

REQUEST FOR QUOTE – Installation and Painting of New Doors on Moura Pool Plant Building

RFQ # Q-2223-CS-33

Supplier Details:

Business Name	ABN
Trading Name	
Contact Person	Phone
Email Address	

Scope of work:

1. Source and Supply Paint to cover all doors - Dulux Super Enamel tinted to Colorbond Deep Ocean (ensure correct number of coats are applied per paint specifications),
2. Trim, rebate, cut to exact size and paint the supplied solid core timber doors (doors will be delivered to site by another company),
3. Install vent inserts in each door at 300mm from base of doors (vents will be supplied and delivered to site by another company),
4. Remove existing doors on plant room and remove from site to tip,
5. Hang new doors including supply of hinges,
6. Install existing Council keyed door locks and handles from the old doors into new doors, and
7. Ensure all doors can be locked and secured at end of works.

Door Specification Measurements are as follows:

- 1 @ 820mm x 2040mm (single door opening)
- 1 @ 815mm x 2040mm (single door opening)
- 1 @ 815mm x 2040mm (single door opening)
- 2 @ 1795mm x 2760mm (double door opening)
- 2 @ 1800mm x 2740mm (double door opening)

Photos:

Large double doors



Quotation Deadline

11am, Thursday, 18 August 2022

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

Submission Information:

☐ Submit via email to quotations@banana.qld.gov.au

Mandatory requirements:

☐ As listed in the Scope Criteria & Evaluation Criteria

Evaluation criteria

Criteria	Weightage
Timeframe – Works need to be able to happen the week of 29 th August (subject to doors being on site) – Quote must show contractors start date.	30%
Quote Offered – Does the quote ensure quality and value for money for shire ratepayers.	40%
WHS – Are the companies WHS policy submitted including Insurances Certificate of Currency.	10%
Previous Experience – Has the quote detailed how the works will be done and former experience given to demonstrate achievement of work scope	15%
Local Buy – Does the quote align with Councils commitment to developing local industry	5%

Quotation Submission

☐ Submit as per annexure

Price inclusive of GST	
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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.