**Quotation – TEN230713DL**

|  |  |
| --- | --- |
| **Project:** | Coonamble Youth Empowerment Project |
|  |  |
| **Location:** | Coonamble Local Government Area, NSW |
|  |  |
| **Closing Date:** | 10am, Thursday, 13 July 2023 |

**Supplier Details:**

Your Business/Agency Name

Your ABN/CAN/ARBN

Your Address

Your Phone Number

Your Email Address

Established: Year established

Principal contact name: First and Last Name

Principal contact mobile: Mobile number

Principal contact email: Email address

Names of Directors (if a private company): First and Last Names

**Total price\*** ***(excluding GST)*** for the delivery of the two-year program: $....

(Total price and budget constitute 30% of your submission’s assessment)

\* Please attach a comprehensive and detailed budget, with explanatory notes. See the Assessment Matrix for details. It will be assumed that ALL supply will be sourced from outside Coonamble LGA unless you specify otherwise.

A comprehensive and detailed budget, with explanatory notes, is attached? YES

**Safety and Insurances (please click the appropriate responses)**

*Note: Quotations not including proof of insurances and a formalised, systematic approach to workplace safety will not be considered.*

A Certificate of Currency for Public Liability Insurance is attached? Yes

A Certificate of Currency for Workers Compensation Insurance is attached? Yes

Copies of Child Protection certification/compliance for proposed staff is attached? Yes

A Risk Management Plan is attached? Yes

A Certificate of Currency for Professional Indemnity Insurance is attached (if relevant)? Yes

**Locally Preference Procurement Policy**

Coonamble Shire Council has a Local Preference Procurement Policy that impacts how the price component of your submission will be assessed.

If your business address is within the Coonamble Local Government Area, the net price (before GST) you quote in your submission will be assessed as if it were 10% cheaper. Council will still pay you according to your quoted price, if you are chosen as the preferred supplier.

If your business address is located outside Coonamble Local Government Area, during the assessment process, the net price for any goods or services you source from within the Coonamble Local Government Area will be assessed as if they were 10% cheaper (up to a maximum of $15,000) – provided the net price quoted for these is at least one-quarter (25%) of your total quoted net price. Council will still pay you according to your quoted price, if you are chosen as the preferred supplier.

It will be assumed that ALL supply will be sourced from *outside* Coonamble LGA unless you specify otherwise. All agencies with a regional or statewide presence will be considered as outside suppliers.

|  |  |
| --- | --- |
| I confirm that project management and project delivery will be undertaken by human resources living within Coonamble Shire during the project period. | YES  NO |

**Project description and rationale (20%)**

Provide a description of the program you propose to deliver in Coonamble Shire to achieve the specified deliverables, its rationale and anticipated impact. See the Assessment Matrix for details on how this will be assessed.

A project description and rationale is attached? YES

**Project plan (25%)**

Provide a description of how your project will deliver the required outputs and outcomes, and identify key activities and milestones. See the Assessment Matrix for details on how this will be assessed.

A project plan is attached? YES

**Experience and capacity to deliver plan (25%)**

Provide details on intended personnel, their experience and relevance of that experience to the delivery of the proposed program.

Evidence of experience and capacity to deliver the project plan is attached? YES

*While no limit is being applied to the extent of the documentation you attach, it conciseness, organisation and presentation in line with the assessment matrix will be appreciated by the assessors.*

**Assessment and Acknowledgement:**

This quotation will be assessed according to the following stages and criteria (see the attached Assessment Matrix for greater detail of each criterion):

* Proof of insurances and child protection compliance 🡪 to Stage 2 of assessment.
* No proof of insurances and child protection compliance 🡪 No further consideration.
* Proof of a formalised, systematic approach to the safety of employees and project participants supplied 🡪 to Stage 2 of assessment
* No proof of a systematic approach to the safety of employees and project participants supplied 🡪 No further consideration.

