

REQUEST FOR TENDER

|  |  |
| --- | --- |
| **Request for Tender (RFT):** | **Tender for the purchase of new and trade of existing Shire vehicles** |
|  |  |
| Deadline: | **2.00pm on Tuesday 4th March 2014** |
|  |  |
| Address for Delivery:NOTE: Tenders that are delivered to the Shire of Dandaragan must be placed in a sealed envelope clearly marked RFT 02 / 2014. Failure to clearly mark the envelope could jeopardise the confidentiality of the Tender.**The Shire of Dandaragan accepts no responsibility for submitted Tenders failing to be in at the time and date of closing.** | **Tenders may be hand delivered to:** Tender BoxChief Executive OfficerShire of DandaraganAdministration Centre69 Bashford StreetJURIEN BAY WA 6516**or****Tenders may be posted to:**Tender BoxChief Executive OfficerShire of DandaraganPO Box 676JURIEN BAY WA 6516***ELECTRONIC MAIL AND FACSIMILE TENDERS WILL NOT BE ACCEPTED***  |
|  |  |
| **RFT Number:** | **02 / 2014** |
|  |  |
| **Document ID:** | **22356** |

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# PRINCIPAL’S REQUEST

## Contract Requirements in Brief

The Shire of Dandaragan seeks the following:

* Item 1 - Trade for a 2010 Ford Ranger XL Space Cab ute
* Item 2 - Trade for a 2009 Ford Ranger XLT Space Cab ute
* Item 3 - Trade for a 2010 Ford Ranger 4x4 Crew Cab ute
* Item 4 - Trade for a 2010 Ford Ranger Dual Cab Ute
* Item 5 - Trade for a 2008 Ford Ranger Super Cab Ute

A full statement of the services required under the proposed Contract appears in the Specification for each item.

Inspection of existing items of plant can be made by appointment by contacting Mrs Kerri Renton at the Dandaragan Shire Depot on 0428 514 124.

It is important that the proposed new items of plant are fit for purpose for work in remote and harsh areas. It would be highly regarded for tenderer to consider bringing a demonstration vehicle to the Shire for consideration.

**The Shire of Dandaragan reserves the right to remove any item of plant for sale if the full arrangement is not suitable for the Shire.**

## Request for Tender Documents

**BOUND INTO THIS VOLUME:**

This Request for Tender is compromised of the following parts:

1. Part 1 - Principal’s Request (read and keep this part);
2. Part 2 - Specification (read and keep this part);
3. Part 3 - Respondent’s Offer (**complete and return this part**);
4. Part 4 - Appendix A - Special Conditions of Contract (read and keep this part);
5. Part 5 - Appendix B - General Conditions of Contract (read and keep this part).

 **REFERENCE DOCUMENTS**

1. Local Government Act 1995;
2. Local Government (Functions & General) Regulations 1996;
3. Occupational Safety & Health Act 1984 (State);
4. Occupational Safety & Health Regulations 1996 (State);
5. State Records Act 2000;
6. Freedom of Information Act 1992;
7. Public Interest Disclosure Act 2003; and
8. Shire of Dandaragan Policies.

## 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 Response |
| **Council's Contract Authority:** | Means Council's Chief Executive Officer or Council's nominated representative |
| **Contractor:** | Means the person or persons, corporation or corporations whose Response is accepted by the Principal, and includes the executors or administrators, successors and assigns of such person or persons, corporation or corporations |
| **Deadline:** | The deadline for lodgement of your Response |
| **General Conditions of Contract:** | Means the General Conditions of Contract nominated in Part 1 and incorporated in a Contract in accordance with clause 1.10.10 |
| **Offer:** | Your offer to be selected to supply the Requirements |
| **Principal:** | Shire of Dandaragan, occasionally referred to in this document as the “Shire” |
| **Request:** | This document |
| **Requirements:** | The work requested by the Principal |
| **Selection Criteria:** | The criteria used by the Principal in evaluating your Response |
| **Special Conditions:** | The additional contractual terms |
| **Tender:** | Completed Offer form, response to Selection Criteriaand Attachments |
| **Respondent:** | Someone who has or intends to submit an Offer to the Principal |

## How to Prepare your Response

1. Carefully read all parts of this document.
2. Ensure you understand the Requirements (refer section 2, Specification).
3. **Complete, sign and return the Offer (Part 3)** in all respects and include all Attachments.
4. Make sure you have singed the Offer Form and responded to all of the Selection Criteria.
5. Lodge your Tender before the Deadline.

