



## Request for Tender

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<b>Request for Tender:</b>	Sale of the Tincurrin Hall  Tincurrin hall will be required to be removed from, Vested Reserve 18104, Tincurrin LOT 7.
<b>Deadline:</b>	4.00 pm on Friday 3rd November 2017
<b>Address for Delivery:</b>	SHIRE OF WICKEPIN WOGOLIN ROAD WICKEPIN WA 6370  Or Shire of Wickepin PO Box 19 Wickepin WA 6370  electronic mail, and facsimile tenders will be accepted]
<b>RFT Number:</b>	04/2017-18



# Request for Tender

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## 1 Conditions of Tendering

Council offers for sale by tender the Tincurrin Hall from, Vested Reserve 18104, Tincurrin LOT 7.

The Tincurrin Hall will be required to be removed from the site once purchased

### 1.1 Definitions

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

<b>Attachments:</b>	The documents you attach as part of your Tender.
<b>Contractor:</b>	Means the person or persons, corporation or corporations who's Tender is accepted by the Principal including the executors or administrators, successors and assigns of such person or persons, corporation or corporations.
<b>Deadline:</b>	The deadline for lodgement of your Tender as detailed on the front cover of this Request.
<b>General Conditions of Contract:</b>	Means the General Conditions of Contract for the Supply of Goods and/or Provision of Services provided or nominated in Part 4
<b>Offer:</b>	Your offer to supply the Requirements.
<b>Principal:</b>	SHIRE OF WICKEPIN
<b>Request OR RTF OR Request for Tender</b>	This document.
<b>Requirement:</b>	The Goods and/or Services requested by the Principal.
<b>Selection Criteria:</b>	The Criteria used by the Principal in evaluating your Tender.
<b>Special Conditions:</b>	The additional contractual terms.
<b>Specification:</b>	The Statement of Requirements that the Principal requests you to provide if selected.
<b>Tender:</b>	Completed Offer form, response to the Selection Criteria and Attachments.
<b>Tenderer:</b>	Someone who has or intends to submit an Offer to the Principal.

### 1.2 Tender Documents

This Request for Tender is comprised of the following parts:

- Part 1 – Conditions of Tendering (*read and keep this part*).
- Part 2 – Specification and/or plans/drawings (*read and keep this part*).
- Part 3 – General Conditions of Contract (*read and keep this part*).
- Part 4 – Special Conditions of Contract (*read and keep this part*).

Part 5 – Tenderer's Offer (*complete and return this part*).

Part 6 – Contractor's Occupational Safety and Health Management System Questionnaire (*complete and return this part*).

Part 7 – Tenderer's Safety Record (*complete and return this part*).

Part 8 – Project Reference Sheet (*complete and return this part*).

Part 9 – Tenderer's Resources Schedule (*complete and return this part*).

### **Separate Documents**

- a) Addenda and any other special correspondence issued to Tenderers by the Principal.
- b) Any other policy or document referred to but not attached to the Request.

## **1.3 How to Prepare Your Tender**

Tenderers must:

- a) Carefully read all parts of this document;
- b) Ensure you understand the Requirements;
- c) Complete and return the Offer (Part 3) in all respects and include all Attachments;
- d) Make sure you have signed the Offer Form and responded to all of the Selection Criteria; and
- e) Lodge your Tender before the Deadline.

## **1.4 Contact Persons**

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

<b>Name:</b>	Mark J Hook
<b>Telephone:</b>	9888 1005 Mobile 0429 207 855
<b>Email:</b>	admin@wickepin.wa.gov.au

## **1.5 Lodgement of Tenders and Delivery Method**

The Tender must be lodged by the Deadline. The Deadline for this request is 4.00 pm on Friday 3rd November 2017.

The Tender 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; and

- b) Delivered by hand and placed in the Tender Box at Shire of Wickepin 77 Wogolin road Wickepin WA 6370 (by the Tenderer or the Tenderer's private agent) or sent through the mail to the Chief Executive Officer PO Box 19 Wickepin WA 6370.

Electronic mail Tenders and Tenders submitted by Facsimile will be accepted.

