



## **SHIRE OF WICKEPIN REQUEST FOR QUOTATION**

<b>Request for Quotation (RFQ)</b>	Precinct Master Plan for the Wickepin Caravan Park
<b>Deadline</b>	4.00pm, Friday 3 <sup>rd</sup> December 2021
<b>Address for Delivery</b>	SHIRE OF WICKEPIN WOGOLIN ROAD WICKEPIN WA 6370
<b>RFQ Number</b>	RFQ – 12- 2021/2022

**TABLE OF CONTENTS**

<b><u>1</u></b>	<b><u>PRINCIPAL'S REQUEST</u></b>	<b><u>3</u></b>
	CONTRACT REQUIREMENTS IN BRIEF	3
	QUOTATION DOCUMENTS	3
	DEFINITIONS	3
	HOW TO PREPARE YOUR QUOTATION	4
	CONTACT PERSONS	4
	EVALUATION PROCESS	4
	SELECTION CRITERIA	5
	PRICE BASIS	6
	CONDITIONS OF QUOTATIONING	7
<b><u>2.</u></b>	<b><u>SPECIFICATIONS AND SPECIAL CONDITIONS OF CONTRACT</u></b>	<b><u>10</u></b>
	SPECIFICATION	10
	SPECIAL CONDITIONS OF CONTRACT	10
<b><u>3</u></b>	<b><u>QUOTATIONER'S OFFER</u></b>	<b><u>11</u></b>
	OFFER FORM	11
	GENERAL AND CORPORATE INFORMATION	13
	RESPONSE TO SELECTION CRITERIA	14
	PRICE INFORMATION	16
<b><u>4</u></b>	<b><u>PRICE SCHEDULE</u></b>	<b><u>17</u></b>

# 1 PRINCIPAL'S REQUEST

## CONTRACT REQUIREMENTS IN BRIEF

The Shire of Wickepin invites Quotations for the following works

Precinct Master Plan for the Wickepin Caravan Park

- caravan sites with ensuite and other usual services,
- new campers alfresco kitchen and covered dining area,
- hard and soft landscaping.
- CBH Seasonal Accommodation

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

## QUOTATION DOCUMENTS

This Request for Quotation 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-Quotationer's Offer (complete and return this part).

## 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 Quotation;
<b>Deadline:</b>	The deadline for lodgement of your Quotation;
<b>General Conditions of Contract:</b>	Means the General Conditions of Contract nominated in clause 1.9.9;
<b>Offer:</b>	Your offer to be selected to supply the Requirements;
<b>Principal:</b>	Shire of Wickepin
<b>Request:</b>	This document;
<b>Requirements:</b>	The vehicles requested by the Local Government;
<b>Selection Criteria:</b>	The criteria used by the Local Government in evaluating your Quotation;
<b>Special Conditions:</b>	The additional contractual terms;
<b>Specification:</b>	The statement of Requirements that the Local Government request you to provide if selected.
<b>Quotation:</b>	Your completed Offer form, response to the Selection Criteria and Attachments;
<b>Quotationer:</b>	Someone who has or intends to submit an Offer to the Local Government.

## HOW TO PREPARE YOUR QUOTATION

- (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 Quotation before the Deadline.

## CONTACT PERSONS

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

### **Contractual & Specification Enquiries**

Name: Mr Mark Hook

Mobile 0429 207 855

Telephone: (08) 9888 1005

Facsimile: (08) 9888 1074

Email: ceo@wickepin.wa.gov.au

## EVALUATION PROCESS

This is a Request for Quotation (RFQ).

Your Quotation will be evaluated using information provided in your Quotation.

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

- (a) Quotations are checked for completeness and compliance. Quotations that do not contain all information requested (e.g. completed Offer form and Attachments) may be excluded from evaluation.
- (b) Quotations are assessed against the Selection Criteria. Contract costs are evaluated, e.g. Prices and other relevant whole-of life costs are considered.
- (c) the most suitable Quotations may be shortlisted and may also be required to clarify the Quotation, 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 Quotation.

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

## SELECTION CRITERIA

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

The Contract will be awarded to a sole Quotation who best demonstrates the ability to provide quality products at a competitive price. The Quotation 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 Quotation containing the lowest price will not necessarily be accepted, nor will the Quotation ranked the highest on the qualitative criteria.

### COMPLIANCE CRITERIA

These criteria will not be point scored. Each Quotation 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 Quotation 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 Quotation this Request.	Yes / No
(c) Compliance with the Delivery Date.	Yes / No
(d) Compliance with and completion of the Price Schedule.	Yes / No

**QUALITATIVE CRITERIA**

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

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

The qualitative criteria for this Request are as follows:

<b>Description of Qualitative Criteria</b>	<b>Weighting</b>
(a) Demonstrated experience by Quotation to meet the requirements as set out in specification.	60%
(b) Price	40%

**PRICE CONSIDERATIONS**

The Quotation price will be considered along with related factors affecting the total cost to the Principal. E.g. 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.

