

## REQUEST FOR QUOTE – Hire of 3 Tippers 1.2 to 2 Tonne (11-month period)

RFQ # Q-2223-CS-8

### Supplier Details:

|                |       |
|----------------|-------|
| Business Name  | ABN   |
| Trading Name   |       |
| Contact Person | Phone |
| Email Address  |       |

### Scope of work:

Require 3 tippers 1.2 to 2 Tonne with covers for an 11-month period / EOFY whatever comes first.

One truck will be based in Taroom and the other 2 will be in Biloela.

Council will be supplying all fuel for the trucks/ Damaged tyres will also be covered by council.

Wind screen chips will be reported to the companies for immediate attention to stop from cracking. If attention is missed, then windscreens will be back on the company to replace.

### Quotation Deadline

11am Thursday, 21<sup>st</sup> July 2022

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

### Submission Information:

☐ Submit quote – inclusive of GST

## Mandatory requirements:

- Servicing of the vehicles will be done by the supplier
- Tyres fair wear and tear will be replaced by the supplier
- Windscreens will be supplied by the suppliers if smashed and damaged out of our control – Council to notify within 24 hrs
- UHF radios preferred but not essential
- Load covers are to be fitted retractable preferred – Recommended by Main Roads
- Supplier upon delivery will complete a vehicle inspection with council staff and a prestart familiarisation.

## Evaluation criteria

| Criteria                            | Weightage |
|-------------------------------------|-----------|
| Price/Value for money               | 70%       |
| Availability                        | 10%       |
| Covering all mandatory requirements | 20%       |

## Quotation Submission

### Mandatory requirements

|                                                                  |                                                   |
|------------------------------------------------------------------|---------------------------------------------------|
| Price inclusive of GST                                           | <b>Covered / uncovered – cost related figures</b> |
| <b>Windscreens smashed /damaged servicing</b>                    |                                                   |
| <b>Tyres – fair wear and tear</b>                                |                                                   |
| <b>Load covers</b>                                               |                                                   |
| <b>Fuel – covered by council</b>                                 | <b>council</b>                                    |
| <b>Detailing internal and external covered by council weekly</b> | <b>council</b>                                    |
| <b>Defects reported to supplier within 24 hrs</b>                | <b>council</b>                                    |

## Comments:

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**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](mailto: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](mailto:quotations@banana.qld.gov.au) or to speak to a representative, please call 07 4992 9500.**

*Please use RFQ # as reference during all correspondence.*