Tenderers must ensure that they have provided **1** signed copies of their Tender; marked "ORIGINAL" and unbound and clipped (not stapled). All pages must be numbered consecutively and the Tender must include an index. Any brochures or pamphlets must be attached to both the original and the copies.

## **1.6 Rejection of Tenders**

A Tender 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; or
- c) It may be rejected if it fails to comply with any other requirements of the Request.

## **1.7 Late Tenders**

Tenders received:

- a) After the Deadline; or
- b) In a place other than that stipulated in this Request;

will not be accepted for evaluation.

## **1.8 Acceptance of Tenders**

Unless otherwise stated in this Request, Tenders 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 the lowest Tender and may reject any or all Tenders submitted.

## **1.9 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.

All Tenderers will be given particulars of the successful Tenderer(s) or be advised that no Tender was accepted.

## **1.10 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 will have precedence.

### **1.11 Alternative Tenders**

All Alternative Tenders may be accompanied by a conforming Tender.

Tenders submitted as Alternative Tenders or made subject to conditions other than the General and Special Conditions of Contract must in all cases arising be clearly marked “ALTERNATIVE TENDER”.

The Principal may in its absolute discretion reject any Alternative Tender as invalid.

Any printed “General Conditions of Contract” shown on the reverse of a Tenderer’s letter or quotation form will not be binding on the Principal in the event of a Contract being awarded unless the Tender is marked as an “Alternative Tender”.

### **1.12 Tenderers to Inform Themselves**

Tenderers will be deemed to have:

- a) examined the Request and any other information available in writing to Tenderers for the purpose of tendering;
- b) examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Tender which is obtainable by the making of reasonable enquires;
- c) satisfied themselves as to the correctness and sufficiency of their Tenders including tendered prices which will be deemed to cover the cost of complying with all the Conditions of Tendering and of all matters and things necessary for the due and proper performance and completion of the work described therein;
- d) acknowledged that the Principal may enter into negotiations with a chosen Tenderer and that negotiations are to be carried out in good faith; and
- e) satisfied themselves they have a full set of the Request documents and all relevant attachments.

### **1.13 Alterations**

The Tenderer must not alter or add to the Request documents unless required by these Conditions of Tendering.

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

### **1.14 Risk Assessment**

The Principal may have access to and give consideration to:



- a) any risk assessment undertaken by any credit rating agency;
- b) any financial analytical assessment undertaken by any agency; and
- c) any information produced by the Bank, financial institution, or accountant of a Tenderer;

so as to assess that Tender and may consider such materials as tools in the Tender assessment process.

Tenderers may be required to undertake to provide to the Principal (or its nominated agent) upon request all such information as the Principal reasonably requires to satisfy itself that Tenderers are financially viable and have the financial capability to provide the Services for which they are submitting and to otherwise meet their obligations under any proposed Contract. The Principal reserves the right to engage (at its own cost) an independent financial assessor as a nominated agent to conduct financial assessments under conditions of strict confidentiality. For this assessment to be completed, a representative from the nominated agent may contact you concerning the financial information that you are required to provide.

The financial assessment is specifically for use by the Principal for the purpose of assessing Tenderers and will be treated as strictly confidential.

### **1.15 Evaluation Process**

This is a Request for Tender. Your Tender will be evaluated using information provided in your Tender.

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

- a) Tenders are checked for completeness and compliance. Tenders that do not contain all information requested (eg completed Offer form and Attachments) may be excluded from evaluation.
- b) Tenders are assessed against the Selection Criteria. Contract costs are evaluated, (eg tendered prices and other relevant whole of life costs are considered).
- c) The most suitable Tenderers may be short listed and may also be required to clarify their Tender, 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 Tenderer.

A Contract may then be awarded to the Tenderer whose Tender is considered the most advantageous Tender to the Principal.

### **1.16 Selection Criteria**

The Contract may be awarded to a sole or panel of Tenderer(s) who best demonstrates the ability to provide quality products and/or services at a competitive price. The tendered prices will be assessed together with qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

The Principal has adopted a best value for money approach to this Request. This means that, although price is considered, the Tender containing the lowest price will not necessarily be accepted, nor will the Tender ranked the highest on the qualitative criteria.

