Banana Shire Council
62 Valentine Plains Road, Biloela
PO Box 412 Biloela QLD 4715
Phone 07 4992 9500 ● Fax 4992 3493
Email enquiries@banana.qld.gov.au ● www.banana.qld.gov.au
CCS-PR-03-023   Document Version: 10 May 2021

REQUEST FOR QUOTE - Three Year Monitoring Program - Groundwater and Landfill Gas Monitoring at Trap Gully Landfill

RFQ # Q-2122-CS-65

_____

Supplier Details:

Business Name		ABN	
Trading Name			
Contact Person		Phone	
Email Address			

Scope of work: See Annexures

Annexure 1 – Scope of Works
Annexure 2 – Environmental Authority – EPPR00818213
Annexure 3 - Banana Shire Council Terms and Conditions of Quotation

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Quotation Deadline

11am Thursday, 9th June 2022

Submission Information:

Submit as per Schedules in Appendix 1 – See Below

Mandatory requirements:

Compliance with Banana Shire Council Procurement Policy and Procedures.

Evaluation criteria

Criteria	Weightage
Price/Value for money	75%
Relevant Expertise	15%
Local Business or Industry – See details in BSC Procurement Policy	10%

Q-2122-CS-65-TG THREE YEAR MONITORING

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

1. Complete attached Quotation Schedule – Appendix 1.
2. Ensure associated costs have been included (Travel, accommodation, signage etc.)
3. Quotation format to be submitted in PDF format.
4. ONLY SUBMIT BY EMAIL to quotations@banana.qld.gov.au. Quotations received by paper or emailed to a different email will not be accepted.
5. Provide all required documentation

Acceptance of Quote:

6. BSC is not obliged to accept the lowest, or any quote and may accept the quote most advantageous to it.
7. BSC reserves the right to award the RFQ as a whole, in parts, to one or more suppliers, or not at all.
8. 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.
9. 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.
10. Submissions and enquiries by email to quotations@banana.qld.gov.au or to speak to a representative, please call 07 4992 9500.

NOTE: Please use RFQ #2122-CS-65 – Three Year Landfill Monitoring as reference during all correspondence.

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

RFQ # Q-2122-CS-65

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

If no, details are provided of any proposed variation to the Scope of Works.

Q-2122-CS-65-TG THREE YEAR MONITORING

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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

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Company references provided

☐ YES ☐ NO

Schedule 8 - Delivery Methodology

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

Three Year Monitoring Program Trap Gully Landfill – Ground and surface water, gas, and leachate.

Q-2122-CS-65-TG THREE YEAR MONITORING

Price including GST

Each quarterly monitoring x nine reports	$
Each annual monitoring x three reports	$
Total price for 3 year monitoring excluding CPI adjustments	$

I hereby certify that I am a company director or other person authorised in writing by the company for the purpose of lodging quotation documents

By signing this form, you acknowledge that you have provided the correct information and have read, understood the terms of this request for quotation.

Name: _____
          (Full Name)

Signature: _____

Date: _____

PLEASE RETURN ALL PAGES WITH YOUR QUOTE

Q-2122-CS-65-TG THREE YEAR MONITORING