

REQUEST FOR QUOTE – *Supply & Delivery of Signage – Burnett Highway*

RFQ # Q-2122-INF-84

Supplier Details:

Business Name	ABN
Trading Name	
Contact Person	Phone
Email Address	

Scope of work:

Supply & delivery of:

- TMR signage as the attached sign schedule
- Including posts, brackets, nuts & bolts
- Delivery to site: 44kms north of Biloela along Burnett Highway (Dooney Smith Road Intersection - Site Office)

Please state availability of all signage and delivery timeframe in quote submission.

Quotation Deadline

11am, Thursday 02 June 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 or other

Mandatory requirements:

☐ Availability

Evaluation criteria

Criteria	Weightage
Price	50%
Availability	50%

Quotation Submission

☐ Submit as per annexure

Price inclusive of GST	

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.