## Contact Persons

All communication between potential Respondents and the Principal prior to the Deadline must be in writing.

At the sole discretion of the Principal, responses to questions may be forwarded to the questioner only, or broadcast to all potential Respondents appearing on the Principal’s records as having received the RFT. The Principal may offer the questioner an opportunity to withdraw a question before the Principal broadcasts the response.

Respondents should not contact any other person or rely on any information provided by any person other than:

**Name: Kerri Renton**

**Position: Co-ordinator Infrastructure Operations**

**Telephone: 0428 514 124**

**E-mail:** **krenton@dandaragan.wa.gov.au**

No requests for information or clarification to the Tender Documents will be accepted later than two (2) working days prior to the closing date of Tender.

## Evaluation Process

This is a Request for Tender (RFT).

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

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

1. Tenders are checked for completeness and compliance. Tenders that do not contain all information requested (e.g. completed Offer Form and Attachments) may be excluded from evaluation.
2. Tenders are assessed against the Selection Criteria. Contract costs are evaluated, e.g. quoted prices and other relevant whole of life costs are considered.
3. The most suitable Respondents may be short listed and may also be required to clarify their Tender, make themselves available for an interview, and demonstrate the proposed services offered. Referees may also be contacted prior to the selection of the successful Tender.

A contract may then be awarded to the Respondent whose Tender is considered the most advantageous Tender to the Principal.

## Selection Criteria

The Contract may be awarded to a Respondent who best demonstrates the ability to provide quality products and/or services at a competitive price. The quoted prices will be assessed together with the 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 Response containing the lowest price will not necessarily be accepted, nor will the offer 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. The extent to which a Tender demonstrates 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.

### Qualitative Criteria

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

### Price Considerations

The Council has resolved to consider Tender submissions by qualitative criteria as outlined in this document, therefore the price is assessed with quality.

### Qualitative Criteria

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

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

| **Description of Qualitative Criteria** | **Weighting****%** |
| --- | --- |
| **A) Value for Money**1. Price
 | 70% |
| **B) Relevant Experience in providing this service**1. Provide details of similar services.
2. Demonstrate competency and proven track record of achievement in this field.
 | 20% |
| **C) Respondent’s Resources**Respondents should demonstrate their ability and sustain the necessary;1. Plant, equipment and materials necessary to supply and provide service.
2. Any contingency measures or back up of resources including personnel (where applicable).
 | 10% |

## price information

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

### Electronic Funds Transfer

Do you have the facility for payments by EFT? Yes / No

## Price Basis

**FIXED PRICES**

All prices for goods/services offered under this Request are to be fixed for the term of the Contract.

Unless otherwise indicated prices quoted 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.

## Conditions of Tendering

### Lodgement of Tender and Delivery Method

**The Tender must be lodged by the Deadline. The Deadline for this Request is 2.00pm Tuesday 4 March 2014.**

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 to the Tender Box at the Shire Administration Centre, Bashford Street, Jurien Bay (by the Respondent or the Respondent’s private agent) or sent through the mail to the Chief Executive Officer, Tender Box, Shire of Dandaragan, 69 Bashford Street, Jurien Bay WA 6516.

**Electronic mail (email) responses and responses submitted by facsimile *will not* be accepted.**

Tenders must ensure that they have provided **ONE (1) signed copy** of their Tender to be marked “ORIGINAL” and bound. Any brochures or pamphlets must be attached to the original.

The original must be bound. All pages must be numbered consecutively and the Tender must include an index.

### Rejection of Tenders

A Tender will be rejected without consideration of its merits in the event that it is not submitted at the time and at the place specified in the Request.

A Tender may be rejected without consideration of its merits in the event that

1. The Respondent does not submit an Offer form which has been completed and signed together with all the required Attachments; or
2. The Tender fails to comply with any other requirements of the Request.

