

REQUEST FOR QUOTE – Water Services Electrical Support

RFQ # Q-2122-CS-85

Supplier Details:

Business Name	ABN
Trading Name	
Contact Person	Phone
Email Address	

Scope of work:

Provide shire wide electrical support by qualified and experienced electricians to Banana Shire Councils water services team for a 12-month period, including the following tasks:

- Maintenance/breakdown activities including but not limited to:
 - General electrical fault finding
 - Fault finding relating to water & sewerage treatment plants, pump stations, control systems, PLC's, RTU's, Switchboards, VSD's and Councils SCADA/telemetry systems
 - Carry out rectification of defects/faults where the procurement of major parts (over \$1000) is not required.
 - Diagnose & scope for repair larger faults that cannot be rectified immediately
 - Install, modify & refurbish electrical components
- Be able to immediately (within 2 hours + travel) respond to critical breakdowns/faults and promptly (within 5 days) respond to non-critical breakdowns/faults.
- Prepare/Update electrical drawings (red line markups) to capture changes made on site & submit with invoice
- Install wire labelling on all work performed, checked, or modified.
- Provide safety documentation including Risk Assessments/SOP's/SWMS for work performed.

Quotation Deadline:

11am Thursday, 7 July 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:

- Qualified and experienced electricians
- Experience with industrial electrical equipment, pumping equipment, switchboards
- Experience with control systems, PLC's, RTU's, VSD's and telemetry systems
- Availability & willingness to travel to each town in the shire
- Availability after hours for callouts

Evaluation criteria

Criteria	Weightage
Price/Value for money	35%
Knowledge of BSC's treatment facilities, processes & equipment	30%
Availability & Preparedness	20%
Quality of service & capability	15%

Quotation Submission

Description	Price inclusive of GST
Tradesman Hourly Labour	
1 st Year Apprentice Hourly Rate	
2 nd Year Apprentice Hourly Rate	
3 rd Year Apprentice Hourly Rate	
4 th Year Apprentice Hourly Rate	
After Hours Rate	
Travel costs (per km)	
Small item consumable parts markup %	
Accommodation & Meals Markup %	

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.