*Stage 2:*

|  |  |
| --- | --- |
| Total price and budget**\*** | 30% |
| Project description and rationale | 20% |
| Project plan | 25% |
| Experience and capacity to deliver | 25% |

**I acknowledge Coonamble Shire Council’s general terms and conditions for the supply of goods and/or services (as specified in Schedule A, below) and that my quotation will be assessed in relation to other submissions according to the above stages and criteria:**

**(please check** YES **)**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submit completed Quotations, with attachments, to:

TEN2301714DL

Coonamble Shire Council

PO Box 249

Coonamble NSW 2829

or electronically as a PDF file to council@coonambleshire.nsw.gov.au

If sending electronically, please phone Council on (02) 6827 1900 to request confirmation that your email has been received: ZIP files are sometimes quarantined by our IT systems.

**If successful, what would be your preferred schedule of payments (excluding GST):**

|  |  |
| --- | --- |
| *Milestone Description* | *Sub-Total* |
| Click or tap here to enter text. | $Add sub-total here. |
| Click or tap here to enter text. | $Add sub-total here. |
| Click or tap here to enter text. | $Add sub-total here. |
| Click or tap here to enter text. | $Add sub-total here. |
| Click or tap here to enter text. | $Add sub-total here. |
|  | $**TOTAL column here.** |