### Late Tenders

Tenders received:

1. after the Deadline; or
2. in a place other than stipulated in this Request;

will not be accepted for evaluation.

### Acceptance of Tenders

Unless otherwise stated in this Request, Tenders will be for the full requirement and the Principal will not accept Tenders offering part services. The Principal is not bound to accept the lowest Tender and may reject any or all Tenders 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.

### Alternative Tenders

**All Alternative Tenders MUST be accompanied by a conforming Tender.**

Tenders may be submitted as Alternative Tender 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 such Alternative Tender as invalid.

If the Tender is marked as an Alternative Tender, any printed “General Conditions of Contract” shown on the reverse of a Respondent’s letter or Tender 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.

### Tender Validity Period

All Tenders will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline 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 Respondent in writing.

### Registration or Licensing of Contractors

Where an act of ordinance of the State of Western Australia requires that a Contractor (as defined by the act or ordinance be registered or licensed to carry out the work described in the Request documents, the Respondent must state on the Tender Form in the space provided, its registration or license number.

The Tender **will not** be considered if the Respondent fails to provide such registration or license number.

### Precedence of Documents

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

### Presentation of Documents

This document has been collated by mechanical means and Respondents should check to ensure that it includes all pages, which are numbered consecutively, and that all supplements referred to are also included.

Supplements that have been referred to in any section of the Specification are included at the back of this document and must be read in accordance to the section which they refer.

### Respondents to Inform Themselves

Respondents will be deemed to have:

1. examined the Request and any other information available in writing to Respondents for the purpose of quoting;
2. 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;
3. satisfied themselves as to the correctness and sufficiency of their Tender including quoted prices which will 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;
4. acknowledged that the Principal may enter into negotiations with a chosen Respondent and that negotiations are to be carried out in good faith; and
5. satisfied themselves they have a full set of the Request documents and all relevant Attachments.

### Disclaimer

The contents of this Request for Tender (RFT) are believed to be accurate at the date of this RFT. The statements, opinions, projections, forecasts or other information contained in this RFT may change.

### Goods & Services Tax (GST)

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

For the purpose of this clause:

“GST” means goods and services tax applicable to any taxable supplies as determined under the GST Act.

“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.

“Supply” and “taxable supply” have the same meanings as in the GST Act.

Where the requirement the subject of this Request or any part thereof is a taxable supply under the GST Act, the price fee or rates quoted by the Responder must be inclusive of all applicable GST at the rate in force for the time being.

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

### Alterations

The Respondent must not alter or add to the Request documents unless required by these Conditions of Quoting. The Principal will issue an addendum to all registered Respondents 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: Any risk assessment undertaken by Dun and Bradstreet; or any other credit rating agency; and

Any information produced by the Bank, financial institution, or accountant of a Respondent; So as to assess that Tender and may consider such materials as tools in the Tender assessment process.

### Ownership of Tenders

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

### Canvassing of Elected Members or Officers

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

### Identity of the Respondent

The identity of the Respondent and the Contractor is fundamental to the Principal.

The Respondent is the person, persons, corporation or corporations named as the Respondent in Part 3 and whose execution appears on the Offer Form in Part 3 of this Request. Upon acceptance of the Tender, the Respondent will become the Contractor.

### Tender Opening

Tenders will be opened in the Principal’s offices, following the advertised Deadline.

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

The Tender opening will be held at 2.00pm (AWST) on Tuesday 4 March 2014 at the Shire of Dandaragan Administration Office, 69 Dandaragan Street DANDARAGAN WA 6516, or any day immediately suitable to this time.

**NOTE:**

The quoted prices **will not** be disclosed at the opening of this Tender.

