

REQUEST FOR QUOTE – delivery of sand / Topsoil to Biloela Sewerage treatment Plant

RFQ # Q-2223-CS-9

Supplier Details:

Business Name	ABN
Trading Name	
Contact Person	Phone
Email Address	

Scope of work:

Delivery of 450 Tonne of sand to the Biloela sewerage Treatment Plant
Delivery of Top soil - 60 Tonne to the Biloela Sewerage Treatment Plant

Quotation Deadline

11am, Thursday 21st 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:

☐ Weed declarations to be provided upon delivery for both topsoil and sand

Evaluation criteria

Criteria	Weightage
Price/Value for money	80%
Availability	20%

Quotation Submission

☐ Submit as per annexure

Price inclusive of GST		
Sand per T delivered to Biloela	\$	travel included
Topsoil delivered to Biloela	\$	travel included

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.