

REQUEST FOR QUOTE – Consultancy for Roof Condition Assessment, Options Study and Concept Design to Clear Water Tanks at Taroom & Theodore WTP

RFQ # Q-2122-CS-57

Supplier Details:

Business Name	ABN
Trading Name	
Contact Person	Phone
Email Address	

Scope of work:

This project is for a consultancy service to undertake roof condition assessment of two clean water storage tanks, one water storage tank located in Taroom and another in Theodore. The consultancy works also include an options study and preparation of the concept design for a renovation or upgrade of the roofs depending on the condition assessment report.

The towns of Taroom and Theodore are located 100 km apart, along the Leichhardt Highway, in Central QLD.

Refer to attached annexures 1 to 3 for a detailed description of the scope of work and support information.

Quotation Deadline

Please ensure your written quotation is lodged prior to the Closing Time, being **11am, Thursday 28 April 2022**

IMPORTANT: Before submitting your quote, please refer to the Standard Terms and Conditions available on the Banana Shire website.

Submission Information:

Submit as per annexure 1

Evaluation criteria

Criteria	Weightage
Price/Value	50%
Previous similar experience and project staff	30%
Delivery of the project & Locality	20%

Please provide the availability to finish the task after the award.

Quotation Submission

Submit as per annexure 1

Comments:

Conflict of Interest

Please advise if you have an association or connection to current members of staff.

YES NO

If yes, please indicate persons you have an association with:

By signing this form, you acknowledge that you have provided the correct information and have read, understood, and agree to the Banana Shire Council Standard Terms and Conditions.

Signature _____ **Date** _____

To ensure your quote is processed accurately and in a timely manner please adhere to the following:

- Provide completed BOQ (Bill of Quantity) if required.
- Complete attached Quotation Schedule
- All associated costs have been included (Travel, accommodation, signage etc.)
- Quotation format to be submitted in PDF format.
- Quotations shall be valid for (3) three calendar months after day of the closing of quotations.
- ONLY SUBMIT BY EMAIL to quotations@banana.qld.gov.au. Quotations received by paper or emailed to a different email will not be accepted.
- Provide all required documentation e.g., Insurance, forms, schedules etc.

Acceptance of Quote:

- BSC is not obliged to accept the lowest, or any quote, and may accept the quote most advantageous to it.
- BSC reserves the right to award the RFQ as a whole, in parts, to one or more suppliers, or not at all.
- No quote shall be taken as accepted and no contract will be formed, until the supplier
 - (a) executes and returns the Formal Instrument of Agreement to the RFQ, or alternatively
 - (b) receives a council issued purchase order to the price of the supply.
- Any variances are required to be submitted and approved prior to continuing. ONLY an amended council issued purchase order reflecting the required variances is accepted for any additional costs.

Submissions and enquiries by email to quotations@banana.qld.gov.au or to speak to a representative, please call 07 4992 9500.

Please use RFQ # as reference during all correspondence.