### In-house Tenders

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

# SPECIFICATIONs

**ITEM 1 - Purchase of new vehicle (Crewcab, 4 door utility) and trade for a 2010 Ford Ranger XL Space Cab ute**

Year: 2010

Make: Ford Ranger

Registration No: DN 059

Colour: White

Kilometres: 117,444

Current use: Shire Ranger

**New vehicle must consist of a minimum specification as follows:**

* Engine - turbo charged diesel powered.
* Dual Cab 4 door.
* Transmission - Manual (may list options for Automatic).
* 2014 compliant model.
* Integrated air conditioning.
* Factory fitted AM/FM/CD radio.
* Install new UHF GME TX3200 40 channel radio complete with aerial and all wiring. (All radios fitted to be insulated against all engine/electrical interference.)
* Install new FESA, WAERN radio complete with aerial and all wiring. (All radios fitted to be insulated against all engine/electrical interference.)
* Spotlights (to be confirmed).
* 1 x Amber flashing light (Hella 1722) mounted on roof.
* Tinted windows.
* Colour - White.
* Operator’s manual and service manual.
* Steel bull bar.
* Front and rear all-weather rubber mats.
* Fibreglass canopy with windows and roof vent.
* Ute body liner.
* Canvas seat covers to all seats.
* Towbar.

**Options to be priced:**

* Towing package upgrade.

**Delivery:**

* The vehicle is to be delivered complete including police inspection and licensed for 12 months.
* Delivery is to take place at the Shire’s Jurien Bay Operations Centre.
* Spare wheel and tyre to be supplied with the vehicle.

Vehicle must, at a minimum, include all of the above. The item of plant is to be best suited for purpose at the discretion of the Chief Executive Officer.

**ITEM 2 - Purchase of new vehicle (Crewcab, 4 door utility) and trade for a 2009 Ford Ranger XLT Space Cab ute**



Year: 2009

Make: Ford Ranger

Registration No: DN 012

Colour: White

Kilometres: 119,838

Current use: Shire Ranger

**New vehicle must consist of a minimum specification as follows:**

* Engine - turbo charged diesel powered.
* Dual Cab 4 door.
* Transmission - Manual (may list options for Automatic).
* 2014 compliant model.
* Integrated air conditioning.
* Factory fitted AM/FM/CD radio.
* Install new UHF GME TX3200 40 channel radio complete with aerial and all wiring. (All radios fitted to be insulated against all engine/electrical interference.)
* Install new FESA, WAERN radio complete with aerial and all wiring. (All radios fitted to be insulated against all engine/electrical interference.)
* Spotlights (to be confirmed).
* 1 x Amber flashing light (Hella 1722) mounted on roof.
* Tinted windows.
* Colour - White.
* Operator’s manual and service manual.
* Steel bull bar.
* Front and rear all-weather rubber mats.
* Fibreglass canopy with windowrs and roof vent.
* Ute body liner.
* Canvas seat covers to all seats.
* Towbar.

**Options to be priced:**

* Towing package upgrade.

**Delivery:**

* The vehicle is to be delivered complete including police inspection and licensed for 12 months.
* Delivery is to take place at the Shire’s Jurien Bay Operations Centre.
* Spare wheel and tyre to be supplied with the vehicle.

Vehicle must, at a minimum, include all of the above. The item of plant is to be best suited for purpose at the discretion of the Chief Executive Officer.

**ITEM 3 - Purchase of new vehicle (Crewcab, 4 door) and trade for a 2010 Ford Ranger Dual Cab ute**

Year: 2010

Make: Ford Ranger

Registration No: DN 024

Colour: White

Kilometres: 154,308

Current use: Works Supervisor

**New vehicle must consist of a minimum specification as follows:**

* Engine - turbo charged diesel powered.
* Dual Cab 4 door.
* Transmission - Manual (may list options for Automatic).
* 2014 compliant model.
* Integrated air conditioning.
* Factory fitted AM/FM/CD radio.
* Install new UHF GME TX3200 40 channel radio complete with aerial and all wiring. (All radios fitted to be insulated against all engine/electrical interference.)
* Spotlights (to be confirmed).
* 1 x Amber flashing light (Hella 1722) mounted on roof.
* Tinted windows.
* Colour - White.
* Operator’s manual and service manual.
* Steel bull bar.
* Front and rear all-weather rubber mats.
* Ute body liner.
* Canvas seat covers to all seats.
* Towbar.

**Options to be priced:**

* Towing package upgrade.

**Delivery:**

* The vehicle is to be delivered complete including police inspection and licensed for 12 months.
* Delivery is to take place at the Shire’s Jurien Bay Operations Centre.
* Spare wheel and tyre to be supplied with the vehicle.