A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated, a Tender that provides all the information requested will be assessed as satisfactory. A Tender demonstrating greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Tender 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.

### **1.17 Compliance Criteria**

These criteria are detailed within this document and will not be point scored. Each Tender 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 Tender from consideration.

### **1.18 Qualitative Criteria**

In determining the most advantageous Tender, the Evaluation Panel will score each Tenderer against the qualitative criteria as detailed within 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.

It is essential that Tenderers 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 tender evaluation process or a low score.

### **1.19 Value Considerations**

#### **Weighted Price Criteria**

The Weighted Price method is used where price is considered to be crucial to the outcome of the contract. The price is then assessed with quality. Include any items that may affect any pricing outcomes (eg Regional Price Preference Policy).

Criteria	Weighting
Tendered Price	75%

### 1.20 Price Basis

All prices for goods/services offered under this Request are to be fixed for the term of the Contract. Tendered prices must include Goods and Services Tax (GST).

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

### 1.21 Ownership of Tenders

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

### 1.22 Canvassing of Officials

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

### 1.23 Identity of the Tenderer

The identity of the Tenderer and the Contractor is fundamental to the Principal. The Tenderer will be the person, persons, corporation or corporations named as the Tenderer in *Part 5* and whose execution appears on the Offer Form in *Part 5* of this Request. Upon acceptance of the Tender, the Tenderer will become the Contractor.

### 1.24 Costs of Tendering

The Principal will not be liable for payment to the Tenderer for any costs, losses or expenses incurred by the Tenderer in preparing their Offer.

### **1.25 Tender Opening**

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

The names of the persons who submitted the Tender by the due Deadline will be read out at the Tender Opening. No discussions will be entered into between Tenderers and the Principal's officers present or otherwise, concerning the Tenders submitted.

The Tender Opening will be held on or as soon as practicable after the Deadline at Shire of Wickepin 77 Wogolin Road Wickepin WA 6370. .

### **1.26 Monetary Values**

Monetary Values that appear in the Tender (such as provisional sums, prime cost amounts, value of Principal supplied items etc) are net values. They do not include Goods and Services Tax (GST).

### **1.27 In House Tenders**

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

## 2 Specification

### 2.1 Contract Requirements in Brief

1. Removal of the Tincurrin Hall from, Vested Reserve 18104, Tincurrin LOT 7
2. Tidy the entire site to the satisfaction of the CEO Shire of Wickepin
3. Disconnect all services such as power water telephone etc. to the satisfaction of the utility providers

### 2.2 Definitions

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

<b>Contractor's Representative:</b>	Means any Officer or person duly authorised by the Contractor, in writing, to act on their behalf for the purpose of the Contract;
<b>Principal's Representative</b>	Means any Officer of person duly authorised by the Principal, in writing, to act on their behalf for the purpose of the Contract;
<b>Works or Services:</b>	Means the Services, which the Contractor is required to provide to the Principal and the Contractor under the Contract;
<b>Superintendent:</b>	Mark J Hook
<b>Superintendent's Representative:</b>	Peter Vlahov

### 2.3 Scope of Work

1. Demolition of the Tincurrin Hall (includes removal of all debris from site) Tenderer to Specify salvage rights to all materials.
2. Removal of the Tincurrin Hall from, Vested Reserve 18104, Tincurrin LOT 7
3. Tidy the entire site to the satisfaction of the CEO Shire of Wickepin
4. Disconnect all services such as power water telephone etc. to the satisfaction of the utility providers

Tenderer to Specify salvage rights to all materials being disposed of.

### **3 General Conditions of Contract**

#### **3.1 Insurances**

The successful Tenderer and its subcontractor(s) (if any) will be required to effect and maintain the insurance policies referred to in clause 24 of the General Conditions of Contract for the Provision of Services in the following sums:

- (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; and
- (b) professional indemnity insurance in the sum of at least \$10,000,000 in respect of any one occurrence and for an unlimited number of claims; and

if applicable, will be required to effect and maintain product liability insurance in the sum of at least \$10,000,000 in respect of any one occurrence and for an unlimited number of claims.