**PRICE BASIS**

All prices for services offered under this Request shall be fixed for the term for 12 months. Quotation prices must include Goods and Services Tax (GST).

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

## CONDITIONS OF QUOTATIONING

### DELIVERY METHOD

Quotations may be:

- (a) Delivered by hand to the Shire of Wickepin 77 Wogolin road, Wickepin (by the Quotation or the Quotation's private agent) or;
- (b) Sent through the mail to the Chief Executive Officer, Shire of Wickepin, PO Box 19, Wickepin WA 6370.or;
- (c) Emailed to ceo@wickepin.wa.gov.au

### LODGEMENT OF QUOTATIONS

The Quotation must be lodged by the Deadline. The Deadline for this Request is;

**4.00pm, Friday 3<sup>rd</sup> December 2021**

The Quotation (by post or in person) must be:

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

### REJECTION OF QUOTATIONS

A Quotation 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.

### LATE QUOTATIONS

Quotations received after the Deadline **WILL NOT** be accepted for evaluation.

### ACCEPTANCE OF QUOTATIONS

Unless otherwise stated in this Request, Quotations 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 Quotation and may reject any or all Quotations submitted.

### 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 Quotations will be given particulars of the successful Quotation (s) or advising that no Quotation was accepted.

**ALTERNATIVE QUOTATIONS**

**All Alternative Quotations shall be accompanied by a conforming Quotation.**

Quotations submitted as Alternative Quotations or made subject to conditions other than the General and Special Conditions of Contract shall in all cases arising be clearly marked "ALTERNATIVE QUOTATION".

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

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

**QUOTATION VALIDITY PERIOD**

All Quotations 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 Quotation whichever is the later unless extended on mutual agreement between the Principal and the Quotation in writing.

**GENERAL CONDITIONS OF CONTRACT**

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

**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.

**QUOTATIONERS TO INFORM THEMSELVES**

Quotations shall be deemed to have:

- (a) examined the Request and any other information available in writing
- (b) examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Quotation which is obtainable by the making of reasonable enquires;
- (c) satisfied themselves as to the correctness and sufficiency of their Quotations including prices which shall be deemed to cover the cost of complying with all the Conditions of Quotations 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 Quotation. Negotiations shall be carried out in good faith.

**ALTERATIONS**

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

The Principal shall issue an addendum to all Quotations where matters of significance make it necessary to amend the issued Request documents before the Deadline.



## **RISK ASSESSMENT**

The Principal may have access to and give consideration to:

- (a) any risk assessment undertaken by Dun and Bradstreet; or any other credit rating agency; and
- (b) any information produced by the Bank, financial institution, or accountant of a Quotation;

So as to assess that Quotation and may consider such materials as tools in the Quotation assessment process.

## **OWNERSHIP OF QUOTATIONS**

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

## **CANVASSING OF COUNCILLORS**

If a Quotation, 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 Quotation made by it or any other Quotation, then regardless of such canvassing having any influence on the acceptance of such Quotation, the Principal may at its discretion omit the Quotation from consideration.

## **IDENTITY OF THE QUOTATIONER**

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

## **QUOTATION OPENING**

All Quotations and members of the public may attend or be represented at the opening of Quotations.

All Quotations will be opened in the Principal's offices, following the advertised Deadline. No discussions will be entered into between Quotations' and the Principal's officers present or otherwise, concerning the Quotations submitted.

The Quotation opening will be held as soon as practicable after the Deadline at the Shire of Wickepin Council Chambers, Wogolin Road Wickepin.

## 2. SPECIFICATIONS AND SPECIAL CONDITIONS OF CONTRACT

### SPECIFICATION

#### TECHNICAL SPECIFICATION

Prepare Master Plan with functional drawings for the upgrade of the Wickepin Caravan Park 7 Fisher street Wickepin WA 6370

Master Plan for the Wickepin Caravan Park to include:

- caravan sites with ensuite and other usual services,
- new campers alfresco kitchen and covered dining area,
- Hard and soft landscaping.
- CBH Seasonal Accommodation
- Areas for expansion at current location

### SPECIAL CONDITIONS OF CONTRACT

#### PERIOD OF CONTRACT AND TERMINATION

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

#### INSURANCES

The successful Quotation 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.