Vehicle must, at a minimum, include all of the above. The item of plant is to be best suited for purpose at the discretion of the Chief Executive Officer.

**ITEM 4 - Purchase of new vehicle (Crewcab, 4 door) and trade for a 2010 Ford Ranger Dual Cab ute**

Year: 2010

Make: Ford Ranger

Registration No: DN 035

Colour: White

Kilometres: 84,750

Current use: Works Coordinator

**New vehicle must consist of a minimum specification as follows:**

* Engine - diesel powered.
* Dual Cab.
* Transmission - Automatic (may list options for Manual ).
* 2014 compliant model.
* Integrated air conditioning.
* Factory fitted AM/FM/CD radio.
* Install new UHF GME TX3200 40 channel radio complete with aerial and all wiring. (All radios fitted to be insulated against all engine/electrical interference.)
* 1 x Amber flashing light (Hella 1722) mounted on roof.
* Tinted windows.
* Colour - White.
* Workshop manual and parts manual.
* Alloy bull bar. (may list option for Steel)
* Tow Bar
* Front and rear all-weather rubber mats.
* Spotlights.
* seat covers.

**Options to be priced:**

* Towing package upgrade.

**Delivery:**

* The vehicle is to be delivered complete including police inspection and licensed for 12 months.
* Delivery is to take place at the Shire’s Jurien Bay Operations Centre.
* Spare wheel and tyre to be supplied with the vehicle.

Vehicle must, at a minimum, include all of the above. The item of plant is to be best suited for purpose at the discretion of the Chief Executive Officer.

**ITEM 5 - Purchase of new vehicle (Space Cab, 2 door) and trade for a 2008 Ford Ranger Super Cab ute**

Year: 2008

Make: Ford Ranger

Registration No: DN 060

Colour: White

Kilometres: 55,183

Current use: Shire Mechanic

**New vehicle must consist of a minimum specification as follows:**

* Engine - turbo charged diesel powered.
* Single Cab.
* Transmission - Manual (may list options for Automatic).
* 2014 compliant model.
* Integrated air conditioning.
* Factory fitted AM/FM/CD radio.
* Install new UHF GME TX3200 40 channel radio complete with aerial and all wiring. (All radios fitted to be insulated against all engine/electrical interference.)
* 1 x Amber flashing light (Hella 1722) mounted on roof.
* Tinted windows.
* Colour - White.
* Workshop manual and parts manual.
* Steel bull bar.
* Front all-weather rubber mats.
* Spotlights
* Heavy duty suspension (springs and shock absorbers).
* Steel tray back.
* Canvas seat covers.
* Small HIAB/ Back ease (or similar).
* Tow bar.

**Options to be priced:**

* Towing package upgrade.

**Delivery**

* The vehicle is to be delivered complete including police inspection and licensed for 12 months.
* Delivery is to take place at the Shire’s Jurien Bay Operations Centre.
* Spare wheel and tyre to be supplied with the vehicle.

Vehicle must, at a minimum, include all of the above. The item of plant is to be best suited for purpose at the discretion of the Chief Executive Officer.

# Tenderer’s OFFER

Shire of Dandaragan

Part 3 - Tenderer's Offer

(complete and return)

**Request for Tender**

**02 / 2014**

**Tender for the purchase of new and trade of existing Shire vehicles**

Your response is to be in the following order for ease of the evaluation panel to assess.

##

## Offer form

The Chief Executive Officer

Shire of Dandaragan

69 Bashford Street

JURIEN BAY WA 6516

|  |  |
| --- | --- |
| I / We:  |  |
| (BLOCK LETTERS) |

|  |  |
| --- | --- |
| of: |  |
|  |  |
| (ADDRESS) |

|  |  |  |  |
| --- | --- | --- | --- |
| ABN / GST Status:  |  | ACN (if any): |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone No:  |  | Facsimile No: |  |

|  |  |
| --- | --- |
| Email (if any): |  |

**In response to Request for Tender: 02 / 2014 Tender for the purchase of new and trade of existing Shire vehicles.**

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 shall 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 |  | 2014 |