#### **3.2 Period of Contract and Termination**

The Contract will be in force for the period of 90 days. However, in the event of the Contractor failing in any manner to carry out the Contract to the Principal's satisfaction, the Principal may forthwith determine the Contract by written notice to the Contractor. Special Conditions of Contract

#### **3.3 Advertisements and Promotions on Site**

The Contractor may erect on the Site or permit to be erected on Site only those signs:

- a) required by law;
- b) specified in the Contract documents; and
- c) required to identify the Contractor's premises

The Contractor shall not erect on Site, or permit to be erected on site, any other sign, advertisement, promotion or other display without the written approval of the Superintendent.

#### **3.4 Description of the Works**

The works comprise removal of Tincurrin Hall

#### **3.5 Publicity**

The Contractor shall not issue any information, publication, document or article for publication in any media which includes details of the work under the Contract without the written approval of the Principal.

#### **3.6 Environmental Protection (optional)**

##### **3.6.1 Noise Control**

The Contractor shall, at all times, take adequate measures to control noise on the Site.

The contractor shall comply with all statutory requirements relating to control of noise levels on the Site and take all necessary precautions to minimise nuisance from noise and vibration and ensure that all sub-contractors observe similar care.

The Contractor shall arrange the operations and shall provide silencing equipment to the plant, at its own expense, to whatever extend it necessary to satisfy the requirements of the Shire of Wickepin in relation to the sound level arising from the Contractor's operations near the boundaries of existing occupied properties.

### **3.6.2 Site Control**

The Contractor shall, at all times:

- a) Comply with the regulations and restrictions imposed by the Superintendent relating to the storage of materials, the routing of construction traffic, the interruption of existing services and facilities and any other regulations in force on the Site;
- b) Comply with all statutes, regulations and bylaws relating to the protection of the environment;
- c) Obtain written approval from the Superintendent for the formation of any temporary roads, the erection of temporary structures or any Site clearing not specifically documented;
- d) Ensure that no trees or shrubs shall be removed or destroyed without the written approval of the Superintendent;
- e) Ensure that no fire shall be lit without the written approval of the Superintendent; and
- f) Store flammable or explosive products in accordance with the relevant statutes and to the approval of the Superintendent.

### **3.6.3 Soil Erosion**

The contractor shall take all proper precautions to prevent soil erosion from any land used or occupied by the Contractor in the execution of the work under the Contract.

### **3.6.4 Dust, Dirt, Water and Fumes**

The contractor shall prevent any nuisance occurring through the discharge of dust, dirt, water, fumes and the like onto persons or property.

### **3.6.5 Vehicles**

All debris, spoil, rubbish or materials shall be suitably contained and covered in vehicles during transportation to or from the Site to prevent spillage or contamination of adjoining and other areas or property.

The Contractor shall maintain vehicles, wheels and tracks in a suitable clean condition to prevent transfer of mud onto adjacent streets or other areas.

### **3.6.6 Refuse Disposal**

All Site refuse (including foodstuffs) shall be handled and disposed of in accordance with the requirements of relevant statutes and to the approval of the Superintendent.

### **3.6.7 Smoking on Construction Sites**

The Contractor shall at all times ensure that all workmen and visitors on the construction Site comply with the following Smoking Policy;

In respect of construction Sites, smoking is prohibited:

- a) in Site Offices, lunchrooms or enclosed toilet facilities; and
- b) inside existing premises that are designated as “no smoking” areas.

### **3.7 Contractor’s Representative**

The Contractor’s Representative shall have sufficient command of the English language and of Australian construction and technical terminology, to be able to read, converse and receive instructions in English.

### **3.8 Existing Improvements**

Where, within the Site there are a range of existing improvements, roads, drainage and other services, the Contractor shall protect and maintain the same throughout the Contract.

The Contractor shall allow for all traffic control measures to maintain the roads in a safe trafficable condition.

### **3.9 Materials, Labour and Constructional Plan**

#### **3.9.1 Workmen’s Amenities**

The Contractor shall provide all statutory and necessary amenities and sanitary facilities for workmen and other persons lawfully upon the Site and remove them on practical completion of the works

Occupation of any part of the works and Site for the provision of Workmen’s Amenities shall not be permitted without the prior written approval of the Superintendent.



