

REQUEST FOR QUOTE – SUPPLY OF CORPORATE UNIFORMS

RFQ # Q-2122-EXEC-1

Supplier Details:

Business Name	ABN
Trading Name	
Contact Person	Phone
Email Address	

Scope of work:

Council currently has around 170 employees in our corporate workforce. New employees to Council are provided with an allocation of \$550 to spend and an annual allocation of \$275 is provided to ongoing employees. Not all employees spend all their allocation each financial year. Over the past 3 years, Council has spent an average of \$30,000 on corporate uniforms from each financial year.

The successful supplier will be able to provide a large range and variety of uniforms for the Banana Shire Council corporate workforce. They will provide a quick turnaround from the point of the order being placed, through to items being embroidered before being delivered to either the Biloela or Taroom Administration Centres. This turnaround is expected within 20 working days in 90% of instances.

The successful supplier will have the capacity for employees to try on uniforms in-store and/or to forward samples to the Employee via delivery to either the Biloela or Taroom office (Employees will arrange for the return of uniforms at their own cost). They will also provide onsite fittings in the Biloela Office a minimum of three (3) times each year and at least once in the Taroom Office.

Quotation Deadline

11am Thursday, 14 July 2022

IMPORTANT: Before submitting your quote, please refer to the Standard Terms and Conditions available on the Banana Shire website.

Submission Information:

Please make submission in writing to Council addressing all items in Evaluation Criteria and Quotation Submission below.

Mandatory requirements:

None

Evaluation criteria

Criteria	Weightage
Price/Value for money	80%
Ability to supply embroidered uniforms within 20 working days	15%
Local supplier	5%

Quotation Submission

Please include the following items in your submission to Council with price inclusive of GST:

	Price	Unit
Provision of embroidery of Banana Shire Council Logo		
Cost of delivery of Uniforms to Council Offices		
Cost (if any) to provide onsite fitting per visit		
Cost (if any) to provide returnable uniform samples		

Other Criteria without Specific Dollar Value	
Provision of Corporate Clothing (as a cost plus % or % off retail price)	
Store Opening Hours	
Expected supply time of uniforms to Employees	

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.