|  |  |
| --- | --- |
| Signature of authorised signatory of Tenderer:  |  |

|  |  |
| --- | --- |
| Name of authorised signatory: |  |
| (BLOCK LETTERS) |

|  |  |
| --- | --- |
| Position:  |  |
| Address:  |  |
|   |  |

|  |  |
| --- | --- |
| Witness Signature:  |  |

|  |  |
| --- | --- |
| Name of witness: |  |
| (BLOCK LETTERS) |

|  |  |
| --- | --- |
| Address:  |  |
|   |  |

## PRICE SCHEDULE

**ITEM 1 - Purchase of new vehicle (Crewcab, 4 door utility) and trade for a 2010 Ford Ranger XL Space Cab ute**



|  |  |  |
| --- | --- | --- |
| **Purchase price for new vehicle** | $ | **(incl GST)** |
|  |  |  |
| **Trade price for existing 2010 Ford Ranger XL Space Cab ute**  | $ |  |
|  |  |  |
| **Changeover price for Item 1**  | $ | **(incl GST)** |

*(Insert date of signing Tender)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dated this |  | day of |  | 2014 |

**(Tenderer to complete)**

|  |  |
| --- | --- |
| Full name of Tenderer: |  |
| Signature of Tenderer: |  |
| Name: |  |
| Position:  |  |
| Address of Tenderer: |  |
|   |  |
| Address for Service of Notices: |  |
|  |  |  |
|  |  |  |
| Witness signature: |  |
| Name of Witness:  |  |

*Council reserves the right to remove the trade of the Ford Ranger Ute if price is not acceptable to the Chief Executive Officer.*

Respondent may include additional information and prices at this section.

**ITEM 2 - Purchase of new vehicle (Crewcab, 4 door utility) and trade for a 2009 Ford Ranger XLT Space Cab ute**



|  |  |  |
| --- | --- | --- |
| **Purchase price for new vehicle** | $ | **(incl GST)** |
|  |  |  |
| **Trade price for existing 2009 Ford Ranger XLT Space Cab ute** | $ |  |
|  |  |  |
| **Changeover price for Item 2**  | $ | **(incl GST)** |

*(Insert date of signing Tender)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dated this |  | day of |  | 2014 |

**(Tenderer to complete)**

|  |  |
| --- | --- |
| Full name of Tenderer: |  |
| Signature of Tenderer: |  |
| Name: |  |
| Position:  |  |
| Address of Tenderer: |  |
|   |  |
| Address for Service of Notices: |  |
|  |  |  |
|  |  |  |
| Witness signature: |  |
| Name of Witness:  |  |

*Council reserves the right to remove the trade of the Ford Ranger Ute if price is not acceptable to the Chief Executive Officer.*

Respondent may include additional information and prices at this section.

**ITEM 3 - Purchase of new vehicle (Crewcab, 4 door) and trade for a 2010 Ford Ranger Dual Cab ute**

|  |  |  |
| --- | --- | --- |
| **Purchase price for new vehicle** | $ | **(incl GST)** |
|  |  |  |
| **Trade price for existing 2010 Ford Ranger Dual Cab ute** | $ |  |
|  |  |  |
| **Changeover price for Item 3**  | $ | **(incl GST)** |

*(Insert date of signing Tender)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dated this |  | day of |  | 2014 |

**(Tenderer to complete)**

|  |  |
| --- | --- |
| Full name of Tenderer: |  |
| Signature of Tenderer: |  |
| Name: |  |
| Position:  |  |
| Address of Tenderer: |  |
|   |  |
| Address for Service of Notices: |  |
|  |  |  |
|  |  |  |
| Witness signature: |  |
| Name of Witness:  |  |

*Council reserves the right to remove the trade of the Ford Ranger Ute if price is not acceptable to the Chief Executive Officer.*

Respondent may include additional information and prices at this section.