## **3.10 Materials and Work**

### **3.10.1 Regulations**

The Contractor shall comply with the Occupational Safety and Health Act 1984 (the "Act") and the Occupational Safety and Health Regulations 1996 (the "Regulations") and with any amendments that may be made to the Act and Regulations from time to time.

The Contractor shall be solely responsible for ensuring that wherever practicable, its employees and those of the Sub-contractors and employees of Separate Contractors, the Principal, Superintendents, and visitors to the Site, are not exposed to hazards.

Attention is drawn to the requirement to supply manufacturers/suppliers "Material Safety Data Sheets". These sheets should be consistent with the "Work Safe" information and format.

A copy of all "Material Safety Data Sheets" shall be supplied to the Superintendent with another copy kept on Site by the Contractor.

### **3.10.2 Chemical Information**

The use of chemicals specified or required during the currency of this Contract shall comply with the requirements of the Act and associated Regulations concerning information on chemical substances.

The Contractor shall ensure manufacturers, importers and suppliers of chemical substances for use on the works, are responsible for providing information on those substances to be used, refer to Section 23(3) of the Act.

Copies of all information supplied shall be kept on the Site.

The Contractor is responsible for passing on information supplied by manufacturers; importers and suppliers of chemical substances to workers on Site refer to Section 19(1)(B) of the Act.

### **3.10.3 Safety Management Plan**

The Contractor shall, throughout the Works, implement and maintain a "Safety Management Plan".

The Contractor shall prepare the Safety Management Plan in conjunction with a person suitably experience and qualified in safety matters.

Prior to the commencement of the Works, the Contractor shall supply to the Superintendent in writing, its Safety Management Plan.

#### **3.10.4 Induction Training**

Employees of the Contractor and its Subcontractors and Employees of Separate Contractors shall not commence work on the Site until they have been inducted.

Upon commencement of work on the Site, the Contractor shall further induct each employee with regard to all significant hazards associated with their particular activity and area of employment on the Site and where relevant shall include the use of powered plant, tools and equipment.

#### **3.10.5 Pre-Job Planning**

Where legislation or codes of practice identify particularly hazardous activities including but not limited to work in confined spaces, asbestos removal, demolition work, excavation work, working near power lines and live conductors and working at heights, the Contractor shall supply to the Superintendent a Safe Work Procedure prior to the commencing such activity or type of work on the Site.

The Contractor shall induct its employees and its Subcontractors and Separate Contractors with regard to Safe Work Procedures and shall prepare "Training Session Attendance" sheets signed by each attendee verifying that such induction has occurred.

#### **3.10.6 Site and Public Security**

Notwithstanding the Contractors' obligations to Site and public security as stated elsewhere in this Contract the Contractor shall monitor and control wherever practical, the access of all persons to the Site.

The Contractor shall ensure that no persons, including without limitation friends and relatives (particularly children) of employees and the representative of organisations unrelated to the Contractor, enter the Site without the express permission of the Contractor.

#### **3.10.7 Materials to be Supplied by the Principal**

The materials stated in the specification to be supplied by the Principal will be supplied free of charge to the Contractor for use only in the execution of the work under the Contract. The Contractor shall take delivery of the materials under the Conditions set out in the Contract.

#### **3.10.8 Working Hours**

The Work to be performed under the contract shall be subject to execution within certain restricted working hours and the Contractor shall observe the following requirements:

- a) 7.00am to 6.00pm

The Contractor shall be liable for any additional costs the Principal may incur as a result of work outside the normal hours programming of the works

### **3.10.9 Goods and Services Tax (GST)**

For the purposes of this clause:

- a) “GST” means goods and services tax applicable to any taxable supplies as determined under the GST Act.
- b) “GST Act” means A New Tax System (Goods and Services Tax) Act 1999 and (where the context permits) includes the Regulations and the Commissioner of Taxation’s Goods and Services Tax Rulings and Determinations made thereunder and any other written law dealing with GST applying for the time being in the State of Western Australia.
- c) “Supply” and “taxable supply” have the same meanings as in the GST Act.

