



Request for Quotation

Request for Quotation:	Waste Collection Service – Shire of Goomalling
Deadline:	30th June 2024 at 1600 hours
Address for Delivery:	32 Quinlan Street PO Box 118 Goomalling WA 6460
RFQ Number:	RFQ 01-2024

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1 Conditions of Responding

1.1 Contract Requirements in Brief

The Shire of Goomalling seeks expression of interest from waste contractors able to provide a regular waste collection service at the Shire of Goomalling Township and surrounding area. Household waste materials, which have been deposited in 240Ltr/120Ltr bins. Once collected, household waste needs to be disposed on site in the general waste pit at the Shire of Goomalling's waste facility. The offer of service must include the collection of 6- 240Ltr bins from Konnongorring and 42- 240Ltr bins from Jennacubbine on a weekly basis. The total number of bins to be collected from Goomalling town site proper is 425 bins incorporating residential and commercial.

Definitions

Below is a summary of some of the important defined terms used in this Request:

Contractor	Means the person or persons, corporation or corporations whose Response is accepted by the Principal, and includes the executors or administrators, successors and assignments of such person or persons, corporation or corporations.
Deadline	The Deadline shown on the front cover of this Request for lodgement of your Submission.
General Conditions of Contract	Means the WALGA General Conditions of Contract for the <i>Provision of Minor Works</i> or as nominated in Part 3.
Offer	Your Offer to be selected to supply the Requirements.
Principal	Shire of Goomalling
Response	Completed Offer, response to Selection Criteria and Attachments.
Requirement	The services requested by the Principal including all materials, labour and plant required to carry out the Requirement as defined in Part 4.

1.2 Contact Persons

Respondents should not rely on any information provided by any person other than the person listed below:

Name:	Samuel Bryce Chief Executive Officer
Telephone:	08 96291101
Email:	ceo@goomalling.wa.gov.au

1.3 Briefing/Site Inspection

Contact the Contact Person to arrange a site meeting/ inspection. By submitting an offer, you be deemed to be familiar with all site conditions and requirements.

1.4 Selection Criteria

The Contract may be awarded to a Respondent who best demonstrates the ability to provide quality products and or services at a competitive price. Quality will be assessed against the specification included in the scope of works. Submissions deemed to not meet the required specification may be disqualified as non-compliant. The quoted prices will be assessed together with the qualitative and compliance criteria to determine the most advantageous outcome to the principal.

1.5 Compliance Criteria

These criteria are detailed within *Part 4* of this document and will not be point scored. Each Response will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Submission from consideration.

1.5.1 Price Basis

All prices for Goods/Services offered under this Request are to be fixed for the term of the Contract. Quoted prices must include Goods and Services Tax (GST).

1.6 Principal’s Policies That May Affect Selection

The following policies may affect this selection:

- Buy Local Regional Price Reference.
- Shire of Goomalling Environmental and Health and Safety Policy

1.7 Lodgement of Response and Delivery Method

The Response must be lodged by the Deadline. The Deadline for this Request for Quote is nominated on the cover. Email the Response to the Contact Person or deliver by hand or mail in a sealed envelope addressed to the Contact Person at the Shire of Goomalling (PO Box 118 Goomalling WA 6460)

1.8 Rejection of Responses

A Response may be rejected without consideration of its merits if:

- it is not submitted before the Deadline; or
- it is not submitted at the place specified in the Request for Quotation; or
- it may be rejected if it fails to comply with any other requirements of the Request for Quote; or
- the Respondent does not submit an Offer form which has been completed and signed together with all the required Attachments.

1.9 Acceptance of Responses

Unless otherwise stated in this Request, Responses may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Response and may reject any or all Responses submitted.

1.10 Response Validity Period

All Responses will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline.

1.11 Precedence of documents

In the event of there being any conflict or inconsistency between the Terms and Conditions herein and those in the General Conditions of Contract, the Terms and Conditions appearing in this Request will have precedence.

1.12 Alterations

The Respondent must not alter or add to the Request documents unless required by these General Conditions of Responding. The Principal will issue an addendum to all registered Respondents where matters of significance make it necessary to amend the issued Request for Quote documents before the Deadline.

