

## REQUEST FOR QUOTE – Grounds Maintenance of Biloela Lease Land – North of Dawson Highway

**RFQ # Q-2122-CS-82**

### Supplier Details:

Business Name	ABN
Trading Name	
Contact Person	Phone
Email Address	

### Scope of work:

Banana Shire Council is responsible for the management of leased land in the Biloela Community, and we require the services of Grounds Maintenance for the following work scope.

- A) Mowing of all sites and snipping and weed spraying around onsite buildings as required for the sites known as 1B, 1D, 1E & 1F and the adjacent road easement to the left of these sites as shown in Appendix 1.
- B) Mowing only of the site known as Lot 23SP317554 Road Frontage Access - Appendix 2.
- C) Mowing only of the site known as Lot 23 SP317554 as shown in Appendix 3.

Mowing schedule will be once a month with 2 reserve mows to be kept for summer if growth exceeds the monthly schedule.

Total of 12 + 2 Mows.

Evidence of mow by way of a photograph of sites will be required to accompany invoices sent to Council.

Site visits can be arranged to assist in your quoting process by contacting the Senior Land and Lease Management Coordinator on (07) 4992 9500.

### Criteria: Your request for Quote must include evidence of the following:

- 1. Current Certificate of Currency showing \$20 million in Public Liability & Workcover Certificate of Currency.
- 2. Demonstrated experience in Commercial Lawn and Garden Maintenance
- 3. Your Company's WHS Policy and relevant procedures relating to this type of work.

### Quotation Deadline

11am, Thursday, 14 July 2022

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

**Submission Information:**

- Submit via email to [quotations@banana.qld.gov.au](mailto:quotations@banana.qld.gov.au)

**Mandatory requirements:**

- None  As listed in the Scope Criteria & Evaluation Criteria

**Evaluation criteria**

Criteria	Weightage
Quote Offered – Does the quote ensure quality and value for money for shire ratepayers.	50%
WHS – Are the companies WHS policy submitted including Insurances Certificate of Currency.	25%
Previous Experience – Has the quote detailed how the works will be done and former experience given to demonstrate future achievement of work scope	15%
Local Buy – Does the quote align with Councils commitment to developing local industry	10%

**Quotation Submission**

- Details required per Annexure 1

Price inclusive of GST	
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**Comments:**

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**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** \_\_\_\_\_

#### **Annexure 1:**

**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](mailto: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](mailto:quotations@banana.qld.gov.au) or to speak to a representative, please call 07 4992 9500.**

*Please use RFQ # as reference during all correspondence.*