**Schedule A:** **Coonamble Shire Council’s General Terms and Conditions**

**for the Supply of Good and/or Services**

|  |  |
| --- | --- |
| INVOICE/QUOTE  PRICE | The Price of goods or services includes:  1. All taxes, duties and other imposts for which the Supplier is liable; and  2. All amounts payable for the use of patents, copyright, registered designs, royalties, trademarks and other intellectual property rights. |
| GOODS | All goods supplied pursuant to this Request for Quotation shall be new and unused unless otherwise specified. |
| SERVICES | All services provided pursuant to this Request for Quotation shall be in accordance with the Scope of Works. The Supplier shall indemnify  Coonamble Shire Council against all suits, claims and actions arising in any way whether directly or indirectly for the performance of the  services. |
| TERMS OF  PAYMENT | Payment will be made only on a correctly rendered invoice. Invoices which fail to correctly quote the Purchase Order number or are  otherwise incorrect may be returned unpaid. Payment is due 30 days from receipt of invoice or acceptance of goods and/or services,  whichever is later. Early settlement will be considered for discounts offered but without prejudice to the standard 30-day payment period.  Payment is in accordance to the milestone payments set out in the supplier’s schedule of payments. |
| PACKAGING &  MARKING | All goods must be suitably packed at the Supplier's expense to ensure delivery in good order and condition. Each item shall be marked  indicating Coonamble Shire Council’s order number and full delivery point details. |
| PRICE VARIATIONS | No price variations will be accepted, once the supplier has been contracted, unless the Supplier has notified the Contact Officer, and the Delegated Authority has accepted the variation. |
| SPECIFICATION | All goods or services supplied against the Request for Quotation shall be free from defects in materials and workmanship and be at least of  merchantable quality and shall conform to any specifications and descriptions set out on the Supplier’s response to the Request for  Quotation. |
| DELIVERY | All goods or services are to be delivered at the time and place detailed in the Supplier’s response to the Request for Quotation. Delivery  will be Free Into Store unless otherwise specified. |
| INSPECTION &  ACCEPTANCE | All goods are subject to check and inspection before acceptance, which shall take place at Coonamble Shire Council’s delivery point and  the Coonamble Shire Council may reject any goods supplied incorrectly, damaged in excess of quantities specified on Supplier’s response to the Request for Quotation, or otherwise found not to be in accordance with these terms and conditions. If Coonamble Shire Council rejects any goods, the Supplier must, at no expense to Coonamble Shire Council, remove the goods and, at Coonamble Shire Council’s sole discretion:  1. Replace the rejected goods;  2. Refund any payment for the rejected goods; or  3. Repair the goods to the satisfaction of Coonamble Shire Council. |
| CANCELLATION | Coonamble Shire Council reserves the right to cancel the acceptance of this Request for Quotation in whole or in part if delivery is not  made by the due delivery date specified in the Supplier’s response or if the Supplier is in breach of any other term or condition of the  Request for Quotation or if the Supplier becomes insolvent or any formal action is taken against the Supplier in respect of insolvency. |
| TITLE AND RISK | Risk of loss or damage to goods and title shall pass to Coonamble Shire Council on acceptance by Coonamble Shire Council. |
| INDEMNITY –  INTELLECTUAL  PROPERTY RIGHTS | The Supplier indemnifies Coonamble Shire Council against all loss, damage or expense arising in respect of any action or claim for  alleged infringement of any patent, copyright, registered design, royalty, trademark or any other intellectual property rights, by reason of  the purchase, possession or use of the goods. |
| HAZARDOUS  MATERIALS | The Supplier shall provide material safety data sheets for any hazardous substances to be supplied for this project. |
| ASSIGNMENT | The Supplier must not, without consent in writing from Coonamble Shire Council, assign the Supplier's rights under the Contract. |
| APPLICABLE LAW | The Project will be governed by and construed in accordance with the laws in force in New South Wales. |
| ENTIRE  AGREEMENT | These terms & conditions constitute the entire agreement of the parties in relation to purchase of the goods or services specified in this  Request for Quotation and all other agreements warranties and representations are excluded, except for:  1. Any request for quotation issued by Coonamble Shire Council in relation to the goods or services; or  2. Any formal contract executed by both parties prior to the date of acceptance of this quotation. |
| WORK HEALTH  AND SAFETY | The Supplier must comply with the WHS Legislation and ensure all work is carried out safely and in a manner that does not put the health  and safety of persons at risk. The Supplier must comply with its duty under the WHS Legislation to consult, cooperate and coordinate  activities with all persons who have a work health and safety duty in relation to the same matter. The Supplier must provide the Customer  with a written report on all work health and safety matters referable to the conduct of the Services or provisions of the Goods if requested. |
| SUBCONTRACTORS | Subcontractors not mentioned at the time of quotation require approval from Coonamble Shire Council. Subcontracting of any part of, or the entire Supplier’s obligations on acceptance, will not relieve the Supplier from any of its obligations upon the Acceptance of this Quotation. The Supplier must make available to the Customer the details of all Subcontractors engaged to provide the Goods and/or Services upon the Acceptance of this Quotation. The Supplier acknowledges that the Customer may be required to disclose publicly such information.  The Supplier must ensure that any subcontract entered into by the Supplier, for the purpose of fulfilling the Supplier’s obligations upon  Acceptance of this Quotation, imposes on the Subcontractor the same obligations that the Supplier has upon the Acceptance of this  Quotation. At the Customer’s request, the Supplier, at no additional cost to the customer, must promptly remove from involvement any  Subcontractor that the Customer reasonably considers should be removed. |
| EARLY WARNING | Each party must promptly inform the other if it becomes aware of anything that is likely to affect the time for completion, or the cost or the required quality of the deliverables. This must be given in writing. |
| LICENCES AND  APPROVALS | During the Warranty Period for the Goods, the Supplier must without delay and at no cost to the Customer correct all defects in the Goods by way of repair, replacement or such other means acceptable to Customer. The Supplier must provide the Customer with all relevant third-party warranties in respect of Goods. If the Supplier is a manufacturer, the Supplier must provide the Customer with all standard manufacturer’s warranties in respect of the Goods it has manufactured and supplied. |
| VALIDITY OF THE QUOTATION | Quotations will be valid for the period specified by the supplier. For projects that are grant-funded, and where there may be a delay of three to four months between the preparation of the original quotation and allocation of funding, suppliers will be requested to update quotations before a final determination is made. |
| WORKMANSHIP | To the extent that the standard of workmanship is not specified in the Request for Quotation, it must comply with the applicable industry  standards, including (without limitation) the Building Code of Australia and any applicable Australian Standards and be fit for purposes for  which they are required. |
| KEY  PERSONNEL | The Supplier must ensure that the Key Personnel set out in the Quotation perform the part of the Services specified in that item. The Supplier must ensure that Key Personnel (if any) are not replaced without the prior written consent of the Customer. The Customer’s written consent will not be unreasonably withheld. |
| TERMINATION | In addition to any other rights either party has upon acceptance of the Quotation, the Customer acting in good faith, may at any time  terminate the project or reduce the scope or quantity of the Goods and/or Services, by providing a Notice to the other party. |