

REQUEST FOR QUOTE – Air-conditioning Installation – Taroom Residence

RFQ # Q-2223-CS-3

Supplier Details:

Business Name	ABN
Trading Name	
Contact Person	Phone
Email Address	

Scope of work:

Council requires a suitably qualified contractor to install air-conditioning in the Taroom Showgrounds caretakers residence. These works include:

- Removal of the existing unit in the living area;
- Supply and installation of 2 x 2.5Kw MHI inverter split systems for the bedrooms;
- Supply and installation of 1 x 8Kw MHI inverter split system for the lounge room;
- Transport and disposal of relevant waste at Taroom Transfer Station or Trap Gully Landfill.

Please note the switchboard is located at the back of the building closest to Leichardt Hwy (eastern side).

Requirements:

- Internal walls in the property to be treated as asbestos and handled as per the *Work Health and Safety Act 2011* and *Work Health and Safety Regulation 2011*;
- Please note this residence is currently tenanted and Council is required to provide 24 hours notice prior to contractors entering the property;
- Photos of installed units and serial numbers are to be emailed to Council on completion.

Please contact Building Services on (07) 4992 9500 if you would like to arrange a site visit.

Quotation Deadline

11:00am, Thursday 21 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 table below

Mandatory requirements:

None Refer to scope of works

Evaluation criteria

Criteria	Weightage
Price/Value for money	60%
Availability and Capacity	30%
Encouragement of local businesses	10%

Quotation Submission

Submit as per annexure

Price inclusive of GST	
Supply of MHI air-conditioners	
Labour	
Other costs, if relevant	
Total	\$

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.