Officer, Locked Bag 6225, COLLIE, WA 6225; or
- (c) sent by electronic mail to allison.fergie@collie.wa.gov.au

Quotes submitted by facsimile will not be accepted.

1.12.2 LODGEMENT OF QUOTES

The Quote must be lodged by the Deadline. The Deadline for this Request is **4.30pm on Friday 27 September 2019.**

The Quote must be:

- (a) placed in a sealed envelope;
- (b) clearly endorsed with the Quote number and titled as shown on the front cover of this Request.

1.12.3 REJECTION OF QUOTES

A Quote shall be rejected without consideration of its merits in the event that it is not submitted before the Deadline and at the place specified in the Request and may be rejected if it fails to comply with any other requirements of the Request.

1.12.4 LATE QUOTES

Quotes received after the Deadline will not be accepted for evaluation.

1.12.5 ACCEPTANCE OF QUOTES

Unless otherwise stated in this Request, Quotes are to be for all of the Requirements. The Principal is not bound to accept the lowest Quote and may reject any or all Quotes submitted.

1.12.6 DISCLOSURE OF CONTRACT INFORMATION

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.

1.12.7 ALTERNATIVE QUOTES

Not applicable.

1.12.8 QUOTE VALIDITY PERIOD

All Quotes shall remain valid and open for acceptance for a minimum period of three (3) months from the Deadline or forty-five (45) days from the Council's resolution for determining the Quote whichever is the later unless extended on mutual agreement between the Principal and the Quoter in writing.

1.12.9 GENERAL CONDITIONS OF CONTRACT

Quotes shall be deemed to have been made on the basis of and to incorporate the General Conditions of Contract for the Supply of Goods.

1.12.10 PRECEDENCE OF DOCUMENTS

In the event of there being any conflict or inconsistency between the terms and conditions in this Request and those in the General Conditions of Contract, the terms and conditions appearing in this Request shall have precedence.

1.12.11 QUOTERS TO INFORM THEMSELVES

Quoters shall be deemed to have:

- (a) examined the Request and any other information available in writing to Quoters for the purpose of Quoting;

- (b) examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Quote which is obtainable by the making of reasonable enquires;
- (c) satisfied themselves as to the correctness and sufficiency of their Quotes including Quoted prices which shall be deemed to cover the cost of complying with all the Conditions of Quoting and of all matters and things necessary for the due and proper performance and completion of the work described therein; and
- (d) acknowledged that the Principal may enter into negotiations with a chosen Quoter. Negotiations shall be carried out in good faith.

1.12.12 ALTERATIONS

The Quoter shall not alter or add to the Request documents unless required by these Conditions of Quoting.

1.12.13 CANVASSING OF COUNCILLORS

If a Quoter, whether personally or by an agent, canvasses any of the Principal's commissioners or Councillors (as the case may be) with a view to influencing the acceptance of any Quote made by it or any other Quote, then regardless of such canvassing having any influence on the acceptance of such Quote, the Principal may at its discretion omit the Quote from consideration.

1.12.14 IDENTITY OF THE QUOTER

The identity of the Quoter and the Contractor is fundamental to the Principal. The Quoter shall be the person, persons, corporation or corporations named as the Quoter in Part 3 and whose execution appears on the Offer Form in Part 3 of this Request. Upon acceptance of the Quote, the Quoter shall become the Contractor.

2 SPECIFICATION AND SPECIAL CONDITIONS OF CONTRACT

2.1 SPECIFICATION

The Shire of Collie is seeking to have detailed design documentation prepared for the construction of a community facility at the Collie Mineworkers Memorial Swimming Pool.

The community facility is to include provision for storage and office space for the Collie Swimming Club.

In responding, Quoters are required to consider the following:

- The successful Quoter will be required to consult with the Collie Swimming Club and other stakeholders.
- The site plan and footprint approved by Council are to be considered.
- Detailed design documentation for the community facility is to be developed in liaison with the Shire of Collie's Director of Corporate Services and Building Services Manager. As the design documentation will be for tendering purposes the following minimum level of delivery is considered essential:
 - Architectural suite of full documentation, including electrical and hydraulic layouts;
 - Structurally certified plans and details, including civil works and site geotechnical report;
 - Detailed construction specification of all materials and assemblies;
 - Energy Efficiency compliance report for proposed design verified by suitably accredited sustainability consultant;
 - BA3 Certificate of Design Compliance from suitably accredited Building Certifier/Surveyor.

