



REQUEST FOR QUOTE (RFQ)

Design and Construct Transportable Building for Gabi Bidi – Water Pathways Project

Customer:	Peel-Harvey Catchment Council, Inc. (PHCC)
Contact for further information:	Renée Barton Program Manager Peel-Harvey Catchment Council, Inc Tel: 08 6369 8800 Email: renee.barton@peel-harvey.org.au
Request closing date:	Quotes are to be submitted by email no later than 2pm (WST) Monday 12 December 2022 to renee.barton@peel-harvey.org.au

We acknowledge the Noongar people as Traditional Custodians of this land and pay our respects to all Elders past and present.

Contents

1	REQUIREMENTS OVERVIEW	3
1.1Submission Requirements	4
2	REQUEST FOR QUOTATION CONDITIONS	4
2.1Respondents to Inform Themselves.....	4
2.2Late Quotations	4
2.3Alternative Quotation	4
2.4Evaluation Process	4
2.5Aboriginal Engagement.....	5
2.6Offer Validity Period.....	5
2.7Goods and Services Tax	5
2.8Conflict of Interest	5
2.9Quotation Acceptance	5
3	RESPONDENTS OFFER	6
	ATTACHMENT 1: SPECIFICATION	
	ATTACHMENT 2: CONTRACT AGREEMENT TEMPLATE	

1 REQUIREMENTS OVERVIEW

Peel Harvey Catchment Council (PHCC) is seeking quotes from suitably qualified and/or experienced contractors to supply the following services:

Description of Services Required	Design, construct and deliver a wheeled multi-purpose use building
Specifications and/or scope of Works	Refer to Specification Design and Construct Transportable Building for Gabi Bidi – Water Pathways Project – Attachment 1
Delivery Address of Services	58 Sutton Street, Mandurah or alternative nominated location with the City of Mandurah municipality (TBC).
Contract Term	The Contract term will be from signing of agreement until completion of goods or services by June 30 2023 (unless otherwise approved by variation) plus 12 months defects liability period from completion.
Commencement Date	January 2023

1.1 Information for Respondents

Contract Terms and Conditions	Refer to Attachment 2 – Template for Contract Agreement to be completed with successful supplier. A purchase order will issued to the successful supplier on signing of the agreement.
Insurance Requirements	<ol style="list-style-type: none"> 1) Workers Compensation insurance. 2) Public/Product Liability Insurance (no less than \$20 million). 3) Professional Indemnity (no less than \$5 million).
Occupational Health and Safety	Successful Contractors will be required to provide Details and copies of company WHS Management System, relevant WHS Policies and procedures, and licences and accreditations held by employees and sub-contractors.
Evaluation Criteria	Evaluation criteria are set out in 'Respondent's Offer' and must be addressed by the Respondent in full. Evaluation will be assessed on the qualitative criteria (60% Weighting) and price (40% Weighting) . The lowest price is not necessarily accepted.

1.2 Submission Requirements – Mandatory Information

Quotation submissions must include the following:

- Respondent's offer submitted using 'SECTION 3 – RESPONDENTS OFFER REQUEST FOR QUOTE' with all sections and price schedule/s completed and provided in Microsoft Excel format.
- Details and copies of Certificates of Currency for required Insurance/s is provided.
- Details and copies of company WHS Management System, relevant WHS Policies and procedures, and licences and accreditations held by employees and sub-contractors.

The mandatory information will not be point scored, however each Quotation will be assessed on a Yes/No basis as to whether the requirement is satisfactorily met. An assessment of "No" against any mandatory requirement may eliminate the Quotation from further evaluation.

2 REQUEST FOR QUOTATION CONDITIONS

2.1 Respondents to Inform Themselves

The Respondent shall be deemed to have:

- a) Examined the Request for Quotation and any other information available in writing to Respondents for the purpose of Quoting;
- 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 Quoted prices which shall be deemed to cover the cost of complying with all the Request and of all matters and things necessary for the due and proper performance and completion of the work described therein; and
- d) Acknowledged that PHCC may enter into negotiations with a chosen Respondent. Negotiations shall be carried out in good faith.

2.2 Late Quotations

Quotations received after the closing time will not be accepted and will not be considered for evaluation.

2.3 Alternative Quotation

Alternative Quotations (non-conforming Quotations) will be accepted; however, the Alternative Quotations must be submitted with a conforming offer. An alternative offer should demonstrate how it meets or exceeds the Requirements and justifies how the basis of the Quotation is equivalent or superior to that of a conforming Quotation.

2.4 Evaluation Process

PHCC's policy is to award contracts to the Respondent whose Quotation, on a view of all circumstances, offers the best value for money and suitability and closest alignment of product or service to achieving desired outcome within the required timeframe. The lowest price will not necessarily be accepted.

2.5 Aboriginal Engagement

PHCC works closely with local Noongar communities to develop, monitor, evaluate and improve all consultation, engagement and participation protocols and procedures. In accordance with this policy, the respondent should demonstrate if they have provided opportunities for local Noongar people to be directly engaged in the delivery of the Project; and will (if applicable), during the course of the works, provide PHCC with records of hours worked and services provided by the Noongar workers.

2.6 Offer Validity Period

The Quotation validity period is 60 days from the date of acceptance by PHCC.