#### ADMINISTRATIVE REQUIREMENTS

The contractor is required to provide the following during the course of their contractual obligations in terms of these Quotations:

Activity	Frequency
Any variations to the contract or additional works to be undertaken	Prior to commencement
Observations of dangerous circumstances that require attention to obviate potential public harm or public liability claims	Immediately
Accidents or related claims of a public liability nature	Immediately
Damage to property or persons as a result of the performance or	Immediately

non-performance of the contract service requirements	
All instances of misbehaviour or illegal activity that contravenes Commonwealth, State or Local laws or that impedes the performance of the contract service or that may result in damage to any Council or community property or misconduct towards the public	Immediately as incident occurs

### 3 QUOTATIONER'S OFFER

#### OFFER FORM

The Chief Executive Officer  
SHIRE OF WICKEPIN  
77 Wogolin Road, Wickepin WA 6370

I/We

(BLOCK LETTERS): H+H Architects

ADDRESS 7/83 Victoria Street Bunbury WA 6230

ABN/GST Status ABN 96 121 961 939

ACN (if any) 121 961 939

Telephone No: 9778 9600

Facsimile No: \_\_\_\_\_

E-mail (if any): sam@hharchitects.com.au

#### In response to RFT – 12- 2021/2022 - Precinct Master Plan for the Wickepin Caravan Park

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 Quotation contained in this Request signed and completed.

The Quotation price is valid up to thirty (30) calendar days from the date of the Quotation closing or forty-five (45) days from the Council's resolution for determining the Quotation whichever is the later unless extended on mutual agreement between the Principal and the Quotation in writing.

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

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

Dated this: 30 day of November 2021

Signature of authorised signatory of Quotation: 

Name of authorised signatory (BLOCK LETTERS): SAM BROWN

Position: Director

**PART 3**

**COMPLETE AND RETURN THIS PART**

Address: 7/83 Victoria St Bunbury WA 6230

Witness Signature: *SM*

Name of witness: (BLOCK LETTERS): SERGIO MASSIMINI

Position: Contract Administrator

Address: 7/83 Victoria St Bunbury WA 6230

## GENERAL AND CORPORATE INFORMATION

## ORGANISATION PROFILE AND REFEREES

Attach your organisation profile.	<b>Attachment 1</b> <input checked="" type="checkbox"/> Tick✓if attached
Attach details of your referees. You should give examples of work provided for your referees where possible.	<b>Attachment 2</b> <input checked="" type="checkbox"/> Tick✓if attached

## AGENTS

Are you acting as an agent for another party?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, attach details (including name and address) of your principal.	<b>Attachment 3</b> <input type="checkbox"/> Tick✓if attached

## SUB-CONTRACTORS

Do you intend to subcontract any of the Requirements?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, attach details of the subcontractor(s) including the name, address, location of premise and the number of people employed.	<b>Attachment 4</b> <input type="checkbox"/> Tick✓if attached

## QUALITY ASSURANCE

Does your organisation have any quality assurance system?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If you propose to subcontract, does your subcontractor have a "third party" quality management system in place?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Supply evidence or details of your quality assurance position and where relevant of your supplier's or subcontractor's position, in an attachment.	<b>Attachment 5</b> <input checked="" type="checkbox"/> Tick ✓ if attached

## RESPONSE TO SELECTION CRITERIA

## COMPLIANCE CRITERIA

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

**QUALITATIVE CRITERIA**

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

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

<p>Demonstrated experience by Quotation to meet the requirements as set out in specification:</p> <ul style="list-style-type: none"> <li>(a) provide details of supplying similar goods and services ;and</li> <li>(b) Demonstrate competency and proven track record of achieving outcomes.</li> </ul>	<p><b>Attachment 6</b>  <input checked="" type="checkbox"/>            Tick✓if attached</p>
<p>A maintenance service best suited to the Principal's requirements that demonstrate a commitment to customer service and a professional corporate image.</p> <p>Supply details of any relevant information additional to corporate profile, references and quality assurance information.</p>	<p><b>Attachment 7</b>  <input type="checkbox"/>            Tick✓if attached</p>
<p>Demonstrated ability and procedures to ensure public and employee safety by way of Occupational Safety and Health, and adherence to the Traffic Management for Roadworks Code of Practice.</p> <p>Supply details of relevant operational policies and procedures.</p>	<p><b>Attachment 8</b>  <input type="checkbox"/>            Tick✓if attached</p>

### PRICE INFORMATION

Quotations **must** complete clause 3.4.3 "Price Schedule". Before completing the Price Schedule, Quotations should read the entire Request.

#### DISCOUNTS

Are you prepared to allow a discount for prompt settlement of accounts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If you are offering different discounts for different periods, or other discounts such as volume discounts, detail them in an attachment.	<b>Attachment 9</b> <input type="checkbox"/> Tick ✓ if attached

#### PRICE BASIS

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

ALL PRICING MUST INCLUDE GST.

**PRICE BASIS**

Are you prepared to offer a fixed price?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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If No, please indicate your proposed price variation mechanism. Supply details and label it "Attachment 9".	<b>Attachment 9</b> <input type="checkbox"/> Tick ✓ if attached
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**PRICE SCHEDULE**

Description	Cost (inc. GST)
1 x site meeting in Wickepin with Director Sam Brown	\$ 1,375.00
Master plan design and drafting	\$15,125.00
TOTAL	\$16,500.00