**ITEM 4 - Purchase of new vehicle (Crewcab, 4 door) and trade for a 2010 Ford Ranger Dual Cab ute**

|  |  |  |
| --- | --- | --- |
| **Purchase price for new vehicle** | $ | **(incl GST)** |
|  |  |  |
| **Trade price for existing 2010 Ford Ranger Dual Cab ute** | $ |  |
|  |  |  |
| **Changeover price for Item 4**  | $ | **(incl GST)** |

*(Insert date of signing Tender)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dated this |  | day of |  | 2014 |

**(Tenderer to complete)**

|  |  |
| --- | --- |
| Full name of Tenderer: |  |
| Signature of Tenderer: |  |
| Name: |  |
| Position:  |  |
| Address of Tenderer: |  |
|   |  |
| Address for Service of Notices: |  |
|  |  |  |
|  |  |  |
| Witness signature: |  |
| Name of Witness:  |  |

*Council reserves the right to remove the trade of the Ford Ranger Ute if price is not acceptable to the Chief Executive Officer.*

Respondent may include additional information and prices at this section.

**ITEM 5 - Purchase of new vehicle (Single Cab, 2 door) and trade for a 2008 Ford Ranger Super Cab ute**

|  |  |  |
| --- | --- | --- |
| **Purchase price for new vehicle** | $ | **(incl GST)** |
|  |  |  |
| **Trade price for existing 2008 Ford Ranger Super Cab ute** | $ |  |
|  |  |  |
| **Changeover price for Item 5**  | $ | **(incl GST)** |

*(Insert date of signing Tender)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dated this |  | day of |  | 2014 |

**(Tenderer to complete)**

|  |  |
| --- | --- |
| Full name of Tenderer: |  |
| Signature of Tenderer: |  |
| Name: |  |
| Position:  |  |
| Address of Tenderer: |  |
|   |  |
| Address for Service of Notices: |  |
|  |  |  |
|  |  |  |
| Witness signature: |  |
| Name of Witness:  |  |

*Council reserves the right to remove the trade of the Ford Ranger Ute if price is not acceptable to the Chief Executive Officer.*

Respondent may include additional information and prices at this section.

## TENDERER’S RESPONSE

The following checklist has been provided to assist you 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 Tender submission).

### Organisational profile

|  |  |  |
| --- | --- | --- |
| Attach a copy of your organisation structure and provide background information on your company and label it **“Organisation Structure”**. | **“Organisation Structure”** | Tick if attached[ ]  |
| If companies are involved, attach their current ASC company extracts search including latest annual return and label it **“ASC Company Extracts”**. | **“ASC Company Extracts”** | Tick if attached[ ]  |

### Referees

|  |  |  |
| --- | --- | --- |
| Attach details of your referees, and label it **“Referees”**. You should give examples of work provided. | **“Referees”** | Tick if attached[ ]  |

### Agents

|  |  |
| --- | --- |
| Are you acting as an agent for another party, and if so are they an approved dealer for a franchise? | Yes / No |
| If Yes, attach details (including name and address) of your principal and label it **“Agents”**. | **“Agents”** | Tick of attached[ ]  |

### Trusts

|  |  |
| --- | --- |
| Are you acting as a trustee of a trust? | Yes / No |
| If Yes, in an attachment labelled **“Trusts”**:(a) give the name of the trust and include a copy of the trust deed (and any related documents);and(b) if there is no trust deed, provide the names and addresses of beneficiaries. | **“Trusts”** | Tick if attached[ ]  |

### Subcontractors

|  |  |
| --- | --- |
| Do you intend to subcontract any of the Requirements? | Yes / No |
| If Yes, in an attachment labelled **“Subcontractors”** provide details of the subcontractor(s) including:(a) the name, address and the number of people employed; and(b) the Requirements that will be subcontracted. | **“Subcontractors”** | Tick if attached[ ]  |

### Conflicts of interest

|  |  |
| --- | --- |
| 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? | Yes / No |
| 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 and label it **“Conflicts of Interest”**. | **“Conflicts of Interest”** | Tick if attached[ ]  |

### Quality assurance

|  |  |
| --- | --- |
| The quality assurance for this Tender is ISO 9002.Does your organisation have this or any quality assurance or quality assurance systems? | Yes / No |
| If you propose to subcontract, does your subcontractor have a “third party” quality management system in place? | Yes / No |
| Supply evidence or details of your quality assurance position and where relevant of your supplier’s or subcontractor’s position, in an attachment labelled **“Quality Assurance”**. | **“Quality Assurance”** | Tick if attached[ ]  |