2.7 Goods and Services Tax

All monetary values that appear in the Quotation, such as Provisional Sums, Prime Cost Amounts, value of Customer supplied items, etc. must state whether or not they include the Goods and Services Tax (GST).

2.8 Conflict of Interest

The Respondent will declare any real or perceived conflicts of interest that might arise; or states that no conflicts of interest exist, or are anticipated, relevant to the performance of its obligations under the Quotation.

2.9 Quotation Acceptance

PHCC is not bound to accept the lowest or any Quotation and may reject any or all Quotations submitted. A Quotation shall be deemed to be accepted when notice in writing of such acceptance is emailed to the Respondent. A contract will be formed with the successful Supplier on the signing of a contract agreement and issue of purchase order.

3 RESPONDENTS OFFER - REQUEST FOR QUOTE

Design and Construct Transportable Building for Gabi Bidi – Water Pathways Project

Instructions to Respondents

Complete this section and return with supporting documents to the email address as shown at the front of this Request for Quote. All sections below must be completed.

Authorised representative/s	<Insert Detail>
Registered Entity Name	<Insert Detail>
Business/Trading Name (if applicable)	<Insert Detail>
Business Address	<Insert Detail>
Postal Address (if different)	<Insert Detail>
ABN	<Insert Detail>
ACN (if applicable)	<Insert Detail>

Insurance details *Note: Attach copies of Certificate of Currency*

Public Product/Liability	
Name	<Insert Detail>
Insurer	<Insert Detail>
Policy Number	<Insert Detail>
Expiry Date	<Insert Detail>
Insured Amount	<Insert Detail>
Professional Indemnity	
Name	<Insert Detail>
Insurer	<Insert Detail>
Policy Number	<Insert Detail>
Expiry Date	<Insert Detail>
Insured Amount	<Insert Detail>
Workers Compensation	
Name/Number	<Insert Detail>

Insurer	<Insert Detail>
Policy Number	<Insert Detail>
Expiry Date	<Insert Detail>
Insured Amount	<Insert Detail>

Occupational /Work Health and Safety

Note: Attach copies of supporting documents

OSH/WHS Management System	
Do you have a Safety Management System?	Yes/No <Insert Detail/Attach>
Has the Safety Management System been independently assessed? If Yes, give name of system and date of assessment (eg. AS480; Work Safe Plan)?	Yes/No <Insert Detail/Attach>
Do you have JSA/SWMS/SWP that are relevant to the services outlined in the RFQ Scope?	Yes/No <Insert Detail/Attach>

Aboriginal participation

Explain if/how you propose to engage local Aboriginal worker/s for this service (If applicable).

<Insert Detail>

Qualitative Criteria

Complete responses to **all** criteria detailed in the table below and where required attach requested /supporting documentation.

Criteria	Weighting %	Response
<p>Demonstrated Experience</p> <p>Respondents are to provide up 3 examples of projects of a similar nature to that detailed in Specification - Attachment 1.</p> <p>For each example include the following details;</p> <ul style="list-style-type: none"> - Project Name - Year completed - Build Budget/actual cost - Design drawings - Photos during fabrication/assembly and completed project 	15%	<Insert Detail or Attach>
<p>Suitability of Product/Service</p> <p>Respondents are to demonstrate how the goods/services offered meet the requirements of the Specification – Attachment 1 - in particular addressing the Building and Design requirements outlined in Section 3 and 4.</p> <p>Respondents are encouraged to submit concept/schematic designs.</p>	15%	<Insert Detail or Attach>

<p>Methodology</p> <p>Provide proposed methodology to deliver the works detailed in the Specification – Attachment 1 including a gant chart detailing key project activities/deliverables, timeframe and critical path for delivery of the project.</p> <p>Include any potential risks to delivery of project within expected timeframe e.g. material supply, labour shortages.</p>	<p>20%</p>	<p><Insert Detail or Attach></p>
<p>Key Personnel and Resources</p> <p>Detail proposed personnel (including any sub-contractors) that would be allocated to project including role in the contract, curriculum vitae and experience in projects of a similar nature.</p> <p>Detail equipment and resources available to undertake the project and any contingency measures or back-up resources if required.</p>	<p>10%</p>	<p><Insert Detail or Attach></p>

Price

Pricing Schedule/s are to be completed using the provided Excel template and are to be submitted in Excel format.

All items are to be undertaken in accordance with **Attachment 1 - Specification** and detailed requirements and deliverables.

Should variations be requested and approved, value of the Variation will be ascertained by PHCC by reference to the rates or prices in the **Schedule of Rates** and the Variation Quotation.

Declarations

I/We hereby submit our Quotation(s) to perform the following works:
<insert detail>

for the **Lump Sum Price** of \$ _____ (excl GST) for all separable works portions being awarded.

I/We agree that:

- I am / we are bound by, and will comply with the Request for Quotation document;
- This Quotation shall not be withdrawn without the express written consent of PHCC;
- The Quotation shall remain valid up to sixty (60) calendar days from the Quotation closing date unless extended by mutual agreement between PHCC and me/us (the Respondent) in writing.
- All documents in accordance with the Request for Quotation have been completed, signed and submitted herewith;
- I/We meet the mandatory requirements for insurance to carry out the requirements of the proposed Contract

Authorised Signatory Name	<Insert>
Position	<Insert>
Signature	<Insert>
Date	<Insert>

