# Tender Documents

## Part 1 - Invitation to Tender & Information for Tenderers

**SUPPLIERS WHO HAVE PREVIOUSLY SUBMITTED UNDER TENDER 23051** **DO NOT NEED TO RETENDER!**

**Request for Tender**

**(RFT)**

**Closing Time:**

**RFT Number:**

**24006**

**10 am**

**(Australian Eastern Standard Time)**

**11 September 2023**

**Register of Pre-Qualified Suppliers for Trade & Associated Services**

## INTRODUCTION

1. Council is seeking appropriately qualified, skilled and experienced Contractors to form a NEW ***Register of Pre-Qualified Suppliers for Trades and Associated Services*** for the following types of services:
* Air-conditioning, refrigeration and mechanical (Licensed – QBCC);
* Building (incl. facilities management);
* Chemical dosing equipment (pools - maintenance / installation);
* Chemical dosing equipment (utilities - maintenance / installation);
* Concreting;
* Electrical (excluding instrumentation and high voltage works)
* Fencing (Licensed – QBCC);
* Fencing (other works);
* Painting;
* Pest control / termite management;
* Pest control (Other - excluding weeds & feral animals);
* Plumbing; and
* Plumbing (gas)
* Handyman Services (NEW CATEGORY)

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1. Establishing a Register of Pre-Qualified Suppliers facilitates Council’s procurement of goods and/or services that have a medium to high value in total over the course of a financial year or longer. The Register assists in ensuring compliance with Council’s obligations under the *Local Government Regulation 2012*.
2. This Register of Pre-Qualified Suppliers (Council Panel) for Trade & Associated Servicesensures Council has rapid access to quality labour, services, plant and equipment in a timely manner. It will also make it easier for businesses and Council to do business, reducing duplication of effort and evaluation processes. Contractors for this Register will be selected based on compliance with all requirements outlined in the Request for Tender documentation, and selection of a Contractor or Contractors to perform available work will be based on a value for money assessment and availability for urgent works where applicable.
3. After the Closing Time the Council may prepare a short list from the persons who responded to the Request for Tender to be included on a Register of Pre-Qualified Suppliers.
4. The issue of the Request for Tender does not commit the Council to:
	* + 1. preparing a short list from the persons who responded to the Request for Tender; or
			2. including any Contractor or organisation on the short list.
5. Contractors accepted onto the Register must carry out the Services outlined in the documents in accordance with all relevant Australian Standards and Statutory requirements.
6. Pre-qualification is not to be considered a guarantee to receive work. Pre-qualification only determines a Contractor’s eligibility to receive invitations to submit a price for any available work. Council will make a value for money assessment for each package of work.
7. Performance of the successful Contractor/s will be measured by:
	* value for money;
	* response times;
	* quality of work;
	* level of complaints and incidents arising from departure from the Specification;
	* compliance with Work Health and Safety and Environmental requirements.
8. Contractors evaluated and selected on the *Register of Pre-Qualified Suppliers for Trade and Associated Services*are deemed to have read and are able to comply with all the documents that constitute the Tender process. Successful Contractors will be required to enter into a *Deed of Agreement* with Council.
9. Successful Tenderers, subject to continued successful performance measurement outcomes, will remain on the Register until 30 June 2023.

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| **Tender Number:** | **24006** |
| Opening Time: | 07 August 2023  |
| Closing Time: (clause 1 – Conditions of Tender) | 11 September 2023, 10:00 am. |
| Tender: (clause 1 – Conditions of Tender) | * Invitation to Tender & Information for Tenderers
* Conditions of Tender
* Specification
* Tender Response
* Deed of Agreement
* Purchase Order Terms & Conditions
 |
| Format for any Tender material provided in electronic form: (clause 5.1 – Conditions of Tender) | As compliant with Vendorpanel |
| Tenders must be open for acceptance for this amount of time: (clause 7.5 – Conditions of Tender) | 90 days from the Closing Time |
| Evaluation criteria and weightings to be applied: (clause 9 – Conditions of Tender) | Refer to the Tender Response |
| Any additional information to be designated as ‘Confidential Information’: (clause 1, clause 12 – Conditions of Tender) | As required by the individual Tenderer |

## ASSISTANCE DURING THE TENDER PERIOD

If you would like assistance to complete the Tender submission, you can obtain assistance by contacting the Department of State Development, Infrastructure Local Government and Planning.

The Department’s Roma-based representatives can be contacted on 0419 772 850 or 0428 716 263 or by visiting the office at Department of Resources 25 Quintin Street, Roma QLD.

If you would like to request the Department’s assistance, please make an appointment prior to allow plenty of time to complete and submit the tender response.