Where the Requirement’s, the subject of this Request, or any part thereof is a taxable supply under the GST Act, the price, fee or rates tendered by the Tenderer shall be inclusive of all applicable GST at the rate in force for the time being.

In evaluating the Tenders, the Principal shall be entitled (though not obliged) to take into account the effect of the GST upon each Tender.

## **4    Tenderer's Offer**

### **4.1   Form of Tender**

The Chief Executive Officer

*Shire of Wickepin*

*77 Wogolin Road*

*WAICKEPIN WA 6370*

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 (RFT) 04/2017-18 Sale of the Tincurrin Hall**

Tincurrin hall will be required to be removed from, Vested Reserve 18104, Tincurrin LOT 7.

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 Tendering contained in this Request signed and completed.

The tendered price is valid up to ninety (90) calendar days from the date of the tender closing or forty-five (45) days from the Council's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

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

The tendered consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Tender.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature of authorised signatory of Tenderer: \_\_\_\_\_

Name of authorised signatory (BLOCK LETTERS): \_\_\_\_\_

Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Authorised signatory Postal address: \_\_\_\_\_

Email Address: \_\_\_\_\_

## 4.2 Selection Criteria

### 4.2.1 Compliance Criteria

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

Description of Compliance Criteria		
a) Tenderers are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of Tender including completion of the Offer Form and provision of your pricing submitted in the format required by the Principal.	Yes / No	
b) Tenderers are to provide their  Licences/Registrations etc	Yes / No	
<i>For example Builders Registration may be required for construction purposes; Electrical Contractors will require relevant licenses.</i>		
c) Compliance with the Specification contained in the Request.	Yes / No	
d) Compliance with attendance at any mandatory tender briefing or site inspection.	Yes / No	
e) Compliance with the Quality Assurance requirement for this Request.	Yes / No	
f) Compliance with the Delivery Date.	Yes / No	
g) Risk Assessment	Yes / No	
<i>A Risk Assessment is used to determine the potential risk of Contractors to the Principal. The elements provided below are suggested only and should be altered to suit individual target market categories.</i>		
Tenderers must address the following information in an attachment and label it “ <b>Risk Assessment</b> ”:		
i) <i>An outline of your organisational structure inclusive of any branches and number of personnel.</i>  ii) <i>If companies are involved, attach their current ASC company</i>		

<p><i>extracts search including latest annual return.</i></p> <p>iii) <i>Provide the organisation's directors/company owners and any other positions held with other organisations.</i></p> <p>iv) <i>Provide a summary of the number of years your organisation has been in business.</i></p> <p>v) <i>Attach details of your referees. You should give examples of work provided for your referees where possible.</i></p> <p>vi) <i>Are you acting as an agent for another party? If Yes, attach details (including name and address) of your principal.</i></p> <p>vii) <i>Are you acting as a trustee of a trust? If Yes, give the name of the trust and include a copy of the trust deed (and any related documents); and if there is no trust deed, provide the names and addresses of beneficiaries.</i></p> <p>viii) <i>Do you intend to subcontract any of the Requirements? If Yes provide details of the subcontractor(s) including; the name, address and the number of people employed; and the Requirements that will be subcontracted.</i></p> <p>ix) <i>Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with.</i></p> <p>x) <i>Are you presently able to pay all your debts in full as and when they fall due?</i></p> <p>xi) <i>Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more? If Yes please provide details.</i></p> <p>xii) <i>In order to demonstrate your financial ability to undertake this contract, include a profit and loss statement and the latest financial return for you and each of the other proposed contracting entities, together with a list of financial referees from your bank and/or accountant.</i></p>	<p>Yes / No</p>
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**Part 4 COMPLETE AND RETURN THIS PART**

The insurance requirements for this Request are stipulated in Part 3 of this Request. Tenderers are to supply evidence of their insurance coverage including, insurer, expiry date, value and type of insurance. If Tenderer holds “umbrella Insurance” please ensure a breakdown of the required insurances are provided. A copy of the Certificate of Currency is to be provided to the Principal within 7 days of acceptance.

