

REQUEST FOR QUOTE – Volumetric Surveys

RFQ # Q-2122-CS-62

Supplier Details:

Business Name	ABN
Trading Name	
Contact Person	Phone
Email Address	

Scope of work:

Annual Volumetric Survey at Taroom & Trap Gully Landfills

See Annexures

Annexure 1 – Scope of Works

Part A – Annual Volumetric Survey of landfill - Taroom Landfill site.

Part B – Annual Volumetric Survey of landfill – Trap Gully Landfill site.

Annexure 2 – Scope of Works

Guidelines for Volumetric Surveys produced by Queensland Department of Environment and Science

Annexure 3 – Scope of Works

Banana Shire Council Terms and Conditions of Quotation

Quotation Deadline

11am Thursday, 2nd June 2022

Submission Information:

- ✓ Submit as per Schedules in Appendix 1 – See Below

Mandatory requirements:

- ✓ A person preparing the volumetric survey be a registered surveyor under the Surveyors Act 2003 (Qld)
- ✓ Compliance with Banana Shire Council Procurement Policy and Procedures.
- ✓ Compliance with Queensland Waste Reduction and Recycling Act 2011

Evaluation criteria

Criteria	Weightage
Price/Value for money	80%
Relevant Expertise	15%
Local Business or Industry – See details in BSC Procurement Policy	5%

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.

APPENDIX 1 – RETURN SCHEDULES – TO BE SUBMITTED WITH YOUR QUOTE

RFQ # Q-2122-CS-62 – Volumetric Surveys

Return Schedule

Schedule 1 – Acknowledgment of Standard Terms and Conditions

I have read and acknowledge compliance with Banana Shire Council Standard Terms and Conditions as attached in Annexure 3.

Acknowledged:

YES NO

Schedule 2 - Conflict of Interest

Please advise if you have a potential, perceived or actual conflict of interest. This includes payments, gifts or business arrangements with a partner, spouse, immediate relative or friend of a Councillor or Council employee.

YES NO

If yes, please indicate person(s) you have an association with:

Schedule 3 – Conformance

This proposal complies with the Scope of Works provided:

YES NO

Details are provided of any proposed variation to the Scope of Works.

Details provided:

YES NO

Schedule 4 - WH&S Plan

Company WHS Policy to be submitted.

Policy provided:

YES NO

Schedule 5 – Insurances

Certificates of Currency are attached.

(a) Public liability insurance in the sum of at least \$10,000,000 in respect of any one occurrence and for an unlimited number of claims

Certificate of Currency provided:

YES NO

(b) Workers compensation or personal accident insurance cover (whichever may apply)

Certificate of Currency provided:

YES NO

(c) Professional indemnity insurance in the sum of at least \$10,000,000 in respect of any one occurrence and for an unlimited number of claims

Certificate of Currency provided:

YES NO

Schedule 6 - Company Profile

Company profile provided:

YES NO

Schedule 7 - Experience & References

Details of staff qualifications, experience provided:

YES NO

Company references provided:

YES NO

Schedule 8 - Delivery Method

Details of delivery method provided:

- YES NO

Schedule 9 – Local Content

Are you claiming that your quote is submitted by a Competitive Local Business.

- YES NO

If yes, please provide details to substantiate in accordance with Council's Procurement Policy.

Schedule 10 – Delivery and Site Access

Are there any special requirements for delivery or site access.

- YES NO

Details:

Schedule 11 – Price

- Part A - Annual Volumetric survey of Trap Gully Landfill, 142 Forestry Rd Biloela being part of 30/RP899131

Price inclusive of GST	\$
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- Part B – Annual Volumetric survey of Taroom Landfill – 35 Cromwell St, Taroom being part of Lot2/FT898.

Price inclusive of GST	\$
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TOTAL PRICE <i>inclusive of GST</i>	\$
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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** _____

PLEASE RETURN ALL PAGES WITH YOUR QUOTE