

## REQUEST FOR QUOTE – Waste Levy Compliance Administration Assistance

RFQ # Q-2223-CS-42

### Supplier Details:

Business Name	ABN
Trading Name	
Contact Person	Phone
Email Address	

### Scope of work:

- Undertake Waste Levy Compliance and related activities data analysis
- Prepare Queensland Waste Data System Reports
- Provide waste management advice including Compliance related activities advice
- Provide remote waste administration services
- For a 2-year period from agreed commencement date.

### Quotation Deadline

11am, Thursday, 1st September, 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:

☒ None ☐ Refer to details of mandatory requirements in the annexure

### Evaluation criteria

Criteria	Weightage
Price/Value for money	30%
Availability	30%
Technical Expertise	30%
Local Supplier	10%

## Quotation Submission

☐ Submit as per annexure

Price inclusive of GST	

## 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.*