2.2 SPECIAL CONDITIONS OF CONTRACT

2.2.1 PERIOD OF CONTRACT AND TERMINATION

SUPPLY CONTRACT

The Contract is to be completed on supply of the Requirements.

2.2.2 INSURANCES

The successful Quoter and its subcontractor(s) (if any) will be required to effect and maintain relevant insurance policies, including but not limited to, professional and product liability insurance in the sum of at least \$10 million in respect of any one occurrence and for an unlimited number of claims.

3 QUOTER'S OFFER

3.1 OFFER FORM

The Chief Executive Officer
Shire of Collie
Locked Bag 6225, WA 6225

I/We

(BLOCK LETTERS): _____

ADDRESS: _____

ABN/GST Status _____

ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail: _____

In response to RFT CS – 01/2019/20 Detailed design drawings for community facility at Collie Mineworkers Memorial Swimming Pool.

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

The quoted price is valid up to thirty (30) calendar days from the date of the request closing.

I/We agree that there shall be no cost payable by the Principal towards the preparation or submission of this Quote irrespective of its outcome.

Dated this: _____ day of _____ 20____

Signature of authorised signatory:

Name of authorised signatory (BLOCK LETTERS):

Position:

Address:

Witness Signature:

Name of witness: (BLOCK LETTERS):

Position:

Address:

3.2 GENERAL AND CORPORATE INFORMATION

3.2.1 ORGANISATION PROFILE AND REFEREES

Attach your organisation profile.	<input type="checkbox"/> Tick✓if attached
Attach details of your referees. You should give examples of work provided for your referees where possible.	<input type="checkbox"/> Tick✓if attached

3.2.2 SUB-CONTRACTORS

Do you intend to subcontract any of the Requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, attach details of the subcontractor(s) including the name, address, location of premise and the number of people employed.	<input type="checkbox"/> Tick✓if attached

3.3 RESPONSE TO SELECTION CRITERIA

3.3.1 COMPLIANCE CRITERIA

Have you complied with the Specification contained in this Request?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you complied with the Conditions of Quoting contained in this Request?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you complied with and completed the price schedule?	Yes <input type="checkbox"/> No <input type="checkbox"/>

3.3.2 QUALITATIVE CRITERIA

Before answering the qualitative criteria, Quoters shall note the following:

- (a) all information relevant to your answers should be contained within your Quote to each criterion;
- (b) Quoters shall assume that the Evaluation Panel has **no** previous knowledge of your organisation, its activities or experience;

- (c) Quoters shall provide full details for any claims, statements or examples used to address the qualitative criteria; and
- (d) Quoters shall address each issue outlined within a qualitative criterion.

<p>Relevant Experience – Weighting 10%</p> <p>Describe your experience in completing/supplying similar Requirements. Quoters shall as a minimum address the following information:</p> <ul style="list-style-type: none">(a) provide details of similar work;(b) the contact details of referees for whom similar work has been undertaken.	<p><input type="checkbox"/></p> <p>Tick✓if attached</p>
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<p>Demonstrated Understanding – Weighting 20%</p> <p>Quoters should demonstrate an understanding of the Requirements and provide an outline of their proposed methodology, including a timeline showing progression of tasks.</p> <p>The project is to be completed by 29 November 2019.</p>	<p><input type="checkbox"/></p> <p>Tick✓if attached</p>
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3.4 PRICE INFORMATION

3.4.1 PRICE BASIS

Are you prepared to offer a fixed price?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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3.4.2 PRICE SCHEDULE

FIXED PRICES – Weighting 70%

All prices for goods offered under this Request shall be fixed for the term of the Contract.

Respondents are to provide a price schedule for the services outlined in the proposed methodology.

Item Description	Price Quoted (ex GST)	GST Component	Price Quoted (inc GST)