

REQUEST FOR QUOTE – Rural drainage detailed design – Cracow Road CH77200

RFQ # - Q-2122-INF-91

Supplier Details:

Business Name:	ABN
Trading Name:	
Contact Person:	Phone:
Email Address:	

Scope of work:

x Refer to attached annexure for a detailed description for the scope of work.

Quotation Deadline

11am, Thursday, 30 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:

None Refer to details of mandatory requirements in the annexure

Evaluation criteria

Criteria	Weightage
Price/Value for money	60%
Estimated completion date	20%
Risk of variations	10%
Local supplier	10%

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.