## SELECTION CRITERIA

This section is designed to clearly set out the Selection Criteria, to ensure Tenderers address each criterion and provide all relevant information

### Compliance Criteria

Please select with a yes or no whether you have complied with the following compliance criteria:

|  |  |
| --- | --- |
| **DESCRIPTION OF COMPLIANCE CRITERIA** | **YES / NO** |
| (a) Compliance with the Specification contained in the Request. | Yes / No |
| (b) Compliance with the Conditions of Tendering this Request. | Yes / No |
| (c) Compliance with and completion of the Price Schedule. | Yes / No |
| (d) Warranty - the equipment must have a minimum of two year warranty.  | Yes / No |

### Qualitative Criteria

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

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

| **DESCRIPTION OF QUALITATIVE CRITERIA** | **WEIGHTING****%** |
| --- | --- |
| **A) Value for Money**1. Price
 | 70% |
| **B) Relevant Experience in providing this service**1. Provide details of similar services.
2. Demonstrate competency and proven track record of achievement in this field.
 | 20% |
| **C) Respondent’s Resources**Respondents should demonstrate their ability and sustain the necessary;1. Plant, equipment and materials necessary to supply and provide service.
2. Any contingency measures or back up of resources including personnel (where applicable).
 | 10% |

# APPENDIX a - special conditions of contract

## INSURANCES

1. The contractor shall be solely responsible for the services and shall bear the sole risk for any loss or damage whether to any person or property caused by or resulting from, directly or indirectly, any act or omission of the Contractor or any default or negligence by the Contractor irrespective of any negligence, default or breach of statutory duty on the part of the Council.
2. The Contractor shall indemnify and keep indemnified the Council from any loss or damage and against all claims, demands and proceedings, costs, charges and expenses whatsoever arising out of any act or omission of the contractor or any default by the contractor
3. The Contractor shall, at the Contractor’s own expense, procure and maintain and shall ensure that all sub-contractors procure and maintain the following insurance, such insurance shall be specifically endorsed so that it is deemed primary to any insurance effected by or on behalf of the Council and shall contain a cross liability clause which shall treat each of the insured parties as if a separate policy had been issued to each of them:
	1. Public liability insurance for an amount of not less than $10 million for any one accident or occurrence in the name of the Council and the contractor.
	2. Third party property damage insurance of not less than $10 million in respect of any motor vehicles, plant or equipment used in the performance of the quoted services.
	3. If the Contractor or any sub-contractor employs any person or persons to perform the services or any part thereof, documentation certifying current workers compensation insurance, public liability insurance and third party property damage insurance to the specifications and criteria required by the Contractor must be provided to Council before commencement of services.
	4. If the Contractor or any sub-contractor employs any person or persons to perform the services or any part thereof, awareness and compliance of Council occupational safety and health guidelines and policy must be empowered and acknowledged.
	5. Any other insurance which is required by the laws of the Commonwealth of Australia and State of Western Australia and as amended by these guidelines following its review.
4. The implementation and maintaining of all insurances as required under these guidelines shall in no way limit the obligations or responsibilities of the Contractor under these guidelines.
5. The Contractor shall provide Council, prior to the commencement date, certificates of currency for all insurances that provides evidence of validity and currency of the insurance policies.

# APPENDIX B - GENERAL CONDITIONS OF CONTRACT

1. The Shire of Dandaragan is inviting Tenders for the **purchase of new and trade of existing Shire vehicles**.
2. Closing date of Tender is **2.00pm** on **Tuesday 4 March 2014**.
3. Pricing to be submitted on the enclosed Tender Form.
4. Lowest or any Tender will not necessarily be accepted.
5. Canvassing of Councillors will disqualify.
6. Email or Facsimile tenders will **NOT** be accepted.
7. Submit Tenders in a clearly marked envelope stating Tender number **RFT 02 / 2014** and addressed to the following:

Chief Executive Officer

Tender Box

Shire of Dandaragan

69 Bashford Street

PO Box 676

JURIEN BAY WA 6516

1. Specific details relating to the tender can be obtained by contacting:

Mrs Kerri Renton

Co-ordinator Infrastructure Operations

Phone: (08) 9652 0800

Email: krenton@dandaragan.wa.gov.au