

REQUEST FOR QUOTE – Pigeon Proofing of Solar Panels – Biloela Administration Building

RFQ # Q-2223-CS-62

Supplier Details:

Business Name	ABN
Trading Name	
Contact Person	Phone
Email Address	

Scope of work:

Banana Shire Council requires the services of a suitably qualified pest control company to undertake pigeon proofing of an area of roof area covered with solar panels on our Main Administration Building in Biloela (62 Valentine Plains Road, Biloela Q 4715).

The work will involve working at heights and consideration of working around electrical solar systems. Both these items need to be considered in your Safe Work Method Statement and quote.

The attached site map shows the area (outlined in purple) which is to be pigeon proofed.

It is vital all pigeons are removed from the roof prior to installing the method being used to prevent further pigeon entry. Currently pigeons are nesting under the panels.

Please provide an estimated timeframe for completion with your quotation. Quote is to include travel to & from site if applicable, preparation and clean-up on completion.

All waste is to be transported & disposed at contractor's expense to Trap Gully Landfill, 142 Forestry Road, Biloela.

If you would like to arrange a site meeting, please contact Land & Leasing on (07) 4992 9500 or enquiries@banana.qld.gov.au

Quotation Deadline

11am, Thursday, 22nd September 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 by the end of September	30%
Quote Offered – Does the quote ensure quality and value for money for shire ratepayers.	40%
WHS – Are the companies WHS policy & Safe Work Method Statement 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	
Please attach a detailed breakdown of all applicable costs	
Project 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.