**4.2.2 Qualitative Criteria**

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

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

**A. Relevant Experience**

Describe your experience in completing/supplying similar Requirements. Respondents must, as a minimum, address the following information in an attachment and label it “**Relevant Experience**”:

*(Below are some suggested criteria only. These should be reviewed for relevance to the Goods and/or Services being sought)*

- a) Provide details of similar work.*
- b) Provide scope of the Respondent’s involvement including details of outcomes.*
- c) Demonstrate sound judgement and discretion.*
- d) Provide details of issues that arose during the project and how these were managed.*

*Demonstrate competency and proven track record of achieving outcomes.*

**Weighting**

**15%**

**Part 4 COMPLETE AND RETURN THIS PART**

<p><b>B. Key Personnel Skills and Experience</b></p> <p>Respondents should provide as a minimum information of proposed personnel to be allocated to this project, such as:</p>	<p><b>Weighting</b></p> <p><b>10%</b></p>	
<p>a) <i>Their role in the performance of the Contract.</i></p> <p>b) <i>Membership to any professional or business associations.</i></p> <p>c) <i>Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement.</i></p> <p>d) <i>Any additional information.</i></p>	<p><b>“Key Personnel”</b></p>	<p><b>Tick if attached</b></p> <p><input type="checkbox"/></p>
<p>Supply any other relevant details in an attachment and label it <b>“Key Personnel Skills and Experience”</b>.</p>		

<p><b>C. Quoted Price is considered to be crucial to the outcome of the contract</b></p> <p><b>Also refer to Regional Price Preference Policy.</b></p>	<p><b>Weighting</b></p> <p><b>75%</b></p>
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SHIRE OF WICKEPIN EVALUATION									
RFQ 04 2017/2018 Removal of the Tincurrin Hall from, Vested Reserve 18104, Tincurrin LOT 7.									
CRITERION	A		B		C		TOTAL SCORE		Ranking
	Relevant Experience experience in completing/supplying similar Requirements. a) details of similar work. b) scope of the Respondent's involvement including details of outcomes. c) Demonstrated sound judgement and discretion. d) Demonstrated competency and proven track record of achieving outcomes.		Key Personnel Skills and Experience a) Their role in the performance of the Contract. b) Membership to any professional or business associations. c) Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement. d) Any additional information.		Quoted Price price is considered to be crucial to the outcome of the contract Also refer to Regional Price Preference Policy				
	weighting	15%	weighting	10%	weighting	75%			
TENDERER	raw score	weighted score	raw score	weighted score	raw score	weighted score	Total Raw Score	Total Weighted Score	
		0.0		0.0		0.0	-	-	
		0.0		0.0		0.0	-	-	
		0.0		0.0		0.0	-	-	
		0.0		0.0		0.0	-	-	
		0.0		0.0		0.0	-	-	
		0.0		0.0		0.0	-	-	
		0.0		0.0		0.0	-	-	
		0.0		0.0		0.0	-	-	
		Score	Description of Score						
		0	Offer did not address the criterion						
		1	offer contained insufficient/unclear information						
		2	Acceptable offer						
		3	Good offer						
		4	Very Good offer						
		5	Excellent offer						



### 4.3 Price Information

Tenderers must complete the following “Price Schedule”. Before completing the Price Schedule, Tenderers should ensure they have read this entire Request.

#### 4.3.1 Price Schedule

All Pricing Must Include GST. Price must be based on a lump sum

#### 4.3.2 Discounts

Are you prepared to allow discount for prompt settlement of accounts?	<b>Yes / No</b>	
If you are offering discounts for different periods, or other discounts such as volume discounts, detail them in an attachment labelled “Discounts”.	<b>“Key Personnel”</b>	<b>Tick if attached</b> <input type="checkbox"/>

#### 4.3.3 Price Basis

Are you prepared to offer a fixed price?	<b>Yes / No</b>
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#### 4.3.4 Example Two – Lump Sum

The Tenderer shall price all tasks in the Price Schedule. The prices entered shall fully cover all the obligations of the Contractor under the Contract.

##### Breakdown of Lump Sum

No	Task	Amount
1.	Preliminaries	
2.	General Requirements	
	Total Lump Sum Price (ex GST)	
	Total GST Component	
	Total Lump Sum Price (inc GST)	

*Amount in Words:*