1.13 Ownership of Responses

All documents, materials, articles and information submitted by the Respondent as part of or in support of a Response shall become upon submission the absolute property of the Principal and will not be returned to the Respondent at the conclusion of the Response Process PROVIDED that the Respondent shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

1.14 Canvassing of Officers

If a Respondent, whether personally or by agent, canvasses any of the Principal's Commissioners or Councillors (as the case may be) or Officers with a view to influencing the acceptance of any Respondent, then regardless of such canvassing having any influence on the acceptance of such Submission, the Principal may at its discretion omit the Respondent from consideration.

1.15 Identity of the Respondent

The identity of the Respondent and Contractor is fundamental to the Principal. The Respondent shall be the person, persons, corporation or corporations named as the Respondent in Part 3 of this Request. Upon acceptance of the Response, the Respondent will become the Contractor.

2 Requirement

The Requirement of this RFQ is to deliver in entirety the scope of works as defined by the Scope Documents. Contractors will be required to comply with the conditions of contract of the WALGA General Conditions of Contract for the *Provision of Minor Works*.

2.1 Scope Documents

The Shire of Goomalling seeks expression of interest from waste contractors able to provide a regular waste collection service at the town of Goomalling. Household waste materials and commercial, which have been deposited on the road verge in 240Ltr/120Ltr bins, must be routinely collected and the waste deposited at the Shire of Goomalling waste facility.

Waste contractors interested in providing this service will be required to provide the shire with a rate per bin for general waste.

At this stage the Shire can confirm a total of 425 residential and commercial bin numbers of weekly bin pick up in the town proper. It must be noted additional to the town uplift Konnongorring area has 6 bins to be uplifted and Jennacubbine has 42 bins to be uplifted. On the weekly programme concurrent with the town service.

Waste contractors interested in providing the service will be required to attend the facility in person to discuss the specific details.

It is anticipated that once the contract is awarded, the successful applicant will be required to provide the service for a one-year period, this is to align current recycle contracts that are due to expire in July 2025.

3 General Conditions of Contract

Form of Contract: *WALGA General Conditions of Contract for the Provision of Minor Works*

The Respondent, by submission of an Offer, agrees that the WALGA General Conditions of Contract for the Provision of Minor Works do apply to this RFQ and any subsequent Contract based on this RFQ. The issue of a Purchase Order to the Contractor, whether the WALGA General Conditions of Contract for the Provision of Minor Works are included in the wording of the Purchase Order or not, will deem that the Contract entered into by the Principal and the Contractor conforms to the WALGA General Conditions of Contract for the Provision of Minor Works.

Insurances required:

- Public Liability Insurance: \$20 million
- Workers Compensation
- Motor Vehicle Policies

4 Respondent's Offer

4.1 Offer Form

Shire of Goomalling
32 Quinlan St
Po Box 118
Goomalling WA 6460

I/We (Registered Entity Name): _____
(BLOCK LETTERS)

of: _____
(REGISTERED STREET ADDRESS)

ABN _____ ACN (if any) _____

Telephone No: _____ Mobile: _____

E-mail: _____

**In response to
RFQ 01-2024 Waste Collection Service – Shire of Goomalling**

I/We agree that I am/We are bound by and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions contained in this Request signed and completed.

The responded price is valid up to ninety (90) calendar days from the date of the RFQ closing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Response irrespective of its outcome.

Quote to Provide the Requirements:

\$ _____ (including GST)

(Quoted amount in words) _____

Dated this _____ day of _____ 20____

Signature of authorised signatory of Respondent: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Telephone Number: _____

Authorised signatory Postal address: _____

Email Address: _____

4.2 Selection Criteria

Compliance Criteria

Please select with a “Yes” or “No” whether you have complied with the following compliance criteria:

Description of Compliance Criteria	
Respondents are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of this RFQ including completion of the Offer Form.	Yes / No
Respondents are to provide: <ul style="list-style-type: none"> • <i>Health and Safety Management Plan</i> • <i>List of all subcontractor’s names, contact numbers and their corresponding Insurances</i> • <i>Evidence of Induction and recording of Industry induction cards. E.g. White Card.</i> 	Yes / No
Risk Assessment The insurance requirements for this Request for Quotation are stipulated in Part 3 of the RFQ. Respondents are to supply evidence of their insurance coverage including, insurer, expiry date, value and type of insurance. If a Respondent holds “umbrella Insurance”, please ensure a breakdown of the required insurances are provided. (A copy of the Certificate of Currency is to be provided to the Principal within five (5) days of acceptance and prior to commencement on site).	Yes / No

4.3 Qualitative Criteria

Price Basis

- a. Lump Sum to provide service
- b. Hourly rates for additional work requested